

**Las Vegas Metropolitan Police Department
Partners with the Community**

**1/000.00 BASIS IN LAW FOR ESTABLISHMENT OF DEPARTMENT
BASIS IN LAW FOR AUTHORITY TO ACT
A.S. 1.2.1**

Chapter 280 of the Nevada Revised Statutes provides the basis in law for the establishment of the Las Vegas Metropolitan Police Department and the basis in law for the department's authority to act. (7/73) ■

**1/000.01 OATH OF OFFICE
A.S. 1.1.1**

Members are required to take the following oath of office as police officer or corrections officer prior to assuming sworn status with the Las Vegas Metropolitan Police Department:

I,....., do solemnly swear (or affirm) that I will support, protect, and defend the Constitution and Government of the United States, and the Constitution and Government of the State of Nevada, against all enemies, whether domestic or foreign, and that I will bear true faith, allegiance, and loyalty to the same, any ordinance, resolution, or law of any state notwithstanding, and that I will well and faithfully perform all duties of the office of (Police Officer or Corrections Officer) on which I am about to enter; (if an oath) so help me God, (if an affirmation) under pains and penalties of perjury. (7/73) ■

**1/000.02 LAW ENFORCEMENT CODE OF ETHICS
A.S. 1.1.2**

All sworn officers of this department shall 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 courageously 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 my personal feeling, 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 will 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. (7/73) ■

***Las Vegas Metropolitan Police Department
Partners with the Community***

***1/000.03 DEPARTMENT VISION, VALUES, MISSION AND GOALS
A.S. 11.5.1, 12.2.1, 31.2.2, 33.7.1***

VISION - The vision of the Las Vegas Metropolitan Police Department is to provide the best public safety and service in partnership with our community.

VALUES - The values of the Las Vegas Metropolitan Police Department are:

- Integrity***
- Courage***
- Accountability***
- Respect For People***
- Excellence***

The acronym "***I CARE***" is the guiding principal for each and every employee.

The values are supported by behaviors, demonstrated by the actions of employees, as they live these values. All employees are expected to represent the values of the department while in the workplace and on-duty.

MISSION - The mission of the Las Vegas Metropolitan Police Department is to protect people, property and rights in our community.

DEPARTMENT GOALS - The goals of the Las Vegas Metropolitan Police Department are:

1. Assure public safety
2. Assure homeland security
3. Enhance neighborhood quality of life
4. Provide excellent service
5. Use technology effectively
6. Attract, develop and retain the best people ■

1/000.04 FISCAL AFFAIRS COMMITTEE

Chapter 280 of the Nevada Revised Statutes establishes a Fiscal Affairs Committee and describes the committee's authorities and responsibilities. (7/73) ■

**Las Vegas Metropolitan Police Department
Partners with the Community**

1/100.00 GUIDES TO CONSTRUCTION

**1/100.01 TITLE
A.S. 12.2.1**

This document contains policies, programs, procedures, rules, and regulations, and shall be known as the “Las Vegas Metropolitan Police Department Manual”. It is to be referred to as the “Department Manual”. (7/73)■

**1/100.02 DIVISION OF MANUAL
A.S. 12.2.1**

The Department Manual is divided and identified by its respective parts, chapters, sections, and subsections, as follows:

1/234.56

- 1/ -indicates the material is in Part 1,
- 1/2 -indicates the material is in Part 1, Chapter 2,
- 1/234 -indicates the material is in Part 1, Chapter 2, Section 34
- 1/234.56-indicates the material is in Part 1, Chapter 2, Section 34, Subsection 56

Exception - Civil Service Rules

The “A.S.” number following the title refers to Accreditation Standards. These standards are available in the Office of Quality Assurance and can be viewed on the LVMPD intranet/Office of Quality Assurance/Accreditation. These standards must be reviewed prior to any revision. (7/73, 2/06)■

**1/100.03 AMENDMENTS AND/OR REVISIONS
A.S. 12.2.1**

Amendments and revisions to the Department Manual may be effected by official directives or Civil Service Board action.

The Policy and Planning Unit is charged with the responsibility for incorporating any changes in the Department Manual. (7/73)

1/100.04 CONSTRUCTION OF “SHALL” AND “WILL” AND “MAY” AND “SHOULD”

“Shall” and “will” are mandatory. “May” is permissive. “Should” is used where it is intended that while a procedure is not mandatory, it should be followed in the interest of the department. (7/73)■

1/100.05 SEVERABILITY OF CONTENTS

If any section, subsection, item, clause, or phrase contained in this manual is found to be illegal or otherwise incorrect or in applicable, such finding will not affect the validity of the remainder of the contents. (7/73)■

***Las Vegas Metropolitan Police Department
Partners with the Community***

1/200.00 ORGANIZATION TERMS

1/200.01 LAS VEGAS METROPOLITAN POLICE DEPARTMENT, DEPARTMENT, DEPARTMENTAL

Shall mean the Las Vegas Metropolitan Police Department operating as the law enforcement agency within the unincorporated areas of Clark County and the incorporated areas of the City of Las Vegas. (7/73) ■

1/200.02 EXECUTIVE STAFF

Sheriff
Undersheriff
Assistant Sheriffs
Deputy Chiefs
Division Commander
Metro Counsel
Executive Director - Office of Finance
Director - Intergovernmental Services
Director - Office of Public Information (6/03, 6/07) ■

1/200.05 SUPERVISORS

All supervisory personnel within the department, both commissioned and civilian. (7/73) ■

1/200.06 EMPLOYEE OR MEMBER

Shall mean any person employed by the Las Vegas Metropolitan Police Department in a temporary, probationary, or permanent status. (7/73) ■

1/200.07 OFFICER/POLICE OFFICER

Shall mean a duly sworn person who is authorized to execute police powers and is charged with law enforcement responsibilities in connection with the Las Vegas Metropolitan Police Department. The term shall be applied without regard to sex, rank, division or duty. (7/73) ■

1/200.08 CORRECTIONS OFFICER

Shall mean a duly sworn person who is authorized to execute limited police powers and is charged with enforcement of correctional and detention responsibilities in connection with the Las Vegas Metropolitan Police Department. This term shall be applied without regard to sex, rank, division or duty. (7/73) ■

1/200.09 OFFICE - OFFICE OF - OFFICES OF

Shall mean the major administrative units of the department. They shall consist of the Office of the Sheriff, Office of the Undersheriff, and any other offices the Sheriff deems necessary. (7/73) ■

1/200.10 DIVISION

Shall mean the largest division of the department responsible for performing specific functions, and directed by a deputy chief. (7/73) ■

1/200.11 BUREAU/AREA COMMAND

Shall mean a 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 upon size, nature, and importance. (7/73) ■

1/200.12 SECTION

***Las Vegas Metropolitan Police Department
Partners with the Community***

Shall mean a primary subdivision of a bureau and commanded by any rank, depending upon its size, nature, and importance. (7/73)■

1/200.13 DETAIL

Shall mean a primary subdivision of a section and commanded by any rank, depending upon its size, nature, and importance. (7/73)■

1/200.14 SQUAD

Shall mean a small group of officers assigned to a specific superior and shall commonly mean the group of officers assigned to a sergeant on a particular shift. (7/73)■

1/200.15 SHIFT

Shall mean a time division of the day for the purpose of personnel assignment or to further identify an organizational part of the department by the time of day they operate. They are usually referred to as: Graveyard (1st), Day (2nd), or Swing (3rd) shifts. For payroll purposes, shifts shall be indicated as follows: "DA" for days, "SW" for swing and "GR" for graveyard. Any shift beginning at or after 2200 hours is considered a graveyard shift. (See respective contracts for a definition of shift differential.) (7/73, 8/94)■

1/200.16 BOARD

Shall mean a group of persons having investigatory or advisory powers regarding specific actions, conditions and/or decisions affecting individual employees. (7/95)■

1/200.17 COMMITTEE

Shall mean a group of persons delegated to consider and report and/or take action on ongoing department projects of issues. (7/95)■

***Las Vegas Metropolitan Police Department
Partners with the Community***

1/300.00 OPERATIONS TERMS

1/300.01 SMALL REPORTING AREA

Shall mean the geographical areas of Clark County, as established by the department, for the purpose of recording incidents. (7/73)■

1/300.02 PATROL AREAS

Shall mean the geographical area of Clark County, as established by the department primarily for the purpose of assigning field personnel areas of responsibility on a given shift of duty. Patrol areas consist of sectors and beats.(7/73)■

1/300.03 SECTOR

Shall mean the largest designated patrol area. (7/73)■

1/300.04 BEAT

Shall mean the primary subdivision of a sector. (7/73)■

1/300.05 PATROL/PATROL OFFICER/PATROL UNIT

An officer or officers assigned to a radio-equipped marked vehicle for a shift of duty in a specific patrol area. (7/73)■

1/300.06 PD WATCH COMMANDER

The designated Patrol Division lieutenant on duty during a specific shift. (3/94, 1/95)■

1/300.07 DIRECTED PATROL ACTIVITY

Directed Patrol Activity is the focusing of limited resources toward specific places and times which can have the greatest impact on an identified problem.■

1/300.08 PROBLEM ORIENTED POLICING

Problem oriented policing is a proactive concept which involves problem solving by all levels of the department. Multiple calls for service from a particular area are seen as a symptom of more deeply rooted problems. The underlying reasons creating those calls are examined and efforts made to resolve them. (4/92)■

1/300.09 COMMUNITY POLICING

Community Policing is a partnership of law enforcement with the public, sharing the responsibility for protecting and improving the quality of community life through teamwork, creativity and community resources, thus reducing crime. (7/95)■

**Las Vegas Metropolitan Police Department
Partners with the Community**

1/301.00 ADMINISTRATIVE TERMS

1/301.01 RANK

A grade or class of official standing of members within the department. (7/73) ■

1/301.02 ACTING

Serving temporarily in a position to which the member is not ordinarily assigned; usually in a position of higher rank. The member, for the time necessary, will possess the authority of the acting rank. (7/73) ■

1/301.03 APPOINTMENT

The assignment of a person to any position or certain classification within the department. (7/73) ■

1/301.04 INSPECTION

The scheduled or unscheduled comparison of personnel, material, facilities, and operations, with standards and directives established by the department. (7/73) ■

1/301.05 NEGLECT OF DUTY

Failure to give proper attention to the performance of duty. (7/73) ■

1/301.06 INCOMPETENCE

Incapable of the satisfactory performance of assigned duties. (7/73) ■

1/301.07 REPORT CLASSIFICATION

The identifying title of a written report. (7/73) ■

**1/301.08 DEPARTMENT DIRECTIVES
A.S. 12.2.1**

Department directives are General Orders, Procedural orders, Special Orders, and Administrative Notices that have department-wide application and are signed by the Sheriff or the Undersheriff. (7/73) ■

**1/301.09 DIVISION AND BUREAU DIRECTIVES
A.S. 12.2.1**

Division directives are General Orders, Procedural Orders, Special Orders and Administrative Notices that have application to a division and are signed by the division or office commander.

Bureau directives are General Orders, Procedural Orders, Special Orders and Administrative Notices that have application to a bureau/area command and are signed by the bureau/area commander (7/73, 1/96) ■

**1/301.10 GENERAL ORDER
A.S. 12.2.1**

A General Order is a directive which establishes policy. A policy is a broad guideline or a position statement. It can also be used to establish rules and regulations. (7/73) ■

**1/301.11 PROCEDURAL ORDER
A.S. 12.2.1**

A Procedural Order is a directive which establishes a course or method of action for the accomplishment of a specific task. It may also prescribe specific action for given circumstances. (7/73) ■

**Las Vegas Metropolitan Police Department
Partners with the Community**

**1/301.12 ADMINISTRATIVE NOTICE
A.S. 12.2.1**

An Administrative Notice is a directive which is used to inform members of a specific circumstances or situation, such as temporary procedures or duties, classes of instruction, meetings, drills, or inspections. It may also cover other matters not covered by rules and regulations, General, Procedural, or Special Orders. (7/73) ■

**1/301.13 SPECIAL ORDERS
A.S. 12.2.1**

A department Special Order is a directive which implements a promotion, reduction in grade, appointment, assignment or transfer of personnel from one division or office to another division or office.

A division Special Order is a directive which implements a transfer of personnel between bureaus within a division or between budgetary units of the same bureau.

A bureau Special Order is a directive which implements a change in shift, regular days off, light duty assignment, return to regular duty assignment or location of assignment within a budgetary unit. (7/73, 1/96) ■

1/301.14 MEMORANDUMS

A form that provides a means for written communication within the department, such as between bureaus and divisions. (7/73) ■

1/301.15 DIVISION IDENTIFIER

S	Sheriff
US	Undersheriff
AS	Assistant Sheriff
CPD	Central Patrol Division
VPD	Valley Patrol Division
CTSD	Communication and Technology Services Division
ISD	Investigative Services Division
SOD	Special Operations Division
HRD	Human Resources Division
DSD	Detention Services Division
TSD	Technical Services Division
HSD	Homeland Security Division (1/03, 1/07) ■

1/301.16 THROUGH OFFICIAL CHANNELS

“Through Official Channels” means through the hands of the ranking officer in the chain of command. (7/73) ■

1/301.17 ORDER

An instruction or directive, either written or oral, issued by a superior to a subordinate or group of subordinates. (7/73) ■

**Las Vegas Metropolitan Police Department
Partners with the Community**

1/302.00 ADMINISTRATION

**1/302.01 ORGANIZATION AND STAFFING
A.S. 11.1.1**

The department is organized so that related tasks and activities may be grouped for assignment to an organic unit. A logical and clear-cut chain of command has been established, with definite channels of communication, responsibility, and authority. Personnel and equipment are organized to meet current needs, but with sufficient flexibility to be readily adapted to new and changing situations. (7/73) ■

**1/302.02 UNITY OF COMMAND
A.S. 11.2.1, 11.2.2, 11.3.1, 11.3.2**

Each individual, unit, and situation is under the control of one, and only one, person. The principle of command responsibility is utilized whereby every administrative and supervisory officer is responsible for acts of his subordinates. (7/73) ■

**1/302.03 CHAIN OF COMMAND
A.S. 12.1.2**

All official communications of the department, whether moving downward, or requests, information, suggestions, or complaints moving upward, shall be confined to official channels. Each link in the chain of command shall be respected. It is the responsibility of each echelon to forward communications to the next higher echelon with his approval, disapproval, or recommendation. (7/73) ■

**1/302.04 RANKING OFFICERS
A.S. 11.1.1, 12.1.2**

The order of commissioned rank in the Department is:

Sheriff	Sheriff
Undersheriff	Undersheriff
Assistant Sheriff	Assistant Sheriff
Deputy Chief	Chief of Detention
Captain	Corrections Captain
Lieutenant	Corrections Lieutenant
Sergeant	Corrections Sergeant
Police Officer	Corrections Officer

In the absence of the Sheriff, the Undersheriff is the Department's Chief Administrative and Executive Officer. In the event both the Sheriff and Undersheriff are absent, the order of precedence for command authority is as follows:

Assistant Sheriff, Law Enforcement Operations
Assistant Sheriff, Law Enforcement Investigations
Assistant Sheriff, Law Enforcement Services
Division Commander, Valley Patrol Division
Division Commander, Central Patrol Division
Division Commander, Special Operations Division
Division Commander, Investigative Services Division
Division Commander, Homeland Security Division
Division Commander, Communication and Technology Services Division
Division Commander, Human Resources Division
Division Commander, Detention Services Division
Division Commander, Technical Services Division (1/03, 1/07) ■

**Las Vegas Metropolitan Police Department
Partners with the Community**

1/303.00 STATISTICAL GLOSSARY AND RESPONSIBILITY MATRIX

This Glossary has been developed to identify the responsible sources for statistical information throughout the department. See 5/102.03 for associated procedure.

DEFINITIONS	WHERE TO OBTAIN THE INFORMATION
9-1-1 Call - see Service Query	
Annual Operating Budget - A document prepared according to legal requirements which presents the anticipated revenues and planned expenditures for the LVMPD for its fiscal year, which is July 1 through June 30.	OFFICE OF FINANCE
Area Command - A geographical area designated for patrol activities with one command facility, usually known as a substation.	AREA COMMANDS
Arrest - see Booking	
Violent Felony Arrest - Persons taken into custody for a violent felony crime against a person involving the threat of, or actual use of physical violence against the victim. Includes rape, robbery, homicide, and aggravated assault. (Collected by Information Technologies Bureau)	CRIME ANALYSIS UNIT
Average Inmate Population - The average number of individuals booked into the Clark County Detention Center for the period specified (daily, weekly, monthly, annually); this number will include the inmates Metro is responsible for including those Metro has placed in the North Las Vegas, City of Las Vegas and Henderson facilities under contract as well as other detention types such as house arrest, etc.	DSD RECORDS SECTION
Average Inmate Population in CCDC - The average number of individuals housed within the CCDC for the period specified (daily, weekly, monthly, annually).	DSD RECORDS SECTION
Booking - see below	
Number of Bookings (Charges) - This counts the number of charges against persons booked at CCDC as opposed to the number of persons.	DSD RECORDS SECTION
Number of Bookings (Individuals) - This counts the number of persons booked at CCDC as opposed to the number charges against those persons.	DSD RECORDS SECTION
Metro Booking - The number of persons booked into the CCDC for any charge by a Metro employee.	DSD RECORDS SECTION
Booking (City of Las Vegas) - The number of persons processed into custody at the City of Las Vegas Detention Facility. Can be expressed as charges or individuals.	POLICY AND PLANNING UNIT
Calls for Service - see Service Query	
Citations - see below	
Traffic Citation - A document completed for selected traffic offenses in lieu of incarceration and serving as a promise to appear before a magistrate.	TRANSPORTATION SAFETY BUREAU

**Las Vegas Metropolitan Police Department
Partners with the Community**

Misdemeanor Citation - A document completed for selected misdemeanor offenses in lieu of incarceration and serving as a promise to appear before a magistrate.	RECORDS BUREAU
Class II Citation - Used for persons ineligible for a field citation. Includes transportation of the individual to detention for fingerprinting/photographing prior to release.	DSD RECORDS
Crime Rate - The rate at which a specified crime occurs which is derived by dividing the number of such crimes reported in a jurisdiction by the population of the jurisdiction for the period specified.	CENTRAL CRIME ANALYSIS UNIT
Dispatched Calls for Service - <i>see Service Response</i>	
DUI - Driving Under the Influence as defined by applicable statute	TRANSPORTATION SAFETY BUREAU
Emergency Call - <i>see Service Query</i>	
Event - <i>see Service Response</i>	
FBI Uniform Crime Report (UCR) - A document published by the Federal Bureau of Investigation which contains the statistical representations voluntarily reported monthly to the FBI on a prescribed form by police service jurisdictions. (Compiled by Records Bureau)	CENTRAL CRIME ANALYSIS UNIT
First Responder Citizen Contacts - This includes all calls for service and unit initiated events; includes all units arriving. Does not include telephonic or station reports.	CAD STATISTICS - INFORMATION TECHNOLOGIES OR IAS
Gang Member - An individual who has been positively identified as being a member of a particular gang. Examples of positive identification are: self-admittance to a law enforcement officer; gang-related tattoos; participation in gang-related activity; or any other circumstances when an officer can articulate obvious gang membership.	GANG CRIMES BUREAU
Impounded Item - An item formally taken into police custody which is documented by means of a prescribed form, safeguarded and released or disposed of by police personnel; an item impounded pursuant to legal forfeiture proceedings is referred to as a "Seized Item".	CRIMINALISTICS BUREAU, EVIDENCE VAULT
Incident - <i>see Service Response</i>	
Metro Jurisdiction - The geographical area including the incorporated City of Las Vegas and unincorporated Clark County; this excludes incorporated cities of Henderson, North Las Vegas, Boulder City and Mesquite.	POLICY AND PLANNING UNIT
Mug Photos - Facial photograph, usually taken during booking or work card issuance and connecting to a law enforcement ID number; also referred to as "Mug Shots".	CRIMINALISTICS BUREAU, PHOTO LAB (also available in CRIME ANALYSIS UNIT, (Known Offender Files)
Mug Shot - <i>See Mug Photos</i>	
Number of Employees - The number of employees of the Las Vegas Metropolitan Police Department; generally, only full-time equivalent positions are included.	OFFICE OF FINANCE

**Las Vegas Metropolitan Police Department
Partners with the Community**

Authorized - The number of positions authorized by formal action of the Fiscal Affairs Committee, usually during the budget approval process.	OFFICE OF FINANCE
Assigned - The number of positions filled by employees.	OFFICE OF FINANCE
Commissioned Police - The number of employees authorized or assigned having commissioned POLICE status.	OFFICE OF FINANCE
Commissioned Corrections - The number of commissioned employees authorized or assigned for detention operations.	OFFICE OF FINANCE
Civilian (Police) - The number of employees authorized or assigned not having commissioned status and not working in detention.	OFFICE OF FINANCE
Civilian (Corrections) - The number of employees authorized or assigned not having commissioned status and working in detention.	OFFICE OF FINANCE
EEO Designations - Terms related to Equal Employment Opportunity reporting.	PERSONNEL BUREAU
Temporary Employees - The number of persons in a temporary assignment which will last no more than 12 consecutive months. (Cadets are considered exempt- temporary employees.)	OFFICE OF FINANCE
Promotion - The advancement of an employee from one class to another class which has a higher maximum salary rate.	PERSONNEL BUREAU
Resignation - The voluntary separation of an employee from the organization.	PERSONNEL BUREAU
Termination - The involuntary separation of an employee from the organization.	PERSONNEL BUREAU
Retirement - The separation of an employee from the organization who meets the age/time requirement for separation with retirement benefits.	PERSONNEL BUREAU
Turnover Rate - The number of persons separated from the department (resignation, retirement, termination, death) compared to the number of persons hired during a specific time period (quarterly, annually, etc.).	PERSONNEL BUREAU
Part I Crimes - Crimes selected by the FBI to be reported on a specified section of the Uniform Crime Report, including: Murder/Negligent and Non-Negligent Manslaughter, Rape, Robbery, Burglary, Aggravated and Non-Aggravated Assault, Larceny, Motor Vehicle Theft and Arson. Also referred to as Index Crimes. (Compiled by Records Bureau)	CRIME ANALYSIS UNIT
Index Crimes - See Part I Crimes	
Part II Crimes - Any crime not listed as a Part I crime by the FBI in the Uniform Crime Report. (Compiled by the Records Bureau)	CRIME ANALYSIS UNIT
Population of Jurisdiction - The population of the jurisdiction of the Las Vegas Metropolitan Police Department derived from official population estimates provided from the State Demographer of the Governor's Office, including the geographical area including the City of Las Vegas and unincorporated Clark County ONLY (excludes the cities of North Las Vegas, Henderson, Boulder City and Mesquite).	POLICY AND PLANNING UNIT

**Las Vegas Metropolitan Police Department
Partners with the Community**

Precedence/Priority - A numerical designation assigned to an event which classifies the incident by severity, ensuring the most serious calls are handled before the less serious calls.	CAD STATISTICS - INFORMATION TECHNOLOGIES
Property Crime - FBI includes Burglary, Larceny and Auto Theft	CRIME ANALYSIS UNIT
Response Time - <i>see below</i>	
Call Hold Time - The time elapsed from receipt of a call until a unit is dispatched.	CAD STATISTICS -INFORMATION TECHNOLOGIES
Call Response Time - The time elapsed from receipt of a call until a unit arrives on scene.	CAD STATISTICS - INFORMATION TECHNOLOGIES
Officer Response Time - The time elapsed from the dispatch of a call until a unit arrives on scene; also referred to as "Travel Time".	CAD STATISTICS - INFORMATION TECHNOLOGIES
Three Times - The times used by officers when completing a state traffic accident report form. They are: 1) Received 2) Dispatched 3) Arrived.	COMMUNICATIONS BUREAU
Travel Time - <i>See Officer Response Time</i>	
Service Request - A form (LVMPD 132) completed by a citizen requesting assistance in handling a particular problem (could be criminal, traffic, etc.).	AREA COMMANDS AND TRANSPORTATION SAFETY BUREAU
Service Query - A means by which the public accesses police services - see below for specific types.	
Call for Service - Any telephonic contact initiated by the public and received at the Communications Bureau which is intended by the caller to elicit the response of a police officer or document an occurrence with a police agency, including emergency (9-1-1), and non-emergency. Includes telephonic reports.	CAD STATISTICS - INFORMATION TECHNOLOGIES
Emergency Call - A telephonic contact initiated by the public and received at the Communications Bureau on 9-1-1 trunks which is intended by the caller to elicit immediate police, fire or medical response.	COMMUNICATIONS BUREAU
Non-Emergency - A telephone contact initiated by the public to the designated non-emergency number to report a non-emergency problem or request a service. Also includes some business calls that are then redirected.	COMMUNICATIONS BUREAU
Service Response - <i>see below</i>	
Dispatched Call for Service - A call for service which is categorized by Communications Bureau and transmitted to police officers for response, including the following codes: 401-447.	CAD STATISTICS - INFORMATION TECHNOLOGIES or CRIME ANALYSIS
Event - An occurrence which is recorded in the Communications Bureau computerized dispatch system and given a unique number related to the date and time of report.	CAD STATISTICS - INFORMATION TECHNOLOGIES or CRIME ANALYSIS

**Las Vegas Metropolitan Police Department
Partners with the Community**

Incident Report - A report taken by a police employee which includes the facts of a particular incident.	CAD STATISTICS - INFORMATION TECHNOLOGIES or CRIME ANALYSIS
Telephonic Report (I.O. Report) - A report taken by a police employee over the telephone which includes the facts of a particular incident.	INFORMATION TECHNOLOGIES, RECORDS BUREAU
Field Interview - A face-to-face contact initiated by a police officer for the purpose of eliciting information or identification.	CAD STATISTICS - INFORMATION TECHNOLOGIES or CRIME ANALYSIS UNIT
Officer Initiated Event - Those events initiated by an officer in the field including codes 461 through 469.	CAD STATISTICS - INFORMATION TECHNOLOGIES or CRIME ANALYSIS UNIT
Administrative Event - Those events initiated by an officer in the field including codes 480 through 495.	CAD STATISTICS -INFORMATION TECHNOLOGIES or CRIME ANALYSIS UNIT
Traffic Fatality - A fatality caused by a motor vehicle.	TRANSPORTATION SAFETY BUREAU
Vehicle - see below for specific types	
Black and White - A motorized vehicle bearing the standardized paint and police decals, clearly marked as a police vehicle.	GENERAL SERVICES BUREAU
Unmarked - A vehicle which may be the standard police sedan type, but is not marked with standardized paint or decals.	GENERAL SERVICES BUREAU
Undercover - A vehicle not intended to be identified as a police vehicle. Also referred to as "UC".	GENERAL SERVICES BUREAU
UC - See Undercover	
Motorcycle - A two-wheeled, motorized vehicle, clearly marked as a police vehicle and usually used for traffic enforcement.	GENERAL SERVICES BUREAU
Special Purpose - Mobile Command Post, SWAT truck, boats, aircraft, ATVs, Supply vans, prisoner transport vans/buses, special purpose motorcycles.	GENERAL SERVICES BUREAU
Violent Crime Rate - The rate at which a specified violent crime (rape, robbery, homicide, aggravated assault) occurs which is derived by dividing the number of such crimes in a jurisdiction by the population of the jurisdiction for the period specified.	INFORMATION TECHNOLOGIES, CRIME ANALYSIS UNIT
Work Card - A picture identification card issued by the police department as required by ordinance or statute for specified occupations.	FINGERPRINT BUREAU

(11/98, 1/02) ■

**Las Vegas Metropolitan Police Department
Partners with the Community**

1/400.00 ORGANIZATION

**1/401.00 OFFICE OF THE SHERIFF
A.S. 11.1.1, 12.1.1, 17.1.1**

The Sheriff is the Chief Administrator and Executive Officer of the department. He has the responsibility for determining department policies and for ensuring the complete discharge of all duties imposed upon him by the Nevada Revised Statutes. The Sheriff is responsible for the control, management and direction of all officers and employees, and for the administration and operation of the department. The Sheriff also acts as division commander for the Office of Intergovernmental Services and the Office of General Counsel. (1/03, 1/07) ■

**1/401.01 OFFICE OF INTERGOVERNMENTAL SERVICES
A.S. 11.1.1**

The Office of Intergovernmental Services coordinates planning for and participation in sessions of the State of Nevada Legislature, in order to contribute to legislative initiatives involving or impacting the delivery of police service in the department's jurisdiction and articulate the department's views and concerns regarding proposed legislation. The Office is responsible for representing the interests of the police department, when assigned, at meetings of various local government and public agencies, particularly on matters related to past, present or future federal, state, county and/or municipal laws. (2/98) ■

**1/401.02 OFFICE OF GENERAL COUNSEL
A.S. 11.1.1**

The Office of General Counsel is responsible for providing legal advice and coordinating legal services for the department. Responsibilities include review of policies and procedures, preparation and review of contracts, memoranda of understanding and other legal documents, and legal support for department components. The office is also responsible for the risk management program of the department (which includes Health and Safety).

The Risk Management Section is responsible for all liability concerns involving the department. They review all LVMPD involved accidents; investigate all property claims against the department to determine liability; review and investigate all non-litigation claims and assign all lawsuits to the appropriate law firm. (8/06, 1/07) ■

**1/402.00 OFFICE OF THE UNDERSHERIFF
A.S. 11.1.1, 12.2.1**

The Undersheriff is second in command of the department and is subordinate only to the Sheriff. He acts in the capacity of Chief Administrator and Executive Officer to the Sheriff, who may, at any time, detail specific administrative and executive duties to him. The Undersheriff also acts as division commander for the Office of Finance, the Office of Public Information and the Police Employees Assistance Program (PEAP). During the Sheriff's absence, the Undersheriff assumes all duties and authorities of the Sheriff. (1/99, 3/03) ■

**1/402.01 OFFICE OF PUBLIC INFORMATION
A.S. 11.1.1, 54.1.1**

The Office of Public Information is responsible for informing the community and news media of events within the public domain that are handled by or involve the department. By providing the news media and the community with information on department administration and operations, the department can foster a relationship of mutual trust and cooperation. The office also will assist other department personnel with releases of newsworthy information. The Video Production Unit is assigned to the Office of Public Information and is responsible for providing video productions for use both within and outside the department.

The Community Partnership Project is assigned to the Office of Public Information. This project has been established to bring the department and the community into a partnership that can provide the path to lasting community strength and harmony. The project coordinator will provide information to the community, media and department members in a timely manner that will 1) promote employee programs to stimulate understanding and knowledge of department and civic activities, 2) promote community programs to encourage citizen support and involvement with the department, and 3) blend

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community needs and desires with the responsibilities, plans and actions of the department. (1/95, 1/99) ■

1/402.02 OFFICE OF FINANCE
A.S. 11.1.1, 17.1.1, 17.2.1, 17.4.1

The Office of Finance is responsible for scheduling, agenda preparation, meeting support and minutes preparation for the LVMPD Committee on Fiscal Affairs.

The **Budget Section** is responsible for preparing and monitoring the department's budget; providing cost analysis of existing operations and/or proposed programs for management review; and conducting purchasing and contracts review for budget purposes.

The **Accounting Section** is responsible for all accounts receivable and payable, all general ledger activity, grant reporting, imprest accounting, general accounting, generating financial records and reports for the department and requisitioning of all purchase orders for department supplies. The department Travel Coordinator is also assigned to the Accounting Section.

The **Payroll Section** is responsible for the processing of employees pay checks. Payroll maintains the employee seniority lists, benefit deductions, medical insurance deductions, and personnel numbers. (4/02, 1/07) ■

1/403.00 ASSISTANT SHERIFF - LAW ENFORCEMENT SERVICES
A.S. 11.1.1, 12.2.1

Following policy prescribed by the Sheriff and established departmental procedures, the Assistant Sheriff-Law Enforcement Services is responsible for the administration and operation of the Technical Services Division, Human Resources Division, Communication and Technology Services Division and the Professional Standards Bureau. (1/07) ■

1/403.01 PROFESSIONAL STANDARDS BUREAU
A.S. 11.1.1, 52.1.1

The Professional Standards Bureau is commanded by a captain who reports to the Assistant Sheriff-Law Enforcement Services. The captain is responsible for the administration of the Office of Internal Affairs, Office of Quality Assurance, Office of Employment Diversity, and the Policy and Planning Unit. (1/07)

The **Office of Internal Affairs** is responsible for ensuring the integrity of the department is maintained through an internal system where objectivity, fairness, and justice are assured by impartial investigation and review of all allegations of member misconduct and accusations against the department.

The activities of the Office of Internal Affairs include: recording, registering, and controlling the investigation of complaints against members; supervising and controlling the investigation of alleged or suspected misconduct within the department; maintaining the confidentiality of internal affairs investigations and records; and forwarding the findings to the appropriate office.

The **Office of Quality Assurance** is charged with ensuring that all procedures, practices, components and members of the department adhere to our shared vision, values, mission and goals. To accomplish this, the Office of Quality Assurance coordinates and conducts internal investigations, audits and inspects components of the department as needed and ensures that the department meets its goals of employment diversity and harmony within the workforce. The section is responsible for the coordination of training, audits and reporting necessary to maintain standing as an accredited law enforcement agency. Further, the office is charged with facilitating changes or corrections identified by inspections, audits and investigations.

The **Office of Employment Diversity** is responsible for conducting and/or coordinating internal investigations from complaints based on race, religion, sex, national origin, color, age, disability, sexual orientation or political affiliation as outlined in department policy. Additionally, this office is responsible for developing, implementing and conducting department-wide training to all employees in employment discrimination issues.

The **Policy and Planning Unit** is responsible for conducting the performance measurement/improvement program of the department (including Quarterly Performance Reports); providing efficacy studies of existing operations and/or proposed

Las Vegas Metropolitan Police Department
Partners with the Community

programs for management review; researching and developing policies and procedures that further the mission of the department and updating the Department Manual accordingly; and evaluating the impacts of growth and development of the community upon the department through statistical research. Members of the unit have the authority to have direct contact with Executive Staff to enhance their ability to collect data and make programmatic recommendations. (2/05, 1/07) ■

1/404.00 TECHNICAL SERVICES DIVISION
A.S. 11.1.1

The Technical Services Division is commanded by a division director who reports to the Assistant Sheriff-Law Enforcement Services. The deputy chief is responsible for the administration of the Logistics Bureau, Fingerprint Bureau, Records Bureau and Criminalistics Bureau. (7/04, 01/07) ■

1/404.01 LOGISTICS BUREAU
A.S. 11.1.1, 17.5.1, 17.5.3

The **Logistics Bureau** is responsible for providing internal services to the department in the area of automotive needs, telephone equipment, facility maintenance, mail delivery, uniform tailoring, purchasing, and department property control. The bureau's purpose is to provide the tools, equipment, services and resources needed by all other bureaus to support the department mission.

The **Supply Section** provides for courier/mail service; shipping and receiving; cellular telephone service; weapons, leather and uniforms; warehousing; and other responsibilities pertaining to centralizing and distributing expendable department resources. The Graphic Arts Detail is responsible for forms control and graphic design of special projects throughout the department and reports to the Supply Section Commander.

The **Fleet Services Section** provides for fleet management of the department vehicles, which includes acquisition and disposal, maintenance, fueling, repair, assignment and other areas pertaining to department owned motor vehicles.

The **Facilities Section** provides for the management of all department facilities. This includes, but is not limited to, property leasing, facility maintenance, custodial services, telephone repair and maintenance, property management, and electronic access. In addition, the Property Detail is assigned to this section and is responsible for maintaining an accurate inventory of all department property, including acquisition, distribution and disposal of department property. (1/96, 4/99) ■

1/404.02 RECORDS BUREAU
A.S. 11.1.1

The Records Bureau acts as the department's central repository for incident, arrest, and traffic records. It is responsible for the control, maintenance, review, retrieval and dissemination of records, except those authorized to be permanently maintained in operational units. This section collects, retains, and disseminates juvenile records to ensure only authorized access is permitted. The Records Bureau is also responsible for Microfilming and UCR or NIBRS reporting. The **Criminal History Section** is responsible for the entry, validation and sealing of criminal history information. (4/99) ■

1/404.03 FINGERPRINT BUREAU
A.S. 11.1.1

The Fingerprint Bureau is responsible for taking, processing, and storage of all fingerprint records of persons required to furnish such by city, county, and state law. It is also required to issue any and all registration cards and work permits required by law. The section is also responsible for the processing of all jail booking sheets and for the operation of the Automated Fingerprint Identification System (AFIS) computer. (1/95, 4/99) ■

1/404.04 CRIMINALISTICS BUREAU
A.S. 11.1.1, 83.1.1

The Criminalistics Bureau is responsible for crime scene processing, photographic services, forensic examination of evidence, and the secure storage of evidence.

The **Crime Scene Investigations Section** responds to and processes crime scenes to complete the investigative tasks of

Las Vegas Metropolitan Police Department
Partners with the Community

processing and collecting evidence, taking crime scene photographs, processing for latent fingerprints, and evaluating all collected information and evidence. The Photographic Laboratory Detail falls within the Crime Scene Investigations Section and provides photographic processing services and negative storage.

The **Forensic Laboratory Section** is responsible for forensic analysis of physical evidence to determine origin, composition, and/or identity. This section includes the Biology/DNA Detail responsible for the identification of biological materials, DNA analysis and the administration of CODIS, the DNA database. The Chemistry Detail provides blood alcohol, toxicology, controlled substance and trace evidence analyses, as well as the management of the breath alcohol program. The Comparative Analysis Detail is responsible for firearms and toolmark examinations, document examinations, tire and footwear impression examinations and the comparative analysis of latent prints to exemplar prints.

The **Evidence Vault Section** provides secure storage and control of evidence and seized property. (1/95, 3/01) ■

1/405.00 HUMAN RESOURCES DIVISION
A.S. 11.1.1

The Human Resources Division is commanded by a deputy chief who reports to the Assistant Sheriff-Law Enforcement Services. The deputy chief is responsible for the administration of the Personnel Bureau, the Training Bureau and the Labor Relations Unit. (3/03, 7/04) ■

1/405.01 PERSONNEL BUREAU
A.S. 11.1.1, 21.2.2, 25.1.2, 31.1.1, 34.1.2

The Personnel Bureau is responsible for the personnel administration of the department. This includes recruiting, selection, classification, polygraph examinations, maintenance of the personnel and payroll records of employees, background investigations, Civil Service administration and all related areas. (1/96, 1/07) ■

1/405.02 TRAINING BUREAU
A.S. 11.1.1

The Training Bureau is responsible for providing training to prepare members to act decisively and correctly in a broad spectrum of situations, increase productivity and effectiveness, and foster cooperation and unity of purpose for the mutual achievement of the department mission. The Training Bureau has the authority for developing training programs, selecting teaching methods and instructors, and evaluating student performance consistent with the department's mission, law enforcement responsibilities, and training goals.

The functions of the Training Bureau include, but are not limited to planning, developing, implementing, coordinating, and evaluating training programs, administering the police academy, the citizen's police academy, the cadet academy, the firearms range, the emergency vehicles operation course (EVOG), the firearms training simulator (FATS) and all organizational training programs; Crime Prevention, Metro Volunteer Program; notifying personnel of available and required training; maintaining training records; and ensuring attendance at required training programs.

The Training Bureau is composed of three sections each under the direction of a lieutenant. The components of the Training Bureau are assigned to those sections by the Training Bureau Commander based on department needs. (3/01, 3/02) ■

1/406.00 COMMUNICATION AND TECHNOLOGY SERVICES DIVISION
A.S. 11.1.1

The Communication and Technology Services Division is commanded by a deputy chief who reports to the Assistant Sheriff-Law Enforcement Services. The deputy chief is responsible for the administration of the Information Technologies Bureau and the Communications Bureau. (1/07) ■

1/406.01 INFORMATION TECHNOLOGIES BUREAU
A.S. 11.1.1

The Information Technologies Bureau (ITB) is responsible for the department's information technology needs, including providing IT support for the Clark County Detention Center. The executive director reports to the deputy chief of the

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Technical Services Division, and is responsible for management and administration of the ITB's personnel, programs, and operations. The Information Technologies Bureau consists of three sections and one advanced technology support unit:

IT Operations and Support Section - This Section provides for operations, maintenance and support of all existing Information Technology resources, including desktop and laptop computers, servers and data storage systems, general purpose and special purpose applications software, and the department's data communications networks.

Programs Management Section - This Section provides for planning and program management support to the department in implementing enterprise automation applications. The director of this section assists with organization and leadership of project teams representing the bureaus and divisions for whom major new system capabilities are being implemented.

Technology Effectiveness Section - This Section provides analysis and development of new processes and methods to enable the department to optimize the effectiveness of its information technology assets. The director of this section provides for coordination with users throughout the department and provides guidance to the bureau through the identification and development of policies, procedures, standards and performance metrics.

Advanced Technologies Unit - This unit provides assessments of new technologies and products, analyses of capability, performance and security requirements, and development of engineering plans for upgrades to the department's technical infrastructure of networks, servers and applications systems. The unit is responsible for supporting internal ITB infrastructure engineering initiatives as well as technical assessments and implementation planning and preparation for technology initiatives of other bureaus and divisions. (6/03, 7/04) ■

1/406.02 COMMUNICATIONS BUREAU A.S. 11.1.1, 81.1.2, 81.2.1

The Communications Bureau provides 24-hour, toll-free telephone access for emergency calls for service and is responsible for department radio operations ensuring that the 24-hour two-way radio communications are conducted in compliance with the Federal Communications Commission rules and regulations. It is responsible for the receipt of, and screening of citizen requests for police service, the dispatching of police units as required or the referral of citizens to an appropriate service or agency. It also monitors alarms terminating within the bureau, and provides information to law enforcement personnel and the public. It coordinates the acquisition of departmental communications equipment and is the repository of dispatch records. (10/87, 1/95) ■

1/407.00 ASSISTANT SHERIFF - LAW ENFORCEMENT OPERATIONS A.S. 11.1.1, 12.2.1

Following policy prescribed by the Sheriff and established departmental procedures, the Assistant Sheriff-Law Enforcement Operations is responsible for the administration and operation of the Central Patrol Division, Valley Patrol Division, and the Detention Services Division. (3/03, 1/07) ■

1/408.00 DETENTION SERVICES DIVISION A.S. 11.1.1

The Detention Services Division is commanded by a deputy chief who reports to the Assistant Sheriff-Law Enforcement Services. The chief is responsible for the administration and overall operation of the division. The division is responsible for booking, processing, transporting and releasing of inmates; the division also provides for the security, housing, meals, health care, clothing and programs of inmates. The division maintains records on all phases of inmate court appearances; transports inmates to and from courts, hospitals and other detention facilities. (1/95) ■

1/409.00 CENTRAL PATROL DIVISION A.S. 11.1.1

The Central Patrol Division is commanded by a deputy chief who reports to the Assistant Sheriff-Law Enforcement Operations. The deputy chief is responsible for the administration of the Downtown Area Command; Bolden Area Command; Northeast Area Command; the Patrol Services Bureau; and the Field Training and Evaluation Program (FTEP). (1/07, 6/07) ■

Las Vegas Metropolitan Police Department
Partners with the Community

1/409.01 AREA COMMANDS
A.S. 11.1.1, 41.1.1, 42.1.4

The area commanders have the major responsibility for protecting life and property, apprehending criminals and the prevention of crime. Assigned personnel respond to these and all other police emergencies on a 24 hour basis, seven days a week, by staggering shifts to ensure patrol coverage at all times. The area commands are also responsible for conducting preliminary investigations of criminal and other offenses, and completing investigations of certain categories of criminal and noncriminal matters. (1/95) ■

1/409.02 PATROL SERVICES BUREAU
A.S. 11.1.1

The Patrol Services Bureau is commanded by a captain who reports to the deputy chief of the Central Patrol Division. The unit consists of the Special Events Section, Crisis Intervention Team (CIT), Homeless Liaison, Hispanic Interpreter Program Limited English Proficiency Coordinator, and the DARE program.

The **Special Events Section** plans, coordinates and staffs police officers on a reimbursable overtime basis for police services at events which, by City, County or State law, require same. This section serves as liaison to the film industry and event promoters. (6/07) ■

1/410.00 VALLEY PATROL DIVISION
A.S. 11.1.1

The Valley Patrol Division is commanded by a deputy chief who reports to the Assistant Sheriff-Law Enforcement Operations. The deputy chief is responsible for the administration of the Southwest Area Command; Northwest Area Command; Southeast Area Command; South Central Area Command; and the Gang Crimes Bureau. (1/07, 6/07) ■

1/410.01 GANG CRIMES BUREAU
A.S. 11.1.1, 43.1.1

The Gang Crimes Bureau is commanded by a captain who reports to the deputy chief of Valley Patrol Division. The primary responsibility of this bureau is the investigation and suppression of illegal activity by organized groups, including gangs, who often are responsible for violent crimes. This bureau is responsible for gathering information on known street gang members and disseminating that information to the entire department for the support of enforcement action. The section is also responsible for investigating gang motivated crimes and assisting and lending expertise in the investigation of gang related crimes. (7/03, 1/07) ■

1/411.00 ASSISTANT SHERIFF - LAW ENFORCEMENT INVESTIGATIONS
A.S. 11.1.1

Following policy prescribed by the Sheriff and established departmental procedures, the Assistant Sheriff-Law Enforcement Investigations is responsible for the administration and operation of the Investigative Services Division, Special Operations Division and the Homeland Security Division. (1/07) ■

1/412.00 INVESTIGATIVE SERVICES DIVISION
A.S. 11.1.1

The Investigative Services Division is commanded by a deputy chief who reports to the Assistant Sheriff-Law Enforcement Investigations. The deputy chief is responsible for the administration of the Robbery/Homicide Bureau, the Crimes Against Youth and Family Bureau, and the Financial/Property Crimes Bureau. (3/03, 1/07) ■

1/412.01 ROBBERY/HOMICIDE BUREAU
A.S. 11.1.1

The Robbery/Homicide Bureau is responsible for investigating cases that are, or may be felonies, such as crimes involving violence. The bureau conducts follow-up investigations on crimes, prepares cases for prosecution, and arrests or investigates persons wanted by other jurisdictions. The bureau consists of the Robbery Section, the Homicide Section, the Career

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Criminal Section [Criminal Apprehension Team (C.A.T.S.), Fugitive Detail and Repeat Offender Program (R.O.P.) and the Violent Crimes Section [Major Crimes Detail (graveyard)]. (12/04, 2/07) ■

1/412.02 CRIMES AGAINST YOUTH AND FAMILY BUREAU
A.S. 11.1.1, 44.1.1, 44.1.2

The Crimes Against Youth/Family Bureau is responsible for investigating cases that are, or may be felonies, such as crimes involving violence and abuse against youth and family members. The bureau conducts follow-up investigations on all youth/family-related crimes and prepares cases for prosecution. The bureau consists of the Family Crimes Section (Juvenile; Domestic Violence; Missing Persons; Abuse and Neglect; and Victim Services) and the Sexual Assault/Abuse Section (Sexual Assault, Sexual Abuse, Internet Crimes Against Children and Sexual Offender Apprehension Program).

The Juvenile Detail of the Youth/Family Section, in conjunction with the Juvenile Court Services, and with commitment and support of all members, is responsible for follow-up processing of youth arrests; coordinating or preparing court cases involving juveniles; and diverting juvenile offenders out of the juvenile system and adjusting cases. The Juvenile Detail develops policies and procedures with review and comment from other elements of the juvenile justice system. (6/03, 11/05) ■

1/412.03 FINANCIAL/PROPERTY CRIMES BUREAU
A.S. 11.1.1

The Financial/Property Crimes Bureau is responsible for investigating cases that are, or may be felonies, such as crimes involving fraud, theft and illegally trafficking in firearms. The bureau also inspects pawn shops, recovers stolen property, and prepares cases for prosecution. The bureau consists of the Crimes Against Property Section, [Property Crimes East/West, Retail/Construction Theft Detail, and Pawn Detail]; Auto Theft Section [Auto Theft and the Auto Theft Task Force (V.I.P.E.R.)]; Financial Crimes Section (Forgery Detail and Fraud Detail); Tourist Safety and Firearms Section (Tourist Safety Detail, Firearms Investigations Detail, Gun Disposition Detail, Gun Registration Detail and the Concealed Weapons Detail). (10/03, 2/07) ■

1/413.00 SPECIAL OPERATIONS DIVISION
A.S. 11.1.1

The Special Operations Division is commanded by a deputy chief who reports to the Assistant Sheriff-Law Enforcement Investigations. The deputy chief is responsible for the administration of the Support Services Bureau; the Vice and Narcotics Bureau; and the Traffic Bureau. (1/05, 1/07) ■

1/413.01 SUPPORT SERVICES BUREAU
A.S. 11.1.1, 46.2.5

The **Support Services Bureau** provides field support and assistance through the use of specialized and auxiliary forces. The bureau is responsible for the administration and operation of the Special Weapons and Tactics Section (SWAT); Search and Rescue/Air Support Section, Resident Officer Section, and the Canine (K-9)/Mounted Police Detail.

The **Search and Rescue/Air Support Section** is primarily responsible for search and rescue operations and coordination and utilization of the volunteer Search and Rescue Auxiliary Force. This section is responsible for the administration, operation and maintenance of all department-owned and/or operated aircraft. A secondary responsibility is the transportation and support for the Communications Bureau in the maintenance of mountain-top communications sites. Lastly, this section provides administrative supervision of the Police Reserve Program.

The **Resident Officer Section** is separated into two separate areas; the Laughlin/Searchlight area and the North/West area. This section is responsible for the same functions as the area commands in the outlying areas of Clark County where they are assigned. The Resident Section – North/West area is also responsible for the Canine (K-9)/Mounted Police Unit which is responsible for assisting area commands with the use of canines and horses in addition to routine patrol functions.

The **Special Weapons and Tactics (SWAT) Section** provides response to snipers, barricaded subjects, hostage situations, high risk arrests or raids, dignity and other personal security. In addition, the SWAT Section is responsible for providing unusual occurrence training for the all department members. (1/96, 1/99) ■

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1/413.02 VICE/NARCOTICS BUREAU
A.S. 11.1.1, 42.1.4, 43.1.1

The Vice/Narcotics Bureau is responsible for enforcing vice and narcotics laws of the United States, State of Nevada, and County of Clark through undercover operations and other investigative methods. The Vice/Narcotics Bureau is commanded by a captain who reports to the Special Operations Division deputy chief. The captain is responsible for the administration of the Vice Section and the Narcotics Section.

The **Vice Section** is responsible for investigating vice-related crimes, including arresting and prosecuting prostitutes, their clients, and pandering suspects; prostitution-related grand larcenies; drug-related trick rolls; businesses that front for prostitution; sexually-oriented criminal enterprises; juvenile prostitution and related pornography; and felony HIV prostitution cases. While the Vice Section is delegated with the primary responsibility for the investigation and suppression of vice-related activities, all members of the department have the responsibility to support and assist by vigorous enforcement of all vice control statutes, and to report vice activities in writing to the Vice Section for follow-up investigation.

The **Narcotics Section** is responsible for suppressing and investigating narcotic/dangerous drug-related crimes. This includes, but is not limited to arresting and prosecuting those involved in major narcotic offenses; including trafficking, manufacturing, smuggling, and clandestine lab activities. The Narcotics Section responds to requests for assistance from Area Commands and citizen complaints concerning drug activity in their neighborhoods. The Narcotics Section handles the investigations of clandestine labs and other hazardous material incidents, and has been designated to assist Homeland Security in situations involving potential weapons of mass destruction incidents. (7/00, 5/03) ■

1/413.03 TRAFFIC BUREAU
A.S. 11.1.1, 61.1.1, 61.3.5

The Traffic Bureau is commanded by a captain who reports to the Special Operations Division Commander. The Traffic Bureau is also responsible for the administration of the Community Services Detail (crossing Guards).

The **Traffic Bureau** is responsible for the administration and enforcement of traffic regulations of City, County and State motor vehicle laws. The primary functions of the Traffic Section include enforcement and educational activities directed toward reducing accidents, and to perform general and technical accident investigations. The Traffic Section initiates activities that directly affect the movement and control of vehicles and pedestrians and which safely expedite traffic flow. The Traffic Section is the department's liaison with the Regional Traffic Commission and provides data-sharing and recommendations to the City, County and State Traffic Engineers which is designed to provide a safe and efficient highway system for the community. In addition to the enforcement section of motorized patrol, the Traffic Section is comprised of two additional details. The **Accident Investigation Detail** investigates serious injury, fatal and hit and run accidents. This detail also compiles and prepares submittals for prosecution on all criminal traffic offenses. The **Community Services Detail** trains, coordinates and supervises elementary school crossing guards. (1/99, 1/07) ■

1/414.00 HOMELAND SECURITY DIVISION
A.S. 11.1.1

The Homeland Security Division is commanded by a deputy chief who reports to the Assistant Sheriff-Law Enforcement Investigations. The deputy chief is responsible for the administration of the Homeland Security Bureau, Organized Crime Bureau and the Airport Bureau. (1/07, 6/07) ■

1/414.01 HOMELAND SECURITY BUREAU
A.S. 11.1.1, 43.1.1

The **Homeland Security Bureau** is commanded by a captain who reports to the deputy chief of Homeland Security Division. The captain is responsible for the administration of the Counter-Terrorism Section, the Emergency Management Section and the Deployment Operations Center (DOC).

The **Counter-Terrorism Section** is commanded by a lieutenant primarily responsible for furthering the department's commitment to the suppression and the prevention of terrorist acts through intelligence gathering, enforcement of terrorist related crimes, disseminating this information to the department, and support the enforcement by other units of the department. Liaison with other department units and the federal agencies responsible for homeland security. Participation

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in the federal Joint Terrorism Task Force, (JTTF) along with other law enforcement agencies, a task force led by the Federal Bureau of Investigation. This section is responsible for coordination of intelligence related to dignitary protection.

The ***Emergency Management Section*** is commanded by a lieutenant. The section is responsible for serving as the principal advisor to the department on unusual occurrences, planning for response to unusual occurrences, maintaining liaison with other emergency management authorities and coordinating any department emergency plans with those affected agencies.

The ***Deployment Operations Center (DOC)*** is commanded by a lieutenant. The center serves as an information clearing house to receive, analyze and disseminate actionable intelligence to department decision makers, officers and investigators. The five-fold task of the DOC is to provide real-time investigative support to officers and investigators at the scene of priority incidents; identify and track emerging and existing crime series; project and evaluate Targeted Enforcement Areas; monitor local, state, national and international events; and provide research and analysis to the LVMPD. In addition, the Central Crime Analysis Unit is assigned to this unit and is responsible for the dissemination of data in a timely manner to assist operational personnel in meeting their crime control and prevention objectives, and providing useful information to managers for the department's long-range planning. (1/07, 6/07) ■

***1/414.02 ORGANIZED CRIME BUREAU
A.S. 11.1.1***

The ***Homeland Security Bureau*** is commanded by a captain who reports to the deputy chief of Homeland Security Division. The captain is responsible for the administration of the Criminal Intelligence Section, Special Investigations Section, Technical and Surveillance Section.

The ***Criminal Intelligence Section*** is commanded by a lieutenant primarily responsible for furthering the department's commitment to the suppression of organized crime. This section gathers information on known or suspected organized crime figures and disseminates this information to the department for the support of enforcement action. This section obtains information on local criminals working independently or in concert with others and prosecutes those concerned.

The ***Special Investigations Section*** is responsible for the investigations of all gaming, liquor and police related license applications in Clark County and the City of Las Vegas. It also has the primary responsibility for the enforcement of all federal, state, county and city laws pertaining to these types of businesses. The Special Investigations Section is also responsible for gathering intelligence information concerning licensed establishments and for cooperating with other agencies regarding those licenses and also acts as a liaison between union organizations and other units of the department.

The ***Technical and Surveillance Section*** is commanded by a lieutenant responsible for providing technical and surveillance support to the department's commitment to the investigation of all crimes and the suppression and prevention of terrorist acts. The technical and surveillance functions support is provided to all department sections and task forces conducting criminal investigations. (6/07) ■

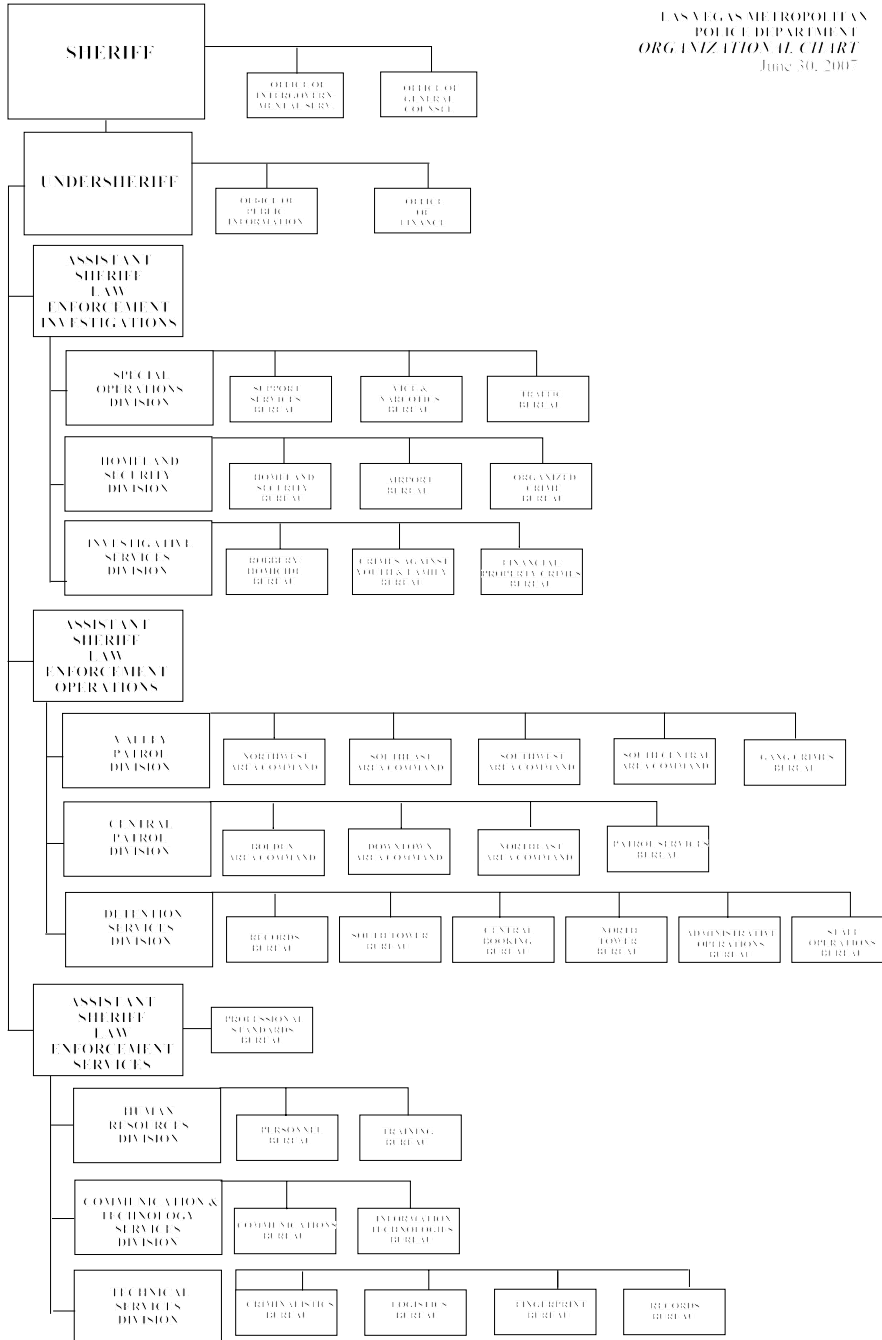
***1/414.03 AIRPORT BUREAU
A.S. 11.1.1***

The Airport Bureau has the major responsibility for the prevention of crime, maintenance of public order, apprehension of offenders and providing of assistance and information to all citizens as circumstances require at the airport. Assigned personnel respond to these and other police emergencies on a 24-hour basis, seven days a week. (1/07) ■

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1/500.00 ORGANIZATION CHART
A.S. 11.1.1, 11.1.2

LAS VEGAS METROPOLITAN
POLICE DEPARTMENT
ORGANIZATION CHART
June 30, 2007



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PART 2 - POLICY

2/100.01 PROBLEM ORIENTED POLICING

This department will continue to respond to calls for service; nevertheless, the department supports the concept of problem oriented policing by providing the latitude to individual bureau/area commanders to deploy personnel and manage resources to solve problems within the community. The department also encourages such commanders to allow officers to have a broad range of creativity in their efforts to deal with individual issues, within the constraints of the law. (unk) ■

***2/102.00 DELEGATION OF AUTHORITY
A.S. 11.3.1***

It is the policy of this department that members at every level shall have the authority to make decisions and take actions necessary for the effective execution of their responsibilities. Supervisors delegating authority shall ensure their subordinates are given the necessary latitude to complete assignments in a timely and effective manner. Although each member is accountable for the use, as well as the failure to use delegated authority, supervisors retain the responsibility for supervision of subordinates and ultimate accountability for delegated actions. (12/87) ■

***2/102.01 USE OF DISCRETION
A.S. 1.2.6, 1.2.7***

It is the policy of this department to allow individual officers the use of discretion in the performance of their duties. When an occasion arises that discretion can be exercised, officers are expected to evaluate the circumstances and contingencies of the situation, as well as available resources, in making responsible decisions.

The limits of individual discretion are defined by statutory and case law, department policies and procedures, training, and the rank and responsibility held by the officer. When given the latitude of choice within these legal bounds, the appropriate course of action is one that is the least restrictive of citizens, meets the intent of the law, and does not compromise officer safety. (4/88) ■

***2/102.02 SPAN OF CONTROL
A.S. 11.2.2***

It is the policy of this department to achieve effective direction, coordination, and control by observance of the principle of span of control at each level of the department structure. Span of control relates to the number of persons reporting to any one supervisor.

Normally, no more than twelve (12) members should be under the immediate control of an individual supervisor, unless the variables of time, distance, and function dictate otherwise. (7/88) ■

2/103.00 AREA COMMAND

The purpose of area command is to fix accountability for all events occurring within a geographical area. It is the policy of this department to utilize this concept to initiate projects and programs to enhance public service and lower the crime rate in each respective area. (12/79) ■

2/104.00 OFFICER INVOLVED SHOOTINGS

It is the policy of this department that the name of any officer directly involved in the use of deadly force shall not be released to the public or press for 48 hours. The purpose for this withholding is to lessen the strain for the officer, his/her family, or the family of the deceased. (3/83) ■

***2/105.00 CRIME STOPPER SOURCES
A.S. 17.4.2, 55.1.3***

The Crime Stoppers of Nevada Program (formerly the Secret Witness Program) is a community service program funded from tax-exempt donations from the community. As such, these funds may be used only for persons that provide information

***Las Vegas Metropolitan Police Department
Partners with the Community***

regarding felony crimes directly to Crime Stoppers that aid in the indictment or arrest of a wanted person. Department members becoming aware of a citizen with this type of information are encouraged to direct the citizen to contact Crime Stoppers, whenever possible, prior to working with this citizen.(3/99, 10/02) ■

***2/106.02 CRIME INFORMATION
A.S. 43.1.1, 43.1.6, 51.1.1, 51.1.2***

It is the policy of this department that organized crime, intelligence, terrorist, gang, vice, and narcotics information developed through investigative activities will normally be forwarded through the chain of command. However, when both the sensitivity of the data and time are critical factors, investigators have the authority to communicate the information directly to the Sheriff.

This information may be provided, when appropriate, to operational units to increase the effectiveness of their enforcement and deterrent efforts. Conversely, field officers gaining access to such information through field activities, will treat such information in a confidential manner for analysis and dissemination by the appropriate investigative personnel. Cooperation and coordination between supervisory personnel in the various functions will provide the means for feedback on the utility and timeliness of shared information.

Additionally, information will be exchanged, when appropriate, with federal, state, and local agencies having similar responsibilities to enhance the preparedness of each agency. The commanders of the affected organizational units are responsible for maintaining liaison with the agencies concerned. (1/89, 3/02) ■

***2/107.00 RESERVE OFFICER POLICY
A.S. 16.3.1 through 16.3.8***

It is the policy of this department to provide a source of trained reserve police officers through a Police Reserve Program which will consist of retired LVMPD police officers only. All applicants for reserve officer must be approved by the Undersheriff and reactivate their POST certificate within 60 months (5 years) of retirement. These reserve officers are retired LVMPD officers who perform the duties of a peace officer without the immediate supervision of a certified officer and are not employed as peace officers on a full-time basis. The purpose of the Reserve Officer Program is to assist the department under the order and direction of the sheriff in the enforcement responsibility of the Las Vegas Metropolitan Police Department. Reserve officers are covered under state statutes and the department's self-insurance policies for liability, when on duty, as any other full-time officer.

Officers selected for the Reserve Officer Program must maintain the same mandatory training standards and requirements of a full-time police officer including the 24 hours per year of firearms training, defensive tactics training, LVNR, etc. In addition, reserve officers will receive appropriate training specific to their assigned duties and responsibilities. Uniforms and equipment for reserve officers will be the same as those for full-time officers with the exception that the badge will have a banner indicating "reserve" across the top. Reserve officers will be assigned to Robbery/Homicide Bureau, Investigative Services Division only. Reserve officers are required to work a minimum of 20 shifts per year which includes training. Each reserve officer will maintain a written record of shifts worked, approved by the respective supervisor and forward that record to the Reserve Coordinator on a monthly basis.

The coordinator of the Reserve Program is the Robbery/Homicide Bureau commander. It is unlikely that the coordinator will ever take field command of the Reserve Officer Unit, therefore, this coordinator will be essentially responsible for the internal administration of the program. Reserve officers will receive an annual performance evaluation.

Members of the Reserve Officer Program will in no manner, work or deed, represent themselves as police officers while off duty. The police powers of reserve officers are restricted to those times when they are in an active on-duty status as assigned by the department. (7/76, 5/06) ■

***2/107.01 SEARCH AND RESCUE AUXILIARY FORCE
A.S. 16.4.1, 46.2.1***

It is the policy of the department to provide a source of well trained volunteers in a search and rescue auxiliary force to augment the regular complement of Search and Rescue officers. The special skills and expertise of this auxiliary force may be utilized during search and rescue operations, natural disasters, and other emergencies.

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Partners with the Community***

These Search and Rescue auxiliary personnel are non-commissioned volunteers with limited authority restricted to times when they are actively assigned to operations under supervision of department personnel. (11/93) ■

***2/107.02 AUXILIARY PERSONNEL
A.S. 16.4.1, 16.4.3***

It is the policy of this department to use auxiliary personnel, including volunteers, explorers, and interns, in areas where their expertise and services are most beneficial to the department and the community.

Auxiliary personnel are not sworn officers and will not perform duties as such. They will wear clothing that distinguishes them from sworn officers, and will not be placed in situations that threaten their safety. (3/02) ■

***2/108.01 TRAINING REQUIREMENTS FOR RE-EMPLOYED POLICE OR CORRECTIONS OFFICERS
A.S. 1.3.11, 33.1.5, 33.4.1***

It is the policy of this department that re-employed police or correction officers of any rank, in accordance with Civil Service Rule 350.5, who were gone from the department for less than one year are required to successfully complete firearms training, simulation and qualification and deadly force and defensive tactics training before resuming commissioned duties. In addition to completing the required courses, all re-hired police officers will be assigned to a Field Training Squad for the first month for evaluation and orientation. If during the orientation period, problems arise with the re-hired officer's performance and it is deemed that a more structured environment is needed, the re-hired officer will be placed in either a Lateral (12 week) or Entry (19 week) Field Training Program. This will consist of daily DOR's and at least (2) two Supervisor Progress Reports. Officers of any rank who were gone from the department for more than a year but less than three years will be required to complete a 12 week (Lateral entry) field training. Officers of any rank who were gone from the department for more than three years will be required to complete the academy and a 19 week (Entry level) field training program. These training requirements may be modified based on the employee's knowledge and skill level upon returning, with the approval of the Sheriff. (2/03, 2/06) ■

***2/108.02 TRAINING
A.S. 11.1.1, 33.4.1, 33.5.1, 46.1.11***

The department has a responsibility to provide the best possible personnel for service to the communities it serves. In fulfilling that responsibility, it is the policy of the department to provide basic training to the new employee, and advanced, or in-service training for the experienced employee.

In addition, the department shall have a coordinated training effort with other criminal justice agencies and the public and private sectors to increase effectiveness, improve coordination, and promote better understanding in the sharing of knowledge and resources. Members of other police agencies will be encouraged to attend the LVMPD Police Academy and in-service training. Community members will be encouraged to attend the LVMPD Citizens Academy.

The Training Bureau is tasked with identifying potential resources in other criminal justice agencies and the public and private sectors to further enhance both basic and in-service training programs, as is done in association with the Southern Nevada Law Enforcement Trainers (S.N.L.E.T.) and Nevada P.O.S.T.

Annual budgets permitting, the department will send representatives to the Administrative Officers Course at the Southern Police Institute, and the Federal Bureau of Investigation's National Academy. Members will be offered other opportunities to attend extradepartmental training provided by criminal justice agencies, universities, and organizations. (1/92) ■

***2/108.03 HARMONY AND COOPERATION WITHIN THE DEPARTMENT
A.S. 26.1.1***

Officers and employees of the department shall conduct themselves in a manner that will foster the greatest harmony and cooperation between each other and organizational units of the department. (7/73) ■

Las Vegas Metropolitan Police Department
Partners with the Community

2/108.04 VOIDING CITATIONS
A.S. 1.1.2, 11.4.2, 82.3.4

Citations will not be voided for personal or other unethical purposes, and members shall not make this request of any supervisor. In order to avoid the appearance of impropriety, citations will only be voided for legitimate and excusable reasons such as the subject arrested, officer error, etc. When a citation is voided, the reason for voiding must be written on the face of the citation. The citation must be signed by the issuing officer's supervisor and all copies forwarded to the Transportation Safety Bureau.

All citations, both issued and voided, will be turned in by the end of the shift on which they are written. (2/93, 9/93) ■

2/108.05 MEDICAL INSURANCE
A.S. 22.2.1, 22.2.3

The department ensures medical insurance is provided for all full-time employees through their respective bargaining association. Insurance premiums are paid in arrears upon the completion of a pay period. Medical coverage begins upon the employee's first day of employment and is terminated upon the employee's last day of employment. Insurance premiums are prorated by the days worked in the pay period in which an employee is hired or separated from the department. Employees must make contact with the insurance company to arrange for continued insurance coverage beyond their separation date.

The department will continue to pay for its portion of medical insurance for periods of leave without pay up to thirty (30) calendar days. If an employee is in a leave without pay status and is on approved FMLA, the department will continue to pay for its portion of the insurance premium for the employee and dependent; and the employee will be responsible for his/her portion of the dependent coverage (if the department is currently paying for dependent coverage per their bargaining agreement). Employees must return to work for a minimum of 40 working hours to be eligible for a successive period of 30 days of leave without pay with the department continuing to pay for its portion of medical insurance. Exceptions will only be granted by the respective Assistant Sheriff.

Employees will be responsible for the entire insurance premium for periods of leave without pay in excess of 30 calendar days. Employees in a leave without pay status should contact the respective bargaining association that handles their medical insurance immediately to make payment arrangements to ensure continued medical coverage. (1/85, 5/06) ■

2/108.07 DEPARTMENT GYM FACILITIES

It is the policy of this department to restrict access to all gym facilities to department employees and active reserve police officers. (unk) ■

2/109.01 FOOT AND BICYCLE PATROLS
A.S. 41.1.4

It is the policy of this department to enhance its community policing efforts by responding to certain criminal activity and identified police hazards with unique and creative enforcement deployments. Foot patrol and bicycle patrol teams are examples of the those deployments.

Foot patrol teams may be used where there are a large number of calls for service involving pedestrians, or for situations complicated by a high density of foot traffic. They may also be fitting in areas where businesses and other commercial ventures require frequent or ongoing observation.

Bicycle patrol teams may be utilized in areas that will combine their high visibility and mobility with the close citizen contact. They may also be used where rapid response time is crucial due to a high congestion of vehicular traffic, or in areas otherwise unsuitable for conventional patrol vehicles. (2/94) ■

2/109.02 BICYCLE COMMITTEE
A.S. 26.1.1, 41.1.4, 41.3.4

It is the policy of this department to establish a Bicycle Committee for the purpose of standardizing and evaluating equipment, specialized training, instructor certification, testing and minimum performance standards of bicycle officers. The

**Las Vegas Metropolitan Police Department
Partners with the Community**

chairperson of the committee shall be appointed by the Patrol Division commander. Each bureau/area command with active bike squads will appoint two representatives to the committee which will meet at least semi-annually.

Recommendations, adopted by majority vote of the committee, will be submitted to the Undersheriff for approval. Any recommendations concerning dress, uniform or personal appearance standards must be submitted to the Dress and Personal Appearance Committee prior to submission to the Undersheriff for action, in accordance with Department Manual section 4/107.06. (4/98, 2/01) ■

**2/109.04 SCHOOL CROSSING GUARDS
A.S. 61.3.5**

It is the policy of this department to employ and supervise school crossing guards through the Community Services Unit of Transportation Safety Bureau. Crossing guards are placed at intersections where elementary school age children cross as determined by Clark County School District schedules and respective City or County engineering studies. Crossing guards are not provided at private school intersections. (7/76, 7/83) ■

**2/109.06 SCHOOL LIAISON
A.S. 44.2.4**

It is the policy of this department to have a school liaison program oriented toward serving students in primary grades. School liaison officers are generally assigned to the Community Relations Bureau, and offer guidance with respect to delinquency and safety; address ethical issues; counsel with students; provide drug information and resistance instruction; and explain the law enforcement role in society. (2/89) ■

**2/109.08 TEMPORARY ROADBLOCKS
A.S. 41.2.2(g), 61.1.6, 61.3.4**

It is the policy of this department to utilize temporary roadblocks, when necessary, to apprehend wanted persons, perform roadside safety checks, and warn and protect motorists from potential or existing hazards, as well as to conduct planned sobriety checkpoints. The use of temporary roadblocks will be in accordance with NRS 484.3591 for visibility and safe distance requirements, and the appropriate use of warning devices such as emergency lights, cones, and flares. (3/02) ■

**2/110.00 EMERGENCY ASSISTANCE AND RESCUE
A.S. 46.2.5**

It is the policy of the department to respond to emergency assistance calls and rescue calls, to prevent death or further injury, by utilizing helicopters and search and rescue vehicles. (7/73) ■

**2/110.01 NOTIFICATIONS FOR DECEASED, SERIOUSLY INJURED AND ILL PERSONS
A.S. 55.2.6, 81.2.11**

It is the policy of the department not to make notification to the next of kin in situations where a person is deceased, seriously injured or seriously ill. Notification(s) will generally be made by other parties as follows:

Deceased persons: Notification of the next of kin in situations of death should be handled by a representative of the County Coroner's Office. If possible, requests from outside agencies should also be referred to the Coroner.

Seriously injured or ill persons: Notification or contact with the next of kin in situations involving hospitalized persons will be handled by a representative of the medical facility administering aid to the injured or ill person.

Special Requests: Should any other law enforcement agency specifically request assistance from the Department to deliver an emergency message, sufficient information should be obtained to answer those obvious questions which might be asked by the next of kin. (8/87, 5/05) ■

***Las Vegas Metropolitan Police Department
Partners with the Community***

***2/110.02 CONSTITUTIONAL REQUIREMENTS DURING CRIMINAL INVESTIGATIONS
A.S. 1.2.3***

It is the policy of this department to assure compliance with constitutional requirements concerning arrestees during criminal investigations by noncoercive interviews and interrogations, providing for timely booking and arraignment, informing of general rights and right to counsel, and adherence to news release procedures to prevent prejudicial pretrial publicity. (10/88) ■

***2/110.03 CRISIS NEGOTIATORS
A.S. 33.6.2, 46.1.4 (m)***

It is the policy of this department that members serving as crisis negotiators are screened, selected and trained to deal with highly sensitive and frequently volatile conditions, such as hostage situations and barricaded suspects.

To qualify for consideration as a department crisis negotiator, a member must possess good verbal skills, problem-solving abilities, and have successfully completed probation. Qualified applicants are required to participate in a screening and selection process consisting of a 40 hour training seminar and practical application test (mock negotiation) before being placed on an eligibility list. (9/93, 3/01) ■

2/112.00 LOST AND FOUND PROPERTY

It is the policy of the department to take reports on lost property and to exhaust all reasonable efforts to locate the property and to identify it with, and return it to, the rightful owner.

The department will receive found property and utilize all reasonable methods available to identify and locate the owner in order to return the property to the rightful owner. If the rightful owner cannot be identified and located, it is the department's policy to release the found property to the finder after proper demand has been made and after a period of ninety days has elapsed. (7/76) ■

2/113.00 ANIMAL CONTROL

Situations involving sick, injured, vicious or dangerous animals are best handled by persons with the experience and expertise required to treat such animals swiftly and humanely. Therefore, it is the policy of the department to request that the appropriate animal control agency respond to such situations. The department will take action only in emergencies, where an immediate danger to life or safety exists, or where immediate action is the most humane course for the animal. (7/76) ■

***2/113.01 USE OF POLICE DOGS
A.S. 41.1.4***

It is the policy of this department to use police dogs as required in accordance with the department's Response Category Profile (RCP).

Since the use of police dogs may inflame an already volatile situation, it is the policy of this department to place limitations on the use of police dogs in crowd control, civil disorders, or riot situations.

In the event of such an occurrence, the canine teams may be dispatched to the problem area in a standby status. They would be utilized only when authorized by the field lieutenant in charge of the scene in a dire emergency. Such an emergency would be for crowd control in conjunction with an all-out police effort to rescue isolated officers or citizens in danger of being injured or killed. (3/88) ■

***2/113.02 TRAINING AND CERTIFICATION OF CANINE TEAMS
A.S. 41.1.4***

This department utilizes police service dogs to enhance the law enforcement mission. The dogs offer an important law enforcement tool in providing superior search capabilities through the use of their keen senses, especially smell. They are extremely valuable in locating people, narcotics, and explosives.

***Las Vegas Metropolitan Police Department
Partners with the Community***

To ensure the standardization and effectiveness of the police service dog program, the Canine Detail has sole authority and responsibility for providing properly trained dogs and handlers for the department. This duty extends from the selection, procurement, and maintenance of dogs to establishing and overseeing training standards and operating procedures.

Police service dogs and their handlers assigned outside of the Canine Detail will comply with the standards and operating procedures set forth by the Canine Detail. The Canine Detail is responsible for training and certification of canine teams, as well as maintenance of pertinent records. (8/96)■

2/114.00 *POLITICAL ACTIVITIES POLICY*
A.S. 26.1.1

It is the policy of this department that its facilities, equipment and on-duty personnel will not be used by political candidates seeking public office for ANY political purpose. Candidates may be escorted through open work areas, however, they may not attend or interrupt meetings, conferences or briefings to campaign. They may shake hands and distribute literature while being escorted through open work areas though no campaign literature (posters, flyers, buttons, etc.) will be left for distribution, posted or prominently displayed in any department area. Candidates' visits and escorts are coordinated and approved by the Office of Intergovernmental Services.

Photographing or filming within department facilities will not be allowed, however, public areas or parking lots may be used as long as property, equipment, or personnel are not "posed" specifically for the photography (the use of shift changes and vehicle check outs as background are unavoidable). Department employees are not authorized to appear in any photograph or commercial on duty and may not appear, in uniform, while off duty. The only exception to this is for an LVMPD employee who is a candidate appearing in his/her own photograph since this does not constitute an endorsement. Questions and/or authorization regarding use of department property will be directed to the Office of Intergovernmental Services.

Department members who are political candidates (or members working on their behalf) must ensure their conduct is responsive to the citizens of Clark County in a law enforcement capacity first and foremost. Any campaigning that must be done during normal work hours will require the use of leave and a leave slip must be submitted. Department issued cellular telephones will not be used for ANY unofficial purpose related to political activities. Department vehicles are provided for public safety purposes only and should not be used for political activities. If unavoidable, mileage must be logged and reimbursed to the department at the prevailing Federal rate. Such logs will be submitted to the Executive Director of the Office of Finance by the 5th of each month.

Department values (particularly integrity and accountability in this case) must be demonstrated by the actions of employees to ensure the community that they can depend on members of this department to act in a responsible and ethical manner at ALL times. (10/99, 11/01)■

2/115.00 *CONFIDENTIAL EMPLOYEES*

DEFINITION

Administrative and confidential employees will be designated in the respective employee bargaining association contracts.

POLICY

It is the policy of this department that administrative and confidential employees:

- A. may become a member of the respective bargaining association
- B. may participate in social activities of the association to which he/she belongs
- C. may participate in the insurance and other benefits offered by the association
- D. may NOT vote on issues put forth by the association
- E. may NOT be represented at the negotiating table by the association
- F. may NOT become a member of the negotiating team for the association
- G. may NOT be represented by the association in the handling of grievance
(a confidential employee does have the right to representation, however)

The salary and benefit package for administrative and confidential employees will be determined by management and may

**Las Vegas Metropolitan Police Department
Partners with the Community**

or may not be similar to those negotiated by the association. The terms and conditions of the association contracts are not applicable to administrative and confidential employees, however, the Civil Service Rules are applicable unless the classification is appointed, exempt or temporary. (9/91, 5/95) ■

2/115.01 *PHYSICAL FITNESS FOR SWORN EMPLOYEES*
A.S. 22.3.1, 22.3.2

It is the policy of this department that sworn employees, including new hires, will be physically ready to perform the essential tasks of their duty assignment. Physical fitness promotes safe and efficient job performance, bolsters public confidence through the appearance of a fit police force, and improves long-term overall health.

Sworn employees receive annual physical exams in accordance with Department Manual Section 5/110.20, Annual Physical Examinations for Commissioned Employees. Physical exams inform employees of their general physical condition and confirm their continued fitness to perform the tasks of their assignments.

In addition, employees are encouraged to follow a healthy diet and exercise regimen. (3/02) ■

2/116.00 *STAFF MEETINGS*
A.S. 12.1.4

It is the policy of this department to conduct staff meetings, ranging from the sheriff's meetings with his staff to commanders and supervisors and their staffs, for the purpose of enhancing verbal communications.

Supervisors at all levels are encouraged to hold staff meetings, whether on a periodic or infrequent basis, based on individual requirements for briefings, training, problem solving, or other staff interaction. Supervisors should make known their meeting schedules, especially within their chain of command, and occasionally invite members from other levels and functions to meetings for coordination of joint activities and exchange of information. (11/87) ■

2/117.00 *PARTICIPATION IN YOUTH PROGRAMS*
A.S. 44.1.1, 44.2.5

It is the policy of this department to encourage members to voluntarily take an active leadership role in community recreational youth programs. The involvement benefits the entire community through the positive influence exerted on young citizens, and also results in personal rewards and satisfaction for participating members. (8/88) ■

2/118.00 *RECOGNIZED BARGAINING UNITS*
A.S. 24.1.1, 25.1.1

It is the policy of this department to comply with the provisions of NRS Chapter 288 regarding relations between governments and public employees. The department is committed to participate in "good faith" bargaining with the duly recognized bargaining units, to abide by the ground rules for bargaining that arise out of the collective bargaining process or labor arbitration (both in letter and spirit), and to abide by negotiated labor agreements that have been signed by all parties and ratified by bargaining units.

The department recognizes the Las Vegas Police Protective Association, Inc. (PPA), the Las Vegas Police Protective Association, Civilian Employees, Inc. (PPACE), and the Police Manager's and Supervisor's Association (PMSA) as the exclusive bargaining units for the eligible classes of commissioned and civilian employees. (8/95, 3/02) ■

2/118.01 *CONDUCTING ASSOCIATION BUSINESS*
A.S. 24.1.2 (c)

There are currently three associations recognized by this department and bargaining agreements exist with each that describe the association business that can be conducted on-duty.

Per NRS 288.270, the department is prohibited from interfering with, assisting or dominating any effort to form an association or administer an existing one. Therefore, all association business, except that expressly allowed in a bargaining agreement, must be conducted during non-work time, as defined below, and may not be conducted on department premises.

**Las Vegas Metropolitan Police Department
Partners with the Community**

The following are exceptions to this policy:

1. Information may be posted on bulletin boards throughout the department that have traditionally been used to post association information.
2. An association is entitled to address members of the bargaining unit at briefing sessions on issues relating to the ratification and administration of the collective bargaining agreement, legislative and insurance-related issues. Access to briefing sessions will be approved by the Executive Director of the respective association and the respective division commander who will mutually agree upon the schedule and amount of time taken by the association during such briefing sessions.
3. The associations will have access rights to its membership, to meet personally or by phone or other electronic device, during non-work time on department property in the locations described below. Non-work time is defined as before or after the hours the employee is compensated for work, lunch periods and break periods. Accessible locations are:
 - a. Areas controlled by the department which are accessible to the public, including parking lots, sidewalks, public hallways and lobbies.
 - b. Conference rooms and other similar facilities which the department controls and makes available for use by employee associations or organizations, on the same terms and conditions applicable to those associations or organizations.
 - c. Areas controlled by the department which are accessible to department personnel but only to the extent that such access does not, in the reasonable exercise of judgment of department officials, impede the course of the department's business. Such areas include locker rooms, squad rooms, roll call rooms, lunch rooms and cafeterias when such areas are being used for incidental or casual use and not for formal department meetings.
 - d. Areas controlled by the department that are made available to the public at large for cultural, educational, or recreational activities on the same terms and conditions applicable to the public at large.
4. The associations will have access to the department e-mail system, pager system, and inter-office mail system for association business. "To Everyone" e-mail will be approved by the Office of Public Information prior to dissemination. Any mass communication that would involve MetroComm (i.e., group pages, AM's or cell calls) will not be allowed. (10/02) ■

2/119.00 *SOFT BODY ARMOR*
A.S. 41.3.5, 41.3.6

It is the policy of this department to provide soft body armor vests to all new police officers. Replacement vests must be purchased by the officer from the Clothing/Equipment Allowance paid each year. The wearing of soft body armor is encouraged for all officers on duty.

The wearing of soft body armor, or other protective vests or jackets with threat levels equivalent to or exceeding the NIJ Standards of Threat, Level IIA, is mandatory for officers engaged in preplanned, high-risk tactical situations. These include, but are not limited to, warrant executions with high potential for violence. (3/89, 3/02) ■

2/120.00 *AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY PLAN*
A.S. 31.2.1, 31.2.2, 31.2.3

This department has adopted an Affirmative Action/Equal Employment Opportunity Plan. This plan puts into writing the equal employment opportunity philosophy the department has always maintained and the affirmative action steps required to increase minority and female representation.

The Affirmative Action portion of the plan focuses on recruitment strategies to attract well-qualified applicants. (This portion establishes quantifiable goals but it does not create quotas.) The plan is established voluntarily and copies are available in the offices of all office, division, bureau and area commanders. (7/73) ■

2/125.00 *COPYRIGHT OF LVMPD EMBLEMS (BADGE/LOGO)*

The design of the LVMPD badge is protected by federal copyright. Reproductions of the badge must have the copyright symbol, "©1973 LVMPD".

The emblems commemorating Metro's anniversaries have been registered with the State of Nevada. Reproductions of the emblems are to be accompanied by the trademark (TM) and Service Mark (SM) symbols.

***Las Vegas Metropolitan Police Department
Partners with the Community***

“LVMPD” has also been registered with the State of Nevada and will be displayed as LVMPD®.

It is the policy of this department that all reproductions (other than for official use) of the badge, anniversary emblems and/or the logo “LVMPD”, including artwork, must be approved by the Undersheriff prior to use. (3/05) ■

***2/130.00 PERSONAL PROPERTY INVENTORIES
A.S. 1.2.4, 1.2.5, 61.2.3***

It is the policy of this department that reasonable effort will be made to ensure that property belonging to victims is protected, especially when victims are unconscious, incoherent, unable to communicate or make decisions as to the disposition of their property. In that case, property will either be impounded, inventoried on a vehicle impound report, released to a family member or otherwise removed to a place of safekeeping (i.e., hospital) as appropriate to the circumstances.

Whenever a vehicle is impounded, it will be thoroughly searched (including all containers located therein) and an inventory of all personal property will be made on the appropriate LVMPD form.

In addition, whenever any closed container is impounded for safekeeping, whether pursuant to arrest or evidence, it will be searched and an inventory made of the contents of the container prior to placing the container into property or evidence storage. (5/90, 6/02) ■

***2/135.00 PURCHASE OF PROPERTY DISPOSED OF BY LVMPD
A.S. 74.4.1***

Employees should avoid conduct which tends to undermine public trust by creating in the minds of reasonable, impartial observers the perception that they have improperly used their position.

Therefore, it is the policy of this department that only the following personnel are authorized to purchase property being disposed of by LVMPD, regardless of whether it is for sale by auction or bid:

- Dog-handlers who purchase retired dogs which have been under their care
- Members who purchase their own LVMPD badge, cap piece, tie tack and/or gun upon retirement.

This policy applies equally to all department members and to any immediate family members living within their households. Any exceptions to this policy must be submitted, in writing, to the Sheriff for approval. (2/96, 3/97) ■

**Las Vegas Metropolitan Police Department
Partners with the Community**

CIVIL SERVICE RULES

The Civil Service Rules are provided in compliance with the provisions of those Rules. The numbering system of this Chapter will deviate from that established for the Department Manual.

SUBJECT	RULE NO.	PAGE NO.
GENERAL	000-099	
Purpose	010	42
Application	020	42
Effective Date and Amendments	030	42
Masculine and Feminine Gender	040	42
CLASSIFICATION OF POSTS	100-199	
Classification Plan	110	42
Classification of Individual Posts	120	43
Classification Review	130	43
SALARY	200-299	
Definitions	210	43
Establishment	220	43
Salary Determinations	230	43
Payments and Effective Dates	250	44
RECRUITMENT AND SELECTION	300-399	
Recruitment Policies	310	46
Appointment Policies	320	46
Medical Certification	330	48
Other Examinations	340	48
Eligible Lists	350	50
Appointment Documents	360	53
PERFORMANCE AND CHANGE OF STATUS	400-499	
Supervision	420	55
Performance	430	55
Probationary Periods	440	56
Within Grade Increases	450	57
Promotion	460	57
Assignment to Duty and Transfer	470	58
Reduction in Grade	480	59
Notification and Effective Date	490	59
CONDUCT	500-599	
Standards of Conduct	510	60
Disciplinary Measures	520	61
Suspension	530	61
Relief of Duty	540	61
ATTENDANCE AND LEAVE	600-699	
Periods of Duty and Overtime	610	62
Attendance	620	62
Annual Leave	630	62
Special Leave and Leave Without Pay	640	63
Holidays	650	64
Military Leave	660	64
Sick Leave	670	65
Maternity Leave	680	66
Jury Duty Leave	690	66

**Las Vegas Metropolitan Police Department
Partners with the Community**

INVALIDISM AND RETIREMENT BENEFITS	700-799	
Retirement	710	67
Compensation for Service-Incurred Accidents or Illnesses	720	67
TERMINATION	900-999	
Resignation	910	67
Retirement	920	67
Abolition of Post and Reduction in Force	940	68
Non-Confirmation of Appointment	950	68
Unsatisfactory Service	960	68
Mental or Physical Disability	965	69
Misconduct	970	69
Abandonment of Post	975	69
Notification	985	69
Effective Date of Termination	990	69
Service Certificates	995	69
APPEALS	1000-1099	
Applicability	1005	70
Termination for Medical Reasons	1020	70
Appeal Procedure	1040	70
Grievance	1050	71
CIVIL SERVICE BOARD	1200-1299	
Civil Service Board	1210	74
Hearings	1220	74
Notification	1230	76
Personnel Officer	1240	76

**Las Vegas Metropolitan Police Department
Partners with the Community**

INDEX

SUBJECT	RULE NO.	PAGE NO.
ABANDONMENT OF POST	975	69
ABOLITION OF POST	940	68
ACCIDENTS, JOB-CONNECTED	720	67
ACTING PAY	230.2	43
AGE REQUIREMENTS	320.1	46
ANNUAL LEAVE	630	62
APPEAL PROCEDURE	1040	70
APPOINTIVE POSITION		
Defined	320.9	47
APPOINTMENT		
Document	360.1	53
Policies	320	46
Probationary	440.1	56
Provisional	320.6	47
Regular	320.4	47
Temporary	320.5	47
Unclassified	460.3	57
ASSIGNMENT TO DUTY	470	58
ATTENDANCE	620	62
CALLOUT COMPENSATION	610.3	62
CITIZENSHIP REQUIREMENTS	320.1	46
CLASSIFICATION PLAN		
Defined	110.1	42
Review	130	43
CONDUCT STANDARDS	510	60
DEPARTMENTAL RULES	020.3	42
DISABILITY		
Mental	965	69
Physical	965	69
Service-Incurred	720	67
DISCIPLINARY ACTIONS		
Grounds for	510.2	60
Measures of	520	61
DOCTOR APPOINTMENTS	670.1	65
EDUCATIONAL LEAVE	640.1	63
EFFECTIVE DATE OF RULES	030	42

***Las Vegas Metropolitan Police Department
Partners with the Community***

EFFECTIVE DATE OF TERMINATION	990	69
ELIGIBLE LISTS		
Certification of	350.1	50
Expiration Date	350.3	51
Extension of	350.6	53
Preparation of	350.1	50
Re-Employment	350.5	52
Removal of Names	350.4	52
Selection From	350.1	50
Specified Number of Names	350	50
EMERGENCY CALLOUT	610.3	62
EMPLOYMENT APPLICATION	320.2	46
EXAMINATIONS		
Entry	340.1	48
Government Programs	340.7	49
Grading	340.8	49
Notice Required	340.7	49
Open Competitive	340.7	49
Physical	340.2	48
Promotional	340.8	49
EXTENSION OF PROBATION	440.2	56
FUNERAL ATTENDANCE	670.1	65
GRIEVANCE PROCEDURE	1050	71
HEARING PROCEDURES	1220	74
HOLIDAYS	650	64
ILLNESS, JOB-CONNECTED	720	67
INDOCTRINATION NEW EMPLOYEES	420.1	55
JURY DUTY	690	66
LEAVES		
Annual	630.1	62
Educational	640.1	63
Maternity	680	66
Sick Leave	670	65
Without Pay	640.2	63
LONGEVITY PAY	360.2	53
LOYALTY OATH	510.1	60
MATERNITY LEAVE	680	66
MEDICAL		
Certification	330	47
Termination	1020	70
MENTAL DISABILITY	965	69

***Las Vegas Metropolitan Police Department
Partners with the Community***

MILITARY LEAVE	660	64
MISCONDUCT	970	69
NONCONFIRMATION OF APPOINTMENT		
Defined	950	68
NOTIFICATION		
Requirement & Procedures	1230	76
ORAL BOARD REQUIREMENTS	340.5	49
ORAL REPRIMAND	520	61
OUTSIDE EMPLOYMENT	510.2	60
PERFORMANCE EVALUATIONS	430.1	55
PERSONAL CARE OF FAMILY	670.1	65
PHYSICAL DISABILITY	965	69
PHYSICAL EXAMINATIONS		
Entry Annual	330.1	48
PRE-INDUCTION PHYSICAL	660	64
PROBATION		
Confirmation	440.2	56
Extention of	440.2	56
PROMOTION		
Defined	460.1	57
Pay Rate	230.3	44
PROMOTIONAL EXAMINATIONS		
Notice Required	340.7	49
Written Test Orally	340.8	49
PROVISIONAL APPOINTMENTS	320.6	47
REASSIGNMENTS	470.2	58
RECLASSIFICATIONS	470.3	58
RECRUITMENT POLICIES	310.1	46
REDUCTION IN FORCE	940.1	68
REDUCTION IN GRADE		
Defined	480.1	59
Notification of	490.1	59
Pay Rate	230.3	44
RE-EMPLOYMENT POLICIES	350.5	52
REGULAR APPOINTMENTS	320.9	47
RELIEF OF DUTY	540	61

Las Vegas Metropolitan Police Department
Partners with the Community

REPORTING FOR DUTY		
Notice Required	620.1	62
RESIDENCE REQUIREMENT	320.1	46
RETIREMENT PROVISIONS	920	67
RETIREMENT SYSTEM	710	67
RESIGNATION	910	67
SALARY		
Acting Pay	230.2	43
CallOut Pay	610.3	62
Computation	250.1	44
Defined	210	43
Effective Dates	250.4	45
Holidays Worked	650.2	64
Outstanding Increases	450.3	57
Payment Upon Termination	250.2	44
Pay Rate	230.3	44
Reduction in Grade - Pay Rate	230.3	44
Range Changes	250.5	45
Within-Grade Increases	450	57
SELECTION POLICIES	320	46
SENIORITY		
Defined	360.3	53
SERVICE DATE		
Defined	360.2	53
SERVICE CERTIFICATES	995	69
SICK LEAVE	670	65
SPECIAL LEAVE	640	63
STANDARDS OF CONDUCT	510	60
STRIKING PROHIBITED	510.3	60
SUPERVISORS' RESPONSIBILITIES	420.1	55
SUSPENSION		
Policies & Procedures	530	61
TARDINESS	620.1	62
TEMPORARY APPOINTMENTS	320.5	47
TEMPORARY ASSIGNMENTS	230.2	43
TERMINATION		
Medical	1020.1	70
Non-Confirmation of Appointment	950	68
Reduction in Force	940.3	68
Resignation	910	67

***Las Vegas Metropolitan Police Department
Partners with the Community***

Retirement	920	67
TRANSFERS (SEE REASSIGNMENTS)		
UNCLASSIFIED APPOINTMENT	460.3	58
UNSATISFACTORY		
Defined	960.1	68
VACATIONS	630	62
VETERAN		
Defined	340.9	50
Preference	340.9	50
WITHHOLDING OF SALARY INCREASES	490.1	59
WITHIN GRADE INCREASES	450	57
WORKDAY		
Defined	610.1	62

***Las Vegas Metropolitan Police Department
Partners with the Community***

000 - 099 GENERAL

010 PURPOSE

It is the purpose of these rules to give effect to the provisions of NRS 280, dated March 1, 1973. The rules shall be applied, interpreted, and declared as follows: Personnel administration shall be based solely upon merit principles which shall contain the fundamental conditions of service and the basic rights, duties and obligations of employees.

020 APPLICATION

020.1

These rules shall apply to all employees in the service of the Las Vegas Metropolitan Police Department, hereinafter referred to as Department, except as specifically provided in any particular rule contained herein.

020.2

A copy of these rules shall be made available to each employee.

020.3

A.S. 12.2.1

The Sheriff, or his designee, in the efficient and orderly administration of the Department, may disseminate directives regarding rules and regulations for the purpose of maintaining proper discipline, conduct and behavior, subject to the approval of the Civil Service Board, hereinafter referred to as the Board. Upon approval such directive shall be incorporated in the manuals system established by the Department.

This provision also applies to all amendments, deletions or changes to established rules and regulations. The provisions of the rules and regulations shall be made available to all employees of the Department and to the Board upon final approval of the Board.

030 EFFECTIVE DATE AND AMENDMENTS

These rules shall become effective upon passage and approval and supersede all rules in force heretofore. All proposed amendments shall be referred to that Board and to a hearing held hereon by said Board prior to adoption of the Board. Amendments shall become effective on the date approved by the Board.

040 MASCULINE AND FEMININE GENDER

In these rules terms referring to persons and employees in the masculine gender shall apply to women except where the contrary intention is evident.

100 - 199 CLASSIFICATION OF POSTS

110 CLASSIFICATION PLAN

A.S. 21.2.1, 21.2.2, 21.2.3

110.1

The Bureau Commander of Personnel shall oversee the preparation of class of positions for approval by the Sheriff and the Board. Class specifications will be interpreted in their entirety and in relation to others in the classification plan. Class specifications shall be deemed only as descriptive and explanatory of the kind of work required in positions in the several classes, but not necessarily inclusive of all duties to be performed.

110.2

All positions in the competitive service shall be grouped in classes based on their duties, authorities and responsibilities. Class specifications shall include for each class title, a statement of duties, authority and responsibilities thereof and the necessary or desirable qualifications that are required.

110.3

Changes in Assigned Duties: No employee shall be required to regularly perform duties of a position outside of the classification to which assigned. However, employees may be temporarily assigned duties outside their classifications. In addition, employees are eligible for provisional appointments as described in 320.6 of these rules and acting pay as described in 230.2 of these rules.

Las Vegas Metropolitan Police Department
Partners with the Community

110.4

Each position in the competitive service shall be allocated by the Bureau Commander of Personnel to an appropriate classification.

110.5

All changes in class specifications shall be reviewed by appropriate chain of command and approved by the Bureau Commander of Personnel and the Sheriff.

110.6

All new positions shall be studied and appropriately classified before any positions are filled.

120 CLASSIFICATION OF INDIVIDUAL POSTS

A.S. 21.2.2

Class titles shall be used to designate such positions in all official records, vouchers, payrolls and communications. No person shall be employed in a position under a class title which has not been approved by the Sheriff or his designee and the Board.

130 CLASSIFICATION REVIEW

A.S. 21.1.1, 21.2.1, 21.2.2

Each bureau commander will be responsible for reviewing the positions under his command on an annual basis and forwarding a request to the Bureau Commander of Personnel to review any positions he feels may be misclassified. The annual review is to coincide with the preparation of the budget.

200 - 299 SALARY

210 DEFINITIONS

210.1

“Salary” means the remuneration received by the employee by application of a salary schedule.

220 ESTABLISHMENT

A.S. 21.2.1, 22.1.1

The Sheriff shall, after an annual review for fairness and equity, recommend to the Fiscal Affairs Committee a uniform and equitable pay plan which shall consist of minimum and maximum rates of pay for each grade and such intermediate rates as are necessary & equitable. Prior to implementation any recommended pay plan must be approved by the committee. Committee approval will always be contingent upon funds being available.

230 SALARY DETERMINATIONS

A.S. 21.2.1, 22.1.1

230.1

Each employee shall be paid at a rate within the approved salary range for the class to which the position is allocated or assigned. Rates above the minimum rates may be paid if the Fiscal Affairs Committee deems it necessary.

230.2

Classified employees officially required to assume temporarily the full responsibilities of an established position of a higher grade shall be paid in accordance with the following policies:

- (A) If the assignment is for fifteen (15) consecutive calendar days or less, the employee shall receive his own regular rate of pay.
- (B) If the assignment is for more than fifteen (15) consecutive calendar days, the employee shall be paid at the rate of one increment above his own regular rate of pay retroactive to the date of the acting assignment and during the balance of the assignment.
- (C) No such assignment shall exceed ninety (90) days without the approval of the Board.
- (D) No such assignment shall be permanent except after compliance with 320.4.

230.3 Pay Rate

If an employee is promoted, progressed, reduced in grade, moved laterally, reinstated or rehired, either voluntarily or involuntarily the employee's seniority date will be determined according to Civil Service Rule 360.3 and the rate of pay in

**Las Vegas Metropolitan Police Department
Partners with the Community**

the new class shall be determined as follows:

- (A) Promotion - When an employee is promoted his/her salary shall be raised to the step in the salary range that provides a salary increase equal to at least four percent over previous base pay.
- (B) Progression - Employees who are advanced through progression will be placed at the closest pay step of the level II pay that does not provide a decrease. (Examples: Police Officer I to Police Officer II, and Corrections Assistant I to Corrections Assistant II, etc.) Upon progression to the II level, the employee will not receive a six month merit increase since a six month merit increase was already received at the I level.
- (C) Reduction to Classification Never Held - Employees who are off probation and are either voluntarily or involuntarily reduced in grade to a classification never held before, shall have their salary set at the step in the new salary range which provides a salary decrease of eight percent (8%) without going below previous base pay. In the event the salary step does not fall at eight percent (8%), the employee will be placed as close thereto as possible without exceeding eight percent (8%), unless the top step of the schedule requires a greater reduction.
- (D) Reduction to Classification Held Prior - Employees who are off probation and voluntarily or involuntarily reduce in grade to a classification held before shall have their salary set at the step in the new salary range that does not provide an increase.
- (E) Lateral to a Classification Held or Never Held - Employees who are off probation and lateral to a classification held or never held before shall have their salary set at the step in the salary range that does not provide an increase.
- (F) Reinstatement while on Probation to Prior Classification - Employees who are on probation may be returned to the class immediately held and shall return to the step held prior and adjusted to include any increases the employee would have received had he/she never left the classification.
- (G) Reduction/Lateral while on Probation to Classification Never Held - Employees who are on probation who voluntarily or involuntarily reduce in grade or lateral to a classification never held before shall have their salary set at step one in the new salary range.
- (H) Movement to a Higher Classification While on Probation - Employees who have not completed their initial probation with the Department and who voluntarily test for a classification of a higher salary range, shall go to step 1 of the new salary range.
- (I) Rehire - Former employees rehired under the provisions of Rule 350.5 (B) will have their salary set at one step below the step which they were in at the time that they resigned, provided that they return in the same pay schedule. In the event that an individual is rehired into a lower classification, as described in 350.5 (B), their salary shall be set at the closest step to the step which they where in , except that they cannot be placed at a step higher than one step below the top of the range.
- (J) Hire Date - Beginning date of employee's continuous service with LVMPD.

250 PAYMENTS AND EFFECTIVE DATES

250.1

In computing the pay for an employee who has worked, or was in a paid leave status, less than the regularly established number of hours in the pay period:

- (A) The amount paid shall bear the same relationship to the full-time rate as the time actually worked bears to full-time employment.
- (B) Part-time employees may be paid at an hourly rate as established by the Bureau Commander of Personnel in conformity with the approved pay plan.

250.2

Whenever an employee is separated from the service of the Department, he shall be paid in full by warrant for all authorized overtime, unused, unforfeited annual leave accumulated in accordance with 630.3 and 670.6 and unused sick leave accumulated in accordance with 670.6 due him on his separation date at the rate of pay of his permanent, regularly assigned grade at the date of separation; provided that no payment shall be made for unused annual leave if the employee is separated during the first six (6) months of service (Rule 630.4); provided further that payment for unused sick leave shall be made in accordance with the last negotiated agreement in effect between the Department and the employee's bargaining unit, pursuant to NRS 288 (Rule 670.6).

250.3

Except as otherwise provided in these rules, no employee shall receive pay from the Department in addition to the salary authorized under the schedule provided in the pay plan for service rendered by him either,

- (A) In the discharge of his ordinary duties, or,
- (B) Any additional duties which he may perform in any one classification.

250.4

***Las Vegas Metropolitan Police Department
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The effective date of a merit step increase shall be determined by the Bureau Commander of Personnel and approved by the Sheriff or his designee.

250.5

When the salary range and/or classification title for a class is changed, employees shall be placed at the closest salary range that is not a decrease. In no event shall an employee lose any salary due to a class change, although, in some instances, the employee's salary may be frozen for a period of time in order to maintain internal equity within the classification plan. There shall be no adverse effect upon eligibility for within grade salary increases.

**Las Vegas Metropolitan Police Department
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300 - 399 RECRUITMENT AND SELECTION POLICIES

**310 RECRUITMENT POLICIES
A.S. 11.1.1**

310.1

The paramount consideration in the recruitment of applicants is to attract qualified candidates with the competence and integrity to be employed by the LVMPD. The recruitment program shall comply with all equal employment opportunity laws and regulations.

**320 SELECTION POLICIES
A.S. 32.1.4**

320.1

An applicant for any competitive service position with the Department:

- (A) Commissioned positions shall:
 - 1. Be a citizen/naturalized citizen of the United States of America by the date of the first test instrument for the position applied.
 - 2. Be at least twenty-one (21) years of age by the date of the first test instrument for the position applied.
 - 3. Meet the minimum standards for appointment as established by the Nevada State Peace Officers standards and training committee (NAC 481).
- (B) Non-commissioned positions shall:
 - 1. Be a citizen/naturalized citizen or permanent resident alien without conditions on status of the United States of America by the date of the first test instrument for the position applied.
 - 2. Be at least eighteen (18) years of age by the date of the first test instrument for the position applied. With the recommendations of the Bureau Commander of Personnel and approval of the Board, the Sheriff may set specific age requirements which are greater than the minimum for specific classifications.

320.2

A.S. 31.3.4

The Bureau Commander of Personnel will reject an application which is not completely filled out, which is not filed within the period specified in the public notice of the examination, or which indicates on its face that the applicant does not possess the minimum qualifications required for the position. The Bureau Commander of Personnel will also reject the application of, or remove from an eligibility list an applicant:

- (A) Who has been convicted of a felony.
- (B) Convicted of two misdemeanors other than minor traffic violations will be reviewed and may be disqualifying. This will apply to all applicants, regardless of their age at the time of the offense.
- (C) Who has been terminated for cause (conduct related issues) from a department of local, state or federal government will be reviewed and may be disqualifying.
- (D) Who has made any false statement of any material facts, or practiced or attempted to practice any deception or fraud in his application. Individuals seeking employment with the LVMPD who are caught cheating on any written, practical or oral examination are disqualified for life
- (E) Who has been terminated or has resigned from other employment on account of failure, omission, or violation of duty or misconduct.
- (F) Who has been adjudged guilty of an offense involving moral turpitude or infamous conduct.
- (G) Who, because of his/her character, is unfit for employment.
- (H) Who has applied for any open/competitive recruitment and has failed any part of the selection procedure within the past 90 calendars from the date the candidate failed such instrument. The disqualification time for failing the fitness test may be reduced to 30 days as determined by the Bureau Commander of Personnel. Such an individual may apply for other positions (other than the one that they failed with the Department, provided that the failure was not a background issue that is absolutely disqualifying. An individual who is disqualified during the background process may not reapply, for an open/competitive position specified by the Background Investigation Team (i.e. may only be disqualified from commissioned positions not civilian positions or may be disqualified for both), for the period of time determined by the background Investigation Team based on the reason(s) for the failure. The actual amount of time disqualification for Background issues will be communicated to the individual in writing.
- (I) Who does not meet the hiring standards established by the LVMPD. Such standards are approved by the Sheriff and comply with Federal and State employment laws.

***Las Vegas Metropolitan Police Department
Partners with the Community***

- (J) Who is currently serving an initial probationary period with the department as a police or corrections recruit, a police or corrections officer, or a civilian classification that is filled open competitively and requires the completion of an academy.
- (K) Who is currently serving a probationary period following a promotion in the Law Enforcement Support Technician series, shall have his/her name removed from other lists of the same classification.

320.3

The above grounds for disqualification of an applicant, although not all inclusive, may be considered as sufficient cause for removal from an eligibility list or for termination during his probationary employment (also see Rule 950.1). Whenever an applicant is disqualified, notice of disqualification shall be furnished to the applicant.

320.4

All vacancies in the competitive service shall be filled by reassignment, demotion, promotion, progression, lateral movement, reinstatement, rehire, or from an appropriate eligible list, except as hereinafter provided.

320.5

Temporary positions are positions filled for a specifically limited period. They may be on a full time or a part time basis. Part-time employees work 19 hours per week and/or no more than 988 hours per year.

320.6

In the absence of an eligible list, the Sheriff, with approval of the Civil Service Board, is authorized to make provisional appointments to establish positions for a period not to exceed ninety (90) calendar days. Positions which by their nature are not intended to be permanent positions in the competitive service are not subject to such time limitation.

320.7

No credit shall be allowed in the giving of an examination and the establishment of any eligible list for service rendered under a temporary position or a provisional appointment.

320.9

A regular appointed position is an appointment by the Sheriff without time limit made in accordance with selection procedures outside Civil Service rules.

320.11

No appointment to, placement in, or removal from a position in the competitive service shall be affected in any manner by any political or religious opinion or affiliation.

320.12

The Sheriff may appoint, with the concurrence of the Civil Service Board, and without the usual examination process, the employees of any agency of another governmental entity which has been fully incorporated into the Las Vegas Metropolitan Police Department. The following conditions will be complied with in such a situation:

- (A) The Personnel Bureau will assign the individuals to proper classifications within the existing Departmental class structure; or, will create and assign the individuals to new classified positions within the Department.
- (B) The individuals will be allowed to carry over their accrued benefits, provided that the transferring entity properly funds those benefits. In addition, the transferred individuals will accrue future benefits in accordance with existing Department policy, based upon total service. Seniority will be from original date of hire or promotion to the classification.
- (C) Individuals transferred under the provisions of this rule will serve a probationary period as defined elsewhere in these rules.

***Las Vegas Metropolitan Police Department
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330 *MEDICAL CERTIFICATION*
A.S. 32.2.7

330.1

Notwithstanding Civil Service Rule 340.2, before entering on duty an approved and appropriate physical examination, in accordance with the Department's Med-Tox Standards, will be required for all persons entering the service of the Department as a commissioned officer or in select civilian positions as defined in the Background Investigation Standards and Disqualification Guidelines. Those civilian positions have been identified as: Patrol Services Representatives, Cadets, Crime Scene Analysts, Electronic Surveillance Technicians, and Abuse/Neglect Specialists. The examination shall be completed by such medical authority as designated by the Department and, if necessary, by any specialist designated by the physician.

330.2

A.S. 22.3.2

Annual physical examinations shall be required of all commissioned personnel of the Department. Other employees may be required to undergo periodic physical examinations.

330.3

A.S. 22.3.1

The expense of all physical examinations shall be borne by the Department and shall be taken during the employee's normal working hours. When an employee, because his normal working hours do not coincide with the physician's normal working hours, must take such physical examination on his off duty time, he shall be paid for two (2) hours at his straight time hourly rate.

330.4

Any offer of employment is subject to a satisfactory report from the Departmental designated physician on the examination required in Rule 330.1, and is conditional upon such satisfactory report. Should the result of the examination reflect a failure to meet the standards of the position, the Board may cancel the offer of employment or amend the terms of the offer of employment as the Board considers just.

340 *OTHER EXAMINATIONS*
A.S. 32.2.8, 34.1.2, 34.1.3

340.1

Employment and promotions in the competitive service shall be determined by competitive examination as provided by these Rules.

340.2

A.S. 32.2.8

Examinations will be used to determine the eligibility of applicants for employment in a particular job classification and to determine the relative position on eligible lists. Examinations will be prepared in compliance with applicable Federal and State laws and guidelines, including the Uniform Guidelines for Employment Selection procedures, and will be based upon the essential functions of the job as well as the minimum qualifications and knowledge, skills, and abilities required of the position. Examinations may be assembled (a test conducted at a specified time and place at which applicants are required to appear for testing under the supervision of an examiner) or unassembled (conducted by an examiner at different times and/or places where all candidates are not assembled together). The examination procedure shall consist of any one or combination of the following with the process and weights assigned to each test to be determined using sound principles of job analysis and exam plan development overseen by the Bureau Commander of Personnel:

- (A) Application/supplemental application screening
- (B) Written tests
- (C) Oral examinations
- (D) Performance/video tests
- (E) Practical examinations
- (F) Physical agility tests
- (G) Psychological/Psychiatric examinations
- (H) Assessment center activities
- (I) Background investigation
- (J) Any other job related selection procedure determined by the Personnel Officer to be appropriate for the position.

***Las Vegas Metropolitan Police Department
Partners with the Community***

340.3

The preparation and actual conduct of every examination shall be under the direction of the Bureau Commander of Personnel.

340.4

All examinations shall be conducted in accordance with Civil Service Rules. The actual selection process shall be developed by the Personnel Bureau, with input from subject matter experts. Testing procedures for Police Sergeant, Lieutenant, and Captain and Corrections Sergeant. Lieutenant and Captain are specifically defined in the Guidelines for examinations for those positions.

340.5

Oral sections of examinations shall be conducted only by qualified persons who have been thoroughly trained to serve as oral board raters..

340.6

No question in any examination, application form or other personnel proceeding shall be so framed as to attempt to elicit information concerning political or religious affiliations..

340.7

A.S. 31.3.1

Notice of open competitive examinations is to be given at least ten (10) days prior to the date of examination. Notice of promotional examinations for Sergeant, Lieutenant and Captain is to be given at least ninety (90) days prior to the date of examination. Notice of promotional examinations for all classifications in the competitive service, other than Sergeant, Lieutenant and Captain, is to be given at least thirty (30) days prior to the date of the examination. The notice for all examinations shall be posted on a bulletin board of the Personnel Bureau and sent electronically to every bureau/area of the Department to be appropriately posted. The Bureau Commander of Personnel will determine the most appropriate means of advertising the position based on available funding, number of interest cards on file, and difficulty in filling the position.

340.8

- (A) Examinations given in accordance with the requirements of Rule 340.2 may be used for determination of ability, skills, knowledge, professional qualifications, or any other measurable item identified in the job analysis of the position being tested for. Tests may be graded on a numerical scale or rated as pass/fail. Those open competitive tests graded on a numerical scale will be graded on a range of 70 to 100. The 70 pass point may be an adjusted or transformed score based on application of accepted scientific methods for establishing pass points. A score of pass on pass/fail tests shall be the minimum qualifying score. Only those tests which are graded with a numerical score will be used to determine position on the eligibility list.
- (B) Pass points for promotionals will be established using one of the following two methods. The method used will be determined by the circumstances involved in the particular procedure as outlined in (C) and (D) below.
- (C) In those promotional procedures where there will be more candidates competing than the number of projected vacancies, the pass point for written exams will be determined utilizing that projected number. In practice, the pass point will be equal to the score earned by the lowest ranking candidate continuing on in the process and the rank of that individual will be a number at least equal to the number of vacancies in the classification projected for the life of the list, provided that all those continuing in the process have scores at the mean for the test or higher.
- (D) In those promotional procedures where all candidates demonstrating minimal proficiency can be promoted, the pass point for written exams shall be set at the proficiency level established by job knowledge experts reviewing the exam.
- (E) For those promotional procedures for the broad banded classifications identified in the department's classification plan, qualified candidates may participate in an annual or semi-annual (based on projected vacancies) promotional written exam. The most recent passing score earned on the written exam will qualify the candidate for participation in further selection instruments for a particular position's promotional announcement, provided the candidate meets the minimum qualifications as identified in the promotional job announcement for a period of two (2) years.
- (F) The final score for a selection process shall be determined by multiplying each score obtained on numerically scored tests by its assigned weight and adding these products. Pass/fail tests will be used only to determine those candidates who will be permitted to complete the entire testing procedure. Every candidate who achieves "pass" on a pass/fail portion of the examination process shall be considered to have passed that portion of the examination process. If the whole process is pass/fail, all candidates achieving a passing score shall be placed on the eligibility list unless the examination announcement indicated that a specific number of persons will be placed on the eligible list. In that event, the number of candidates deemed to have passed the examination process shall be determined as provided

***Las Vegas Metropolitan Police Department
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in the examination announcement.

- (G) In order to provide a reasonable number of the best qualified candidates for consideration, applicants with the least desirable background of qualifications may be denied further participation in the selection process as a result of the evaluation of their qualifications. Applicants disqualified from further participation in the selection process under this rule shall be promptly notified. Notice shall be mailed to the applicant's last known address; it shall be the applicant's responsibility to notify the Bureau Commander of Personnel of address changes.
- (H) When a large number of applicants is anticipated to respond to an open competitive recruitment for a classification which has minimal qualifications, and the projected number of vacancies for that classification is small, the Bureau Commander of Personnel may limit the number of applications to be accepted for that recruitment. This limitation must be so stated on the original recruitment announcement for the position. The number of applications may be limited by such means as numerical limitation, stratified random selection or queuing.¹

340.9

Two Veteran's Preference Points shall be given only on open competitive examinations and only after a final passing grade, as defined elsewhere in these rules, is attained after the completion of the selection procedure for the position. "Veteran" means a person who has served in the Armed Forces of the United States on active duty for a total of at least 181 days, and who is currently on active duty and in good standing or who has received an honorable discharge from military service.

Veteran's points may be used only one time by any individual. Employees who used their veteran's points on the list from which they were originally hired may not apply veteran's points to any subsequent Department open competitive lists for which they qualify. Individuals who are hired by the Department and have their veteran's points applied to the list from which they are initially hired, and who subsequently leave department employment, may not use veteran's points again if they seek reemployment with the Department.

340.10

Each applicant taking the examination shall be notified in writing of his final earned rating and relative position on the eligible list. All test papers written by the candidate on open competitive exams are considered confidential material to ensure proper test security. Feedback on promotional examinations will be provided as stated on the job announcement. Specific feedback will not be provided on open competitive examinations. Any error in grading or rating, if called to the attention of the Board within ten (10) days after receiving written notification of rating, shall be corrected and the Board shall recommend to the Sheriff such just disposition of the case as it deems proper.

340.11

The Board shall have the power at its discretion and whenever in its judgment the interest of justice requires, to order an re-examination of any applicant or applicants for any position.²

350 ELIGIBLE LISTS

A.S. 34.1.1, 34.1.6

350.1

Prior to certification of an eligible list by the Board, the names will be arranged in order of the final scores received from the highest passing scores to the lowest:

- (A) In the case of an open competitive examination, whenever identical ratings are received, the tie will be broken at random by the applicant tracking software system, except as provided in 350.1 (E).
- (B) In the case of a promotional examination, whenever identical ratings are received, names will be arranged in seniority order as defined in 360.3.

¹ an abbreviated recruitment period or other measures which can be impartially implied to all applicants.

² Statistical methods to assure that the composition of the group tested is the same as the composition the initial applicant group.

**Las Vegas Metropolitan Police Department
Partners with the Community**

(C) **Allowing for hiring lower on lists to meet operational needs (i.e. fill Academy)** When an open competitive examination is held, the list shall be certified and persons whose names appear on the list shall be appointed in the order that they appear on the list, provided that all pre-hire selection procedures are satisfactory. In managing hiring from that list, if one job offer is to be made, it shall be from among the top three names; if two job offers are to be made, they shall be made from among the top four names, etc. Exceptions may be made and persons hired from lower positions on the list to meet legitimate operational needs of the Department (i.e. filling an Academy, accommodating a request for deferral). However, this deviation from the normal procedures can only occur upon the recommendation by the Bureau Commander of Personnel and with prior approval of the Deputy Chief of the Human Resources Division. Persons whose names appear on an open competitive list shall be offered employment in the order that they appear on the list, provided that all pre-hire selection procedures are satisfactory, including successful completion of all phases of their background investigation process. If a candidate's background is incomplete based on paperwork that the candidate has failed to provide in a timely manner, or other legitimate delays in the completion of the background, he may be passed on the list in order to hire those whose backgrounds are complete in time for the Academy and/or position is to be filled. As soon as the candidate's background is successfully complete, he would be placed in the next Academy or would fill the next vacancy as long as his eligibility list is still active. If a candidate is offered employment with less than two weeks notice for an Academy, he may defer to the next Academy without losing his placement on the list, providing his list will still be active; however, candidates below him will be offered the vacant positions for that Academy until filled. An earlier list shall take precedence over the list resulting from a new examination until the earlier list expires; however the new list can be used prior to the earlier list expiring to meet the operational needs of the Department as outlined above. If the persons whose names remain on the earlier list wish to take the new examination, their names shall appear on the new eligible list in final grade order.

(D) At the conclusion of a promotional examination, the entire list shall be certified and, if one promotion is to be made, it shall be made from among the top two names; if two promotions are to be made, they shall be made from among the top three names. After a person has been passed over for a promotion twice, he shall be selected to fill the next vacancy which occurs prior to expiration of the list unless, upon approval of the Board, following the recommendation of the Sheriff and Bureau Commander of Personnel, the promotion of this employee would not be in the best interest of the Department.

If there is only one name remaining on the list the Sheriff ~~shall~~ *may* request a new examination which shall be given. The aforementioned eligible list shall take precedence over the new list until the earlier list expires. Additionally, if the person whose name remains on the former list wishes to take the new examination, his name shall appear on the new eligible list in final grade order.

(E) In the event that an open competitive examination is held and permanent fulltime employees of the Department are eligible to compete, those employees will compete for the position on the open competitive list and no separate promotional list will be established.

In the event of a tie, all permanent full-time employees who attain the minimum passing grade on all tests in the examination process will be given the higher position on open competitive eligible lists.

(F) Police/Corrections Recruits who incur a temporary injury/disability that prevents them from meeting proficiency standards in the academy, are eligible in accordance with Civil Service Rules 440.3(A) and 440.3(B) to be placed at the top of the Police/Corrections Recruit eligibility list that is in effect at the time of the request to be enrolled in the next scheduled academy.

350.2

The Civil Service Board shall have authority to correct any error, amend or revoke any schedule, list or other paper or record where it can be shown that an error or injustice has been done.

350.3

- (A) Eligibility lists for Police Recruit and Corrections Recruit shall remain in effect for 18 months These lists will not be extended.
- (B) Eligibility lists resulting from procedures conducted in conformance with the Promotional Guidelines for commissioned ranks shall be in effect for the time periods specified in those guidelines.
- (C) Eligibility lists for all other positions in the competitive service, both open competitive and civilian promotional,

**Las Vegas Metropolitan Police Department
Partners with the Community**

- shall remain in effect for 18 months. These lists will not be extended.
- (D) Due to the age limitations of the Police Cadet program, the eligibility list for Police Cadet shall remain in effect for one year, and it will not be extended.
 - (E) Where there has been no material change in the minimum qualifications, or subject matter, scope or weights of various parts of the examination process, names on successive lists for the same class may be combined according to the final rating of the eligibles.
 - (F) Eligibility lists will be maintained indicating the date of the candidate's placement on the list and in the case of combined lists, no candidates from the original list will exceed 18 months of eligibility.
 - (G) Candidates on a current eligibility list may retest if recruitment opens during the life of the list, provided they have not tested within the last six months. Due to the frequent, on-going testing approach for Police and Corrections Recruit, candidates on an active eligibility list for these positions must wait one year before retesting. The most current scores will be used for the purpose of placement on lists that are merged.
 - (H) Police/Corrections Recruits who incur a temporary injury/disability that prevents them from meeting proficiency standards in the academy, are eligible in accordance with Civil Service Rules 440.3(A) and 440.3(B) to be placed at the top of the Police/Corrections Recruit eligibility list that is in effect at the time of the request to be enrolled in the next scheduled academy. Such candidates are eligible for one year from the date of separation to re-enter a Police/Corrections Recruit academy contingent upon successful completion of a background investigation, fitness test, and medical evaluation.
 - (I) Candidates called away to military duty while on an eligibility list will remain active on that list in compliance with Federal law.
 - (J) Besides medical injury/disability and military deferrals addressed in 350.3 (H) and 350.3 (I), and short notice deferrals addressed in 350.1(C), any other requests for deferral in hiring shall be evaluated for proper justification and balanced with operational need. If it is determined to be a valid request for deferral which will not substantially impact the operations of the Department, the Bureau Commander of Personnel will submit the request to the Human Resources Division Chief for approval. The request for deferral must be submitted in writing by the candidate. The granting or denial of the deferral will also be provided to the candidate in writing.

350.4

The name of any person appearing on an eligible list as a result of an open competitive examination may be removed if he fails to respond to notice to report for employment interview within ten (10) calendar days from the date of mailing of notice, of his certification for appointment from the list has been passed over three (3) times, or if such person for any reason has become incapacitated for appointment, or if it has been determined that there were sufficient grounds to disqualify the applicant under Rule 320.2. The person affected shall be notified of the removal of his name by a notice mailed by U.S. mail to his last known address.

350.5

Regular employees separated from the Department through a reduction in force shall be placed on a reemployment list. Regular employees in a Civil Service classification who have completed their initial probation with the Department, and who resign in good standing, are eligible to apply for reemployment as outlined below:

- (A) Regular employees separated from the Department through a reduction in force shall be placed on a reemployment list. In the event that two or more employees in the same classification are separated on the same date through a reduction in force, their names shall be placed on a reemployment list for that classification in seniority order.
- (B) Regular employees in a Civil Service classification who have completed their initial probation with the Department, and who resign in good standing, are eligible to apply for reemployment. The request for reemployment shall be submitted in writing to the Bureau Commander of Personnel. This request for reemployment must be received within three years of the date of the employee's resignation and approval must be granted by the Sheriff. Upon approval, the former employee's name shall be placed on a reemployment list for hire at the entry level of the class series held upon resignation, or the entry level of a class series in which the former employee successfully completed probation.
- (C) Credited time for employees approved for reemployment: Employees who are reemployed may use service time they acquired before their resignation towards qualifying for promotional and/or transfer examination processes once they have successfully completed probation upon their return. They must meet any minimum qualifications for the promotional or transfer position—including but not limited to time in classification and service time with the Department and two-year commitment to the CORE 3 areas for Law Enforcement Support Technicians.

***Las Vegas Metropolitan Police Department
Partners with the Community***

(D) Reemployment is contingent on the employee successfully completing a thorough background investigation.

(E) Reemployed Police or Corrections Officers of any rank may, at the discretion of the Sheriff, be required to complete firearms training and qualification, defensive tactics and deadly force training, a fitness test, an academy, and a field training program before assuming commissioned duties.

(F) Salary for reemployed employees shall be determined in accordance with Civil Service Rule 230.3(I).

350.6

The eligibility of all persons on a re-employment list will expire three (3) years from the date upon which they are placed on the list.

350.7

The re-employment list shall be given preference over any other employment list whenever vacancies shall occur in the competitive service.

360 LEAVE DOCUMENTS

360.1 Contents

Upon selection for leave, the applicant shall receive a copy of the appointment document indicating his service date (as defined in 360.2), status classification, grade, step and salary.

360.2 Service Dates

(A) The service date of all employees for purposes of vacation or sick leave, seniority (except as provided in 360.3) and computing longevity pay shall be the actual date they are placed on the payroll, except as provided in 640.3 (which provides exceptions for periods of leave without pay).

(B) In the event of reduction in force, an employee who is re-employed by the Department shall be given credit for all time for which he was actually working for the Department for the purpose of computing longevity pay and vacation leave.

360.3 Seniority

Seniority for employees in the competitive service shall be defined as follows:

(A) For classifications normally filled through open competitive examinations seniority shall be based on:

- (1) Date of employment in classification assigned.
- (2) Examination grades. (This means using the most recent open competitive grade first and in the event of a tie going backwards to the next most recent ad infinitum.)
- (3) Computer-generated, random breaking of tie by applicant tracking system. In the event factor one (1) is not conclusive, factor two (2) shall govern; if factor (2) is not conclusive, factor three (3) shall govern.

(B) For classifications normally filled through promotional examinations, seniority shall be based on (in the following order):

- (1) Date of promotion to the classification.
- (2) Promotional examination grade. If the exam grades are from two separate lists then (3) three shall govern.
- (3) The employee's Department seniority based on their most recent date of hire.
- (4) Flip of a coin.

(C) In the event of a progression advancement, time spent in the I level of the classification shall be credited for determining seniority at the II level of the classification. (Examples are Police Officer I progressed to Police Officer II, and Corrections Assistant I progressed to Correction Assistant II, etc.)

(D) Employees will not retain seniority credit for any classification in which probation has not been completed.

(E) Seniority will be lost whenever an employee resigns from employment, is terminated for cause, or is laid off for a period greater than three (3) years as established in Civil Service Rule 350.6.

(F) Whenever an employee reduces in grade after a promotion, whether voluntary or not, the employee will lose all seniority accrued in the classification they were promoted to. Upon returning to their previous classification, the employee will be given credit for time spent in the classification they were promoted to. (Examples: A sergeant reducing in grade to an officer or a Sr LEST reducing to LEST would return to the seniority date as an officer or LEST as though s/he never left the classification).

***Las Vegas Metropolitan Police Department
Partners with the Community***

(G) **The employee's seniority in the class shall be based on time in class during this employment period exclusive of the time spent out of class.

360.4 Definitions

Position reclassification means a reassignment or change in allocation of a position by raising it to a higher class, reducing it to a lower class, or moving it to another class at the same level, on the basis of significant changes in kind, difficulty, or responsibility of the work performed.

Progression advancement means a movement of an employee from a I to a II level in the same class series. (Examples: Police Officer I to a Police Officer II, and Corrections Assistant I to a Corrections Assistant II, etc.)

Lateral reclassification means a movement of an employee to another classification at the same salary schedule.

**Las Vegas Metropolitan Police Department
Partners with the Community**

400–499 PERFORMANCE AND CHANGE OF STATUS

410 LATERAL/PROMOTION

When an employee chooses to lateral to a classification of the same salary grade or higher, he/she must compete in an open competitive examination or a promotional examination for which he/she is qualified.

**420 SUPERVISION
A.S. 35.1.9**

420.1

Supervisors shall be responsible for facilitating the adjustment of an employee to the new work situation by:

- (A) Providing the employee with a clear statement of the duties and official relationships of the employee's position.
- (B) Instructing and guiding the employee in learning to perform the functions of the position.
- (C) Introducing the employee properly to those staff members with whom the individual will be working.
- (D) Discussing the employee's progress in learning the work with the employee at frequent intervals.
- (E) Discussing the evaluation rating criteria of the position with the employee.

**430 PERFORMANCE
A.S. 35.1.1, 35.1.2, 35.1.3, 35.1.5, 35.1.6, 35.1.8, 35.1.9, 35.1.10, 35.1.11, 35.1.12, 35.1.13**

430.1 Evaluations

A.S. 32.2.10

In addition to normal work review, supervisors shall make a formal evaluation of the performance, conduct, goals, expectations, and potential of each employee in the competitive service under their supervision. Annual evaluations will be completed on all employees at the time of their review date and every twelve (12) months thereafter. In addition, a written performance evaluation report for probationary employees will be made quarterly to ascertain whether the probationary employee can actually perform the required functions of the position and to determine, at the earliest point, their suitability for continued employment. Supervisors shall discuss their conclusions with the employees and make specific suggestions for improvement in all aspects of performance which are not entirely satisfactory. The quarterly appraisals for probationary employees who are separated from the Department prior to completing probation will be placed in the employee's personnel file.

Non probationary employees who do not meet standards will be given an evaluation bimonthly until the employee's performance is acceptable. Upon final review and completion, all original annual evaluation reports will be placed in the employee's personnel file and a copy shall be provided to the employee. Additionally, the bimonthly evaluation that shows returns the employee to "Meets Standards" will be placed in the employee's personnel file.

The evaluation of performance as reflected in these reports shall be the basis for assisting the employee to make his most effective contribution to the work of the Department and for decisions concerning the employee's status and retention.

430.2 Signatures and Rebuttal

The evaluation shall be completed and signed by the employee's immediate supervisor as the rater, and reviewed and signed by the persons designated by the Sheriff on a form prescribed by the Department. This report shall be signed by the employee in the space provided. The employee shall indicate agreement or disagreement with the evaluation, and shall sign the evaluation which indicates that the individual has read the contents of the evaluation. Employees may attach a rebuttal within 30 calendar days of receipt of the evaluation. The rebuttal may only contain information specific to issues addressed in the evaluation. No comments are to be added after the employee has signed the report. All evaluations shall comply with the Department guide to performance evaluation.

430.3 Appeal

If an employee disagrees with his/her appraisal, he/she may request a review. Any performance appraisal proven to contain an error or improper reference, through this process, shall be corrected. Any appraisal ordered corrected will have ALL records related to the process purged from the employee's personnel file.

Step 1 All performance appraisals shall be discussed with the chain-of-command above the reviewer. The request shall be

Las Vegas Metropolitan Police Department
Partners with the Community

filed within 15 calendar days of receipt of the appraisal.

Within 15 calendar days of receipt, that level of supervision will investigate to determine if the appraisal contains error of fact or improper reference and then meet with the employee to explain the results of the investigation.

If the issue is not resolved at this level, the employee will receive the written response including the summary of findings within 15 calendar days of that meeting.

Step 2 The employee may initiate this with the next level of supervision within 15 calendar days of receipt of the written response/summary from step one. At this level, the supervisor shall schedule a meeting with employee within 10 calendar days to attempt to resolve the issue.

This is the final step of the procedure and cannot be grieved. In no event will an appeal go beyond the level of the Undersheriff.

Time Limits: Time limits may be extended only by written mutual agreement of both parties. If a request is not processed by the department within the time limits set forth above, it will be deemed conclusive in the employee's favor and ordered corrected.

If a request is not processed by the association within the time limits set forth above, performance appraisal will be sustained as written.

440 PROBATIONARY PERIODS

A.S. 34.1.3, 34.1.7

440.1 Time Frames
A.S. 32.2.10

All new hires, lateral reclassifications or voluntary reductions to a position that the employee has never previously held or completed probation, and promotions in the competitive service, shall be subject to a probationary period of twelve (12) months for civilian personnel and eighteen (18) months for commissioned personnel. LVMPD Corrections Officers becoming LVMPD Police Recruits/Officers and LVMPD Police Officers becoming LVMPD Corrections Recruits/Officers shall be subject to a probationary period of twelve (12) months. Progression advancements do not have a new probationary period at the II level. Promotions within commissioned class series will be subject to a probationary period of twelve months. (Examples: Police Officer to Police Sergeant, Corrections Officer to Corrections Sergeant, Sergeant to Lieutenant, etc.)

440.2 Probationary Status
A.S. 32.2.10

At the end of the probationary period a decision shall be made by the Sheriff or designee and notification given to the employee that:

- (A) Appointment is confirmed.
- (B) Probationary period is extended for a specific period and may be confirmed at any time during the extension but not to exceed six (6) months.
- (C) In extenuating circumstances, the probationary period may be extended another six (6) months, not to exceed a total of twelve (12) months beyond the original probationary period. The second six (6) month extension must be presented to the Civil Service Board for approval. The decision of the Board shall be final.
- (D) Appointment is not confirmed and is to be terminated. In case of either (B), (C), or (D), the employee shall be notified of the reasons, and last day in classification.

440.3 Temporary Injury Disability Exceptions

- (A) Employees who have completed their initial probation in a Civil Service classification and accept the position of Police/Corrections Recruit and subsequently incur a temporary injury/disability that prevents them from meeting proficiency standards in the Academy, will be reassigned to their previously held classification in accordance with the reinstatement procedures as outlined in Civil Service Rule 440.4. Such employees are eligible for one year from the date of reinstatement to re-enter a Police/Corrections Recruit academy contingent upon successful completion of a background investigation, fitness test and medical evaluation and in accordance with Civil Service Rule 350.3(G).

**Las Vegas Metropolitan Police Department
Partners with the Community**

- (B) Police/Corrections Recruits who have not completed an initial probation in any Department position and who incur a temporary injury/disability that prevents them from meeting proficiency standards in the academy, will be separated from employment with the Department. Such candidates are eligible for one year from the date of separation to re-enter a Police/Corrections Recruit academy contingent upon successful completion of a background investigation, fitness test and medical evaluation and in accordance with Civil Service Rule 350.3(G).

440.4 Reinstatement

- (A) Employees in a probationary status are eligible to request reinstatement to a position in the classification held immediately preceding their current position providing they have completed probation in that classification. The reinstatement procedure is outlined below.
- (B) Procedure for Reinstatement: Request must be made in writing to the Bureau Commander of Personnel and reinstatement shall be subject to the approval of the Sheriff or his designee. An employee failing probation who wishes to apply for reinstatement must do so within five working days of the last day in classification. Employees applying for reinstatement shall be allowed the option of using LWOP or annual leave until the reinstatement issue is resolved.
- (C) An employee approved for reinstatement shall be returned to the classification previously held and their pay step will be determined according to Civil Service Rule 230.3 and the employee's seniority date will be determined according to Civil Service Rule 360.3.
- (D) Reinstatement shall occur at the earliest date possible after approval. In the event there is no vacancy in the classification previously held, an employee approved for reinstatement will be placed on a reemployment list.
- (E) Employees not approved for reinstatement shall be terminated.

**450 WITHIN GRADE INCREASES
A.S. 22.1.1**

450.1 Scheduled Movement

Persons employed in classifications filled through open competitive and promotional exams are eligible for a one (1) step salary increase on completion of six (6) months in the class and a one (1) step salary increase on anniversary date.

Persons who laterally change classifications will be placed at the salary step as outlined according to Civil Service Rules 230.3 and, if on probation, will be eligible for a (1) one step salary increase on completion of (6) six months in the class and a one (1) step salary increase on their anniversary date thereafter.

450.2 Annual Increases

An employee who meets all the requirements of his position is eligible for one (1) step salary range increase upon completion of each year's service in grade in his existing salary range step, except as provided in Civil Service Rules 230.3 and 450.1.

450.3 Outstanding Merit

A non-probationary employee who is considered to be "outstanding" may be advanced one (1) salary range step after having completed at least six (6) months service in grade in his existing salary. This increase is based solely on merit and must be submitted by the Bureau Commander, recommended by the Bureau Commander of Personnel, and approved by the Sheriff or his designee.

450.4

Salary increases as provided in 450.1, 450.2, and 450.3 are based solely on merit and must be recommended by the Bureau Commander of Personnel and approved by the Sheriff, or his designee, and the Board.

**460 PROMOTION
A.S. 34.1.1, 34.1.6**

460.1

Promotion shall include the advancement of an employee from one class to another class which has a higher maximum salary rate except as otherwise provided in this Rule.

460.2

Insofar as practicable and consistent with the best interests of the Department, all vacancies in the competitive service shall be filled by promotion from within the competitive service after an examination has been given and a promotional list

***Las Vegas Metropolitan Police Department
Partners with the Community***

established, as provided for in these Rules.

460.3

Any employee in the competitive service who is appointed to an unclassified position will retain his rights to return to the competitive, classified service. Such an employee, when the unclassified appointment is terminated, shall be returned to:

- (A) A position in the class which he had previously held, or
- (B) Such higher position as he may have become eligible for as a result of successfully completing an examination and having been placed on an eligible list, provided that he would have been appointed to the higher position prior to expiration of the list, had he remained in the competitive service.

In the case of either (A) or (B), if there is no existing vacancy, the Sheriff shall cause one or more reductions in grade and/or terminations commencing with the incumbent presently holding the highest position to which the subject employee has rights and proceeding down through the lower ranks as necessary, in accordance with Section 940.3(B).

On returning, he shall be placed at the salary to which he would have been entitled, had he remained in the competitive service, and shall be credited with time spent in unclassified status for purposes of seniority in grade.

He shall be entitled, while in unclassified status, to all rights of the position in the competitive service from which he was appointed.

An employee who is reduced in grade or terminated as a result of the foregoing shall be placed at the top of a re-employment list for the classification from which he was reduced or terminated and shall be appointed to fill the first opening which occurs in that particular class, subject to the provisions of Section 350.6.

In the event more than one employee in the same class is placed on the re-employment list, the names shall be placed in accordance with Rule 360.3.

In accordance with N.R.S., Senate Bill 340, dated March 1, 1973, upon the merging of the Las Vegas Police Department and the Clark County Sheriff's Department into the Las Vegas Metropolitan Police Department, the Chief of Police, Assistant Chief of Police and Deputy Chiefs of the former Las Vegas Police Department and the Undersheriff and Chief Deputies of the former Clark County Sheriff's Department shall hold and be entitled to return to the highest Civil Service rank of the competitive service if they should be removed from such appointed position for any reasons other than cause requiring termination.

Each of the persons designated in the paragraph above shall be entitled to the application of these rules as provided herein.

470 *ASSIGNMENT TO DUTY*

470.1

All employees are subject to assignment by the Sheriff or an authorized representative. Initial recruitment for a specific assignment does not, therefore, relieve the employee of the obligation to serve in any other designated assignment within the Department. Consideration shall always be given to the employee's particular interest and abilities.

470.2

An employee may be reassigned at any time whenever it is in the interest of the Department to do so. Reassignment may be requested through usual Department transfer procedures. A reassignment or reclassification will be allowed only with the consent of the Sheriff or his designee. The Sheriff or his designee may order a reassignment if it is in the interest of the Department to do so.

470.3

Reclassification means a reassignment or change in allocation of a position by raising it to a higher class, reducing it to a lower class, or moving it to another class at the same level, on the basis of significant changes in kind, difficulty, or responsibility of the work performed.

470.4

A reassignment is a formal movement of an employee from one position to another either in the same classification or an

***Las Vegas Metropolitan Police Department
Partners with the Community***

entry level position wherein they meet the minimum qualification outlined in 480.2 within the Department.

480 REDUCTION IN GRADE

480.1

An employee's grade may be reduced as a consequence of reclassification of his assignment or reassignment. This may result:

- (A) From the employee's request for personal reasons (voluntary);
- (B) From unsatisfactory performance (involuntary); or
- (C) As an alternative to termination

480.2

- (A) In the case of A or C wherein the employee is requesting a reduction or reclassification for a posted transfer position to change career paths, the employee must meet or demonstrate the minimum qualifications and Knowledge, Skills and Abilities at the "entry level" of the classification to which he/she is requesting reduction or reclassification to in accordance with 480.3. Employees interested in voluntarily reducing to Law Enforcement Support Technician shall reduce to a CORE 3 (Police Records, Detention Records and Fingerprint) bureau. Only if a vacancy is not available in the CORE 3 bureaus, will the employee be permitted to compete for a posted transfer position.
- (B) "Advanced" or "Senior" level positions will be conducted in accordance with Civil Service Rules.
- (C) Employees must have successfully completed probation in their current classification in order to reduce to a position they have never held or tested for. Probationary status will remain as outlined in Civil Service Rule 440.1, "Probationary Periods".

480.3

In the case of 480.1 and 480.2, the Bureau Commander of Personnel or designee will determine eligibility of such reductions and witness the ability to demonstrate said Knowledge, Skills and Abilities.

490 NOTIFICATION AND EFFECTIVE DATE

490.1

An employee shall be notified by letter by the Sheriff or his designee stating the reasons for such action in advance of any involuntary reduction in grade or salary or withholding of a within-grade increase. The amount of notice for a reduction in grade or salary shall not be less than fourteen (14) calendar days. This shall not include reduction in salary resulting from the loss of premium, special assignment, shift differential pay, or the termination of a temporary upgrade. The amount of notice for withholding of a within-grade increase shall not be less than three (3) working days prior to the effective date.

490.2

All changes in status, except those excluded in 490.1 shall be effected by a formal notification to the employee.

Las Vegas Metropolitan Police Department
Partners with the Community

500 – 599 CONDUCT

510 STANDARDS OF CONDUCT
A.S. 26.1.1

510.1

All commissioned employees are required to take an oath of office.

510.2

The following shall be grounds for disciplinary action, including discharge, as indicated in Rules 520 and 530. The following shall also constitute cause as referred to below:

- (A) Violation of the criminal laws, or ordinances, of the cities and counties of the State of Nevada, or of any other state, or the United States, the violation of which is considered a crime in the State of Nevada.
- (B) Violation of the Civil Service Rules, or such rules and regulations as may be prescribed by the Sheriff and approved in accordance with Rule 020.3.
- (C) Creditors or collection agencies using offices of the Department to collect just financial obligations of an employee because of the employee's failure to properly arrange his personal financial matters.
- (D) Outside employment not specifically authorized by Department Order, Sheriff or designee.
- (E) Solicitation of the public for money, goods or services not specifically authorized by the Sheriff.
- (F) Acceptance of any reward, gift or other form of remuneration in addition to regular compensation.
- (G) (A) through (G) shall constitute cause. Cause is defined as some good reason for disciplinary action. Cause shall include, but not be limited to, any of the following:

Incompetency,
Inefficiency,
Neglect of duties,
Unexplained absence from duty,
Malfeasance, misfeasance or misconduct in office,
Conduct unbecoming an employee,
Insubordination, and
Acts evidencing moral turpitude.

- (1) The term "misconduct" shall mean not only improper action by an employee in his official capacity, but also any conduct by an employee unconnected with his official duties, tending to bring the Department into public discredit which tends to affect the employee's ability to perform his duties efficiently, or any improper use or attempt to make use of his position as an official for his personal advantage. (See Rule 970 also).

510.3

(NRS 288.260) Punishment of employees by Employer for Commencement, continuation of strike^{3*} or violation of court order.

- (A) If a strike or violation is commenced or continued in violation of an order issued pursuant to NRS 288.240, the State or the local government employer may:
 - (1) Dismiss, suspend or demote all or any of the employees who participate in such strike or violation.
 - (2) Cancel the contracts of employment of all or any of the employees who participate in such strike or violation.
 - (3) Withhold all or any part of the salaries or wages which would otherwise accrue to all or any of the employees who participate in such strike or violation.
- (B) Any of the powers conferred by subsection (A) may be exercised alternatively or cumulatively.

* Strike means any concerted stoppage of work, slowdown, interruption of operations, absence from work upon any pretext or excuse such as illness, which is not founded in fact by any employees or employee organization.

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520 DISCIPLINARY MEASURES
A.S. 26.1.4

An employee whose conduct is unsatisfactory shall be subject to disciplinary action. According to the gravity of the offense this may take the form of any one or combination of the following:

- (A) Written Reprimand
- (B) Transfer to a Different Assignment
- (C) Suspension (See Rule 530)
- (D) Demotion Reduction in Grade
- (E) Termination

530 SUSPENSION
A.S. 26.1.4, 26.1.5

530.1 Disciplinary Measure

An employee may be suspended as a disciplinary measure.

530.2 Application

Any suspension shall be without pay, and shall be treated in the same manner as any other period of leave without pay as defined in Rule 640, except as otherwise provided herein. In cases where the charge is not sustained, salary withheld shall be paid and previous status restored. Under this section, it is allowable for an employee to use vacation leave time in lieu of a suspension when offered by his supervisor.

530.3 Sheriff/Designee Authority

Authority to suspend is vested in the Sheriff. The Sheriff may delegate this authority to a designee who may suspend subordinates for only a period of 40 working hours or less.

530.4 Limitations

All suspensions shall be for a specified number of working hours and may not exceed 720 working hours for any one offense.

540 RELIEF OF DUTY
A.S. 26.1.4

Relief of duty is a summary measure to be taken in appropriate cases by which an employee is relieved of duty without loss of pay. During the period of time an employee is relieved of duty, he will report as required by a command officer of the Department.

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600 – 699 ATTENDANCE AND LEAVE

**610 PERIODS OF DUTY AND OVERTIME
A.S. 22.1.1**

610.1

In the case of full-time employees, their whole time shall be at the disposal of the Sheriff or his authorized representative. The normal work day shall be eight (8) hours, (9) hours, (10) hours, or (12) twelve hours and the normal work week forty (40) hours, unless the Sheriff designates some other appropriate workday or work week.

610.3

- (A) In emergency situations requiring immediate attention where the Sheriff or his designated representative feels that it is necessary to call out an employee of the Department on an unscheduled basis, the employee shall be paid as specified in Department Policy 5/101.33 for a minimum of four (4) hours, regardless of having worked less than four (4) hours; provided, however, that in the event the period of call-out runs into an employee's normal working shift, such employee shall be paid only for the time actually worked in addition to his normal shift pay. If the period of call-out exceeds four (4) hours, the employee shall be paid for the amount of time actually worked.
- (B) An employee who works less than four (4) hours on the initial call-out and is then called out a second time during the initial four (4) hour period shall not be entitled to any additional overtime pay, unless the aggregate time worked for both occurrences shall exceed four (4) hours, in which case he shall be paid for the aggregate time so worked. In the event an employee is called out for a second time after the expiration of four (4) hours from the first call-out, he shall be paid for minimum of four (4) hours for each call-out, except as provided in Rule 610.3(A).

620 ATTENDANCE

620.1

An employee unable to report for duty on a work day shall notify his supervisor of that fact at least two (2) hours prior to his assigned starting time. Failure to do so without good reason may result in disciplinary action.

630 ANNUAL LEAVE

630.1

Annual leave is provided to employees for the purpose of rest and relaxation from their duties and for attending to personal matters. Absences not specifically covered by other provisions of these rules may be chargeable to annual leave to the extent it has been accrued or advanced.

630.2

Employees shall be eligible to take annual leave after completion of six (6) months of continuous full-time service. Annual leave shall accrue from the date of entry of duty to all employees, except those employed on a temporary appointment basis, in an amount equal to:

- (A) The employee's normal weekly working hours multiplied by three (3) for the first through the fifteenth year.
- (B) The employee's normal weekly working hours multiplied by four (4) for each year thereafter.

630.3

Annual leave may be accumulated up to a maximum of the employee's regular work week times six (6) during the first fifteen (15) years of service and the employee's regular work week times eight (8) thereafter. During the calendar year, any annual leave which exceeds the allowed maximum shall be forfeited on December 31 of each year.

630.4

Employees with more than six (6) months service who leave the service of the Department are entitled to payment for unused annual leave which has not been forfeited in accordance with 630.3.

630.5

Application for annual leave must be approved in advance of taking leave, except as provided in 630.1. An employee on authorized annual leave may be granted an extension thereof upon verbal request.

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Partners with the Community

630.6

Upon approval by the Sheriff, an employee may be advanced annual leave.

630.7

An employee who has taken advance annual leave beyond that accrued at the time of termination shall make restitution for such leave, either by deduction from any amount owed him by the Department or by cash refund.

640 SPECIAL LEAVE AND LEAVE WITHOUT PAY

640.1

A.S. 22.2.9

Professional leave with full or partial pay or without pay may be granted by the Sheriff or designee in the interest of the Department; e.g., attendance at professional conferences or meetings or for educational purposes. Normally, such leave shall not exceed one (1) year.

640.2

Leave without pay may be granted an employee for purposes normally covered by sick or annual leave when such leave has been exhausted or for other justifiable reasons.

640.3

Except as provided in Section 640.5, periods of leave without pay in excess of thirty (30) calendar days shall not be credited for purposes of annual or sick leave, completion of probation, salary increases, time in grade for promotion, or except in the case of military leave without pay, seniority or computing longevity pay. The employee's service date shall be adjusted accordingly and he shall receive credit for all time for which he was actively working for the Department.

NOTE: For additional rules governing leave without pay for Maternity purposes see Rule 680.

640.4

Continuous leave without pay for periods in excess of thirty (30) calendar days must be approved by the Division Head, Bureau Commander of Personnel and the Sheriff. In making the decision whether to grant extended leave, the following factors will be considered:

- This is an initial request
- Absence of the employee will impair operations
- Doctor has identified the medical prognosis for return
- A reasonable return date is identified

Continuous leave without pay in excess of ninety (90) calendar days must be approved by the Board as well. The Board will consider the above factors in making the decision whether or not to extend additional leave without pay in excess of ninety (90) days. Additional leave granted cannot exceed one year.

The Board will typically only consider requests for medical illness and professional leave as defined in Civil Service Rule 640.1. Requests for extended leave without pay to seek other employment will be denied.

If the supervisor or the Board does not grant the extended leave without pay, the employee may resign, and may request reinstatement within three (3) years from the date of their resignation, according to Civil Service Rule 350.5.

If the employee does not resign, the department may make a request to the Sheriff to convene the preterm board.

640.5

Periods of leave without pay in excess of thirty (30) calendar days resulting from a job connected illness or injury shall be credited for purposes of seniority or computing longevity pay, and may be credited for purposes of completion of probation and/or salary increases on the recommendation of the Division Head and approval of the Bureau Commander of Personnel and the Sheriff.

640.6

Time spent by an employee while suspended as defined in rule 530 shall be treated as any other period of leave without pay.

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650 HOLIDAYS

650.1

For the purpose of these rules, legal holidays shall be considered to be:

New Year's Day	Veterans Day
Martin Luther King Day	Thanksgiving Day
President's Day	Day After Thanksgiving
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
Labor Day	Nevada Day

Any day that may be declared a holiday for a resident of the State of Nevada by the Governor of the State. A day declared a holiday by the President of the United States, or the Congress of the United States, such declaration designating the holiday to be observed by the States, their employees, and the public generally; such declaration showing a manifest intent to proclaim the holiday for all classes of persons and all employees, public and private.

If any of the above holidays fall on Sunday, the following Monday shall be considered as the legal holiday. If any of the above holidays fall on Saturday, the preceding Friday shall be considered as the legal holiday.

650.2

- (A) All fulltime employees who are employed on a 40-hour week, Monday through Friday basis, shall be entitled to time off on such legal holidays.
- (B) Employees who work on a legal holiday as a part of their regular work schedule shall receive compensation in cash for the holidays worked on a straight time basis as follows: eight (8) hours if they are on a 40-hour per week work schedule.
- (C) Employees whose regularly scheduled day off falls on a legal holiday shall receive compensation in cash on a straight time basis as follows: eight (8) hours if they are on a 40-hour per week work schedule.
- (D) An employee required to work on a legal holiday which falls on his scheduled day off shall be paid overtime for all time worked, in accordance with Department Policy 5/101.33. In addition, he shall receive eight (8) hours straight time holiday pay in accordance with (C) above.

650.3

All full time employees, in order to be entitled to a legal holiday as provided in 650.1 and 650.2, shall be in a pay status on their scheduled work day immediately preceding and immediately following such holiday.

660 MILITARY LEAVE

Whenever an employee in the competitive service enters the armed forces of the United States, whether by enlistment or by Selective Service, the following rules shall apply:

- (A) The employee shall be given military leave without pay for a period not to exceed four (4) years, unless on an involuntary basis.
- (B) During the period of military service, the employee shall retain all rights lawfully entitled, in accordance with Nevada Revised Statutes, Federal Codes, and under the provisions of these rules, provided that during a period of military leave in excess of thirty (30) days, annual or sick leave credit shall not accrue. The salary upon return shall be the same as was being received at the time the leave began, plus any economic adjustments accruing during the period of such leave, and shall be credited with all seniority for past services.
- (C) After the completion of service, the employee may be restored to position held at the time of entry into service if it appears to the satisfaction of the Board, after such examination as may appear necessary, that the employee is able to perform the duties of the former service to the Department, provided that the employee makes written application for immediate reinstatement within ninety (90) calendar days after receiving an honorable discharge or release from active duty. The provisions of this subsection shall not apply to any employee receiving other than an honorable discharge.
- (D) Upon reinstatement of the returning employee to the former position, in accordance with paragraph (C) of this rule, the Department shall have the right to reduce other employees in grade, in accordance with 940.3(B), and/or to cause a reduction in force as required.
- (E) An employee in the competitive service having a reserve status in any of the regular branches of the Armed Forces

***Las Vegas Metropolitan Police Department
Partners with the Community***

of the United States or the Nevada National Guard, upon request to serve under orders on training duty, shall be granted leave for a period not to exceed fifteen (15) working days in any one calendar year. Any such absence shall not be deemed to be such employee's annual vacation provided for by law, nor shall such employee suffer any loss of salary during the fifteen (15) days of leave to the Armed Forces of the United States or Nevada National Guard.

- (F) When an employee is ordered to report for pre-induction physical by a draft board, time spent up to three (3) days shall be considered an emergency military leave and shall be granted with pay upon presentation of such orders to the immediate supervisor.

670 SICK LEAVE

670.1

Any abuse of these provisions may be considered cause for disciplinary action under Rule 520. All full-time employees and temporary employees whose appointments are for a minimum of 120 calendar days who are:

- (A) Incapacitated by illness or injury from the performance of their duties or whose attendance is prevented by public health requirements may be granted sick leave with pay, if accrued, for regularly scheduled straight time hours. The Department may require a doctor's certificate if the sick leave is for three (3) or more consecutive work days.
- (B) Required to absent themselves from work to attend the funeral of a member of their immediate family (defined as: spouse, child, father, mother, brother or sister, grandchild, grandparent or corresponding relation by affinity) may be granted sick leave with pay if accrued, up to a maximum of forty (40) working hours per funeral. In extraordinary circumstances, additional sick leave for funeral attendance may be granted by the Sheriff, or designated representative, upon recommendation of the Division Head and approval of the Bureau Commander of Personnel, or
- (C) Required to absent themselves from work to personally care for a member of their immediate family (son, daughter, or spouse) may be granted sick leave with pay, if accrued, in extraordinary circumstances by the Sheriff, or designated representative, upon the recommendation of the Division Head and approval of the Bureau Commander of Personnel, or
- (D) Required to take time off from work for the purpose of keeping a medical appointment with a doctor may be granted sick leave with pay, if accrued, up to a maximum of four (4) hours for any one appointment. A request for additional time must be approved by the Division Head, Bureau Commander of Personnel and the Sheriff.

670.2

Any time off for funeral attendance in addition to forty (40) working hours and any time off for personal care of a member of their immediate family which has not been authorized by the Sheriff as above provided, shall be charged to annual leave, if accrued, or sick leave, if accrued. If all accrued leave is exhausted, the time off shall be without pay.

670.3

Sick leave will accrue monthly according to the terms of the respective contracts.

670.4

An employee incapacitated beyond the period covered by accrued sick leave may be granted leave without pay, in accordance with Rule 640, or, on the approval of the Sheriff or designee, accrued annual leave. If the employee has no accrued annual leave, the Sheriff may advance additional sick leave with pay to the extent of four hours of leave for each month of service time of the employee upon a showing that the employee has a serious financial hardship and upon medical proof of incapacitation. Any such advance leave shall be charged to future earned sick leave upon the employee's return to service. An employee who has taken advance sick leave beyond that accrued at time of termination shall make restitution unless excused by the Department on grounds of hardship.

670.5

Sick leave shall be approved by the Sheriff, except that he may delegate his authority to any official(s) he deems appropriate.

670.6

If an employee uses three (3) or fewer days of sick leave in a year, he shall receive three (3) extra days of vacation leave. If he leaves the service of the Department, payment for unused sick leave shall be made in accordance with the last negotiated agreement in effect between the Department and the employees' bargaining unit, in accordance with NRS 288. (The purpose of this provision is to offer an incentive to employees to maintain a maximum number of accumulated sick leave days to their credit so that any extended illness may be more adequately covered by sick leave.)

***Las Vegas Metropolitan Police Department
Partners with the Community***

If an employee is entitled to receive three (3) bonus days of vacation leave under these provisions, it shall not be included in annual leave for purposes of determining the maximum leave time which can be accumulated under provisions of Rule 630.3.

NOTE: For the purposes of this rule, three (3) bonus days of vacation leave shall mean twenty-four hours.

680 MATERNITY LEAVE

Pursuant to the dictates of the 1978 Pregnancy Discrimination Act, Public Law 95-555, the condition or related conditions of pregnancy shall be treated as a temporary disability in the same manner as other employees affected by other temporary disabilities.

680.1

Female employees shall be entitled to leave for maternity purposes commencing as determined in accordance with Rule 680.2 and extending up to six (6) months following the birth of their child. The employee shall be permitted to return to work after the birth of the child upon presentation of a certificate from her physician stating that the employee is physically able to resume regular duties.

680.2

An employee, upon becoming aware of her pregnant condition, shall obtain a statement from her physician stating that the physician has reviewed the job specifications of the employee and that it will not be injurious to her health or to the health of her expected child for her to continue working in her current assignment. After the initial statement has been presented to the employee's supervisor and forwarded to the Health and Safety Services Section, a similar statement shall be presented monthly, commencing with the sixth month of pregnancy. Employees complying with these provisions shall be entitled to work as long as they continue to present such monthly statements or until the date specified by their physician as the date beyond which they should not be permitted to work. Beginning with the sixth (6th) month of pregnancy, if the employee fails to present any required monthly statement within five days of the date due, she may be placed on maternity leave after three (3) calendar days notice by the department.

680.3

If an employee or employer evokes Family Medical Leave in conjunction with Maternity Leave they must use all of their sick, annual and/or bonus leave before going into a leave without pay status. All leaves should be taken as one continuous leave period (unless special circumstances clearly show a legitimate need for broken periods of leave) with the leave without pay, being the last to be designated. By the sixth (6th) month of pregnancy, employees should make an appointment with Health and Safety Services Section to develop a tentative plan for leave usage.

680.4

- (A) Any period of time spent in a temporary assignment that is not directly related to the employee's job classification shall not count as constructive probationary time. This will be consistent with other temporary injuries/illnesses. Probation time will resume upon reassignment and/or resumption of duties.
- (B) Normal merit increases may be given in accordance with Rule 450, however, no such salary increase shall be construed to mean that the employee has satisfactorily completed the probationary period.

690 JURY DUTY LEAVE

A full-time employee shall be granted leave to serve on Jury Duty and shall receive their regular pay and retain all jury pay. Those persons called to serve on the jury shall report back to work when excused.

***Las Vegas Metropolitan Police Department
Partners with the Community***

700 - 799 INVALIDISM AND RETIREMENT BENEFITS

**710 RETIREMENT
A.S. 22.2.2**

All employees shall participate in the Public Employees Retirement System of the State of Nevada, in accordance with the rules of the system.

**720 COMPENSATION FOR SERVICE-INCURRED ACCIDENTS OR ILLNESSES
A.S. 22.2.4**

720.1

All employees are covered by the provisions of the Nevada Industrial Insurance Act, the Nevada Occupational Diseases Act and the Industrial Safety Act.

720.2

In those instances where the employee's present gross salary, excluding overtime, is not entirely protected under the provisions of Rule 720.1, the Department will pay to the employee an amount equal to the difference between the insurance compensation received and the employee's present gross salary, excluding overtime, for a period of ninety (90) calendar days from the first day of absence due to illness or injury.

Department may pay an amount of money for a longer period of time in a manner determined equitable by the Sheriff or designee, based on the conditions surrounding each individual case.

720.3

Employees who have ten years or more of continuous full-time employment may have their present gross salary, excluding overtime, protected under the provisions of Rule 720.2 for a period not to exceed two additional calendar months. The Sheriff or designee may approve such payments, based on conditions surrounding each individual case.

900 - 999 TERMINATION

910 RESIGNATION

A full-time employee who resigns shall submit his resignation in writing and enumerate the specific reasons for the resignation to the Sheriff or his designee and give at least two (2) weeks notice. With the concurrence of the employee, the Division Head and the Bureau Commander of Personnel may recommend to the Sheriff or his designee that the notice of resignation be shortened or completely waived.

**920 RETIREMENT
A.S. 22.2.2**

920.1

The retirement age for employees shall be that which is set by law and Department policy.

920.2

Employees who accept retirement due to a disability, prior to the minimum retirement age for their classification, may apply for reinstatement provided the cause of their disability retirement has been adequately corrected and so stated in writing by competent medical authority and in concurrence with the Public Employees Retirement Board Regulations.

Upon recommendation of the Bureau Commander of Personnel, and upon approval of the Sheriff and the Civil Service Board, an employee coming under the provisions of this section may be reinstated to the same permanent rank which he/she held as of the date of his/her disability retirement. A reduction in force or reductions in grade shall be caused to occur as a result of such action.

Where a disability retiree is reinstated, the period of disability retirement shall not be treated as duty status for determining salary, benefits, seniority, or any other purpose.

***Las Vegas Metropolitan Police Department
Partners with the Community***

940 ABOLITION OF POST AND REDUCTION IN FORCE

940.1

The Sheriff in the interest of the department may abolish any job or position which may require a consequent reduction in grade and/or reduction in force.

940.3

When a post of indefinite duration which is filled is abolished, a reduction in force shall take place in accordance with the following principles:

- (A) Competition for retention shall be limited to other employees holding posts requiring similar qualifications, performing similar duties, at the same grade.
- (B) Preference for retention shall be based upon seniority of service within the classification.
- (C) As a result of the application of the reduction in force procedure, the Sheriff may cause the reassignment, reduction in grade, or any combination thereof, or termination of the employee.
- (D) An employee's appointment shall not be terminated before he has been made a reasonable offer of reassignment if such offer is immediately possible.
- (E) Any commissioned member of the Department who is affected by a reduction in force shall have the right to receive a reduction in grade to the next lower rank in the Department.

940.4

Any employee reduced in grade or terminated under this rule shall have his name placed on the re-employment list, in accordance with provisions of Section 350.5.

940.5

Termination under the rule shall require the giving of at least two (2) weeks' notice to the employee or payment in lieu of notice of an equivalent amount of salary.

940.6

There shall be no appeal from actions taken under this rule.

950 NON-CONFIRMATION OF APPOINTMENT

If, during an initial probationary period, an employee's performance or conduct is not satisfactory, or if he proves to be unsuited to his work or if he fails to qualify medically, the appointment shall not be confirmed, but shall be terminated. (See also Rule 320.3).

960 UNSATISFACTORY SERVICE

960.1

An employee's appointment may be terminated if his performance or conduct is unsatisfactory or if he proves unsuited to his work; or if when, on the advise of a licensed medical doctor, psychologist or psychiatrist, the Sheriff or his designee determines that an employee is incapable of performing his duties satisfactorily because of a physical or mental impairment which is likely to continue indefinitely or to recur frequently. It shall be considered unsatisfactory service if the employee does not or cannot perform the functions of the assigned position, or if he fails to establish satisfactory working relationships with other employees with whom he is working, or for any reason specified in Rule 510.2 of these rules - subparagraphs (A) through (G).

960.2

Prior to termination action, unless for cause or where mental or physical disability has been determined as outlined in Rule 960.1, the employee shall be given warning and a reasonable time to improve. If there is reason to believe that unsatisfactory service results from assignment to duties and responsibilities beyond the capacity of the employee, consideration shall be given to reassignment to a post suited to the abilities the employee has shown.

960.3

The Bureau Commander of Personnel shall be responsible for reviewing and undertaking such investigative actions regarding terminations as he considers necessary to establish fully the facts and to make appropriate recommendations to the Sheriff.

965 MENTAL OR PHYSICAL DISABILITY

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A.S. 22.3.2

When, on the advise of a physician designated by the Board it is determined that an employee is incapable of performing his duties satisfactorily because of a physical or mental impairment which is likely to continue indefinitely or to recur frequently, the appointment shall be terminated. The employee always has the option of resigning.

970 MISCONDUCT

An employee's appointment may be terminated by dismissal for "cause" or "misconduct" in accordance with Rules 510.2 and 510.3 of these rules. Termination under this rule shall not require the giving of any notice.

975 ABANDONMENT OF POST

975.1

An employee absent from duty without explanation in excess of one (1) day shall be considered to have abandoned his post and his appointment may be terminated, provided that the employee's Sheriff shall make a reasonable effort to locate the employee prior to terminating the contract.

975.2

The Bureau Commander of Personnel shall be responsible for reviewing and undertaking such investigative actions regarding terminations as he considers necessary to establish fully the facts and to make appropriate recommendations to the Sheriff.

985 NOTIFICATION

A notice of involuntary termination of employment with the Department shall be served in writing and shall set forth the reasons for such termination. The original of such written notice shall be delivered to the affected employee in person or by certified mail.

990 EFFECTIVE DATE OF TERMINATION

The effective date for pay purposes of an involuntary termination shall be the date of the termination notice. The effective date in the case of a voluntary termination will be the date specified by the employee in his/her written notice to the Department or on the severance of service form completed in the Payroll Section.

995 SERVICE CERTIFICATES

An employee who so requests shall, on leaving the service of the Department, be given a certificate relative to the nature of his duties and length of service. On request of the employee, the certificate shall also refer to his performance and conduct.

**Las Vegas Metropolitan Police Department
Partners with the Community**

1000 - 1099 APPEALS

1005 APPLICABILITY

The provisions of this section apply only to employees in the competitive service who have completed their initial probationary period of employment with the Department.

1020 TERMINATION FOR MEDICAL REASONS

1020.1

The termination of an employee's appointment based on the physical or mental impairment portion of Rule 960.1, may be appealed by the employees, if disagreement with the conclusions on which the Decision is based is supported by acceptable evidence, based upon professional medical opinion. The employee, upon learning of the decision to terminate, must immediately notify the Bureau Commander of Personnel of his decision to appeal the action. In the case of an appeal the employee will be placed in a Relief of Duty status for a maximum of fourteen (14) calendar days during which time he must obtain the above cited supporting acceptable evidence for the appeal. The formal appeal must be filed within fourteen (14) days of the notification of termination. The appeal shall be made in writing to the Sheriff through the Personnel Bureau. At the completion of the fourteen (14) calendar days the termination shall take effect. Receipt of the appeal and supporting medical/psychiatric statement shall be deemed to be date of receipt by the Personnel Bureau.

1020.2

Upon receipt of such an appeal, the Sheriff, through the Personnel Bureau, shall refer the appeal to a Board of Review, consisting of three (3) qualified licensed practitioners; one chosen to represent the Department, one selected by the employee and one selected by the other two practitioners. The Board shall have available to it, the Department's records concerning the reasons for termination of the employee and shall conduct or direct such examinations as it may deem necessary. The decision of the Board of Review shall be final and none of the other appeal procedures shall apply. The decision must be submitted to the Department in writing and must be signed by all members of the Board of Review.

1020.3

The employee shall bear the cost of his own practitioner. The Department shall bear all other costs in connection with the Board of Review.

1020.4

Practitioners designated to serve by any part to the appeal or under the provisions of Rule 1020.2 shall be licensed medical doctors, psychologists or psychiatrists and shall possess the necessary qualifications to review the particular case. In the event that any party to the appeal contests the qualifications of any practitioner, the Civil Service Board shall rule in each case whether the person or persons designated are properly qualified. The decision of the Civil Service Board shall be final.

**1040 APPEAL PROCEDURE
A.S. 25.1.1, 26.1.6**

1040.1

Subject to the provisions of Rule 1040.3, an employee in the competitive service may appeal any final administrative action or decision, except as otherwise provided in Rules 940.6 and 1020.2 and for which appeal is not provided under Section 1050 of these rules. Appeals affecting an employee's appointment status may be made on the grounds that the action or decision complained of resulted from one or more of the following factors:

- (A) Failure to observe or correctly apply the provisions of the Civil Service Rules or the terms of his contract.
- (B) Incomplete consideration of the facts.

1040.2

Appeals which are considered to be receivable under these rules shall be heard by the Board, in accordance with Section 1220 of these rules and their findings shall be final and conclusive.

1040.3

The following provisions shall govern the conditions of appeal:

**Las Vegas Metropolitan Police Department
Partners with the Community**

- (A) No employee shall bring an appeal before the Board until the action complained of has become final. An action is considered to be final when it has been taken by the Sheriff or his duly authorized representative and the employee has received written notification of the action.
- (B) An employee wishing to appeal against such an action must file with the Secretary of the Board within ten (10) calendar days after receipt of such notification a written statement of his intention to appeal, and, in the case of an appeal affecting his appointment status, specifying the action against which appeal is made and the subsection or sections of Civil Service Rule 1040.1 under which the appeal is filed. Appeals affecting an employee's appointment status must also include a sufficiently detailed statement which justifies the appeal submission under the reference subsection(s). All notices and complaints shall specify with particularity the matters and things in issue and shall not include charges or implied charges phrased generally or in the words of the Rules.
- (C) Following notice of appeal, the Secretary of the Board shall immediately notify the Chairman of the Board. The Board shall, within fifteen (15) calendar days of such filing, meet to set a date to consider the application for appeal. If the appeal is considered to be receivable under these rules, a hearing shall be set for a date not more than thirty (30) calendar days from the date of the filing of the appeal, unless the employee requests a later date. If the subject matter of the appeal, or any matter related to the appeal, is filed in a court of competent jurisdiction, the Board shall have discretionary power to postpone any action on said appeal until the matter has been adjudicated in such court of law.

1040.4

The filing of an appeal under any of the procedures described in this section shall not constitute grounds for delaying the administrative action against which the appeal is made.

1040.5

The Secretary of the Board shall be the person upon whom all notices, requests for hearings, appeals, grievances, statements of intent, and such other official documents as may be required by these rules, shall be served or filed.

**1050 GRIEVANCE PROCEDURE
A.S. 25.1.1, 26.1.6**

1050.1

Subject to the provisions of Rule 1050.3, an employee in the competitive service may appeal any final decision of the Sheriff or his designee on grievance matters as a result of any condition arising out of the employee/employer relationship for which appeal is not provided under Section 1040 of these rules.

1050.2

Grievance appeals shall be heard by the Board in accordance with Section 1220 of these rules and their findings shall be final and conclusive, provided that appeals on monetary matters shall be subject to final approval by the Fiscal Affairs Committee, if necessary.

1050.3

The purpose of the following provisions is to set forth, simply and clearly, the methods and procedures for the various types of disputes that may arise between the Las Vegas Metropolitan Police Department and the employees of that Department. The following provisions shall govern the conditions of a grievance appeal.

- (A) A grievance shall be defined as a dispute regarding the application or interpretation of a provision of the collective bargaining agreement between the Department and the Police Protective Association (P.P.A.); or the agreement between the Department and the Police Protective Civilian Employees Association (P.P.C.E.A.); or of a Civil Service rule or of a departmental rule, order or regulation.

Grievances shall be handled in the manner set forth herein. Other disputes which may arise between the Department and its employees, which do not meet the definition of a grievance, shall be handled in the manner, designated for such disputes.

- (B) All grievances shall be filed in writing; shall be dated as of the date filed; and shall specify the collective bargaining agreement provision, the Civil Service rule, or the Departmental rule, order or regulation alleged to have been violated.

The grievance shall also specify the facts, including names, dates, etc., which are alleged to constitute the violation.

***Las Vegas Metropolitan Police Department
Partners with the Community***

- (C) All grievances shall be filed with the immediate supervisor of the employee, or in the event the matter giving rise to the grievance occurs at a supervisory level above the immediate supervisor, the grievant may file a grievance with the next level of supervision within ten (10) calendar days of the occurrence giving rise to the grievance. The supervisor shall initiate an investigation of the facts alleged in the grievance and shall, within 10 calendar days of the filing of the grievance, hold a meeting with the grievant in an effort to resolve the issue in dispute. This shall be known as Step 1 of the procedure.
- (D) In the event the grievance is not resolved at the meeting, or meetings, held pursuant to Step 1, the Supervisor shall submit to the grievant, in writing, his response to the grievance within 10 calendar days after the Step 1 meeting.
- (E) In the event the grievant is not satisfied with the Step 1 written response to the grievance, he may refer the grievance to Step 2 of the procedures by transmitting the grievance to the Assistant Sheriff in his chain of command. In the case of those employees working in the chain of command of the Sheriff, the grievant may refer the grievance to Step 2 of the procedures by transmitting the grievance to the Sheriff. If the grievant wishes to forward the grievance to Step 2, he must do so in writing no later than 10 calendar days after receipt of the written response of the supervisor at Step 1, except as provided in Section (F) below.
- (F) In the event there are intermediate levels of supervision between the supervisor with whom the grievance is filed and the Assistant Sheriff, Undersheriff or Sheriff, as appropriate to the grievant's chain of command, either the grievant or the supervisor with whom the grievance is filed may request an informal meeting between the grievant and the intermediate supervisor, to discuss the grievance in an effort to resolve the dispute. In the event such a request is made by either party for such a meeting, the time for the transmittal of the grievance to Step 2 of this procedure will not begin until such a meeting is concluded, with the grievance still unresolved.
- (G) If a grievance is forwarded to Step 2 of this procedure, the Sheriff, Undersheriff, or the Assistant Sheriff involved shall submit to the grievant, in writing, within 10 calendar days of the meeting, his response to the grievance.
- (H) If the grievance is not resolved at Step 2 of the procedure and the grievant desires to submit the dispute to the Civil Service Board, for final resolution, the time for his appeal shall begin with the receipt of the response of the Sheriff, Undersheriff or the Assistant Sheriff within five (5) days, exclusive of Saturdays, Sundays and holidays, of the transmittal of the written answer by the Sheriff, Undersheriff or the appropriate Assistant Sheriff, the aggrieved party may appeal the decision to the Board by filing with the Secretary of the Board a written statement of his intention to appeal, including sufficient details of circumstances surrounding the grievance.
- (I) Following notice of appeal, the Secretary of the Board shall immediately notify the chairman of the Board. If the date of the next regularly scheduled meeting of the Board is more than fifteen (15) calendar days from the date the appeal is filed, the appeal shall be heard at that meeting, except as provided in 1050.3(J). If the date of the next regularly scheduled meeting of the Board is less than fifteen (15) calendar days from the date the appeal is filed, the appeal shall be heard at their second regularly scheduled meeting following the date of the appeal, except as provided in 1050.3(J).
- (J) Following notice of appeal, if, in the opinion of the Board, a special meeting should be held for the hearing of same, the Board may set a hearing date for not more than thirty (30) calendar days from the date the appeal is filed.
- (K) Failure on the part of the appellant to process the grievance within the time limits established in the preceding sections presumes that it has been satisfactorily resolved at the first step to which it had been properly processed.
- (L) Failure on the part of the Department's representatives to answer the grievance in the time limits established in the preceding sections presumes that the satisfaction requested will be provided.
- (M) Time limits specified in the preceding sections may be extended by written agreement of both parties.
- (N) If a grievance is not filed or processed within the time limits set forth above, it will be deemed withdrawn with prejudice, unless the time limitations referred to are waived or mutually extended by the parties.
- (O) Disputes which do not fall within the definition of a grievance set forth in Section A above and which challenge the legality including the constitutionality, or the propriety, or the reasonableness of a Civil Service Rule or a

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Partners with the Community***

Department Rule, order or regulation, shall first be referred by the employee involved to the P.P.A., or the P.P.C.E.A., as the exclusive representative of the two (2) appropriate bargaining units within the Department pursuant to the provisions of NRS 288. If the P.P.A. or the P.P.C.E.A. deems it appropriate to pursue the dispute, it is to be filed in the first instance with the Sheriff, Undersheriff or Assistant Sheriff as appropriate to the Chain of Command. A meeting will be scheduled by the Sheriff, Undersheriff or Assistant Sheriff with the appropriate Association, for the purpose of resolving the dispute. If the dispute is not resolved in the meeting, or meetings, held, the Sheriff, Undersheriff or the Assistant Sheriff shall, within 10 calendar days of the conclusion of such meetings, furnish the Association with a written response to the issue raised. If the Association wishes to pursue the matter further, it shall forward the issue to the Civil Service Board for final resolution.

- (P) Any other dispute which may arise, which is not within the definitions of grievance set forth in Section A above and is not within the scope of Section O, shall be handled by the employee involved through each step of his chain of command, beginning with his immediate supervisor.
- (Q) A copy of all grievances shall be forwarded to the Las Vegas Metropolitan Police Protective Association Metro, Inc. or Las Vegas Police Protective Association Civil Employees, Inc. immediately upon filing with the Las Vegas Metropolitan Police Department.

**Las Vegas Metropolitan Police Department
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1200 - 1299 CIVIL SERVICE BOARD

1210 CIVIL SERVICE BOARD

1210.1

The Board shall, at its first meeting in July of each year, select a Chairman and a Vice Chairman.

1210.2

The chairman shall preside at all meetings of the Board. Three (3) members shall constitute a quorum for the transaction of business. When the chairman is not present, the Vice chairman or the designated temporary Chairman shall be empowered to perform all acts prescribed for the Chairman.

1210.3

Regular meetings of the Board shall be held at least once a month at a time and place to be determined by the Board at their regular meeting in July. Special meetings of the Board shall be held upon call of the Chairman or upon call by two (2) members of the Board upon twenty-four hour notice to all members. Such notice shall be in writing and shall be personally delivered to each of the members or shall be left at the residence of each of the members.

1220 HEARINGS

A.S. 25.1.1

1220.1

Any hearing, inquiry, investigation or other activity of the Board shall be conducted in accordance with the rules of procedure set forth in this section and during a hearing the technical rules of evidence shall not apply, except as otherwise provided herein.

1220.2

In a contested case, all parties shall be afforded an opportunity for hearing after reasonable notice. The notice shall include:

- (A) A statement of the time, place and nature of the hearing.
- (B) A statement of the legal authority and jurisdiction under which the hearing is to be held.
- (C) A reference to the particular sections of the Ordinance and Civil Service Rules involved.
- (D) A short and plain statement of the matters asserted. If the party is unable to state the matters in detail at the time the notice is served, the initial notice may be limited to a statement of the issues involved. Thereafter, upon application, a more definite and detailed statement shall be furnished.

1220.3

The Board, the Sheriff, the District Attorney and the appellant are entitled to examine witnesses under oath and compel their attendance and testimony or the production of evidence before it by subpoena issued in the name of the State and attested to by the County Clerk of the County of Clark;

In all cases the Chairman or Vice Chairman of the Board shall have power to:

- (A) Administer oaths and affirmation, and take affidavits;
- (B) Regulate all proceedings in every hearing before the Board and to perform all acts and take all measures necessary for the efficient conduct of the hearing;
- (C) Admit or exclude evidence;
- (D) Rule upon the form of any question asked or the scope and extent of testimony statements or cross-examination;
- (E) Dispose of motions, requests for adjournment, continuances, and similar matters; and
- (F) Exclude all witnesses during the testimony of other witnesses.

They shall have the power at any time subsequent to the formal initiation of a hearing and prior to the decision thereof, to initiate, conduct, or participate in negotiations looking toward settlement or other disposition in whole or in part of any case; and the Chairman shall have power in any case to direct the parties or their attorneys to appear before him at any such time for a conference to consider:

***Las Vegas Metropolitan Police Department
Partners with the Community***

- (A) The simplification of the issues;
- (B) The necessity or desirability of amendments;
- (C) The possibility of obtaining stipulations of fact and documents which will avoid unnecessary proof;
- (D) The limitation of the number of expert or other witnesses, and
- (E) Such other matters as may expedite and aid in the disposition of the case.

1220.4

Prior to the commencing of any hearing, the appellant may file with the Board a timely affidavit of personal bias or disqualification of any member of the Board, setting forth with particularity the grounds for such disqualification. After investigation, the Board shall either find the affidavit without merit and direct the case to proceed, or cause the disqualified member to be removed. A member of the Board may withdraw from any case wherein he deems himself disqualified for any reason. Notwithstanding the provisions of this section, not more than two (2) members shall be disqualified from any one hearing by affidavits of prejudice.

1220.5

Opportunity shall be afforded all parties to respond and present evidence and argument on all issues involved. Irrelevant, immaterial or unduly repetitious evidence shall be excluded. Evidence may be admitted, except where precluded by statute, if it is of a type commonly relied upon by reasonable and prudent men in the conduct of their affairs. Agencies shall give effect to the rules or privilege recognized by law. Objections to evidentiary offers may be made and shall be noted in the record. Subject to these requirements, when a hearing will be expedited and the interest of the parties will not be prejudiced substantially, any part of the evidence may be received in written form.

Documentary evidence may be received in the form of authenticated copies or excerpts, if the original is not readily available. Upon request, parties shall be given an opportunity to compare the copy with the original.

Each party may call and examine witnesses, introduce exhibits, cross-examine opposing witnesses or any matter relevant to the issues even though such matter was not covered in the direct examination, impeach any witness regardless of which party first called him to testify and rebut the evidence against him.

1220.6

The Board may take official notice of any matter of generally recognized fact or any technical or scientific fact of an established character, but the parties shall have an adequate opportunity to show that such facts are erroneously noticed.

1220.7

At the conclusion of all hearings, the Board shall afford the parties opportunity for oral argument. (If either or both parties request, and upon good cause shown, the Board may afford the parties reasonable opportunity for briefs and further argument as may be indicated.)

1220.8

All members of the Board who hear the case (unless unavailable because of death, illness, or otherwise) shall find the relevant facts, including conclusions and inferences of fact and enter an appropriate order, judgment, or other form of decision, which shall become a part of the record. If all members do not agree, the majority shall determine the decision. If there is no majority vote, the case shall be considered lost, and the administrative decision shall be deemed upheld.

1220.9

At the conclusion of a hearing pursuant to the provisions of Section 1040 of these rules, the Board may find:

- (A) That the action appealed was without justification and that the appellant shall be restored to his previous status and receive compensation for the period of any suspension, termination or reduction in grade; or
- (B) That the action appealed was justified and should be confirmed; or
- (C) That such other action as it deems proper should be taken.

1220.10

At the conclusion of a hearing pursuant to the provisions of Section 1050 of these rules, the Board may find:

- (A) That the claim made in the grievance appeal is justified and that the satisfaction requested shall be provided;
or

Las Vegas Metropolitan Police Department
Partners with the Community

- (B) That the claim made in the grievance appeal is justified and that the satisfaction requested shall be provided, subject to final approval of the Fiscal Affairs Committee, if necessary, in hearings involving monetary matters;
or
- (C) That the claim made in the grievance appeal is without justification; or
- (D) That such other action as it deems proper should be taken.

1220.11

The Board shall report its findings to the Sheriff. The Sheriff shall notify the employee in writing of the decision, in accordance with Section 1230 of these rules.

1220.12

All hearings before the board shall be held publicly unless the appellant requests a closed hearing. The testimony and other proceedings at such hearing shall be recorded on a recording instrument. The cost of transcribing such testimony from the recording instrument shall be paid by the appellant if he requests a transcript. Any recordings shall be kept for a period of two (2) years and then may be destroyed on the instructions of the Board.

1220.13

The record in a contested case shall include:

- (A) All pleadings, motions and intermediate rulings.
- (B) Evidence received or considered.
- (C) A statement of matters officially noticed.
- (D) Questions and offers of proof and objections and rulings thereon.
- (E) Proposed findings and exceptions.
- (F) Any decision, opinion or report by the Board.

1220.14

Secretarial service shall be provided the Board by the Clerk.

1220.15

Inadvertent deviations which may occur in the foregoing procedures shall not invalidate the final decision of the Board.

1230 NOTIFICATION

All notices shall be in writing and service of notice upon an employee shall be deemed effectual if delivered to the employee personally. If he cannot be found, then a true copy of such notice may be left with a member of his family over the age of fourteen (14) years, or, if no one can be found at his last known address, then by depositing a true copy of such notice in the U. S. Post Office at Las Vegas, Nevada, addressed to such employee at his last known address with postage prepaid and duly registered or certified with return receipt requested. In all cases of service, the person making such service shall file with the Personnel Officer within three (3) calendar days thereafter an affidavit under oath stating specifically the time and manner of service. In case of service by registered or certified mail, the registration receipt shall be attached to the affidavit of service. Any employee of the Department not a party to the proceeding shall be competent to serve such notice.

1240 BUREAU COMMANDER OF PERSONNEL

A.S. 11.1.1, 34.1.1, 34.1.2

The Sheriff shall designate the Bureau Commander of Personnel to administer the personnel functions of the Department according to the policies, rules, or regulations of the Civil Service Board, including but not limited to, the following:

- (A) Examination of potential employee
- (B) Recruitment and placement procedures
- (C) Classification of positions
- (D) Procedures for promotion, disciplinary actions and removal of employees
- (E) Such other matters as the Board may consider necessary

The Bureau Commander of Personnel shall be under the supervision of the Sheriff or designee.

***Las Vegas Metropolitan Police Department
Partners with the Community***

In addition to their duties and responsibilities set forth above, the Bureau Commander of Personnel shall establish, maintain, and administer practices and procedures which provide for sound, professional personnel management within the Department. The Bureau Commander of Personnel shall prepare and forward matters for the agenda of the Civil Service Board to the Clerk of that board and shall attend all meetings of the Board, or send an appropriate designee. It shall also be the responsibility of the Bureau Commander of Personnel to prepare and serve all documents upon employees of the Department in accordance with the requirements of Civil Service Rules.

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Partners with the Community**

PART 4 - REGULATIONS

**4/100.00 CONFORMITY TO RULES AND REGULATIONS
A.S. 26.1.1**

It is the duty of every member of the department to thoroughly familiarize himself with official directives and rules and regulations. Each member shall conform to and abide by such rules and regulations, observe the laws and ordinances, and render their services to the community with enthusiasm, courage, discretion and loyalty.

An employee, whether or not assigned to duty with other members of the department, shall be responsible for compliance with rules and regulations, and proper performance of duty. Any employee who fails, willfully or negligently, to comply by act or omission, with a lawful order, or rule or regulation, is subject to disciplinary action. (7/73)■

**4/100.01 VIOLATION OF RULES AND REGULATIONS
A.S. 26.1.1**

Each member of the department shall be subject to disciplinary action, administered according to the offense, for violation of the rules and regulations, official directives of the department, provisions of ordinances of the County of Clark, and City of Las Vegas, all state statutes, and Federal laws now in force, or which may thereafter be promulgated. (7/73)■

**4/101.00 GENERAL CONDUCT
A.S. 26.1.1**

**4/101.01 DISORDERLY CONDUCT
A.S. 26.1.1**

No member shall conduct himself in an indecent, lewd, or disorderly manner. (7/73)■

**4/101.02 CONSORTING WITH PERSONS OF ILL REPUTE
A.S. 26.1.1**

Members shall not frequently associate on close terms with, or otherwise fraternize with, known illegal gamblers, prostitutes, narcotic offenders, habitual drunkards, or other persons of bad character or ill repute, except to accomplish a police assignment. (7/73, 3/93)■

**4/101.03 FRATERNIZATION PROHIBITED
A.S. 26.1.1**

Members shall not fraternize with, engage the services of, accept services from, or do favors for, any person in the custody of the department, except as set forth in writing by unit commander. Members shall not associate socially with, or fraternize with, the spouse of any person in the custody of the department.

The relationship between female and male members of the department, while on duty, shall be businesslike; conduct between such members shall be affable and courteous. (7/73)■

**4/101.04 ACCEPTING GIFTS FROM SUSPECTS
A.S. 26.1.1**

Members are strictly prohibited from soliciting or accepting gifts from any suspect, prisoner, defendant, or other person involved in any case, or person of ill repute, professional bondsman, or persons whose vocations may profit from information obtained from the department. (7/73)■

**4/101.05 SOLICITING SPECIAL PRIVILEGES
A.S. 26.1.1**

Members shall not use their positions as members of the department to seek free admission, except in the line of duty, to places of amusement, sporting events, etc. Members shall not solicit free meals, transportation, entertainment, or any other

**Las Vegas Metropolitan Police Department
Partners with the Community**

favors or gratuities. (7/73) ■

**4/101.06 DISPUTES/ARRESTS/INVESTIGATIONS WHERE PERSONALLY INVOLVED
A.S. 1.2.1, 26.1.1**

Members will avoid becoming personally involved in neighborhood quarrels, disputes, arrests or investigations in which they have a personal attachment (through friends, family or associates) on or off duty. When becoming aware of a situation in which the member may be personally connected, on duty, the member will notify their immediate supervisor.

Commissioned officers will also notify Communications (to request the response of additional officers) and take action only when necessary to ensure the safety of everyone involved. Off duty, officers will contact Communications to request another officer and take only that action necessary to ensure the safety of everyone involved. If arrest is necessary, whether on or off duty, members will make every effort to await the arrival of other officer(s) to make that arrest, unless it is unsafe to do so.

Whether on or off duty, members will not investigate cases or become involved in the investigation of cases, in which they are personally involved except as required by the lead investigator. (4/04, 7/06) ■

**4/101.07 INDEBTEDNESS
A.S. 26.1.1**

Members shall conduct their financial affairs in a responsible manner. Any fraudulent financial transaction or repeated garnishments, attachments or execution of members' wages shall be grounds for dismissal. (7/73) ■

**4/101.08 VOLUNTARY BANKRUPTCY
A.S. 26.1.1**

No member shall apply for voluntary bankruptcy without first notifying the respective division/office commander. (7/73) ■

**4/101.09 INCURRING DEBTS WITHIN THE DEPARTMENT
A.S. 26.1.1**

No member shall borrow from, or otherwise become indebted to, any other member of the department. (7/73) ■

**4/101.10 ACTING AS BAILOR
A.S. 26.1.1**

Members shall not act as bailors for any person in custody, except relatives, and even in such cases, no fee, gratuity, or reward shall be solicited or accepted. Members shall not receive or accept money to be turned in as a fine or bail for persons charged or cited for violations or convicted, without the approval of his supervisor. (7/73) ■

**4/101.11 INTERFERING WITH LAWFUL PRIVATE BUSINESS
A.S. 26.1.1**

Members shall not interfere in the lawful private business of any person. (7/73) ■

**4/101.12 SEEKING PERSONAL PREFERMENT THROUGH OUTSIDE INFLUENCE
A.S. 26.1.1**

Except as provided for in the Nevada Revised Statutes, Chapter 288, members are forbidden to solicit petitions, influence, or intervention of any person outside the department for purposes of personal preferment, advantage, transfer, advancement, promotion, or change of duty, for themselves, or for any other member. (7/73) ■

**4/101.14 REFUSAL TO TESTIFY
A.S. 26.1.1**

Any member who refuses to answer questions that are specifically, directly, and narrowly related to the performance of his official duties or his fitness to hold office, shall be subject to disciplinary action. (7/73) ■

**Las Vegas Metropolitan Police Department
Partners with the Community**

**4/101.16 RELEASE OF EMPLOYEE INFORMATION
A.S. 26.1.1**

The Director of Labor Relations or his designee are the only persons authorized to release information concerning past or present employees without an authorized waiver on file. This includes verbal, written and electronic requests. The only information that may be released are the dates of employment and salary.

Any past or present employee may request the release of additional information by forwarding a signed waiver to the Director of Labor Relations. Employees other than the Director of Labor Relations, or designee, may then discuss past or present employees with investigators from other law enforcement agencies when they have verified an appropriate release has been received in Labor Relations. Once the release is verified, employees will only discuss factual information. Employees other than the Director of Labor Relations or his designee are not authorized to release departmental documents regarding employees. (11/97, 9/99) ■

**4/101.18 CHEATING ON EMPLOYMENT/PROMOTIONAL EXAMS
A.S. 26.1.1, 26.1.4**

DEFINITIONS

Employment/ Promotional Exam	any instrument used by the department to select qualified candidates and may include, but is not limited to, the application, written examination, practical examination, assessment center or oral board.
Cheating	includes but is not limited to receiving or providing answers or test questions to another candidate; sharing confidential information regarding the testing process or elements of the test; and falsifying information on an application or any element used for evaluation for employment/promotion.

REGULATION

Department members who are discovered cheating on any employment/promotional examination offered by the department, upon receiving a sustained complaint, shall be terminated. (4/98, 11/03) ■

**4/101.19 TRUTHFULNESS REQUIRED AT ALL TIMES
A.S. 1.1.2, 26.1.1**

Integrity is the first and foremost of the department's values. It is imperative that the behaviors associated with integrity, particularly truthfulness, be demonstrated by all department members. It is truthfulness, the cornerstone of the department's partnership with the community, that serves as the measure of the sincerity of the department's character and actions. It is also the basis for the bond of trust that is necessary between members of the department.

Members, therefore, have the responsibility to be truthful in all matters related to the scope of their employment and the operations of the department. Failure to be truthful in any matter that impacts on the integrity of the department or its members is unacceptable behavior and will not be tolerated. Additionally, members formally noticed of official investigations conducted by the department who are found to be untruthful during the investigations, or who are found to be untruthful in completing official department documents, will be subject to termination.

To reinforce the importance of truthfulness, members will complete an Acknowledgment of Policy Implementation, to affirm having an understanding of the requirements of this regulation. Additionally, the Employee Obligations and Protections In An Internal Investigation form will be completed when so directed. (7/73, 12/00)

**Las Vegas Metropolitan Police Department
Partners with the Community**

4/102.00 PERFORMANCE OF DUTY

A.S. 26.1.1

4/102.01 GENERAL DUTIES

A.S. 1.2.1, 26.1.1

Members of the department shall preserve the law, protect life and property, and enforce those Federal statutes, laws of the State of Nevada, ordinances of the County of Clark, and ordinances of the City of Las Vegas, which the department is required to enforce by law or policy. (7/73)■

4/102.02 SPECIFIC DUTIES

A.S. 26.1.1

Notwithstanding the assignment of specific duties and responsibilities to members of the department, all members shall perform all such other lawful duties as may be required of them by competent authority. (7/73)■

4/102.03 PERFORMANCE OF DUTY

A.S. 26.1.1

Members are required to discharge their duties in a calm and firm manner, and they shall act together and assist and protect each other in the maintenance of law and order.

Members shall act with promptness, firmness, fairness, and decisiveness at the scenes of crimes, disorders, accidents, disasters, or when dealing with suspects or other situations that require police action. When the police purpose might be jeopardized by delay, immediate action shall be taken, even though the incident would ordinarily be dealt with by some other office or bureau. (7/73)■

4/102.05 PROTECTION OF CRIME SCENES]

A.S. 42.2.2

Members assigned to, or assuming control at, a crime scene shall immediately take steps to apprehend the violator, care for any injured person, detain witnesses, and keep the area or premises secure from intrusion by unauthorized persons. They shall take all necessary steps to maintain the scene without change in appearance or character, and to prevent the destruction, mutilation, concealment or contamination of any physical evidence. (7/73)■

4/102.06 GIVING ASSISTANCE TO SUSPECTS

A.S. 26.1.1

Members shall not communicate in any manner, directly or indirectly, any information which may delay arrest or enable persons guilty of criminal acts to escape arrest or punishment, or which may enable them to dispose of or secrete any property or goods unlawfully obtained, or any evidence of unlawful activity. (7/73)■

4/102.08 WORK ATTENDANCE

A.S. 26.1.1

Employees shall be in attendance at their work in accordance with department rules and regulations. The department organic units shall keep attendance records which shall be made available to the Personnel Bureau Commander, when requested. (9/76)■

4/102.09 REPORTING FOR DUTY

A.S. 26.1.1

Unless otherwise directed, members shall report for duty or present themselves at daily briefing at the designated time and place. Members shall be punctual in reporting for duty and shall remain on duty until properly relieved or dismissed. (1/74, 9/75)■

**Las Vegas Metropolitan Police Department
Partners with the Community**

**4/102.10 BEING AVAILABLE WHILE ON DUTY
A.S. 26.1.1**

No member, while on duty, shall conceal himself except for some police purpose. Members shall keep themselves immediately and readily available at all times while on duty. (9/75) ■

**4/102.11 NEGLECT OF DUTY
A.S. 26.1.1**

Any employee who fails to comply, by act or omission, with any law, or with any order, procedure, rule or regulation of the department, or who fails to perform his official duties or who acts in the performance of his official duties in a manner which could bring discredit upon himself, upon the department, or upon any other member of the department, may be considered in neglect of duty. (9/75) ■

**4/102.12 INTERACTION WITH THE PUBLIC
A.S. 26.1.1, 45.2.1**

Members should at all times be courteous, patient and respectful in dealing with the public. Members should avoid answering questions in a short and abrupt manner and should not use harsh, coarse, violent, profane, insolent, indecent, suggestive, sarcastic, or insulting language. Members should maintain an even-tempered, professional demeanor regardless of the provocation, remaining cool and collected at all times. Members will provide their name and personnel number when requested to do so by a citizen. (11/01, 1/03) ■

**4/102.13 DETENTION FACILITY SECURITY
A.S. 26.1.1, 71.1.6, 72.4.1**

Only authorized personnel on official police business will be admitted into the LVMPD Detention facility through the vehicle sallyports and walk-in door located on First Street. Weapons will be stored in the areas provided, prior to entrance into a detention facility security area. Non-uniformed personnel will display an authorized hang badge while inside the LVMPD Detention facility. (7/78) ■

**4/102.14 CARE OF PRISONERS
A.S. 26.1.1**

Transporting officers have primary responsibility for prisoners prior to incarceration and under no circumstances should any prisoner be left in the care or custody of persons(s) not having police powers. Additional personnel shall be obtained as necessary to control combative prisoners. (5/78) ■

**4/102.15 INTERVIEWING IN-CUSTODY PRISONERS
A.S. 1.2.3 (a, b, c), 26.1.1, 42.2.1**

Law enforcement officers who wish to interview prisoners in the LVMPD Detention Facility must first report in person to the Detention Facility Reception Desk Officer (main entrance, Casino Center Blvd.) where the visit will be recorded. The Reception Desk Officer, in addition to recording the visit, will contact the Module Officer where the inmate is being housed and inform the officer of the visit. It is the Module Officer's responsibility to direct the inmate to the visiting officer. The visiting officer is responsible for placing the inmate in the appropriate visiting area. Male officers shall not talk to a female suspect or prisoner alone in an interview room unless there is visibility into the room through glass or an open door. All interviews in LVMPD Detention Facilities will be conducted in interview rooms. There will be no less than two officers present when interviewing a female prisoner.

It will be the responsibility of officers who remove and interview prisoners outside the Detention Facilities to ensure they sign the prisoner "out" and "in". In the instance of a female prisoner who is removed, there will be no less than two officers accompanying said prisoner. (7/78) ■

***Las Vegas Metropolitan Police Department
Partners with the Community***

***4/102.16 CARE AND CONTROL OF FIREARMS
A.S. 26.1.1***

Members are to exercise reasonable care and caution in the safe handling of a firearm. A firearm can be considered “accidentally discharged” for the following reasons only:

1. Mechanical failure
2. Faulty ammunition (11/01) ■

***Las Vegas Metropolitan Police Department
Partners with the Community***

4/103.00 PROHIBITED ACTS WHILE ON DUTY

A.S. 26.1.1

4/103.01 CONDUCT ON DEPARTMENT PREMISES

A.S. 26.1.1

Members will congregate only in those rooms set aside as meeting places. Loud and boisterous conversation in public view or hearing will be avoided. A professional manner will be maintained at all times while on duty. Members in charge of department premises, or any part thereof, shall prevent loafing or loitering by persons not on police business. Members will not permit persons to remain in a department facility or vehicle unless they are there on official business.

Members shall maintain quarters, lockers and desks used by them in a neat, clean and orderly condition. (9/75) ■

4/103.02 READING NEWSPAPERS ON DUTY

A.S. 26.1.1

While on duty, members shall not read newspapers, periodicals, or similar matter, in public view, except in line of duty. (7/73) ■

4/103.03 SMOKING ON DUTY

A.S. 26.1.1

Members shall not smoke on duty while engaged in direct contact with, or serving the public, So long as it is kept as inconspicuous as possible, smoking is permitted while the member is in a department vehicle. (7/73) ■

4/103.04 GAMBLING ON DUTY

A.S. 26.1.1

Department members on duty (including any paid break or lunch period) are forbidden from gambling (i.e., slots, video poker, live games, sporting events, etc.), except in the line of duty. This rule applies to all members of the department, commissioned and civilian. Department members in uniform (on or off duty) shall not gamble. (7/73, 9/94) ■

4/103.05 SHOPPING ON DUTY

A.S. 26.1.1

Members shall not shop, barter, or trade while on duty, nor devote any of their on duty time to any activity other than that which relates directly to their work. (7/73) ■

4/103.06 LOITERING

A.S. 26.1.1

Members, while on duty, shall not loiter in cafes, drive-ins, service stations, or other public places. (7/73) ■

4/103.07 SICKNESS, MALINGERING

A.S. 26.1.1

Employees who are unable to report, or remain, on duty for any reason, will notify their supervisor in sufficient time to ensure proper coverage for their assignment. No member shall feign sickness or injury, or deceive a representative of the department as to his real condition.

While absent from duty because of sickness or injury, members shall remain at their residences or place of confinement, unless otherwise authorized by a physician. (7/73) ■

Las Vegas Metropolitan Police Department
Partners with the Community

4/103.08 SLEEPING ON DUTY
A.S. 26.1.1

Members are required to be alert throughout their tour of duty. Sleeping while on duty is forbidden. If members are unable to remain awake, they shall so report to their supervisor, who shall determine the proper course of action. Supervisors shall promptly report any subordinate found sleeping on duty. Failure to make such report will be considered neglect of duty by the supervisor. (7/73) ■

4/103.09 USE OF ALCOHOL
A.S. 26.1.1, 52.1.7(a)

Alcoholic beverages will not be brought into, consumed, or stored in department facilities, properties, or vehicles by any department member except in the performance of duty. Also, members on duty and uniformed off-duty members will not enter any business to purchase alcoholic beverages except in the performance of duty.

Any violations covered in this regulation, or any other consumption of alcohol either on or off duty which brings, or tends to bring discredit or disrepute to the department, will subject the member to disciplinary action.

REGULAR TOUR OF DUTY

On a regular tour of duty, no member will be impaired or unfit for duty because of the use of alcohol. The odor of an alcoholic beverage on the person and/or an identifiable impairment, can be cause to conduct the testing of the employee to determine the concentration of alcohol in their blood or breath.

CALL-OUT DUTY

On a call-out, if the off-duty member is impaired or otherwise unfit for duty due to the consumption of alcohol, the member must advise their supervisor of that fact before reporting for duty. A supervisor will not assign a subordinate to duty in an unfit condition. Identifiable impairment may result in a test of the member's breath or blood. A concentration of alcohol of .05 percent or above in the blood or breath will be presumptive evidence of the member's impairment by alcohol.

TESTING

Members of the Internal Affairs Section are certified breath test operators and a certified breath instrument is available in the Internal Affairs Section offices. If a supervisor has reason to believe a subordinate may be under the influence of alcohol, contact will be made with Internal Affairs Section immediately (on-call list available through Communications Bureau if other than normal working hours). The employee that is suspected of being under the influence of alcohol will be immediately taken to the IAS offices for a breath test. (This procedure does not apply to criminal offenses such as DUI.) If an employee is unable to take a breath test, they will be transported to UMC or a medical contractor facility, at the option of the member, where blood will be collected in accordance with the procedures described in Department Manual section 5/110.26, Department Drug Testing, Sample Collection. (11/98, 7/99) ■

4/103.12 DISPLAY OF WEAPON
A.S. 26.1.1

All personnel will refrain from drawing their service sidearm at any place, unless it is necessary. No unnecessary handling will be tolerated.

When not assigned to a law enforcement situation (i.e., 482, 483 or 484), non-uniformed commissioned personnel should not display their weapons (firearms, OC spray, straight batons, etc.) in public view. (7/73, 8/99) ■

4/103.14 PUBLIC STATEMENTS ABOUT CONTROVERSIAL SUBJECTS
A.S. 26.1.1

While on duty or under "color of law" members shall not publicly express an opinion on racial, religious, political, or controversial subjects, and shall refrain from public discussion of the demerits of any law, unless it is the expressed opinion of the department. Members shall not engage in political or religious discussions to the detriment of good discipline, and shall

***Las Vegas Metropolitan Police Department
Partners with the Community***

not speak disparagingly of the nationality, color, creed, or belief of any person. (7/73) ■

***4/103.15 INTERVIEWS WITH NON-DEPARTMENT PERSONS
A.S. 26.1.1***

Interviews between members of the department and non-department persons in all cases arising out of department activity shall take place in the presence of, or with the knowledge and consent of their supervisors. The foregoing shall not apply to consultations with a member's private counsel in a case or controversy that the member is personally engaged in. (7/73) ■

***4/103.16 POLITICAL ACTIVITIES
A.S. 26.1.1***

While on duty or acting under "color of law" members shall not solicit or make contributions directly or indirectly, on any pretext, to any person, committee, or association, for political purposes, nor shall they interfere or use the influence of their office for political reasons. (7/73) ■

***4/103.17 PUBLIC STATEMENTS ABOUT PRIVATE BUSINESSES, CITIZENS OR ORGANIZATIONS
A.S. 26.1.1***

While on duty or under "color of law" members shall not make false statements intended to damage the reputation of, or threaten to use confidential information obtained through their office or influence to damage the reputation of private businesses, private citizens, or organizations. (9/75, 8/92) ■

***4/103.18 TRAFFIC ARRESTS BY OFF DUTY OFFICERS
A.S. 1.2.5, 26.1.1***

Officers off duty shall not arrest traffic violators on site except when the violation is especially flagrant or involves an accident or driving while under the influence of intoxicating beverages, liquor or drugs. (9/75) ■

***4/103.19 GIVING TESTIMONIALS, SEEKING PUBLICITY
A.S. 26.1.1***

Members shall not give testimonials, or permit their names or photographs to be used for advertising purposes. Members shall not seek personal publicity either directly or indirectly in the course of their employment. (7/73) ■

***4/103.20 SUBVERSIVE ACTS AGAINST THE DEPARTMENT
A.S. 26.1.1***

Members shall not perform any acts or make any statements, oral or written, for publication or otherwise, which tend to bring the department or its administrative officers into disrepute or ridicule, or which tend to disrupt or impair the performance of official duties and obligations of officers of the department, or which tend to interfere with or subvert the reasonable supervision or proper discipline of members of the department. (7/73) ■

***4/103.21 VOLUNTARY SERVICES
A.S. 26.1.1***

It is the policy of this department that off-duty officers shall not volunteer their services to private or charitable organizations for the purpose of performing traffic control, security, or other law enforcement-related activities or functions.

Private organizations are not mandated by Nevada law to provide worker's compensation coverage for volunteers. As such, worker's compensation is generally not provided for personal injury incurred in voluntary police activities, even though such activity primarily benefits the private organization.

Charitable law enforcement-type work performed voluntarily outside working hours, but not requested or controlled by the department, is non-compensable time according to the provisions of the Fair Labor Standards Act.

This policy applies to both uniformed and non-uniformed services. (7/87) ■

**Las Vegas Metropolitan Police Department
Partners with the Community**

**4/103.22 UNAUTHORIZED WEAPONS AND AMMUNITION
A.S. 1.3.9, 26.1.1**

Members are expressly prohibited from carrying weapons and ammunition not meeting department-authorized specifications in the performance of duty. (See Section 5/208.02.) (4/88, 6/89) ■

**4/103.24 COVERT MECHANICAL RECORDINGS
A.S. 26.1.1**

Employees will not covertly record conversations involving other employees unless such recording is in furtherance of an official department investigation **and** prior approval for the covert recording has been obtained from the Undersheriff.

The recording of conversations involving other employees done openly and without concealment is authorized in appropriate circumstances. When such a recording is done, each person involved will confirm (on tape) that they are aware that the interaction is being recorded. (9/97, 11/01) ■

**4/103.25 ACCEPTING COMPENSATION FROM A PRIVATE SOURCE FOR PERFORMANCE OF DUTIES
A.S. 1.1.2, 26.1.1**

NRS 281.481 describes the code of ethical standards established for public officers and employees. It states, in part, that public officers or employees will not accept salary, expense allowance, augmentation or any other compensation from any private source for the performance of his/her duties as a public employee nor will he/she personally benefit financially from use of public time, property, or equipment.

Members of this department, when in a paid status, will not accept any form of compensation (e.g., salary, honorarium, etc.) for any service rendered as a representative of LVMPD and/or resulting from their position or assignment within this department. This does not include outside employment approved under 5/101.35 and criminal/civil matters resulting from line of duty incidents (e.g., witness/deposition fees). For purposes of this order, an honorarium is described as a payment in gratitude for services provided such as addressing a conference or convention (4/01) ■

**4/103.26 PROHIBITION AGAINST BIASED-BASED POLICING
A.S. 1.2.9, 26.1.1, 52.1.1**

Members of this department are expressly prohibited from engaging in biased-based policing activities. Members will not discriminate against any person. Any arrest, detention, interdiction, asset seizure or forfeiture, or other law enforcement action based in whole or in part on the actual or perceived race, ethnicity, color, national origin, gender, age (except in the case of juvenile offenses), religion, culture, disability, sexual orientation, economic status, or other trait of a person or group is strictly forbidden unless such trait is a part of an identifying description of a specific suspect for a specific crime. Nevada Revised Statutes (NRS) and the federal constitutional law applying to Nevada specifically prohibit reliance by a peace officer upon the race, ethnicity or national origin of a person as a factor in initiating action when the race, ethnicity or national origin of the person is not part of an identifying description of a specific suspect for a specific crime.

The department is committed to observing, upholding, and enforcing all laws relating to the individual rights of all persons, guaranteeing everyone equal treatment under the law. Department members will respect and protect each person's human rights and comply with all laws relating to those rights. In addition to respect for those human rights prescribed by law, department members will treat all persons with the courtesy and dignity inherently due every person as a human being. Members will act, speak, and conduct themselves in a professional manner in all contacts with the public.

All complaints alleging the use of bias based profiling in any law enforcement action will be thoroughly investigated by the Internal Affairs Section. An administrative review of such complaints will be conducted at least annually by the Internal Affairs Section Commander and forwarded to the Sheriff. The results of this review will be coordinated with the Training Bureau Commander who will ensure inclusion of any corrective measures, if bias based profiling has occurred, in the annual training regarding this subject. Training will be presented annually to all personnel regarding the issue of bias based profiling. (8/01, 2/02) ■

***Las Vegas Metropolitan Police Department
Partners with the Community***

4/104.00 ORDERS AND DIRECTIVES

A.S. 26.1.1

4/104.01 REPORTING MISCONDUCT

A.S. 26.1.1

The integrity of this department depends on the character and accountability of each member. To a large degree, the public image of the department is determined by its quick and thorough response to allegations of misconduct by its members.

With department values as the guiding principals for each officer, civilian, and volunteer, members have an obligation to report acts of misconduct they witness by other members, or of which they become aware. The failure to report such misconduct is itself a breach of integrity and will be subject to appropriate discipline.

Any manner of retaliation against a member who reports an incident of misconduct by another member is strictly forbidden. (7/01) ■

4/104.02 UNLAWFUL ORDERS

A.S. 12.1.3, 26.1.1

No commanding or supervisory personnel shall knowingly and willfully issue any order which is in violation of any law or ordinance or department rule.

No member is required to obey any order which is contrary to the laws of the United States, the State of Nevada, or the ordinances of the County of Clark or the City of Las Vegas.

Refusal to obey an order is the member's responsibility and he shall be strictly required to justify his action. Obedience to an unlawful or improper order is never a defense for an unlawful or improper action.

Members may appeal for relief from orders or instructions which are unlawful. Such appeals must be made in writing to higher authority through proper channels. Irresponsible or capricious appeals will be considered as serious misconduct.

Any member who is given an unlawful or improper order shall, at the first opportunity, report in writing the full facts of the incident, together with his own action, to the division/office commander through official channels. The proper channels shall mean that the written appeal or report will be delivered to the member's immediate superior. Then such letter shall follow the chain of command. (7/73) ■

4/104.03 CONFLICT OF ORDERS

A.S. 12.1.3, 26.1.1

Should any order conflict with any previous order or instruction issued, or with any general order, the member to whom the order is given shall respectfully call attention to the conflict and, if the superior giving the second order does not change it so as to eliminate the conflict, that superior's orders shall stand and the responsibility shall be his/hers. If the superior so directs, the latter order will be obeyed first. Orders will be countermanded only when reasonably necessary for the good of the department. (7/73) ■

4/104.04 OBEDIENCE

A.S. 12.1.3, 26.1.1

Members shall obey all lawful orders given by superiors, including any order relayed from a superior by a member of the same or lesser rank. Members, regardless of rank, shall obey instructions given by the radio dispatcher. Such obedience shall be willing and prompt.

The term "lawful order" shall be construed as an order in keeping with the performance of any duty prescribed by law or rule of the department, or for the preservation of order, efficiency, and proper discipline.

Members shall perform all lawful duties as may be required of them by superiors, regardless of whether such duties are specifically assigned to them in any rules or procedures.

***Las Vegas Metropolitan Police Department
Partners with the Community***

The willful neglect or deliberate refusal of a member to obey any lawful order given by a superior shall be considered insubordination. Flouting the authority of any superior by manifest disrespect, or by disputing orders, shall be considered insubordination. (8/87) ■

***4/104.05 CRITICISM OF OFFICIAL ACTS
A.S. 26.1.1***

Except as provided for within the structure of the employee bargaining associations, members shall refrain from publicly criticizing any official act or member of this, or any other department of the City, County, State, or Federal Government and shall not circulate libelous or scandalous stories about members of this or any other department.

Members shall not communicate information of a critical nature concerning the department and its members to any person or agency, unless a complete written report has been submitted through official channels. (7/73) ■

***4/104.06 CRITICISM OF LAWFUL ORDERS
A.S. 26.1.1***

Except as provided for, members shall not publicly criticize or comment derogatorily about instructions or orders they have received from a superior. (7/73) ■

***4/104.07 WHEN A DEPARTMENT DIRECTIVE IS NOT UNDERSTOOD
A.S. 26.1.1***

A member who does not understand an official directive or verbal order, will seek the advice of his superior. (7/73) ■

***4/104.08 MAINTAINING MANUALS
A.S. 1.3.12, 11.1.2, 12.2.2, 26.1.1***

All commissioned and full-time permanent civilian members are issued a Department Manual containing policies, procedures, regulations, and Civil Service Rules upon employment with the department. The manual is kept current through the issuance of directives and periodic updates. Members shall promptly make all directed changes, additions or deletions in the Department Manual or any other book, pamphlet, or copy of official directives issued to them.

Upon leaving the employment of the department, members shall turn in a current, updated manual, or shall be required to make reimbursement at the current replacement cost. (2/89) ■

***4/104.09 KEEPING INFORMED ON POLICE MATTERS
A.S. 26.1.1, 33.5.1***

Members shall learn and thoroughly understand the laws and ordinances they are charged with enforcing, and all orders, procedures, and manuals published by the department. They shall be especially well informed concerning the duties and procedures governing their specific assignments.

Members shall learn the boundaries of patrol areas, the names and general locations of streets, highways, cities, towns and townships within the department's jurisdiction, and the names and locations of hospitals, public buildings, governmental agencies, and important businesses and industrial establishments.

Every member reporting for duty will acquaint himself with events that have taken place since the end of his last tour of duty which pertain to his responsibilities. (7/73) ■

**Las Vegas Metropolitan Police Department
Partners with the Community**

4/105.00 RECORDS AND REPORTS

A.S. 26.1.1

4/105.01 ACADEMY NOTEBOOK

A.S. 26.1.1

Members attending the academy are required to prepare a notebook. The notebook is to be completed entirely through the member's efforts and only for the member's use.

Therefore, members attending the academy, or graduates, shall not give, lend, or sell an academy notebook, copies, or portions thereof, to any other person to use or copy.

Also, members attending the academy, or other department members, shall not receive an academy notebook, copies, or portions thereof, from any other person to use or copy. (8/73, 2/94)■

4/105.02 KEEPING NOTEBOOK

A.S. 26.1.1

Members shall have with them, while on duty, a notebook in which they shall record on each case handled by them the names and addresses of complainants and witnesses, the identity of persons arrested, the nature of the offense and evidence, the date, time, and other facts that may be important in a trial, as well as other information of importance relative to the discharge of their duties. (7/73)■

4/105.03 FALSE REPORT

See 4/101.19, Truthfulness Required At All Times.■

4/105.04 FALSE INFORMATION IN REPORTS

See 4/101.19, Truthfulness Required At All Times.■

4/105.05 WITHHOLDING EVIDENCE

A.S. 26.1.1

A member shall not fabricate, withhold, or destroy evidence of any kind. (7/73)■

4/105.06 DUTY TO REPORT ALL CRIMES, VICE, INCIDENTS AND HAZARDS

A.S. 26.1.1, 41.2.5, 61.4.2

Members shall report all crimes, violations, emergencies, incidents, traffic congestion or detours resulting from traffic accidents, or other information of concern to the department that comes to their attention. Members receiving or processing facts which should be known to the department shall not conceal this information, but shall report the facts accurately through official channels.

It shall be the duty of every member to report any information given in good faith by any citizen regarding matters which indicate the need for action by the department.

Members observing anything of a dangerous or hazardous nature, or likely to occasion public inconvenience on the streets, sidewalks, or public places, shall promptly take action and report the full circumstances. Communications will be requested to notify the appropriate public works/utilities personnel to remove roadway debris and correct hazardous conditions involving roadways, highway safety and traffic control devices, and roadway lighting systems.

Vehicles creating a hazard on or near a roadway will be removed immediately in accordance with existing department procedures. (7/73, 2/88)■

**Las Vegas Metropolitan Police Department
Partners with the Community**

**4/105.07 PARKING ENFORCEMENT
A.S. 26.1.1, 61.1.13**

Department officers will reasonably employ parking enforcement to ensure fair access to parking areas, prevent road hazards, and expedite the flow of vehicular traffic on public roadways. Complaints involving parking violations in the city may be referred to the Las Vegas City Parking Enforcement Unit.

Nevada Statutes, Clark County Ordinances, and Las Vegas Codes regarding parking infractions may be enforced. The regional misdemeanor citation will only be used for parking violations in the unincorporated portions of Clark County. Parking violations within the City of Las Vegas are civil infractions, and the City Parking Violation form will be used in these instances. (3/02) ■

**4/105.08 COMPLETING OFFICIAL REPORTS
A.S. 26.1.1, 82.2.4**

Members shall make reports promptly, accurately, and completely in conformity with established specifications and requirements. Reports, such as incident, arrest, and traffic reports shall be submitted to a supervisor by the end of the member's tour of duty and before going off duty.

Supervisors shall complete an initial review of reports, sign or initial as appropriate, and submit for final processing. This review process should ensure timely and accurate information is submitted, as well as assist in identifying problems and revealing essential modifications. (2/89) ■

**4/105.09 POLICE BUSINESS CONFIDENTIAL
A.S. 26.1.1**

Members will not, except in the line of duty, address any public gathering, or appear on radio or television identified as representing the department, unless duly authorized by the Sheriff or his designee. Also, members will not release information verbally or through any written or printed material, including computer printouts, concerning the operations, investigations, or administration of the department, unless so authorized. Members must also comply with all other regulations concerning disclosure and critical comments about police business.

Photographs taken by department members during the course of their duties will also be considered confidential information. They will only be used to assist the members in completing their assigned tasks. "Souvenir" photographs of suspects, victims, crime scenes, traffic accidents, or items of evidence will not be taken or possessed for personal reasons. Photographs taken using department-issued equipment or film are department property and will not be released without proper authorization. (7/73, 11/97) ■

**4/105.10 REMOVAL OF OFFICIAL RECORDS
A.S. 26.1.1**

The Records Bureau is the only unit of the department authorized to release copies of police reports and records, as prescribed by the Records Police Access List which denotes which outside agencies may receive what types of reports. Two exceptions to this are Incident Reports and Voluntary Statements. Incident Reports can be copied and provided by the report taker, at the time of the report completion to victims and/or private security personnel facilitating the completion of the report. Voluntary Statements can be provided under the same circumstances to the statement author.

Release of information pertaining to the content of police reports or records shall be governed by current policy and procedure. (8/91) ■

**4/105.11 RECORDS MAINTENANCE AND RETENTION
A.S. 42.2.9 (c, d), 26.1.1, 26.1.8, 43.1.2, 51.1.2, 52.1.10, 72.1.3, 82.1.2, 82.3.5**

Department records shall normally be maintained and permanently retained in the central records repository in the Records Bureau.

Certain records are permitted to be maintained in other organizational units to meet operational, security, and confidentiality

***Las Vegas Metropolitan Police Department
Partners with the Community***

requirements. Records such as those relating to internal investigations, on-going criminal investigations, traffic investigations, criminal intelligence, and the personnel processes, are authorized to be maintained at the unit level. These may be, unless otherwise specified by law or department policy, retained at the discretion of division commanders with written retention schedules to meet unit requirements. (2/89) ■

***4/105.12 RECORDS RETENTION SCHEDULE
A.S. 26.1.1, 72.1.3, 82.1.2***

A comprehensive Records Retention Schedule has been prepared in compliance with Chapter 239 of the Nevada Revised Statutes. This schedule has been provided to all bureau/area commanders and must be complied with for document disposal. A master listing of this schedule is available from Records Bureau. Bureau/area commanders are responsible for ensuring compliance with this Records Retention Schedule as well as recommending changes as necessary to the Records Bureau. (2/91) ■

**Las Vegas Metropolitan Police Department
Partners with the Community**

**4/106.00 RELATIONSHIP WITH OTHER MEMBERS AND OTHER JURISDICTIONS
A.S. 26.1.1**

**4/106.01 CONDUCT CONCERNING OFFICERS OF OTHER JURISDICTIONS
A.S. 26.1.1**

Members shall cooperate with, support, and assist officers from other law enforcement agencies in the same manner the department would seek cooperation from that agency. Whenever police action must be taken against any officer from another law enforcement agency, the officer taking such action will immediately notify his supervisor and will, immediately following the incident, write a report concerning the matter. (7/73)■

**4/106.02 AIDING AND PROTECTING FELLOW OFFICERS
A.S. 26.1.1**

Members shall act together and protect one another in time of danger or in circumstances where danger might reasonably be impending. (7/73)■

**4/106.03 SUPPORTING FELLOW OFFICERS
A.S. 26.1.1**

Members shall cooperate with, support and assist each other at every opportunity and shall not publicly criticize the work or the manner or performance of duty of any other member. (7/73)■

**4/106.04 INTERFERING WITH OTHER OFFICERS
A.S. 26.1.1**

Members shall not interfere with cases assigned to other officers, except with the consent of the assigned officer. Members shall not unnecessarily interfere with the work or operation of the courts, or of another unit of the department. (7/73)■

**4/106.05 SENIOR OFFICERS
A.S. 26.1.1**

All personnel will operate on the premises that the senior member in each car is in charge and will be held accountable for infractions of policies, rules, and regulations and for completion and correction of reports. (7/73)■

**4/106.06 PROTECTION OF IDENTITIES OF COMPLAINANTS AND SOURCES OF INFORMATION
A.S. 26.1.1**

Except as provided by law, or as otherwise directed by regulations, members shall not divulge to anyone outside the department the name or identity of any complainant, witness, informant, or other person known to the department.

Members shall not divulge to anyone, except when directed by a supervisor, the identity of anyone giving information to the department. (7/73)■

**4/106.07 PROTECTION OF IDENTITY OF UNDERCOVER OPERATIVES
A.S. 26.1.1, 43.1.5**

Except as provided by law or as otherwise directed by regulations, members shall not divulge to anyone outside the department the name, identity or location of any undercover operative employed by, or members of, the department or any undercover/covert facility used by members of the department or part of a task force operation. (7/73, 3/93)■

**4/106.08 FORUM "JUDGE" SHOPPING
A.S. 26.1.1**

District Court Rule 19 and Judicial District Court Rule 7.12 state that there can be no "Forum Shopping" This means that if one judge refuses to sign something (including but not limited to Search Warrants), an individual cannot then go to another judge to have it signed, without the written consent of the first judge. Any violation of this order will be cause for disciplinary action within the department and the individual may also be subject to contempt proceedings in our court

Las Vegas Metropolitan Police Department
Partners with the Community

system. (6/83)■

4/107.00 PERSONAL APPEARANCE
A.S. 26.1.1

4/107.01 PERSONAL APPEARANCE
A.S. 26.1.1

It is the policy of this department to ensure that all personnel portray the most favorable image of law enforcement and local government. Such image should reflect the highest professional standards consistent with public expectations of a disciplined organization which demonstrates confidence and trust. No member of the public, whether young child or elderly victim should be allowed to feel uncomfortable or threatened by the dress or personal appearance of a member of this department.

ALL MEMBERS OF THE DEPARTMENT

Members of the department shall be neat and clean in their appearance in public, whether in or out of uniform. Makeup (including nail polish) and hairstyles will be reasonable, conservative and appropriate to the business environment (not extreme or bizarre). Hair color will be common, natural colors with no unnatural streaking colors. Male members may not wear earrings, however, other neck and hand jewelry may be worn in a tasteful and business-like manner. Employees are prohibited from attaching, affixing, or displaying objects, articles or jewelry on or through the nose, tongue, eyebrow or other exposed body part (except ears for females) while on duty.

Tattoos, branding or jewelry implants will not be visible or exposed when on duty. Such "markings" must be covered by clothing if it is in a location normally covered by clothing. All other areas will be covered using makeup, neutral toned bandages or patches.

MALE OFFICERS

Hair shall be neat, clean, trimmed, and present a well-groomed appearance. Hair shall not exceed 1/2" below the top of the buttoned shirt collar while standing. Bangs shall be cut or styled so that hair will not interfere with vision. Hair on the sides of the head shall be combed so as not to cover more than 1/2" of the outside portion of the ear. Hair color will be as described above. No shaved designs. Wigs and hairpieces must conform to hair requirements stated in this regulation.

Sideburns shall not extend past the middle of the ear, shall not be any wider than one (1") inch at the bottom and shall not be conspicuous in manner and styling. Full or partial beards, goatees, or other facial hair not falling within the criteria of this regulation shall not be permitted.

Mustaches may be worn neat and trim, but with the following requirements:

1. Not to extend down over the middle of the upper lip;
2. Not to extend over 1/2" out past the corners of the mouth;
3. Not to extend more than 1/4" below the corners of the mouth; and
4. To be neatly trimmed.

Nails shall be neatly groomed and not exceed the tip of the finger.

FEMALE OFFICERS

Hair shall be kept neat and clean and present a well-groomed appearance. Hair shall not exceed 1/2" below the top of the buttoned shirt collar while standing. Bangs shall be cut or styled so that hair will not interfere with vision. Long hair is acceptable, however, while in uniform, it will be fastened securely to the head. Hair color will be as described above. No shaved designs. Hair combs or bands may be worn to secure the hair. Combs or bands shall be black or brown, without ornamentation and no longer or wider than 2". Wigs and hairpieces must conform to hair requirements stated in this regulation.

Cosmetics may be worn in a conservative manner with neutral colors and lightly applied. One earring in each earlobe is permitted. They will be a matching stud type with the stone or ornamentation not exceeding 1/4" in diameter. Nails shall

***Las Vegas Metropolitan Police Department
Partners with the Community***

be neatly groomed and not exceed 1/4" above the tip of the finger. Polish is permissible, however, colors will be in neutral, light tones without designs.

EXCEPTIONS

Exceptions to the standards set forth in this regulation shall be upon prior approval of the division commander and will generally be approved only for covert or undercover assignments and only for the duration of those assignments. (6/01, 9/04) ■

***Las Vegas Metropolitan Police Department
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4/107.02 LVMPD STANDARD UNIFORM
A.S. 22.2.5, 26.1.1, 41.3.4, 41.3.5

The uniforms assigned to employees shall not be construed as becoming the personal property of the individual. Each employee shall, however, be responsible for the care and maintenance of uniforms and other related equipment which have been issued to, or worn, as an official part of the uniform dress.

When leaving the department, members are obligated to return the entire uniform inventory and any other items which were issued during the course of employment. Any article of clothing or other items which would require dry cleaning, shall be dry cleaned. Other items shall be returned in a clean or orderly condition. Allowances will be made for normal wear and tear. If an employee loses or misplaces the uniform or other items, he/she will be responsible for replacing the same, or the cost replacement dollar value of the missing article will be deducted from the employee's final payroll check.

Any requests for new uniform items or changes in current authorized uniforms must be presented and approved by the Dress and Personal Appearance Committee in accordance with Department Manual section 4/107.06.

MANDATORY WEARING OF UNIFORM

All commissioned personnel will work in the patrol uniform of the day (standard uniform) at least twice during the year. The first time will be during Police Memorial Week (announced by Administrative Notice annually) and the second time will be on September 11. Any deviation from these two dates will be announced by Administrative Notice.

At these times, supervisors will ensure/inspect the appearance of the uniform, equipment and appropriate documentation/permits (i.e., valid drivers's license, optional rifle authorization card, etc.). Any exceptions to this requirement must be approved, in advance, by the respective division commander.

UNIFORM ALLOWANCE

Every officer who wears a uniform during the normal tour of duty shall be entitled to an annual clothing allowance. This allowance is specifically provided for the upkeep and maintenance of the uniform, basketweave gear, and the purchase of footwear.

APPEARANCE

- Uniforms will be freshly pressed, clean, and adequately tailored when an officer reports for duty.
- The uniform shirt button flap shall be aligned with the zipper flap on the trousers.
- The gun belt buckle shall be centered on the trousers' zipper.
- The trousers shall be worn outside the boots (with the exception of traffic and mounted officers and when tactical trousers are bloused).
- The dress uniform hat shall be worn squarely on the head with the bill positioned approximately two fingers above the bridge of the nose. Baseball caps will be worn in the same manner as the dress uniform hat.
- Items such as chains, matches, personal keys, papers, etc., shall not be attached to, hung on or protrude from any portion of the uniform. (Motor officers may wear whistle with chain attached to epaulet of the shirt.)
- If a T shirt is worn, it may be the "V" neck or round neck style, and must be WHITE in color (except as otherwise noted in this procedure)
- No jewelry or other items normally worn around the neck, which are clearly visible due to the open collar, will be worn with the uniform.

**Las Vegas Metropolitan Police Department
Partners with the Community**

STANDARD UNIFORM

<i>Uniform</i>	<i>Description</i>
Formal Dress Uniform	Dress uniform hat; long-sleeved green shirt; tan tie and tie tack; tan pants; no radio extension or mike; all ribbons and decorations; see below for footwear. Honor Guard will wear a white shirt with the "Ike" jacket
Standard Winter Uniform	Long-sleeved green shirt; black mock turtleneck with "LVMPD" embroidered on collar; tan pants (breeches for mounted/motor unit officers), black baseball cap (if authorized); Traffic officers will wear a goldenrod turtleneck with "LVMPD" embroidered on collar; see below for footwear
Standard Summer Uniform	Short or long-sleeved tan shirt; white t-shirt; tan pants (breeches for mounted/motor unit officers); tan baseball cap (if authorized); see below for footwear
Police Academy Uniform	Tan khaki shirt and pants
Bike Uniform	Yellow long or short-sleeved bike shirt with "METRO POLICE" on back; black pants or shorts; black t-shirt (short sleeve shirt) or black mock turtleneck with "LVMPD" embroidered on collar (long sleeve shirt) ; black baseball cap; black socks; black shoes (see below for footwear). The Bike Uniform is exempt from seasonal uniform transition.
Enduro Uniform	Yellow long or short-sleeved bike shirt with "METRO POLICE" on back; black pants only; black t-shirt (short sleeve shirt) or black mock turtleneck with "LVMPD" embroidered on collar (long sleeve shirt) ; black baseball cap; black socks; black shoes (see below for footwear). The Enduro Uniform is exempt from seasonal uniform transition.
Tactical Uniform	Long-sleeved green tactical shirt; tactical green pants, bloused; black t-shirt (will not be worn as the outermost garment in public); subdued patches for SWAT only.
Utility Uniform	Tan shirt; Green cargo pants or shorts; white socks; footwear as authorized by bureau/area commander (no boots with shorts) OPTIONAL: Tan khaki shirt and pants when authorized by the bureau/area commander. Red baseball caps are permissible for the Range Staff only.
Jackets	Green jackets in lightweight, medium weight and heavyweight (depending on unit of assignment and exposure to weather); leather jacket for Traffic officers
Police Identification	Yellow light weight jackets; yellow heavy weight jackets with the words "METRO POLICE" on the back, and reflective vests with LVMPD Star Patch on left crest , and POLICE vertically on right front and horizontally on the back. Units provided green (plainclothes officers) or black (Criminalistics) mesh vests with readily identifiable police identification / affiliation on the front and rear.
Explorers/Cadets / Patrol Service Representatives	Long-sleeved tan shirt (winter attire); short-sleeved tan shirts (summer attire); black mock turtleneck; green tie; green pants
Crossing Guards	Red wind breakers, blue wind breakers for supervisors, and reflective vests with CROSSING GUARD horizontally on the front and LVMPD horizontally on the back.

***Las Vegas Metropolitan Police Department
Partners with the Community***

FOOTWEAR

- Solid black in color; plain toe with no stitching, designs or perforations; black shoestrings as the primary attachment; snaps, buckles or velcro not permitted; trademarks, logos or brand names cannot be visible; heel not more than 1-1/2 inches in height from point of attachment at sole. Socks must be solid black if exposed when standing or sitting.
- Mounted/Motor Officer Boots - will meet the general specifications regarding color, material and fasteners. Boot tops will be of material capable of high shine and will extend past calf of leg to within 3" to 6" below the knee. Tops may have a small buckle.
- Bicycle officers - will meet the general specifications regarding color, material and fasteners. Also authorized are athletic shoes conducive to bike riding; no boots allowed with shorts.
- Enduro officers - will meet the general specifications regarding color, material and fasteners as required for patrol officers. There will be no use of athletic shoes.

ADDITIONAL UNIFORM ITEMS

The following items are required to constitute the complete department uniform:

1. Badge - Commissioned members of this department will be issued authorized badges of the Las Vegas Metropolitan Police Department. Commissioned personnel may also purchase a badge wallet and place a refundable deposit to obtain an authorized but unofficial flat badge, to use off-duty when not in uniform. These "Flat Badges" may be obtained from the Supply Section after completion of field training. They remain department property and must be returned upon termination of department employment/retirement. Department members will not purchase, use or carry an unauthorized badge for the purpose of official identification or to represent themselves as a department member. While in uniform, the badge shall be worn conspicuously on the left breast of the outermost garment.
2. Cap piece
3. Identification Card
4. Valid Nevada Driver's License
5. Gun belt and accessories
6. Authorized firearm as listed in Department Manual section 5/208.02
7. Ammunition magazine, one magazine in weapon, a minimum of two (maximum of six) fully loaded magazines in carrier(s)
8. Baton - the 22-inch auto-lock baton is the standard issue. Also allowed are the PR-24AL; PR-24FX (collapsible); and a 21 to 26-inch friction-lock baton which must be purchased at the officer's expense. Currently issued friction-lock batons may only be exchanged for auto-lock batons when approved by bureau commander. (Captains and above are exempt from this requirement.)
9. Handcuffs and key
10. Whistle
11. Flashlight
12. Pen
13. Name plate - worn conspicuously on the right breast of the outermost garment. (Engraving to be filled with royal blue enamel. The Police and Corrections Academy Staff only are permitted to wear name plates lacking enamel fill to facilitate polishing.)
14. Tie tack, department issue (When required to wear ties, personnel will wear the tie tack in the center of the tie midway between the top and lower edges of the shirt pockets of the shirt.)
15. Unit Insignia
 - a. Traffic - one winged wheel and arrow attached on each collar
 - b. Mounted Unit - one crossed saber on each collar
 - c. FTO and CFTO - One FTO or CFTO on each collar (see FTO manual for qualifications for wearing)
 - d. Honor Guard, SWAT, K-9, DARE, Academy, Recruiter, Crisis Negotiator, Gang Officer, Firearms Instructor, Defensive Tactics Instructor - Unit plate placed on top edge of left breast pocket.
 - e. Operational Pins which depict a particular unit may be worn as described below in the section entitled "Operational Pins."
 - f. Cloth unit insignia worn on the tactical uniform will be sewn to the left breast pocket flap; the name tag will be sewn above the right breast pocket flap.
16. OC Dispenser and carrying case

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The following items are optional to complete the department uniform:

1. Second pair of handcuffs and handcuff case.
2. Knife, folding, blade not exceeding four inches and knife carrier
3. Soft Body Armor (required in some instances, see division policy) - carriers, if visible, must be white or tan if wearing the summer or utility uniform or black in color if wearing the dark green shirt or tactical uniform.
4. Flashlight and flashlight holder.

CARE AND CONDITION OF UNIFORM

- Uniforms shall be clean, pressed with military pleats and not be noticeably worn or patched. Unserviceable uniforms shall be returned to the Uniform Shop and replaced.
- All leather gear shall be highly polished, using a wax-based product. Lacquers and artificial polishing agents are expressly forbidden. Basketweave nylon duty gear will be cleaned using non-abrasive and non-wax products such as Murphy's Oil Soap. Wax based products should not be used. Lacquers and artificial polishing agents are expressly forbidden.
- The badge and hat piece shall be regularly cleaned in soapy, non-abrasive solution and buffed with a soft cloth to a high luster. Do not use metal polish on these items as it will remove the outer protective coating.
- Name plates and shooting badges shall be regularly polished.
- Uniform cloth type jackets will be dry-cleaned as needed.
- Soft Body Armor and carrier will be cleaned and maintained as recommended by the manufacturer.

CARE AND CONDITION OF HEADGEAR

- Dress uniform hat. The cloth crown shall be removed and dry-cleaned as needed. The bill shall be kept clean and shined.
- Helmet. All regular duty helmets shall be kept in serviceable order and polished.
- Baseball caps shall be dry-cleaned or replaced as needed.

INSTRUCTIONS ON WEARING HEADGEAR

- Uniformed personnel are not required to wear the dress uniform hat while on duty, except when directed by superiors or when proper etiquette dictates.
- The dress uniform hat shall not be altered in any manner, nor shall the crown wire or plastic grommet be removed, bent, or otherwise fashioned to produce a bow or sag in the crown.
- Helmets - Traffic personnel, bicycle officers, mounted patrol officers and enduro officers are required to wear a helmet at all times while operating/riding a department motorcycle/enduro, bicycle or horse. Flat black tactical helmets with a face shield will be issued to all commissioned police and corrections personnel and will be worn when directed by superiors.
- Baseball caps - Authorized LVMPD baseball caps, issued by the Supply Section, are the only baseball caps authorized to be worn with any of the LVMPD uniforms. The hats will be tan in color (for summer attire) or black in color (for winter attire). Hats issued to bicycle officers will be black in color. The only lettering or insignia allowed on the caps, in addition to the department identifier, will be a unit/section identifier (i.e., LVMPD Traffic Section, LVMPD Bike Detail, etc.) which must be approved by the Dress and Personal Appearance Committee during one of the semi-annual meetings.

Baseball caps will be worn only to limit exposure to the elements, such as sun or high temperatures, rain, hail or snow; by specialized units who wear a helmet in the line of duty and replace their helmet with a baseball cap when dealing directly with the public; in the proper manner with the bill of the cap facing forward; and will not be worn inside the patrol vehicle while on patrol, during briefing or off duty.

WEARING OF GLOVES ON DUTY

Gloves are considered an optional part of the standard uniform except for Bike and Enduro officers, where gloves are mandatory. The wearing of gloves year around shall be at the discretion of each employee, keeping in mind the purpose of the glove is for protection of the hand and not to promote any particular image. White dress gloves (issued by Supply Section) may be worn for formal events when appropriate. The following are the guidelines for all uniformed personnel:

- No weighted or "sap" gloves

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- Must have fingers (no cut-off fingertips, except for bicycle officers)
- Must be black or tan in color and made of vinyl or leather
- Surgical gloves may be worn when handling unclean subjects or objects
- Latex gloves with reinforced tips are available for use during searches and provide added protection from punctures
- When not being worn, gloves must be kept out of public view (i.e., concealed completely in a pocket, briefcase, etc.; not hanging from a belt or pocket.)

Leather gloves are not to be considered as a safeguard against contact with blood or other potentially infectious materials and should not be used for that purpose. Leather cannot be thoroughly disinfected once contaminated, therefore pose a risk of contamination to the officer and shall be discarded in the manner prescribed for other hazardous waste materials.

WEARING OF SUNGLASSES / EYE PROTECTION ON DUTY

Sunglasses may be worn during the daylight hours only, and must be of a color and style that compliments a proper uniform appearance.

The following are acceptable:

- Non-mirror lenses - Iridium lenses are acceptable (Lens colors must be conservative in nature and compliment a proper uniform appearance.)
- Frames and lenses must be free of ornamentation.
- Frames (metal or plastic) will be silver, gold, black or brown
- Neck straps may be worn for officer safety (but must be thin material, black or brown in color)

Bike / Enduro officers will wear eye protection at all times.

WEARING OF WRISTWATCHES

Watches/watchbands may be worn in sizes and shapes that do not impair job performance. Styles and colors must be conservative in nature and compliment a proper uniform appearance.

REQUIREMENTS AND INSTRUCTIONS ON WEARING OF LEATHER/NYLON GEAR

Uniformed personnel will not mix ripstop nylon design gear with basketweave design gear, however, basket weave nylon and leather gear can be mixed. All items must be black in color. Optional items must match the material and style of the duty belt (i.e., basket weave belt will have basket weave gear). Commissioned uniformed personnel shall wear the prescribed leather gear or nylon gear in the following manner:

1. Basketweave or Leather Gun Belt - The loose end pointing towards the holster.
2. Holster (no less than level II retention) - On the side of the strong hand (right handed on the right, left handed on the left). A cross draw position is expressly forbidden. Double holsters worn on the gun belt are prohibited. The wearing of a concealed back-up weapon in the waistband area must conform to Department policy 5/208.02 (Authorized Firearms and Associated Equipment).
3. Electronic Control Device (i.e., TASER): When holstered and carried on the officer's person, it will be placed on the side opposite the duty firearm.
4. Knife and additional carriers - Knives are to be inside carriers or concealed. Additional carriers must have secure tops, be double stitched and have no exposed edges.
5. OC Spray - The carrier for the OC Spray will be to the rear of the holster or the baton ring/scabbard and must be carried in the holder to prevent accidental discharge.
6. Ammunition magazine carrier(s) - positioned on either side of the buckle and can be worn vertically or horizontally.
7. Cuff Case - to the rear of the ammunition magazine carrier, rearward from the side or on the front of the belt, opposite the ammunition magazine carrier. An optional second handcuff case (which must match) can be worn on same side and to the rear of the OC Spray or scabbard/baton ring. Handcuffs must be inside a case.
8. Scabbard or baton ring - to the rear of the holster or opposite the holster.
9. Key strap and ring optional - officer discretion.
10. Gun belt keeper straps (4) - One to the front of the holster.
One to the rear of ammunition magazine carrier.
One to the left side of the back.
One to the right side of the back.
OR
Gun belt keeper straps (3) - One to the front of the holster
One to the rear of the holster

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One in the back

UNIFORMITY OF EQUIPMENT

Members are not permitted to wear on any outer part of their uniforms any badge, pennant, button, insignia, emblem, device, decoration or hat, except such as is prescribed or specifically authorized by the division commander. Officers on duty shall not carry any equipment which does not conform with department specifications or regulations. Members will generally not use any of their equipment for purposes other than for which the equipment was designed (see 6/002.00, Use of Force, for exceptions to this guideline).

SERVICE STRIPES

Personnel having sufficient service with the department may wear service stripes on the sleeve of the winter uniform shirt and summer long sleeve shirt. Each stripe represents four years of service. Year of service is computed from the date the individual was commissioned as a police or corrections officer, or a combination thereof, with the LVMPD, and performing duties as such on a regular basis.

SERVICE AWARDS

The following LVMPD Service Awards are authorized for uniform wear and are listed in precedence order:

- Medal of Valor
- Medal of Honor
- Unit Citation for Valorous Conduct
- Meritorious Service Award
- Community Service Award
- Exemplary Service Award
- Unit Service Award
- Justice Heart
- Blue and Gold Award

A uniform ribbon accompanies these awards. These ribbons should be worn above the nameplate on the right breast pocket of the uniform shirt. Only three ribbons may be worn on the uniform for normal duty with the top award placed in the first position that being the closest to the heart. (Two or three ribbons will be worn with a special metal backing.)

On formal occasions, all ribbons may be worn stacked on top of each other (i.e., two ribbons across the pocket and two ribbons on top of that and so forth). The medal which is awarded for Valor or Honor shall be worn only upon formal occasions and may be worn both in civilian clothes or uniform attire.

OPERATIONAL PINS

Operational pins properly requested, approved and provided by an operational unit are authorized to be worn while in uniform. The pins are to be worn on the upper left hand corner of the flap on the right hand breast pocket of the uniform shirt. Operational pins may only be worn when currently assigned to the operational unit they represent. The department service pin is the only pin that may be worn by all members at any time.

Note: Operational pins are defined as small pins which designate the primary function of a particular unit of the department or represent the department as a whole and must be approved by the Undersheriff prior to purchase and use. The purpose of Operational Pins (formally service pins) is to provide additional identification of an officer's unit to other members of the department.

QUALIFICATION BADGES

One of the following Qualification Badges, if earned, may be worn under the name plate on the right breast pocket flap:

- Marksmanship
- Aviation

INSIGNIA OF RANK

Sergeant

Sergeant's chevrons will be sewn on department uniforms; contact the Uniform Shop for service.

***Las Vegas Metropolitan Police Department
Partners with the Community***

Lieutenant

Lieutenants will wear one bar fixed to each side of the collar of the uniform shirt, 3/4 inch from the leading edge and centered between the top and bottom edge of the collar.

Captain

Captains will wear two bars placed on the uniform in the same manner as the lieutenant's bars.

Deputy Chief/Chief of Detention

Deputy Chiefs/Chief of Detention will wear one star fixed to each side of the collar of the uniform shirt (top point of star pointing towards top edge of collar), 3/4 inch from the leading edge and centered between the top and bottom of the collar.

Assistant Sheriff

Assistant Sheriffs will wear two stars placed on the uniform in the same manner as the Deputy Chief's star.

Undersheriff

The Undersheriff will wear three stars placed on the uniform in the same manner as the Deputy Chief's stars.

Sheriff

The Sheriff will wear four stars placed on the uniform in the same manner as the Deputy Chief's stars. (5/03, 2/04)■

***Las Vegas Metropolitan Police Department
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4/107.03 WEARING CIVILIAN CLOTHING
A.S. 26.1.1

The following general guidelines have been established for all personnel wearing civilian attire. Bureau/area commanders are authorized to adjust these guidelines to suit the individual needs of their respective units, upon approval of the division commander.

Members of the department wearing civilian clothing on duty shall dress in accordance with their position requirements, taking into consideration the environment, public contact, and job responsibilities. Clothing not generally accepted as “business” attire will not be allowed (i.e., crew neck shirts, halters or backless dresses, braless, see-through fabrics, or dresses or skirts shorter than 4 inches above the knee). Clothing will be clean, pressed, and not noticeably worn, torn, or patched.

Fabric of jackets, shirts, blouses, skirts, and pants must match or be of a presentable contrast of colors and materials. Hats may be worn, while maintaining a professional appearance, when outside or in a vehicle but must be removed when entering any building. Shirts and hats may not have obscene or slang slogans or “advertising” printed on them. Trademark “brand” logos, such as the alligator are acceptable; commercial names such as hotels, casinos, bars, etc. are unacceptable. Shirts/blouses should not be unbuttoned to an excess to ensure that a professional appearance is maintained.

Male members are required to wear professional business attire, including a tie, when appearing in District Court. When appearing in Justice Court, and/or for other public appearances such as prearranged television interviews, speaking engagements, or similar activities, members must maintain professional attire, though a tie is not mandatory in these instances.

Civilian members may wear denim jeans if they are well fitted, clean, pressed, in good repair, and worn with an appropriate top or shirt. Denim must not be studded or faded (either by design or wear) and bib overalls are not acceptable. Sandals are not acceptable, however, sport shoes in good repair and clean will be allowed. Safety issues should be considered in footwear selection (i.e., dress sandals for women may be acceptable in some environments and high heels and/or platforms may not be appropriate in some environments (both at the discretion of the bureau/area commander). Commissioned members must wear clothing of a fabric which is considered “dress” in nature or look (i.e., denim/jean fabric is unacceptable).

Makeup (including nail polish), hairstyles and color should be reasonable and as appropriate to the business environment (not extreme or bizarre). See Department Manual section 4/107.01 for personal appearance standards. Male members may not wear earrings, however, other neck and hand jewelry may be worn in a tasteful and business-like manner. (5/07, 6/07) ■

4/107.04 UNIFORMED CIVILIAN PERSONNEL
A.S. 22.2.8, 26.1.1

The uniforms assigned to employees shall not be construed as the personal property of the individual. Each employee shall, however, be responsible for the care and maintenance of uniforms (including smocks, coveralls, etc.) and other related equipment which has been issued to, or worn, as an official part of the uniform.

Uniforms shall be clean, pressed and not noticeably worn or patched. Unserviceable uniforms will be returned (clean) to the Uniform Shop for replacement. Generally, uniform shirts will be buttoned (except for the collar button) and tucked in when designed to do so. White t-shirts may be worn underneath the uniform shirt, however, there must be no logo or other design apparent. Footwear and/or other accessories are at the discretion of the division commander.

In the event an employee is terminated, resigns, or retires, he/she is obligated to return the entire uniform inventory and any other items which were issued during the course of employment. All articles of clothing shall be washed or dry cleaned as appropriate. Other items shall be returned in a clean and orderly condition. Allowances will be made for normal wear and tear. If a member loses or misplaces a uniform or other item, the member will be responsible for replacing the same, or will make payment for the replacement cost to the General Services Bureau.

All civilian personnel working in positions that may be considered “quasi-law enforcement” (such as security guards and patrol services representatives) will conform to the same grooming and uniform standards as commissioned officers (see Department Manual section 4/107.02). (7/89) ■

***Las Vegas Metropolitan Police Department
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***4/107.05 SYMBOLIC DISPLAY OF MOURNING
A.S. 41.3.4, 26.1.1***

At the direction of the Sheriff, department members may participate in a symbolic display of mourning by wearing a shrouded badge following the death of a fellow officer. This display of honor and respect for the fallen officer will continue through the funeral services.

Uniformed Commissioned Members

Displays the uniform breast badge with a black (½ inch diagonally-oriented (left top to right bottom) tape across the face of the badge.

Nonuniformed Commissioned and Civilian Members

Displays the miniature badge with a black (1/8 inch diagonally-oriented (left top to right bottom) tape across the face of the badge. The badge may be worn on the left lapel of a coat or jacket, upper left chest or collar area of a shirt, blouse, or dress, or in a similar professional manner. (1/96) ■

***4/107.06 REQUEST FOR NEW UNIFORM ITEMS/
DRESS AND PERSONAL APPEARANCE COMMITTEE
A.S. 22.2.8, 26.1.1***

The Dress and Personal Appearance Committee is established to review and recommend changes to department dress, uniform and personal appearance standards. The committee will report to the Central Patrol Division Commander, who will appoint a Patrol Division captain or lieutenant to service as the chairperson. Members of the committee will be appointed by their respective division commander and will consist of the following: one lieutenant from ISD (who will service as vice-chairperson); two patrol officers; one traffic officer; one ISD detective; two detectives from SOD; two corrections officers; one Academy staff member; one civilian from TSD; one civilian from HRD; and one representative from Supply Section. The committee will meet at least semi-annually.

All requests for new uniforms, not currently stocked by the department's Supply Section, and/or requests for changes in the current authorized issue, either in type or quantity of issue, must be submitted, in writing, through the chain of command to the Dress and Personal Appearance Committee director (Central Patrol Division Commander). The committee will meet to review any recommendations and if approved, the request will be forwarded to the Office of Finance for budgetary impact. Costs for the initial purchase of any new item will be borne by the respective unit. If funds exist, the requesting unit can then contact the Supply Section for appropriate action. The Supply Section will work with the requestor to arrange for purchase of new items, including preparation of specifications and will stock and/or reissue new items as required. (4/90, 2/01) ■

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4/108.00 LEGAL MATTERS

A.S. 26.1.1

4/108.01 COURT ATTENDANCE AND CONDUCT

A.S. 26.1.1

All members of the department concerned in cases before the courts shall be punctual in attendance. When appearing in District Court, male members shall be dressed in the prescribed uniform or suit or sport coat, with dress shirt and tie or slacks with sport shirt and sweater. Female members appearing in court shall be suitably attired. Suitable attire shall include, for example, the prescribed uniform, suit, blouse and skirt, dress or pant suit.

They shall have the cases in which they are concerned properly prepared, and all property, which is to be used as evidence shall be suitably arranged for presentation to the court.

Members shall observe the utmost attention and respect toward magistrates at all times.

When giving testimony, members shall not chew gum. They shall speak calmly and explicitly, in a clear, distinct, and audible tone, so as to be easily heard by the court and jury. They shall testify with the strictest accuracy, confining themselves to the case before the court, and neither suppress or overstate the slightest circumstances with a view of favoring or discrediting any person.

They shall conform to the court's rules of conduct and to the court's wishes regarding dress and the wearing of firearms in the court.

It shall be the responsibility of each member to know the status of every court case in which he is involved and be prepared to appear when required. (7/73)■

4/108.02 COURT CASES

A.S. 26.1.1

Members of the department shall not take part or be concerned, either directly or indirectly, in making or negotiating any compromise or arrangement for any person with a view of permitting such person to escape the penalty of the law, nor shall they seek to obtain a continuance of any trial in court out of friendship for the defendant, or otherwise interfere with the courts of justice.

This section shall not be construed as preventing a member of the department from cooperating with the prosecuting attorney in the altering of any charge or other action in any case he may be concerned with as the arresting officer in the furtherance of justice. (7/73)■

4/108.03 RECOMMENDING ATTORNEYS OR BONDSMEN

A.S. 26.1.1

Members shall not suggest, recommend, advise, or counsel the retention of any attorney or bondsmen to any person coming to their attention as a result of department business, except in the case where a relative is seeking such legal services or bail bond. (7/73)■

4/108.04 TESTIFYING FOR DEFENDANT

A.S. 26.1.1

Any member subpoenaed to testify in any hearing or trial, except on official business, shall notify his/her supervisor and the Office of the District or City Attorney, whichever office is responsible for the case. (7/73)■

4/108.06 ASSISTING IN CIVIL CASES TO BE IN LINE OF DUTY

A.S. 26.1.1

Members shall not serve process nor render assistance in civil cases, except as required by law, in the course of their official duties, or where they may be personally involved. (7/73)■

**Las Vegas Metropolitan Police Department
Partners with the Community**

**4/108.07 TESTIFYING IN CIVIL CASES TO BE UNDER SUBPOENA
A.S. 26.1.1**

Members shall not volunteer to testify in civil actions, nor shall they testify unless legally summoned. (7/73)■

**4/108.08 INSTITUTING CIVIL ACTION
A.S. 26.1.1**

Members shall not institute any civil action arising out of their official duties without first notifying, in writing, the respective chain of command (through the Assistant Sheriff level) and Metro Counsel (Legal Affairs Office). (7/73, 5/03)■

**4/108.09 SEEKING OR ACCEPTING COMPENSATION FOR DAMAGES
A.S. 26.1.1**

Members shall not seek, sue for, or solicit, nor shall they accept, from any person, any money or other compensation for damages sustained or expenses incurred by them in line of duty, or because of any injury or illness sustained off duty, without first notifying the respective division/office commander in writing. (7/73)■

**4/108.10 USE OF POSITION IN CIVIL CASES WHERE PERSONALLY INVOLVED
A.S. 26.1.1**

Members shall not use their official positions as a means of forcing or intimidating persons with whom they are engaged in civil controversy to settle the case in their favor. (7/73)■

**4/108.11 REQUESTING LEGAL OPINIONS/ADVICE
A.S. 26.1.1, 45.1.3**

The following guidelines will be followed for requesting legal opinions/advice and/or creating or amending statutes:

- Members may contact the City or District Attorney when dealing with specific criminal investigations or seeking minor, informal advice or coordination.
- Members will forward requests for written legal opinions through the chain of command to their division/office commander for approval who will then coordinate with the Legal Affairs Office.
- Members will coordinate their efforts to create or amend city codes and county ordinances through the Office of Intergovernmental Services.
- With the exception of on-going litigation, members will consult with the Legal Affairs Office prior to contacting any outside counsel for department-related legal assistance/advice. (6/01, 5/03)■

**4/108.12 DEFENSE ATTORNEY CONTACTS
A.S. 26.1.1**

In the event a department member is contacted by a defense attorney or an investigative member of a defense team regarding a current or ongoing criminal case, the contacted member will notify his/her immediate supervisor and the District Attorney's Office as soon as practical. (8/96)■

**4/108.14 SIGNING OF CONTRACTS AND/OR LEASES
A.S. 2.1.3, 3.1.1, 17.3.1, 26.1.1**

Department members shall not obligate the department by signing a contract, agreement or lease with a vendor or agency without prior review and approval of the Legal Affairs Office and the Office of Finance. Any contract and/or lease involving a financial obligation on the part of LVMPD will require completion of a Purchase Order Requisition, LVMPD 152, for payment (12/80, 5/03)■

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**4/108.16 PUBLIC TESTIMONY BEFORE OFFICIAL GOVERNMENTAL BODIES
A.S. 26.1.1**

The Office of Intergovernmental Services is charged with the responsibility of communicating the department's position to the members of official governmental bodies (elected or appointed). Therefore, it is the policy of this department that members shall not testify before any governing body, as a representative of the department, except as authorized by policy, directed by the Sheriff or coordinated through the Office of Intergovernmental Services.

If a member testifies before such a body as a private citizen, they must do so when off duty (unless prior arrangements have been authorized by the Sheriff) and they must ensure it is clear that they are speaking as a private citizen and NOT representing the position of the Las Vegas Metropolitan Police Department. (2/99) ■

**4/108.20 MIRANDA WARNING
A.S. 1.2.3, 42.2.1b, 42.2.2d, 42.2.3b, 42.2.3c**

DEFINITIONS

Interrogation	Questioning and other acts designed to elicit incriminating statements.
Custody	Formally placing a person under arrest or where there has been such a restriction on a person's freedom as to render him in custody. In this case, the custody test is how a reasonable, innocent person in the suspect's position would have understood the situation. For example, does the subject have the right to leave? If the officer places the subject in handcuffs, thus restricting the subject's freedom, a reasonable person would conclude that this is a custodial interrogation and, therefore, must be Mirandized. If the subject has been escorted to a security office and advised that he can't leave until he answers some questions, a reasonable person would conclude that this is a custodial interrogation and must be Mirandized.
5 th Amendment Rights	Upon custodial interrogation, a suspect has two (2) 5 th Amendment Rights: the Right to an Attorney and the Right to Remain Silent.

GENERAL

Miranda applies only when a suspect is interrogated while in custody. If a suspect invokes his Right to Remain Silent, the officer must wait a reasonable amount of time (at least 30 minutes) before re-Mirandizing. If a suspect invokes his Right to an Attorney, the officer must not speak with the defendant again unless there is a break in custody status. In either situation, if the suspect voluntarily initiates conversation with the officer, the officer may interrogate the suspect provided the suspect is re-Mirandized and agrees to waive his 5th Amendment rights.

Miranda Warning

To Suspect You have the right to remain silent. If you give up that right to remain silent, anything you say can and will be used against you in a court of law. You have the right to speak to an attorney before answering any questions. If you cannot afford an attorney, an attorney will be appointed for you by the court at no cost to you, and you need not answer any questions until that attorney has been appointed for you. (10/04) ■

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4/109.00 DEPARTMENT VEHICLES AND PROPERTY

A.S. 26.1.1

4/109.01 OPERATION OF DEPARTMENT VEHICLES

A.S. 26.1.1, 41.3.3

It is the policy of this department to promote safety for members occupying vehicles while on duty, or otherwise in the course of employment with the department. This includes department-owned vehicles, rental vehicles, and personally-owned vehicles used for duty purposes. The department recognizes the benefits of vehicle restraint systems and supports the use of these devices in all vehicles.

When driving vehicles on duty, members will exercise prudence and judgment and will not violate department policy or traffic laws, except in cases of absolute emergency and then only in accordance with NRS 484.261.

Members will operate a vehicles in such a manner as to avoid injury to persons or damage to property at all times. They will utilize all of the installed safety equipment while operating vehicles on duty. All individuals (members or citizens) occupying vehicles while on duty will wear safety belts (front and rear seats). Safety belts will be fastened and used as designed by the vehicle manufacturer before vehicles are set in motion. When transporting children under five years of age in vehicles on duty, a D.O.T. approved child safety seat will be utilized.

The department recognizes that special situations, i.e., tactical raids, search warrants, etc., may require the need for enhanced mobility when exiting a vehicle. A supervisor may grant exemptions for safety belt use under these special conditions, but this decision must be justified to show that mobility exiting the vehicle outweighs the benefits of safety belt use by the member. (7/94, 3/02)■

4/109.02 OPERATION AND OCCUPANCY OF VEHICLE BY UNAUTHORIZED PERSON

A.S. 17.5.1, 26.1.1

No member of the department shall allow, at any time, an unauthorized person to operate a department vehicle or have in his possession the keys to such vehicle (i.e. department vehicles shall not be valeted under any circumstance).

Members shall not permit other than employees of the department to ride in department vehicles, except such persons as are required to be conveyed in the performance of duty, or as necessary to transport the non-department employee to a location to facilitate the employee responding to a duty function in a timely manner (i.e. employee's children, taking to or picking up from school on the employee's way to or from work), or as authorized by the order of a supervisor. (7/73, 12/04)■

4/109.03 USE OF DEPARTMENT VEHICLE TO MOVE ANOTHER

A.S. 26.1.1

Except in extraordinary situations, no member will use a department vehicle to push or pull another vehicle, unless the department vehicle is specifically equipped for this purpose. (7/73)■

4/109.04 PARKING VEHICLES

A.S. 26.1.1

All personnel shall park their vehicle in a practical manner, remove the keys, and lock the vehicle. (7/73)■

4/109.05 FLEET COMMITTEE

A.S. 17.5.1

The Fleet Committee will consist of: the Fleet Manager, the Budget Director, the Executive Lieutenant of the Office of the Sheriff, one lieutenant from the Financial/Property Crimes Bureau, one lieutenant from Robbery/Homicide Bureau, one lieutenant from the Support Services Bureau, and one civilian Director (in addition to the Budget Director). The Undersheriff appoints the Fleet Committee chairperson who designates the other members of the committee upon approval from the Undersheriff.

The committee is not an approving body, but rather conducts reviews and makes recommendations regarding the LVMPD fleet to the Undersheriff. The Undersheriff reserves the right of final approval or disapproval of actions regarding the fleet.

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The Fleet Committee is responsible for reviewing all vehicle purchases and take home vehicle requests which have been approved by all bureau/area commanders, ensuring consistency in policy and practice throughout the department. The committee will convene every quarter or at the discretion of the chairperson or Undersheriff. After each meeting of the Fleet Committee, the committee chairperson submits a report of findings and recommendations to the Undersheriff. (12/04) ■

***4/109.06 DEPARTMENT AND BUREAU POOL VEHICLES
A.S. 17.5.1, 17.5.2***

Bureau/area commanders will budget an appropriate number of pool vehicles to be used by department employees within the bureau. Bureau pool vehicles will be assigned and controlled at the bureau level and will not be assigned to specific sections within the bureau. In those instances where a pool vehicle has been authorized to the bureau, the vehicle must be driven for official business for a minimum average of 300 miles per month. Vehicles not driven this minimum distance over a month's time will be evaluated by the Fleet Committee. Each bureau will be notified of the mileage status of any vehicle under the 300 miles. This does not include vehicles established as "special use vehicles." Any recommendation for reassignment of a vehicle will be coordinated through the affected bureau and the Office of Finance. Use of any pool vehicle exclusively for personal matters is strictly prohibited. Employees are permitted to use pool vehicles for activities such as lunch, but only in conjunction with official business related activities.

Vehicles identified by bureau commanders and approved for "special use" are exempt from the 300-mile minimum use (i.e. vehicles used for specific events, surveillance vehicles platforms, bait cars, meth lab trucks, SWAT armored vehicles, etc.).

Fleet Services maintains a fleet of pool vehicles available to be checked out through Fleet Services. These vehicles are not authorized to augment the normal vehicle budget process as some may be designated for auction. Fleet Services maintained pool vehicles are generally made available for a short period, one-time use to replace bureau vehicles undergoing major repairs, totaled by crash, or required for special operations, but always for a limited time. The Fleet Manager can issue a pool vehicle for a period of up to 30 days. Pool vehicles required for more than 30 days must be approved by the General Services Bureau Commander. Any pool vehicles requested for longer than 90 days must be reviewed by the Fleet Committee, forwarded to the Office of Finance, and approved by the Undersheriff. (12/04) ■

***4/109.07 UNAUTHORIZED USE OF DEPARTMENT PROPERTY, FACILITIES OR ADDRESS
A.S. 26.1.1***

No member of the department shall use department property or facilities for personal, social, or unofficial purposes.

In addition, no member shall use the department address for unofficial purposes such as a driver's license, vehicle registration, or vehicle title. (6/88) ■

***4/109.08 MISAPPROPRIATION OF PROPERTY
A.S. 26.1.1***

Members shall not appropriate to their own use any evidence, or lost, found, stolen, recovered, or department property. (7/73) ■

***4/109.10 CARE OF PROPERTY AND EQUIPMENT
A.S. 26.1.1, 41.3.4***

Members shall be responsible for the proper care, maintenance and serviceable condition of any department property, either fixed or movable, issued for or assigned to their use. Willful or negligent abuse, mutilation or destruction of department property shall be grounds for disciplinary action. (9/75) ■

***4/109.12 MOUNTAIN TOP REPEATER SITES RADIO PURCHASES
A.S. 26.1.1***

In order to ensure there are no duplications of effort or conflicting programs, and to affect cost savings and avoid possible technical problems, all requests for additions and/or modifications to the communications system at any repeater sites are to be coordinated through the Communications Systems Director. This includes the purchase of any equipment designed to operate within the existing radio system. (7/78) ■

4/109.13 FREQUENT FLYER POINTS

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A.S. 26.1.1

Several commercial airlines allow the accumulation of free bonus flight points to travelers or other discount coupons as an inducement to travel with that airline. Any flight bonus points or similar discount received by LVMPD employees as a result of LVMPD–paid air travel, must be returned to the Travel Coordinator. Whenever possible, the Travel Coordinator will use the points or coupon to meet LVMPD’s subsequent travel needs. (5/90)■

**Las Vegas Metropolitan Police Department
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4/110.00 COMMUNICATIONS

A.S. 26.1.1

4/110.01 MAINTAINING COMMUNICATIONS (VEHICLE STOPS)

A.S. 26.1.1, 81.2.5, 81.2.6

Members on duty, or officially on call, shall be directly available by normal communication or shall keep their office or superior informed, of the means by which they may be reached. Members sent on a call shall, immediately upon completion of the task, notify the radio dispatcher or their superior of the nature of the call and the action taken.

When making a vehicle stop, officers will clear by radio prior to leaving their vehicle, and state their exact location and the license number of the stopped vehicle.

When an officer is absent from his vehicle for any reason, with or without portable radio, he will inform dispatch the reason for his absence, where he will be located, and how he may be contacted. (4/74, 12/76) ■

4/110.02 IMPROPER USE OF ELECTRONIC COMMUNICATION DEVICES

A.S. 26.1.1, 81.1.2, 81.2.10

Members will refrain from unnecessary conversation and/or the transmission of superfluous messages via voice or digital radio communications or electronic mail. All rules and regulations of the Federal Communications Commission (FCC) will pertain to department communications (i.e., the use of obscene words or language, or the willful or malicious interference with any communications). All radio and electronic communications must pertain to department/police functions. Any improper use of the communications or computer systems will result in disciplinary action.

Cell phone cameras are not intended to be used for official purposes where photography is required/desirable. Due to issues involved in the collection and storage of criminal history information, record sealing, chain of custody issues and other legal concerns, members are not authorized to take, use, collect, store or distribute photographs taken of suspects, crime scenes or any other official department activity either on a department issued cell phone with photo capabilities or a personally owned cell phone camera or any other personally owned camera or photo device. Exceptions must be approved by the bureau/area commander.

All employees are further advised that the department, in order to manage its communications/computer systems, may at any time, with or without warning, monitor communications, both digital and/or voice, on any of its systems, including radio, computer, pager/voice mail and telephone systems. In addition, such communications can become public record if subpoenaed. (10/96, 5/07) ■

4/110.03 RADIO COMMUNICATIONS IN FIELD OPERATIONS

A.S. 26.1.1, 81.1.2, 81.2.3, 81.2.6

It is the policy of this department to provide 24-hour, two-way radio capabilities to ensure that officers in field assignments have continuous communications with dispatchers, supervisors, and other officers. All units in the field, excluding undercover operations, will utilize at a minimum, mobile or portable radios. Marked patrol units assigned to specific sector/beats will be equipped with mobile and portable radios, and mobile computer terminals. Officers assigned to covert operations will be equipped as necessary for their safety and security.

No personally owned radios will be allowed to operate on LVMPD channels. Use of such radios could place LVMPD in violation of FCC regulations as well as cause increased interference with radio channels. (11/87, 2/93) ■

4/110.04 CONTACT TELEPHONE NUMBER

A.S. 26.1.1, 81.2.6

ALL personnel will maintain a reliable telephone number (land-line or cell phone) for contact purposes in case of an emergency mobilization or other department need. (2/93, 8/04) ■

4/110.05 RELEASE OF 9-1-1 TELEPHONE NUMBER AND ADDRESS INFORMATION

A.S. 26.1.1, 81.2.2

***Las Vegas Metropolitan Police Department
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The Las Vegas Metropolitan Police Department is one of very few departments nationwide maintaining physical custody and control of the telephone number and address files (Automatic Location Identification information) within its CAD System. In accordance with the contract between the telephone company (from whom we receive the information) and the department, "The customer agrees to use such information only for the purpose of responding to emergency 9-1-1 service calls".

Therefore, it is the policy of this department that the 9-1-1 Telephone Number and Location files will be used only for the purpose of responding to emergency 9-1-1 calls. (10/87) ■

**Las Vegas Metropolitan Police Department
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5/101.00 PERSONNEL PROCEDURES

**5/101.02 PERSONNEL REQUISITIONS
A.S. 16.1.1**

It is the policy of this department to maintain personnel position control by ensuring the number and type of employee positions is in accordance with budget authorizations.

GENERAL

When the need for additional, replacement, transfer (including TDY or TAD), reduction in grade, reinstatement or promotion (including advancement from a I to a II classification) of personnel becomes apparent, a request will be made by the bureau/area commander, through the chain of command, by filing a Personnel Requisition Form. It is incumbent upon those persons filing or approving such a request to remember that the department has defined number of authorized positions, and that requests for additional personnel or promotion of personnel be governed by consideration of this fact. Authorized positions are established either by approved budget or Fiscal Affairs Committee action. Non-authorized positions which are filled must be requested in the next possible budget or vacated at the beginning of the next fiscal year.

FILLING PERSONNEL VACANCIES AND PROMOTIONS

Bureau/Area Commander

1. Identifies/verifies vacancies as listed on the department's monthly Personnel Summary and Staffing Breakdown.
 - a. New positions must be requested and approved through the budget process. On or after the effective date of budget approval, continues with step 2 of this procedure.
2. Completes a Personnel Requisition form, LVMPD 55, to fill authorized vacant positions. Promotions and transfers require the Personnel Requisition to be completed and forwarded through the chain of command to the Assistant Sheriff of Law Enforcement Operations and then on to the Office of Finance.
3. Coordinates transfer/promotion with bureau/area commander (or division commander if appropriate) from which the employee is leaving and obtains their signature(s) on the personnel requisition as indicated. Any special circumstances should be noted in the comments section on the requisition.

Division/Office Commanders

4. Approves or denies request, as appropriate, and signs Personnel Requisition. An approval indicates agreement to transfer/promotion/hiring as well as effective dates.
 - a. Personnel transfers will generally be effective at the beginning of the last pay period of the month and no transfers will be conducted during the month of December.
 - b. Personnel Requisitions requesting transfers must be submitted and approved through the chain of command to Personnel ten business days prior to the effective date of the transfer. Requests not received within this time frame will be deferred until the next regular transfer date the following month.
 - c. Personnel Requisitions requesting transfers of LEST positions from one of the Core 3 areas (Police Records, DSD Records, and Fingerprint) must be submitted and approved through the chain of command to Personnel a minimum of eight (8) weeks prior to the commencement of the LEST Academy.
 - d. Exceptions to these time sensitive requirements must be coordinated by both division commanders involved in the transfer or other special circumstances (i.e., transfer of personnel into and out of the field training program).

Assistant Sheriff of Law Enforcement Operations

5. Gives final approval of personnel requisition and forwards to Office of Finance. Reference commissioned promotions, ensures a position is available by coordinating with Office of Finance, after which a copy of the requisition is provided to the Sheriff who will notify the employee of their upcoming promotion.

Office of Finance

6. Approves or denies request, as appropriate. If approved, assigns a tracking number and forwards to Personnel Bureau. If denied, returns requisition to Assistant Sheriff of Law Enforcement Operations.

Las Vegas Metropolitan Police Department
Partners with the Community

Personnel Bureau

7. Confirms receipt of Personnel Requisition within above listed time frames and verifies information is correct with bureau/area commander and ensures transfer/promotion is still proceeding as indicated.
8. Prepares Special Order for signature.
9. If the person has accepted a position which requires completion of an academy or receives a promotion in the LEST series, removes their name from all other eligibility lists (per Civil Service Rule 320.2). Notifies the individual in writing of this removal.

Division/Office Commanders

10. Once transfer has been approved, completes a Personnel Assignment/Change Log. (4/01, 5/03) ■

5/101.03 STUDENT INTERN PROGRAM

It is the policy of this department to foster and encourage academic and career interest in law enforcement-related careers. To facilitate this interest, the department offers an internship program designed to introduce students to the many facets of law enforcement with a large metropolitan police agency. The Student Intern Program works in conjunction with colleges and universities which offer academic credit for student internship.

Student interns are required to be enrolled in an accredited college or university; are to present a letter of intent from the college/university that they are enrolled in an intern program; provide satisfactory proof of student medical/health insurance prior to the internship; and meet all the goals and objectives and work/credit requirements mandated by the institution.

The Student Intern Program provides an excellent opportunity to increase the quality of the applicant pool for various positions within the department. The Retention Supervisor (L.V.M.P.D. Intern Coordinator) in the Personnel Bureau will work closely with any unit that is interested in participating in this invaluable program.

Personnel Bureau/Recruitment & Retention Section - Intern Coordinator

1. Coordinates, upon request of a unit commander, the availability of a student intern through the college/university's law enforcement or criminal justice department head or coordinates the placement of a student recommended by a unit commander.
2. Maintains an eligibility list of students requesting to be interns, if necessary.
3. Ensures a complete Level I background check (including fingerprinting) on the student prior to the start of the program.
4. Ensures the intern signs a Confidentiality Agreement, Waiver of Liability and a No Weapons Agreement.
5. Advises the NCIC Certification Section when an intern is accepted into the Student Intern Program.
6. Ensures the intern receives Phase I of Certification Training prior to the start of the program.

Unit Commander or Designee

7. Provides supervision and a description of duties (including role and scope of authority) to the student, ensures the intern receives appropriate on-the-job training and is familiar with department rules, regulations and procedures. (Note: Interns will not operate department vehicles.)
8. Contacts the Certification Section for terminal access rights and/or additional Certification Training, if needed.
9. Reports exemplary or unsatisfactory behavior of the intern to the Recruitment and Retention Section of the Personnel Bureau immediately.
10. Reviews all term papers before being submitted to the University/College.
11. Forwards weekly logs, evaluations and final student rating sheet for the college/university to the Recruitment and Retention Section-Intern Coordinator.

NCIC Certification Section

12. Ensures appropriate level training is conducted and documented.

Personnel Bureau Recruitment & Retention Section-Intern Coordinator

13. Maintains bi-monthly contact with the intern and his/her supervisor to ensure proper training, evaluation and documentation is accomplished.
14. Advises NCIC Certification Section when the intern is no longer a participant in the program.
15. Submits all inactive/closed intern personnel files to the Labor Relations Director for filing. (9/01, 3/06) ■

***Las Vegas Metropolitan Police Department
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**5/101.04 METRO VOLUNTEER PROGRAM (MVP)
A.S. 16.4.1, 16.4.2, 16.5.1**

DEFINITION

For purposes of this order, volunteer is defined as any civilian person who offers his/her services to the department of his/her own free will for no compensation. Not included in the definition of volunteers are interns (persons enrolled in a college or university for college credit), reserve personnel, or the Search and Rescue Auxiliary Force.

POLICY

It is the policy of this department to use volunteers in those areas where their expertise and/or services would be beneficial to the department and the community. It is further the policy of this department that volunteers will not supplant a regular employee and will not assume all duties of any established classification.

PROCEDURE

The Metro Volunteer Program is assigned to the Personnel Bureau. The Volunteer Services Coordinator will maintain a listing of all persons wishing to volunteer their time to this department, as well as any special skills they possess that may be beneficial. The use of volunteers must be approved through the chain of command by the respective division/office commander. Upon determining the need for a volunteer, the bureau/area commander must submit a memo, through the chain of command, explaining the need and describing the duties. Upon approval, the memo will be forwarded to the Personnel Bureau where a volunteer will be "matched" with a position after consideration of qualifications and compatibility. Upon approval of the Personnel Bureau Commander, current part time employees may volunteer for duties that are not similar in nature to their regular assignment and comply with the requirements of FLSA, section 29 U.S.C. paragraph 203 (e) (4) (A). The employee's immediate supervisor must be notified that the individual is volunteering for other assignments. Regular part time employment is a primary obligation, and volunteer duties will not interfere with or supersede those duties at any time.

All persons interested in volunteering their services to the department must submit a Volunteer Interest form to the Personnel Bureau, after which they will be scheduled for a preliminary interview with the Volunteer Services Coordinator. Upon completion of a background investigation, the volunteer will be placed on a list until a position is identified and available. When a position is identified and the background investigation has been successfully concluded, the volunteer will be provided an ID card, issued by the Payroll Section, that will indicate "volunteer".

Volunteers must comply with the following conditions:

1. Submit to a complete background investigation (including fingerprinting) conducted by the Personnel Bureau;
2. Sign a letter of confidentiality acknowledging the civil liability for release of information;
3. Participate in Civilian Employee Orientation Training;
4. Participate in Level III NCIC Certification training if job duties will require the volunteer to have access to criminal history information terminals (i.e., SCOPE, State Criminal History Repository, etc.).

Volunteers may drive department vehicles if driving is included within the scope of their MVP assignment, as decided by the bureau/area commander, and given the following provisions:

1. Must have a valid Nevada driver's license;
2. Must successfully complete a driver's training program (EVOC);
3. Must have a cover over the light bar indicating the vehicle is out of service if driving a marked vehicle;
4. May drive a department vehicle only under the direction and approval of the immediate supervisor to whom they are assigned.

The bureau/area commander will ensure the volunteer is supervised, receives appropriate orientation and on-the-job training, and is familiar with department rules, regulations and procedures. In addition, the Volunteer Services Coordinator will maintain contact with the supervisor and the volunteer to ensure proper training, evaluation and documentation is accomplished. (11/04, 10/06) ■

Las Vegas Metropolitan Police Department
Partners with the Community

5/101.05 PERSONNEL ACTION NOTICES
A.S. 16.2.2, 31.3.1, 34.1.5, 46.2.2

A Personnel Action Notice is a document designed to inform members on personnel matters of the department. Such Notices include: deaths, retirements, new hires, terminations, assignment of new personnel, position vacancies, promotional examinations and suspensions exceeding 30 days.

The Personnel Bureau Commander is responsible for establishing a control system and for the development, obtaining of an authorized signature, publication and dissemination of all Personnel Action Notices.

The Deputy Chief of Human Resources Division, or his designee, Personnel Bureau Commander, is responsible for the review and signing of all Personnel Action Notices.(7/74) ■

5/101.06 PERSONNEL TRANSFERS
A.S. 16.2.2, 41.1.2, 46.2.2

It is the policy of this department that eligible and qualified personnel who request transfers shall be considered for assignment in accordance with clearly established and recognized selection criteria, including assignment specific experience, education/training and knowledge, skills and abilities necessary for successful work performance.

DIRECTED TRANSFERS

The Sheriff, or the Undersheriff or Assistant Sheriffs as his designee, have the authority to order the transfer of an employee from one office, division, or bureau/area command to another to serve the best interests of the department.

Bureau/office/area commanders have the authority to initiate a shift change, a change in regular days off, or a change in location of assignment within a bureau, by developing a Personnel Assignment/Change Log, LVMPD 252 and submitting it through the chain of command (see 5/101.12 for instructions concerning this process).

TRANSFERS OF LIEUTENANTS

When a captain or above becomes aware of a vacancy for a lieutenant under their command, they will prepare and send an e-mail to all lieutenants. Interested lieutenants will then notify the respective captain or above of their interest.

VOLUNTARY TRANSFERS

A voluntary transfer may occur when an employee participates in a transfer selection process and is placed on a transfer eligibility list. In order to provide fair and equitable treatment for members of the department, transfer eligibility lists will be established and utilized for all specialized assignments throughout the department. The only exception to this is the directed transfer which is authorized by the Sheriff, or his designee, to serve the best interests of the department.

Establishing An Eligibility List

Bureau/Area Commander

1. Contacts the Selection and Classification Section of the Personnel Bureau requesting a Personnel Action Notice to establish a transfer eligibility list for an anticipated position vacancy or when an existing transfer list has been exhausted. The Personnel Action Notice will describe criteria for assigned personnel who may be interested in the position, to include title/classification of the position available, primary duty requirements, minimum qualifications (including required length and type of experience), and the required knowledge, skills, and abilities necessary for successful work performance.

The eligibility list created from the transfer interviews shall be in effect for one year from the date that the transfer interviews concluded. Transfer to the position shall be made from those persons on the eligibility list provided persons selected meet eligibility criteria at the time of transfer. Persons who turn down a transfer position when offered are voluntarily removing themselves from the list. Transfer eligibility lists cannot be extended beyond one year. Bureau/area commanders will maintain active transfer eligibility lists at all times.

***Las Vegas Metropolitan Police Department
Partners with the Community***

Selection and Classification Section

2. Establishes time frames for posting of transfer Personnel Action Notice.
3. Publishes Personnel Action Notice giving detailed information concerning the establishment of an eligibility list for the anticipated position vacancy after draft is reviewed by the requesting unit.
 - a. Transfer Personnel Action Notices must be posted for at least 10 working days.
 - b. If no transfer requests are received and/or meet minimum qualifications, the Personnel Action Notice may be posted again in order to gain members interested in the transfer position.

Member

4. Determines his/her suitability for transfer at time of the request using the following guidelines:
 - a. Members must have completed probation in their current classification (exceptions can be made with the approval of the Sheriff).
 - b. Members must meet the established criteria and minimum qualifications as specified by the Personnel Action Notice.
 - c. LESTs hired or rehired on or after January 6, 2003 must complete two (2) years in their area of initial assignment (Police Records, Detention Records, or Fingerprint) to be eligible for transfer.
5. Submits Transfer Request, LVMPD 21, and required documentation to the Selection and Classification Section of the Personnel Bureau prior to the closing date listed on the Personnel Action Notice. It is the member's responsibility to ensure that the transfer request is received in Selection and Classification Section of the Personnel Bureau by the closing date and time indicated on the Personnel Action Notice. Late transfer requests will not be considered.
6. Notifies chain of command by submitting a copy of the Transfer Request form to his/her supervisor. Original Transfer Requests are to be submitted directly to the Selection and Classification Section (no chain of command signatures are required).
7. Civilian employees desiring to voluntarily reduce to compete for posted transfer position announcements may do so in accordance with Civil Service Rule 480. The Selection and Classification Section will evaluate member minimum qualifications (a test may be required) to determine if the employee is qualified to interview. Employees wishing to voluntarily reduce to a LEST position and passing all appropriate tests to reduce will be assigned to one of the CORE 3 areas (DSD Records, Police Records, and Fingerprint) and will be required to complete two years in one of these areas before competing for a posted transfer position.
8. Members turning down a position when offered are required to send written notification to the Selection & Classification Section of the Personnel Bureau stating that they are removing themselves from the list.

Selection and Classification Section

9. Verifies that the member's Transfer Request and necessary documentation were received in the Personnel Bureau by the deadline date/time.
10. Determines member's eligibility to interview for the posted transfer position.
11. Forwards copy of eligible member's Transfer Request to the requesting bureau/area commander if member meets the minimum qualifications and filing date.

OR

Returns member's copy of Transfer Request with a written explanation if not acceptable because of failure to meet minimum qualifications or deadline date.

Bureau/Area/Section Commander

12. Reviews personnel files of members meeting minimum qualifications including disciplinary actions, past experience, current and past performance evaluations to assist them in evaluating each candidate's suitability during the transfer interview.
13. Works with the Selection and Classification Section as listed below and evaluates each candidate in accordance with the posted evaluation criteria.
14. Upon notification of the verification of scores by the Selection and Classification Section, may contact the person selected for the position to offer them the position.

Selection and Classification Section

15. Works with bureau/area/section to create a schedule for interviews and determine who will serve as the selection panel. At least one rater must be from outside the bureau/area/section for which the list is being established; two panel members may be from within the bureau/area/section. Input will be solicited from the bureau/area/section

**Las Vegas Metropolitan Police Department
Partners with the Community**

in selection of raters; however, final decisions on raters will be made by the Personnel Bureau Commander or his designee.

16. Schedules interviews with eligible members. If there are additional tests in the selection process (i.e. written exam or practical exam), works with the bureau/area/section to schedule and administer tests.

NOTE: Transfer interview processes will be conducted in the Personnel Bureau at least twice a month.

17. Works with bureau/area/section to create questions and rating sheets for the interview process. Both questions and rating sheets must be approved by the Selection and Classification Section prior to use in an interview.
18. Trains raters prior to the commencement of the interview process and monitors interview processes.
19. Verifies that appropriate and comprehensive evaluations have been made and verifies scores.
20. Notifies all members of their status. Members passing the process will be informed of their score and rank, if applicable. Members not passing will also be informed that they did not meet minimum competency for this position at this time. Sends a list to the bureau/area/section once scores are verified.
21. If members desire feedback, they will be provided a copy of their rating sheets by the Selection and Classification Section with the raters' names and scores removed. This will provide them with observational comments about their performance and the level (ranging from excellent to does not meet minimum competency) that the raters saw their performance. Copies of transfer rating sheets will only be available for 60 days from the completion of the transfer interview process.

Utilization of Eligibility Lists

Once an eligibility list is established, procedures for Personnel Requisitions, 5/101.02, must be followed. (4/01, 5/03) ■

5/101.07 *REQUEST TO COMPETE* ***A.S. 16.2.2***

This procedure does not apply to commissioned personnel competing for police sergeant, lieutenant and captain, who should contact Personnel Bureau for specific instructions.

Requestor

1. Completes a Request to Compete, LVMPD 36.
 - a. If request is for a position announced by a Personnel Action Notice, the reference number on the Notice must be entered into the appropriate space.

Personnel Bureau

2. Acknowledges receipt of request by date/time stamp.

Personnel Officer

3. Signs the Request to Compete Form.
4. Returns appropriate copy to requester.
 - a. The life of a posted announcement is designated on the Personnel Action Notice.
 - b. The life of an open announcement, that is a request to compete for a position that is not posted, is six months. (6/75) ■

5/101.08 *TEMPORARY ASSIGNMENT DUTY (TAD) PROGRAM* ***A.S. 16.2.3***

A Temporary Assignment Duty (TAD) program has been established and expanded to offer specialized assignment opportunities for officers to the specialized bureaus/units throughout the department. These positions are two years in duration, and are conditional on performance. A specified number of positions within each participating unit have been designated as TAD positions. Once these positions are filled, separate interest lists will be maintained for "TAD" positions and "regular assignments".

To be eligible for a "regular assignment" to an area utilizing the TAD program, an officer must have been involved in the TAD program for one year or have two years previous experience in a similar assignment. Once an officer has held a "TAD"

***Las Vegas Metropolitan Police Department
Partners with the Community***

position, at least one year must be spent in another assignment before being eligible for another "TAD" position. Lists will be prepared and vacancies filled based on Department Manual section 5/101.06, Personnel Transfers.

This procedure does not apply to Detention Services Division which is authorized to establish a TAD program consistent with the needs of that division. (7/90, 1/94)■

***5/101.09 TEMPORARY DUTY ASSIGNMENTS (TDY)
A.S. 16.2.3***

Officers are often assigned TDY to investigative and other specialized assignments for specific periods of time, as necessary for operational requirements. This practice, particularly the assignment of field officers to a variety of criminal investigation assignments, benefits the department, as it strengthens the investigative process, improves crime investigation reporting, improves and provides more complete preliminary investigations by patrol officers, and creates a pool of officers with investigative experience.

Bureau/area commanders are encouraged to make job rotations (intrabureau transfers) where feasible and practical. Through job rotations and temporary duty assignments, members may be afforded an opportunity for individual growth, as well as improved job satisfaction and performance. These assignments also allow members to gain the experience necessary to accomplish a particular task while performing the duties and responsibilities of that task.

Diversified assignments are beneficial to members because of the acquisition of new and specialized skills, serving to enhance career development, while providing commanders a broader base of trained personnel.

Specific guidance relating to the requisition and reassignment of members is found in 5/101.02, Personnel Requisitions and 5/101.06, Personnel Transfers. (5/88)■

***5/101.10 ALLOCATION AND DISTRIBUTION OF PERSONNEL
A.S. 11.6.4, 16.1.1, 16.1.2, 41.1.2 (c)***

The department shall allocate and distribute personnel to organizational components in accordance with current workload assessments, with the intent to equalize workloads within those components. The allocation and distribution should be reassessed at least annually due to possible fluctuations in workloads. Monthly and semiannual bureau/area activity reports, and computer printouts should be used to determine workload, along with the complexity, location, or time required for completion of tasks.

Consideration should be given to submission of minimum, current, and enhanced levels of service packages. Each package should contain the statement of purpose; description of action, including personnel and equipment needed; consequences of not approving the package; and any alternative methods of completing the work. The total dollar figure for each budget package shall be included.

Bureau/area commanders are responsible for analyzing the Position Control Log (which includes the location of each authorized position and the current status, whether filled or vacant), their current workload, along with their existing allocations and distribution of personnel, and make appropriate recommendations to their division/office commander of current needs by ranking their budget requests. Division commanders shall also review budget requests and rank packages before submitting to the Assistant Sheriff for review.

Based on workload assessments of each organizational component, the Assistant Sheriff's, Undersheriff and Sheriff shall make the final determination of personnel allocation.

SQUAD ASSIGNMENTS

All personnel are assigned to a squad with a designated squad identifier. Any changes made to a squad identifier (i.e., number of personnel assigned to that particular squad, elimination of a squad or creation of a squad) must be reported to the Professional Standards Division Commander and the Investigative Services Division Commander. Changes made in specific personnel do not require this reporting; only modification to the squad characteristics.

SHIFT AND BEAT ROTATION WITH PATROL DIVISION

**Las Vegas Metropolitan Police Department
Partners with the Community**

Probationary officers graduating from the police academy will be assigned to the Field Training Program for the period of time stated in the Field Training Manual. They will be rotated, in accordance with those guidelines, to provide exposure to various police field problems, conditions and shifts. Upon completion of the Field Training Program, officers will be assigned to the station and shift where the need exists, however, individual officer preference may be taken into consideration where possible.

Shifts for non-probationary officers are assigned based upon deployment allocation criteria established by the department. Length of assignment will vary, however, officers may request a shift change at any time by completing a Transfer Request, LVMPD 21, and consideration will be made as vacancies occur. (5/94, 6/04) ■

5/101.11 PERSONNEL SCHEDULE INFORMATION
A.S. 16.1.2, 41.1.2 (c)

DEFINITION

Unit Personnel Clerk	For purposes of this order, the Unit Personnel Clerk is the individual designated within each unit to report personnel issues such as vacations, days offs, shifts, RDO's, etc.
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PROCEDURE

Unit Personnel Clerk

1. Determines and verifies a change in unit personnel (i.e., new personnel, changes in existing personnel, shifts, RDO's, work hours, etc.)
2. As soon as possible, Completes a Personnel Assignment/Change Log, LVMPD252, (available as a department template) indicating required information.
3. Obtains verbal approval of the bureau/office/area commander.
4. Forwards the Log (via e-mail) to the Management Assistant of the respective deputy chief for assignment of the PAC (**P**ersonnel **A**ssignment/**C**hange) number. A PAC number on this log is required for all units whose chain of command includes a deputy chief. The management assistant for each deputy chief will implement and maintain a PAC number system for use within their division.

OR

For units not reporting to a deputy chief, copies and distributes according to the distribution list on the form (no PAC number required).

Division Commander Management Assistant

5. Upon verbal approval of the Log by the division commander, assigns the PAC number and returns to the Unit Personnel Clerk for distribution as indicated on the form. (9/00) ■

5/101.12 DAILY ACTIVITY REPORTS

A Daily Activity Report, LVMPD 25, will generally be submitted every day, including those days when all personnel are present. When any member is off on sick leave, annual leave, day off in lieu of holiday or special leave, their name, social security number, number of hours of leave and type of leave will be indicated. If all personnel in the unit are present, their names do not have to be listed, but the box in the upper left hand corner indicating "All personnel present or on RDO" must be checked. For those units whose employees are all off on Saturday and Sunday, a Daily Activity Report need not be submitted for those two days.

When special leave is indicated, the appropriate code from the bottom of the form must be used in the far right column, indicating the type of special leave. When an employee is on sick leave and a legal holiday occurs, that employee will be recorded as being off due to the legal holiday rather than being off for sick leave purposes.

The Daily Activity Reports will be forwarded to Payroll each morning by 10:00 a.m.(12/81, 6/93) ■

**Las Vegas Metropolitan Police Department
Partners with the Community**

**5/101.13 SUPERVISOR'S EMPLOYEE PERFORMANCE FILE MANAGEMENT
A.S. 35.1.5, 35.1.13**

It is the policy of this department for supervisors to maintain an information file on each of their subordinates for employee evaluation purposes.

Supervisor's Employee Performance Files (SEPF) will be maintained by each supervisor. Upon a subordinate's transfer to another assignment, the files will be forwarded to the employee's new supervisor. Supervisor's Employee Performance Files will contain only that information necessary for supervisors to evaluate the performance of assigned employees. Performance documents include: assignment information dating back 18 months; current Statement of Performance Cover Page and Narrative; Contact Reports generated within the previous twelve months; letters of commendation or appreciation from citizens (for the current evaluation period), the most recent Employee Personal Information form, including emergency contact (use LVMPD 29, Employee Personal Information ONLY); approved applications for outside employment or special weapons; and firearms qualification results.

The bureau/area commander will ensure that Supervisor's Employee Performance Files are reviewed quarterly by the rater and reviewer. At that time, purging of the files will be done in accordance with the above guidelines and the Performance Appraisal Guide. (3/03) ■

**5/101.14 DEPARTMENT PERFORMANCE APPRAISAL SYSTEM
A.S. 35.1.1**

The Performance Appraisal System provides a system that will allow for consistency of application and uniformity throughout the department. In addition, it provides employees with written feedback on their performance and whether they are meeting job expectations.

The system is designed to: foster fair and impartial personnel decisions; maintain and improve performance; provide a medium for personnel counseling; facilitate proper decisions regarding probationary employees; provide an objective and fair means for measurement and recognition of individual performance according to applicable Civil Service and department regulations; and for identification of training needs.

All supervisors must attend training on the Performance Appraisal System.

PROCEDURE

Personnel Bureau

1. Forwards, at the beginning of each month, a list of the names of personnel requiring a Performance Appraisal to the appropriate units/supervisor.

Supervisor

2. Ensures completion of Performance Appraisals, as well as Personnel Action Sheets when appropriate. (Failure to submit the Personnel Action Sheet to the Payroll Section by the due date can result in a member not receiving a scheduled salary increase, or receiving an increase when not warranted.)
3. Provides a copy of the completed Performance Appraisal to the employee prior to it being forwarded to the Personnel Bureau.
4. Refers to the Performance Appraisal System Guide, Civil Service Rules, and the respective bargaining agreements for further information.

Personnel Bureau

5. Sends bureau/area commander and division commander a reminder notice 30 days after the due date if Performance Appraisal is not received; and sends bureau/area commander and division commander a final notice 60 days after the due date if the appraisal is still not received.

Office, Division, Bureau/Area Commander

6. Determines if there are acceptable excuses for the Appraisals/Personnel Action Sheets not being completed.
7. Submits, by the end of the week following the first and second notification from Personnel, a report to Personnel summarizing the reasons for failure to complete the appraisals. (12/93, 3/01) ■

***Las Vegas Metropolitan Police Department
Partners with the Community***

5/101.15 LEAVE DISCREPANCY

Any discrepancy between the information submitted to Payroll by the individual unit (Daily Activity Report) and the information submitted by the employee (Leave Application) must be corrected within 30 days of respective check issue date.

Payroll

1. Notifies the respective unit if there are discrepancies between the Daily Activity Report and the Leave Application form submitted by employees or if there has been no Leave Application form submitted.

Unit

2. If the error is on the Daily Activity Report, makes necessary corrections and submits to Payroll within five working days. If the error is on the Leave Application, advises employee to correct the discrepancy as described below.

Employee

3. Checks the pay advice each pay period to verify that the appropriate leave type and hours of requested leave were utilized correctly. If there is a discrepancy, completes and submits a Leave Discrepancy Form, LVMPD 308 within 30 days from the check issue date. Leave will not be credited back to the employee after this 30 day period has passed.

Employee's Supervisor

4. Approves the discrepancy and submits all copies of the form to the bureau/area commander. If the discrepancy is denied, immediately notifies the employee.

Bureau/Area Commander

5. Approves the discrepancy by signing all copies of the Leave Discrepancy Form and forwards the payroll copy, retains the bureau copy, and returns the employee copy. If the discrepancy is denied, immediately notifies the supervisor/employee.

Payroll

6. Receives and processes the Leave Discrepancy Form. (1/03) ■

**5/101.16 SUBMITTING THE APPLICATION FOR LEAVE
A.S. 22.2.1**

Employees are required to submit the Leave Application form, LVMPD 2, when any type of leave is requested or used.

Employee

1. Vacation leave: Completes the Leave Application form and submits all copies of the form to the supervisor at least two weeks, and no more than four weeks prior to the start date of the leave.
2. Sick leave: Upon returning to duty, completes the Leave Application form and submits all copies of the form to the supervisor.
3. Advanced leave: Employees requesting advanced leave (leave requested beyond what has been accrued), in accordance with Civil Service Rules or respective collective bargaining agreements will obtain a leave usage history record from payroll to submit with all copies of the Leave Application form to the supervisor.

Supervisor

4. Approves the requested leave by signing all copies of the form and forwards to the bureau/area commander. If the requested leave is denied, then immediately notifies the employee.

Bureau/Area Commander

5. Approves the requested leave by signing all copies of the form and distributes as directed on the form. If the requested leave is denied, then immediately notifies the supervisor/ employee.

Payroll

6. Receives and processes the Leave Application form.
7. Notifies the bureau/area commander of any leave taken that was reported on the Daily Activity Report for which an employee did not submit a Leave Application form.

***Las Vegas Metropolitan Police Department
Partners with the Community***

Employee

8. Checks their pay advice each pay period to verify that the appropriate leave type and number of hours were deducted correctly. If there is a discrepancy, follows instructions in Department Manual section 5/101.15 for Leave Discrepancy. (9/97, 3/03) ■

**Las Vegas Metropolitan Police Department
Partners with the Community**

**5/101.17 FAMILY AND MEDICAL LEAVE ACT (FMLA)
A.S. 22.2.1**

It is the policy of this department to provide employees with leave for serious health and certain family matters as required by public law 103.3.

DEFINITIONS

Eligible Employee- An employee who has worked for this department for at least 12 months and who has worked at least 1,250 hours during the 12 month period preceding the date upon which leave is to begin.

Serious Health Condition - Any illness, injury, impairment, or physical or mental condition that involves (a) any period of incapacity or treatment in connection with or consequent to in-patient care in a hospital, hospice or residential medical care facility; (b) any period of incapacity requiring absence from work, school or other regular daily activities, that also involves continuing treatment by a health-care provider or in-patient hospitalization; (c) continuing treatment by a health-care provider for a chronic or long-term health condition that is incurable or so serious that if not treated, would likely result in a period of incapacity of more than three calendar days in the absence of medical intervention; or (d) pre-natal care.

Examples include, but are not limited to: heart attacks or heart conditions requiring bypass surgery; most cancers; back conditions requiring extensive therapy or surgery; spinal injuries; appendicitis; pneumonia; severe arthritis; severe nervous disorders; pregnancy, miscarriages, complications or illnesses related to pregnancy; childbirth and recovery; parent or spouse suffering from Alzheimer's disease or clinical depression; asthma; diabetes, epilepsy. Short term conditions requiring only brief treatment and recovery are NOT generally considered "serious health conditions"; such conditions include the common cold, ear aches, upset stomach, minor ulcers, minor headaches.

GENERAL PROVISIONS

The Family and Medical Leave Act (FMLA) requires certain employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons each year.

Unpaid leave (or paid leave at the employers option) must be granted for any of the following reasons:

- to care for a newborn child;
- for placement of a child with you for adoption or foster care;
- to care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

FMLA only requires that the department grant a leave of absence for the above reasons; it does not require the department to pay the employee's salary while on leave. The department requires employees to run FMLA leave time concurrently with their accrued leave (sick, vacation, compensatory, bonus, etc.) before taking leave without pay.

Eligible employees who take authorized FMLA leave will not lose any employee benefits which accrued prior to the date on which the leave commenced. This does not entitle an employee to the accrual of any employment benefits during any unpaid period of FMLA leave (except payment of health insurance premiums for the employee; not dependents and loss of bonus time).

Spouses employed by the same employer are each entitled to a total of 12 workweeks of family leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent-in-law) who has a serious health condition. Leave for birth and/or care or placement for adoption or foster care must conclude within 12 months of the birth or placement and must be taken in a one block period of time. (For example, employees cannot take six weeks in one block and then take another six weeks sometime after returning to work. Such leave must be taken in one block of time and cannot be used intermittently over a period of time.) Leave for a serious medical condition may still be taken on an intermittent basis.

When the need for FMLA leave is in the "foreseeable" future, 30 days advance notice is required. In all other cases, when the need for FMLA leave becomes apparent, the employee is responsible for notifying their supervisor and the Health and Safety Manager as soon as possible. **FMLA leave must be requested before the employee returns to duty and medical certification is required within 15 days of application to approve coverage.** In all cases, the leave will be calculated from the time the employee began leave for the covered reason.

Las Vegas Metropolitan Police Department
Partners with the Community

PROCEDURE

Employee Requesting FMLA Leave

1. Contacts the Health and Safety Manager to obtain the necessary paperwork to request FMLA leave.
 - a. Provides 30 days advance notice if the need for leave is foreseeable and as soon as practicable if the leave is not foreseeable.
2. Completes the FMLA Application and the Application for Leave and forwards to the Health and Safety Manager through the chain of command.
3. Obtains medical certification (within 15 days of application), ensuring the physician or practitioners signature is obtained, and forwards directly to the Health and Safety Manager. Medical certification for a serious health condition must be updated every 30 days if taking intermittent leave per absence. When the Medical certification allows a block of time, with no additional intermittent absence, a medical update will not be required. In addition, a Medical Evaluation Form, LVMPD 74, must be completed by the treating physician and forwarded to the Health and Safety Manager upon return to duty.
4. Ensures the supervisor and Health and Safety Manager are notified of any changes in condition affecting the leave and consults with them to plan any intermittent and/or reduced leave schedule which best suits the needs of both the employee and the department.

Supervisor

5. Coordinates with the Health and Safety Manager when employees request FMLA leave. (Supervisors signature on the forms acknowledges that they have received notice of FMLA leave status; actual FMLA leave authorization is the responsibility of the Health and Safety Manager.)
6. Assists the employee (in conjunction with the Health and Safety Manager) in planning any intermittent, reduced leave schedule or alternative positions, if necessary.

Health and Safety Manager

7. Informs the employee about FMLA requirements and processes FMLA application, including granting approval/denial of request, assisting employees with application, explaining policies/procedures/forms/medical certification, etc.
8. Notifies the employee's supervisor and the Payroll Section of an employee's FMLA status.
9. Coordinates with the supervisor and employee regarding any intermittent, reduced leave schedule and/or alternative positions, if necessary.
10. Maintains confidential files concerning FMLA leave on each employee, including application(s), medical certificates, updates and documentation concerning leave status.

Payroll

11. Maintains a running total of FMLA leave taken by each employee.
12. Provides information from an employee's FMLA leave record to the employee's supervisor and/or the Health and Safety Manager when the employee has used all of his/her FMLA leave entitlement for the current 12-month eligibility period.
13. Assists the employee in the processing of necessary paperwork for payment of dependent insurance premiums, if applicable.

Additional program requirements and information are available from the Health and Safety Manager. (8/03, 3/05) ■

5/101.18 EMPLOYEES IN ACTING POSITIONS
A.S. 11.3.1, 22.1.1 (c)

It is the policy of this department to utilize employees temporarily in established positions of higher classifications when the incumbent employees are absent from their positions because of leave, or other reasons, or when it is necessary to fill a vacant position.

PROCEDURE

Responsibility and Authority

Acting employees will have the responsibility, accompanied by commensurate authority, to make decisions necessary for the timely and effective execution of their assigned duties.

Las Vegas Metropolitan Police Department
Partners with the Community

To help ensure the continuation of services and mission accomplishment, acting bureau/area commanders and above will, at a minimum, notify the Communications Bureau and the Office of Public Information of their temporary assignment and its duration. Other notifications, such as to the Homeland Security Bureau, will be necessary during an elevated level of preparedness. Employees in acting positions below the bureau/area commander level should consider making any notifications necessary to enhance coordination and communications with organizational units.

Acting Pay

If it is necessary for an employee to accept the responsibilities of a position in a higher classification, that employee MAY be entitled to acting pay (see Civil Service Rule 230.2 and the employee's respective bargaining agreement for eligibility requirements).

Employees may receive acting pay for the following reasons:

1. Acting in a capacity for an employee in a higher classification who is in a leave status.
2. Filling a vacant authorized budgeted position.
3. Any reason other than 1 or 2 listed above that has been pre-approved by both the Personnel Bureau Commander and the Executive Director of Finance.

An Acting Pay Request Form, LVMPD 25A, must be completed and submitted to Payroll. The following authorizations are required:

1. Classified civilian and commissioned acting positions under their command:
Bureau/area commander
2. Lieutenant acting as a captain:
Deputy Chief
3. Captain acting as a deputy chief:
Assistant Sheriff
4. Deputy chief acting as assistant sheriff:
Undersheriff
5. All civilian appointed classifications:
Next level in chain of command above the position they will be acting in
6. Civilian employees acting in a commissioned classification:
Deputy chief
Personnel Bureau Commander
7. Any reason other than acting for an employee in a higher classification who is in a leave status or filling a vacant authorized budgeted position:
Personnel Bureau Commander
Executive Director of Finance

To request approval for acting pay which will exceed ninety (90) days, submit a memo and a copy of the Acting Pay Request form to the Personnel Bureau Commander. (5/03, 7/03) ■

5/101.19 LEAVE WITHOUT PAY
A.S. 22.2.1

Leave-without-pay in excess of thirty (30) calendar days must be requested by submitting a Request for Extended Leave Without Pay, LVMPD 392. A second request must be submitted when the leave without pay is expected to be in excess of ninety (90) calendar days and additional requests must be submitted every ninety (90) calendar days thereafter. This is in addition to the Application for Leave. (NOTE: This does not apply to leave without pay taken for pre-approved maternity purposes.) Per Civil Service Rule 640, leave without pay may not exceed one year.

Payroll

1. Reviews leave without pay records at the end of each pay period.
2. Sends a Notification Letter; a Request for Extended Leave Without Pay form; and a Medical Evaluation form to any employee who has been on leave without pay for more than one pay period. Sends additional forms every ninety (90) calendar days thereafter if the employee remains on leave without pay.
3. Sends a copy of the Notification Letter to the employee's supervisor.

**Las Vegas Metropolitan Police Department
Partners with the Community**

Employee

4. Completes the forms sent by Payroll including that required to be completed by the attending physician and forwards directly to Health and Safety Section if a medical issue (yourself or a family member) is involved. (NOTE: if this is not a medical issue, completes applicable forms and sends directly through the respective chain of command.)

Supervisor

5. Ensures the employee completes all required forms and has forwarded them to the Health and Safety Section or through the chain of command, as appropriate.

Health and Safety Section (for medically-related requests)

6. Medical Director reviews and signs the Medical Evaluation form and retains the form in Health and Safety for confidentiality purposes.
7. If approved, signs the Request for Extended Leave Without Pay and forwards the original to the employee's bureau/area commander and a copy to Payroll. If not approved, contacts the employee and his/her physician to resolve any questionable medical issues.

Employee's Chain of Command

8. Approves or denies the leave without pay request.
 - a. Approval through the division command level is required for extended leave without pay for more than thirty (30) days.
 - b. Approval through the Sheriff is required for extended leave without pay for ninety (90) days or more.

Payroll

9. Processes the approved requests.
10. Ensures appropriate approvals are received for each 30 or 90 day request.
11. Ensures all requests for leave without pay for periods in excess of ninety (90) calendar days are placed on the Civil Service Board agenda for approval. (5/06) ■

**5/101.20 NON-CONFIRMATION OF APPOINTMENT
A.S. 26.1.5, 26.1.7**

It is the policy of this department to conduct informal meetings for non-confirmation of probationary employee appointments when their performance or behavior is determined to be substandard. Such meetings will be chaired by a deputy chief outside of the employee's chain of command.

An employee has the option to resign following notification of the department's intent to initiate the non-confirmation process. However, if no decision is made to resign within 72 hours following the notification, the employee will be subject to the non-confirmation findings.

PROCEDURE

POLICE OFFICER I (All others see below)

Supervisor

1. Determines that a recommendation of non-confirmation is the appropriate course of action based on an employee's performance and/or behavior.
2. Forwards documentation and a memorandum summarizing performance and/or behavior deficiencies to support the recommendation to the respective bureau/area commander.

Bureau/Area Commander

3. For substandard performance while in FTEP:
 - a. Comments on the recommendation and forwards package to the FTEP coordinator.
 - b. Completes Notice of Relief of Duty, LVMPD 117, and provides to employee. (Note: when relieving an employee from duty and placing them in paid leave status, adjusts the employee's schedule, if necessary, to ensure no overtime expense is incurred.)

***Las Vegas Metropolitan Police Department
Partners with the Community***

4. For substandard behavior not related to performance while in FTEP, or substandard performance or behavior after FTEP:
 - a. Advises supervisor, in writing, when non-confirmation proceedings should continue, forwards documentation to the respective Patrol Division Commander, and completes Notice of Relief of Duty, LVMPD 117 and provides to employee.
 - b. Provides direction for remedial training if not in agreement with the recommendation.

FTEP Coordinator (For substandard performance while in FTEP)

5. Reviews the officer's field training records, recommendation for non-confirmation, and creates an historical summary and forwards recommendation to the respective PD Commander and Labor Relations

Respective Patrol Division Commander

6. Receives and reviews recommendation from FTEP or the bureau/area commander:
 - a. If approved, notifies the FTEP coordinator or the respective bureau/area commander as appropriate, and requests a deputy chief outside the employee's chain of command to hold the non-confirmation meeting.
 - b. If disapproved, notifies the FTEP coordinator, and/or the bureau/area commander and the supervisor of the requirement for remedial training.

FTEP Coordinator (For substandard performance while in FTEP)

7. Completes a Notice of Meeting and Leave Form, LVMPD 217, and distributes as indicated on the form..
8. Notifies the Police Protective Association (PPA) and any witness(es) deemed necessary for the meeting.
9. Provides the employee, Labor Relations and the deputy chief holding the meeting with the documentation utilized to make the non-confirmation decisions to this point.
10. Proceeds with procedures under the "MEETING AND NOTIFICATION" portion of this procedure.

Bureau/Area Commander and/or Supervisor (For substandard behavior not related to performance while in FTEP, or performance or behavior after FTEP)

11. Completes a Notice of Meeting and Leave Form, LVMPD 217, and distributes as indicated on the form.
12. Notifies the Police Protective Association (PPA) and any witness(es) deemed necessary for the meeting.
13. Provides the employee, Labor Relations and the deputy chief holding the meeting with the documentation utilized to make the non-confirmation decisions to this point.
14. Proceeds with the "MEETING AND NOTIFICATION" portion of this procedure.

CORRECTIONS OFFICER I AND CIVILIAN EMPLOYEES (including Police and Corrections Recruits)

Supervisor

1. Determines that a recommendation of non-confirmation is the appropriate course of action based on an employee's performance and/or behavior.
2. Forwards documentation and a memorandum summarizing performance and/or behavior deficiencies to support the recommendation to the respective bureau/area commander.

Bureau/Area Commander

3. Reviews the documentation and forwards the package with a recommendation to the respective division commander.

Division Commander

4. Receives recommendation from the bureau/area commander and supervisor and determines whether to proceed with the non-confirmation:
 - a. If approved, notifies the bureau/area commander and requests a commander or deputy chief outside the employee's chain of command to hold the meeting.
 - b. If not approved, notifies the bureau/area commander and the supervisor of the requirement for remedial training.

Bureau/Area Commander

5. Completes a Notice of Meeting and Leave Form, LVMPD 217, and distributes as indicated on the form. (Note: when relieving an employee from duty and placing them in paid leave status, adjusts the employee's schedule, if necessary, to ensure no overtime expense is incurred.)

***Las Vegas Metropolitan Police Department
Partners with the Community***

6. Notifies the respective bargaining association (if appropriate) and any witnesses deemed necessary for the meeting.
7. Provides the employee, Labor Relations and the deputy chief holding the meeting with a copy of the documentation utilized to make the non-confirmation decisions to this point.
8. Proceeds with procedures under the "MEETING AND NOTIFICATION" portion of this procedure.

MEETING AND NOTIFICATION

Deputy Chief Holding Non-Confirmation Meeting

1. Reviews documentation and holds a non-adversarial meeting allowing each party to present their side of the case. All involved parties will be given at least 72 hours advance notice of the meeting.

Lieutenant in Employee's Chain of Command (or other supervisor is no lieutenant is in the chain)

2. Presents the reasons for the recommendation for non-confirmation and provides supportive documentation.

Employee

3. Provides an oral rebuttal and any supportive documentation. (An association representative or other person may be present to speak on the employee's behalf and/or assist at the meeting.)

Deputy Chief Holding Non-Confirmation Meeting

4. Notifies the Sheriff, in writing, if the non-confirmation recommendation is upheld and forwards a copy of this memo to Labor Relations.
5. Notifies the respective division commander, in writing, if the non-confirmation recommendation is NOT upheld, citing the reason for disagreement and providing suggestions for remedial action. Forwards a copy of this memo to Labor Relations and the Sheriff.

Employee's Division Commander

6. Provides, when appropriate, additional information and/or concerns about the results of the non-confirmation recommendation, and discusses those concerns with the Sheriff.

Sheriff

7. Receives and signs the non-confirmation recommendation memo, signifying approval and forwards it to Labor Relations.
8. Notifies the non-confirmation officer, the respective division commander, Labor Relations, and the Personnel Bureau if in disagreement with the recommendation of the non-confirmation officer, and provides suggestions for remedial action.

Director of Labor Relations

9. Prepares and signs a Non-Confirmation Notice directing the bureau/area commander and/or supervisor to take the action approved by the Sheriff. If the Director of Labor Relations is unavailable, the Non-Confirmation Notice will be signed by the Human Resources Division Commander or his/her designee.

Bureau/Area Commander and/or Supervisor

10. Notifies the employee, if the non-confirmation is upheld, to report to work for processing and to turn in department equipment, and serves him/her with the signed letter.
11. Notifies the employee, if the non-confirmation is not upheld, to return to work.
12. Submits all related paperwork to Labor Relations for filing. (6/03, 9/05) ■

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**5/101.22 GRIEVANCE RECORDS AND PROCEDURE
A.S. 25.1.2, 25.1.3, 26.1.6**

For instructions concerning the Grievance Procedure, see the appropriate PPA, PMSA, or LVPPACE contract, or Civil Service Rule 1050 for those not covered by a contract.

Coordination

The Labor Relations Section is responsible for the coordination of grievance procedures and shall receive copies of all grievances per the instructions on the Grievance Report, LVMPD 96. Grievances are reviewed and tracked to ensure compliance with filing and response dates, and other significant stages of the process as described in the Civil Service Rules and current member contracts. The Director of Labor Relations, or designee, may be contacted with any questions concerning grievances or appeals.

Maintenance and Control

Copies of Grievance Reports submitted to the Labor Relations Section are logged, and because of their sensitivity, stored in a secure, locked file cabinet for maintenance and control by authorized personnel only.

Analysis

At the end of June each year, the Director of Labor Relations, or designee, analyzes all completed grievances from the past fiscal year to determine trends. Through this analysis, any remedies or adjustments made can serve to identify organizational deficiencies, and thus minimize or eliminate the causes of such grievances in the future. A report of the analysis findings is submitted through the chain of command to Quality Assurance by the first week in July. (5/88, 2/91)■

**5/101.24 HARASSMENT AND/OR DISCRIMINATION; PREVENTION AND COMPLAINT PROCESS
A.S. 26.1.1, 26.1.3, 31.2.3**

It is the policy of the department that employees have the right to work in an environment free of harassment and/or discrimination based on the employee's race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, or political affiliation. Furthermore, these protections against harassment and/or discrimination extend to Workers Compensation and the Family Medical Leave Act. (Political affiliation is not a protected class as defined by Federal and State law but is considered a protected class by the department. However, this does not supercede department policy 4/103.16 regarding political activities.)

Complaints of harassment and/or discrimination may be reported to any one or a combination of the following: (1) any supervisor, (2) the Director of Office of Employment Diversity, (3) the Professional Standards Division Commander, or (4) the Human Resources Division Commander. Reports of harassment and/or discrimination will be given prompt and appropriate consideration. There shall be no retaliation by any department member for filing or assisting in a harassment or discrimination complaint, testifying, or in any other manner participating in the investigation of such a complaint. Adverse actions, including but not limited to denial of promotion, refusal to hire, denial of job benefits, demotion, suspension, and discharge without legitimate cause or rebuff of any employee who has complained or participated formally or informally in matters of discrimination or harassment is prohibited.

DEFINITIONS

Discrimination	An act, practice, or pattern of behavior based on an individual's race, color, religion, sex, national origin, age, disability, veteran status, or political affiliation which has an adverse impact on an identifiable group compared to the impact of the majority group. One incident may be sufficient to sustain a complaint.
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Harassment	Any conduct based on an individual's race, color, religion, sex, national origin, age, disability, sexual orientation, veteran status, or political affiliation that has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile or offensive work environment. This includes persistently annoying, offensive, or derogatory comments (either spoken or written), jokes, pictures, etc. which are made either directly or indirectly toward another person based on their membership in a protected class. Protections against harassment and/or discrimination further extends to Workers Compensation, Family Medical Leave Act, and the Americans with Disabilities Act. One incident may be sufficient to sustain a complaint.
Sexual Harassment (a form of harassment)	The unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that could affect an individual's employment status, opportunities, or work performance, or could create a hostile work environment when: <ol style="list-style-type: none"> 1. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; 2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Examples of conduct that could create a hostile work environment include nude or suggestive pin-ups, crude remarks pertaining to gender (either spoken or written), offensive comments or jokes which are demeaning, or other types of sexual innuendoes which are perceived as such by a "reasonable person." (This includes the more obvious subtle pressure for sexual activity; touching, patting, pinching, or brushing against another person's body, etc.)
Retaliation	A form of discrimination against an individual who has complained, assisted or otherwise participated in complaints of harassment and/or discrimination. Retaliation occurs when an individual has: a) complained, assisted, or participated in matters of harassment and/or discrimination; b) been subjected to adverse employment actions; c) a causal link exists between a and b.
Employee Diversity Appeal Panel (EDAP)	Comprised of department employees from the commissioned rank of sergeant, lieutenant, captain, and the civilian rank of supervisors who are a schedule 34 and above. The panel will operate under the EDAP Guidelines and By-Laws to review written complaints of harassment and/or discrimination when an employee makes a written request for review. Employees may make a written request for review by the EDAP whenever they oppose the Office of Employment Diversity Director's determination that a complaint of harassment and/or discrimination will not proceed beyond a preliminary investigation. The panel's function is limited in that it is only empowered to determine if a written complaint should be investigated by the Office of Employment Diversity and to recommend mediation of complaints that do not rise to a formal investigation.
Mediation	An alternate dispute resolution process for resolving disputes and conflicts in which a third neutral party, the mediator, helps the parties to a dispute or conflict reach a mutually acceptable resolution.

OFFICE OF EMPLOYMENT DIVERSITY

The Office of Employment Diversity within the Professional Standards Division is responsible for planning, developing, implementing and maintaining an employment diversity program, receiving internal complaints and inquiries regarding harassment and/or discrimination issues. The Office of Employment Diversity will also provide regular training for department members regarding diversity issues. The director will chair the Employee Diversity Appeal Panel, facilitate mediation processes, and coordinate with the Selection and Classification Section regarding the recruiting, selection, hiring, promotional and retention practices to ensure compliance with anti-discrimination guidelines. The director will also act as an advisor in all internal investigations concerning harassment and/or discrimination.

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When conducting an investigation relative to harassment or discrimination, members of the Office of Employment Diversity will be considered as agents of the Sheriff and will function without regard to rank or classification.

PREVENTION

Every supervisor has the responsibility to prevent acts of harassment and/or discrimination, which includes:

- Monitoring the work environment on a daily basis for signs that harassment/discrimination may be occurring;
- Refraining from participation in, or encouragement of actions that could be perceived as harassment/discrimination (verbal or otherwise);
- Counseling all employees on the types of behavior prohibited, and the procedures for reporting and resolving complaints of harassment/discrimination;
- Stopping any observed acts that may be considered harassment, and taking appropriate steps to intervene, whether or not the involved employees are within his/her line of supervision;
- Taking immediate action to limit the work contact between two employees where there has been a complaint of harassment, pending investigation;
- Reporting all complaints of harassment and/or discrimination to the Office of Employment Diversity, whether witnessed or reported, formally or informally.

Every member of this department has the responsibility to prevent acts of harassment and/or discrimination through the following acts:

- Refraining from participation in, or encouragement of, actions that could be perceived as harassment/discrimination (verbal or otherwise);
- Reporting acts of harassment/discrimination;
- Encouraging any employee, who confides that he/she is being harassed/discriminated against, to report the acts in accordance with the procedure below.

Failure to take the above action to prevent the occurrence of or stop known harassment or discrimination will be grounds for disciplinary action.

COMPLAINTS

Complaints will be accepted from any source, whether in person, by mail, electronic mail or by telephone. All complaints of discrimination and harassment will be reviewed by the Director of Office of Employment Diversity using Federal, State Laws and EEOC standards as a guideline. Complaints that do not address diversity issues will be directed to alternate forms of resolution. The following alternate forms of resolution are available:

1. Mediation - Used for minor issues that do not warrant a full investigation
2. Internal Affairs Section (IAS) - Used when reported conduct is not based on a protected class - as defined by Federal and State law or department policy - but still warrants resolution.

When the complainant remains anonymous the Office of Employment Diversity will evaluate the complaint to determine the extent to which it will be investigated.

Complainant

1. Contacts any supervisor, the Director of Office of Employment Diversity, the Professional Standards Division Commander, or the Human Resources Division Commander to seek assistance in filing a complaint of harassment (sexual or otherwise) or discrimination.
2. Forwards a written complaint (memorandum or Statement of Complaint) to the Director of Office of Employment Diversity, including all pertinent information relative to the alleged discrimination or harassment within 300 days of the last incident. Exception: Uniform Service Employment Re-Employment Rights Act of 1994 (USERRA) has no statute of limitation.

Supervisors/Person Contacted

3. Assists any member with a complaint of harassment or discrimination, in documenting and filing the complaint with the Director of Employment Diversity.

Director of Office of Employment Diversity

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Partners with the Community**

4. Evaluates the facts surrounding the allegation(s), number of employees involved, number of potential witnesses involved, employee's status and other pertinent factors to determine whether the complaint meets the prima facie standards of harassment and/or discrimination.
5. Conducts a preliminary investigation into complaints that may be resolved between parties through mediation or supervisory intervention; or determines that a full investigation is warranted.
6. If no resolution is accomplished, or if the facts support a conclusion that the allegation (s) is a probable violation, assigns investigation to the EEO Detail in IAS.
7. Reviews Complaint Investigative Package and either approves the investigation or provides direction concerning necessary modifications on all internal investigations completed by the EEO Detail, or at the bureau level to IAS Lieutenant.
8. Submits, in writing, dispositions resulting in a sustained or not sustained finding to the complainant, the subject employee, and the subject employee's Bureau/Area Commander.
9. Prepares an annual report, outlining all complaints and dispositions of allegations discrimination and/or harassment, and forwards to the Sheriff.

Complainant

10. If not satisfied with proposed disposition, may seek relief from Nevada Equal Rights Commission (NERC), Equal Employment Opportunity Commission (EEOC), or contact the Director of Employment Diversity.

DIVERSITY MONITORING, COLLECTION, AND REPORTING

Director of Office of Employment Diversity

1. Coordinate, collect, and report on a continual basis diversity data from various sections within the Human Resources Division concerning recruiting efforts, applicants, testing, background processes, selection, hiring, retention, and promotions.
2. Respond to requests for diversity statistics through coordination with Payroll Section and the Human Resources Bureau Commander.
3. Identify and report to the Human Resources Division and Professional Standards Division Commanders diversity complexion of the agency in relation to the community and federal compliance guidelines.

CONFIDENTIALITY

All complaints and investigations, whether handled by the Office of Employment Diversity, Internal Affairs Section, or the bureau/area command, will remain strictly confidential. Information regarding matters of harassment and/or discrimination will only be released by the IAS Lieutenant, Director of Office of Employment Diversity or the Professional Standards Division Commander at the direction of legal counsel. (7/03, 10/04) ■

**5/101.25 EMPLOYEE MEDIATION PROGRAM
A.S. 26.1.4(c), 26.1.5**

The Employee Mediation Program (EMP) is a cooperative effort between the department, the Clark County Neighborhood Justice Center (CCNJC), and the Citizen's Review Board (CRB) to provide a method of resolution of some complaints alleged against employees by citizens or other employees. The process is nonjudgmental and will not result in any discipline, administrative action, or report. The goal is to resolve issues and restore relationships through communication. This voluntary alternative to an internal investigation provides an opportunity for participants to communicate an understanding with the assistance of trained mediators. It may also be used to resolve differences that arise between department members and/or citizens that have not yet risen to the level of a formal complaint.

Mediation is not appealable through any grievance process. Once the mediation process is completed in accordance with this procedure, the internal review of the allegation is considered a closed, confidential matter.

PROCEDURE

EMP REFERRALS

Issues that will be considered when making a recommendation for EMP as opposed to a internal investigation include: the category of complaint, circumstances related to the complaint and the investigative history of the complainant and the

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Partners with the Community**

employee. The Employee Mediation process can be initiated by one of three sources of referrals: supervisory, Citizen Review Board or Office of Internal Affairs.

Supervisory Referral

A supervisor may recommend the Employee Mediation Program when submitting a complaint to the Internal Affairs Section in accordance with 5/101.26. A supervisor may also recommend the use the EMP for resolution of issues or disputes that have not risen to the level of a formal conduct complaint. Such referrals will be coordinated pursuant to this procedure for program consistency and can be started with any type of communication with the appropriate Internal Affairs Section Lieutenant.

Citizen Review Board Referral

Based on a review of a complaint to the Citizen's Review Board, the board may recommend that a complaint be handled by the EMP.

Internal Affairs/Employment Diversity Referral

Based on a preliminary investigation, determines that an allegation filed on a Statement of Complaint qualifies for EMP resolution.

MEDIATION PROCESS

Internal Affairs Section /Employment Diversity Section

1. For allegations/complaints in which the EMP qualifies, contacts the CCNJC for coordination of complaint resolution.
2. Notifies the employee through their chain of command of the referral to mediation.
3. Closes the SOC as a contact with the notation "Resolved by EMP" when advised by the CCNJC of a successful mediation
4. If the case was referred by the Civilian Review Board, notifies the CRB Executive Director of the resolution
5. When advised by CCNJC of a failed mediation attempt due to a department member's disruptive or non-cooperative behavior, takes the following action:
 - a. Completes the normal investigative process concerning the statement of complaint which generated the attempted mediation referral.
 - b. Advises the immediate supervisor or Employment Diversity Section in instances of a failed mediation process concerning employee v. employee disputes referred for mediation that were not the result of a formal statement of complaint.

EMPLOYEE RIGHTS AND OBLIGATIONS

The employee may decline to participate in the EMP. If the offer of mediation is accepted by the employee, the following guidelines apply:

1. The EMP is confidential and a successful mediation is the final resolution of the complaint and may not be reopened, grieved, or further pursued in any manner
2. The mediation may not be recorded
3. It is recommended that civilian attire be worn
4. No participant may be armed and weapons may be secured at the mediation site.
5. The employee may have a representative accompany them to the mediation as a non-participatory member.
6. The employee and the complainant must both agree to the mediation
7. Employees must conduct themselves in accordance with the department values
8. Overtime will be not authorized.
9. A mediation attempt will be deemed:
 - a. successful if the complainant is intentionally disruptive or uncooperative to the degree that the process cannot be facilitated or if the complainant agrees to mediation but fails to complete the process
 - b. failed if the employee is intentionally disruptive or uncooperative to the degree that the process cannot be facilitated, or commits a serious violation of department policy during the process.

At the conclusion of the process, the CCNJC will inform the referring IAB lieutenant, or EDS Director, in writing, that the process was successful or unsuccessful. A declined or unsuccessful mediation attempt will be referred for investigation per

***Las Vegas Metropolitan Police Department
Partners with the Community***

5/101.24 or 5/101.26, as appropriate (except as noted above when used as a supervisory tool as opposed to complaint). (6/00, 12/02) ■

***Las Vegas Metropolitan Police Department
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**5/101.26 COMPLAINTS AND INTERNAL INVESTIGATIONS INVOLVING DEPARTMENT EMPLOYEES
A.S. 26.1.5, and Chapter 52 (all)**

It is the policy of this department to investigate all complaints of employee misconduct, including harassment and/or discrimination whether on or off duty, to ensure for effective discipline and assure the public's trust.

This procedure identifies how a complaint of employee misconduct will be received, investigated and adjudicated. It is not a substitute for supervisory intervention in matters of employee performance which are best addressed through coaching, counseling, mentoring, mediation, or any component of the Employee Performance Support System. Performance issues will, in most cases, be considered misconduct when supervisory intervention has failed.

All references to complaints or investigations within this procedure will be construed as complaints or investigations of employee misconduct as defined in the Civil Service Rule 510.

AUTHORITY OF THE INTERNAL AFFAIRS SECTION AND BUREAU/AREA COMMAND INVESTIGATORS

The Office of Internal Affairs (OIA) and Office of Employment Diversity (OED) investigators are the direct representatives of the Sheriff and have the authority to report directly to the Sheriff concerning any investigation. As such, they shall receive the full cooperation of members when conducting investigations described herein. Internal investigative files will be maintained by either the Office of Internal Affairs or Office of Employment Diversity. No employee will retain any personal copies of investigative reports or files.

OIA, OED Investigators and bureau/area command investigators conducting internal investigations will receive the full cooperation of all department members, whether subject, complainant, and/or witness. Failure to cooperate will be considered insubordination and subject that member to disciplinary measures, including termination.

When a department member is suspected of misconduct relating to an alcohol or drug abuse allegation, OIA will be contacted immediately and the responsible supervisor will follow the appropriate actions in 5/110.26, Department Drug Testing Program, (Including: reasonable suspicion testing).

RECEIPT OF COMPLAINTS

Complaints will be accepted from any source and should be received with a minimum of inconvenience to the complainant. Anonymous complaints will be evaluated by OIA or OED to determine the extent to which they should be investigated.

OIA must be immediately notified of any complaint alleging a major violation, alcohol or drug abuse, or criminal acts by an employee.

Complaints of harassment and/or discrimination may be reported to any one or a combination of the following: (1) any supervisor, (2) the Director of the Office of Employment Diversity (OED), (3) the Professional Standards Division Commander, or (4) the Human Resources Division Commander. They will be documented on a Statement of Complaint (SOC), LVMPD 272, or a memorandum and forwarded to the Director of the Office of Employment Diversity for handling.

All other complaints against department employees will be documented on a Statement Of Complaint and forwarded directly to OIA for review and assignment for investigation.

- Complaints will be received by a department supervisor, if possible.
- Telephonic complaints will be taken at the time of the call or, if during business hours, transferred to OIA.
- Complainants appearing in person will be given assistance in completing the SOC.
- All written or electronic complaints are to be forwarded to the OIA.
- After business hours, an on-duty lieutenant will be contacted to assess the need for immediate OIA response.
- Procedural complaints by DSD inmates will be handled in accordance with DSD procedures.

The rights as stated in the Rights of Peace Officers (NRS 289.020-120) are afforded to all department employees, and those rights are reflected in this internal investigative process. Investigators are encouraged to contact the assigned OIA lieutenant at any time in the investigative process if questions or procedural issues arise.

***Las Vegas Metropolitan Police Department
Partners with the Community***

The LVMPD burden of proof for internal investigations is that of clear and convincing evidence. Therefore, before an employee may be held accountable for their conduct, the investigation must demonstrate that the conduct was substantially more likely than not to have occurred. This is a stricter burden of proof than preponderance of the evidence, however, it is a lesser requirement than proof beyond a reasonable doubt.

Federal mandate dictates that the burden of proof for OED investigations is that of a preponderance of evidence: “The greater weight of the evidence; superior evidentiary weight that, though not sufficient to free the mind wholly of all reasonable doubt, is still sufficient to incline a fair and impartial mind to one side of the issue rather than the other” (Black’s law Dictionary, 7th ed.).

CITIZEN’S REVIEW BOARD (CRB)

The CRB has been created by law to review internal investigations concerning complaints against commissioned police and corrections officers. It is the policy of the department to fully cooperate with the CRB under the terms of those laws, the Operating Agreement and its Addenda to ensure public confidence in the department’s ability to effectively investigate those conduct complaints.

INVESTIGATION PROCEDURE

Supervisor Receiving or Initiating a Complaint

1. Interviews the complainant to determine the facts and circumstances of the alleged misconduct;
2. Assists in the completion, or completes, a Statement of Complaint, LVMPD 300 (SOC), or memorandum;
 - a. A complainant may choose to complete the SOC at their leisure, but will be advised to forward the form to OIA by any expeditious means;
 - b. An SOC will be completed and forwarded to OIA if the complainant insists on making a complaint that may not equal misconduct in the supervisor’s estimation, the SOC will be forwarded to OIA for review and conclusion;
3. Describes any investigation of the complaint which has taken place or an intention to investigate the complaint within the employee’s chain of command, if it is an allegation that could lead to a disciplinary action as directed by the Disciplinary Decision Guide, e-mails (LVMPD OIA) the SOC to OIA.

Office of Internal Affairs

4. Receives SOC and assigns an OIA Case Management System (CMS) contact number for reference.
5. Forwards the SOC to the appropriate OIA lieutenant for action.
6. When applicable, forwards all SOC’s from the Office of Employment Diversity to the OIA lieutenant for investigation.

OIA Lieutenant

7. Conducts, or assigns responsibility for, a preliminary investigation to determine if the complaint alleges a violation of department policy, procedure, rule, regulation, or law.
 - a. Assigns the case for full investigation if the complaint alleges a violation as described above;
 - 1) Most minor allegations will be assigned to the employee’s bureau/area command for investigation if the case is not complex or time consuming. Some will be assigned to OIA based upon the OIA lieutenant’s discretion;
 - 2) All major allegations will be investigated by OIA, such as those that could result in termination or may subject the employee to being relieved of duty. Such cases will be coordinated with the employee’s chain of command;
 - b. Closes the SOC if the complaint only involves the complainant’s disagreement with an established and proper department policy, procedure, rule, regulation, law, or practice;
 - c. Closes and refers the SOC to the employee’s bureau/area command for supervisory intervention through the Employee Performance Support System if the complaint is an allegation of minor performance deficiency;
 - d. Advises the complainant in writing if the SOC is closed or has been referred for supervisory intervention and further advises of their right of appeal to the Citizen’s Review Board;

OED Investigations

- e. Contacts the Director of the Office of Employment Diversity prior to closure of the SOC if pre-investigation determines no merit;

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Partners with the Community***

- f. Forwards Pre-Investigative report to the Director of the OED for review.

Bureau/Area Commander at the Time of Incident Receiving OIA Case Investigation Referral

- 8. Reviews the SOC received from OIA and assigns the case for investigation, completion and return to OIA within 30 days. Advises OIA Lieutenant of subject employee/investigator conflicts or case complexity concerns. Any delays in completing the bureau level investigation within 30 days, must be approved by the OIA lieutenant and a request for an extension made.

Bureau/Area Command Investigator at the Time of Incident

- 9. Receives and reviews the assigned investigation to include the SOC, OIA Quick Guide, NRS 289 Peace Officer Bill of Rights and other related investigative documents. There are two primary methods for investigating a case; preliminary (allegation will not rise to a disciplinary level, i.e; "supervisory intervention) and formal (performance or misconduct issues that may lead to discipline or facts can not be clearly determined without a full and formal investigative process). All allegations of misconduct MUST be investigated.
- 10. Before proceeding, coordinates investigative steps with the OIA Liaison Sergeant assigned to assist to determine which investigative method (preliminary or formal) is appropriate for the allegation.
- 11. Reviews "Managing Employee Performance and Conduct" guide and applicable labor contract when necessary.
- 12. Uses the appropriate OIA forms from the LVMPD Template directory in WordPerfect.
- 13. Outlines the investigation, determining evidence to be reviewed (reports, video, CAD and telephone/radio) and the order in which the civilian and employee witness interviews will be conducted. All witnesses must be interviewed for the case to be completed. Collects any evidence or other information pertinent to the investigation.
- 14. Conducts the investigation with the highest regard for the department's values.
- 15. If formal method of investigation is used, contacts the subject employee, telephonically or in person, advising them of the investigation, the need to interview them, and of the following:
 - a. A description of the nature of the investigation;
 - b. A summary of their alleged misconduct;
 - c. The date;
 - d. The name and rank of the officer in charge of the investigation and officers who will conduct any interrogation;
 - e. The name of any other person who will be present at any interrogation or hearing;
 - f. Their right to representation under NRS 289.080 This representative must not be connected to this investigation, and;
 - g. The name of the collective bargaining association for that employee.
- 16. Forwards a copy of the Employee Notice of Internal Investigation form, LVMPD 90, to the appropriate Association office.
- 17. Determines the following with the subject employee:
 - a. The most expeditious manner in which to send the Employee Notice of Internal Investigation (e.g., e-mail or fax).
 - b. The most convenient date, time, and place for the interview. The interview will be scheduled at least 48 hours after this notification, excluding non-working days. If the employee decides to speak with the supervisor of OIA immediately after notice is given and waives his rights with reasonable notice, the interview will only proceed if either an association representative or the employee's attorney is available to attend the interview. There will be specific documentation that the employee has waived his rights and the waiver will be acknowledged and recorded either in writing or on tape by the employee or his representation;
 - c. Completes and sends the Employee Notice of Internal Investigation(s) as agreed;
 - d. Delivers all notifications as agreed upon and as expeditiously as possible.
- 18. Contacts the witness employee, telephonically or in person, advising them of the investigation, the need to interview them, and of the following:
 - a. A description of the nature of the investigation;
 - b. The date;
 - c. The name and rank of the officer in charge of the investigation and officers who will conduct any interview;
 - d. The name of any other person who will be present at any interview or hearing;
 - e. Their right to representation. This representative must not be connected to this investigation, and;
 - f. The name of the collective bargaining association for that employee.
- 19. Forwards a copy of the Employee Notice of Internal Investigation form to the appropriate Association office.
- 20. Determines the following with the witness employee:
 - a. The most expeditious manner in which to send the Employee Notice of Internal Investigation (e.g., e-mail or fax);

***Las Vegas Metropolitan Police Department
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- b The most convenient date, time, and place for the interview. Unless specifically waived by the employee, the interview will be scheduled at least 48 hours after this notification, excluding non-working days. Witness employees may waive the notice requirement and the waiver will then be acknowledged and recorded either in writing or on tape by the employee.
 - c Completes and sends the Employee Notice of Internal Investigation(s) as agreed;
 - d Delivers all notifications as agreed upon and as expeditiously as possible.
21. Interviews the complainant, witnesses, and subject employee(s). (It is not a requirement, but interviews in the above order are usually the most effective.)
- a Conducts interviews in person unless highly impractical;
 - b Limits the scope of the questions during the interview to the alleged misconduct;
 - c Records interviews using the interview format (complainant or employee) provided by OIA and indicated in 4/103.24, Covert Mechanical Recordings. The OIA lieutenant must be contacted if a complainant or witness refuses to be recorded;
 - d Ensures subject employee interviews and witness interviews that are used to prove a case finding are transcribed. (OIA will assist with this process).
22. If a preliminary method of investigation was used which resulted in supervisory intervention, updates investigative steps and outcome on the original SOC and forwards all document to OIA.
23. If a formal method of investigation was used, documents all elements of the investigation on the investigative report. The WordPerfect template "IA Investigative Report of Complaint" (IR) contains useful investigative and report writing information by clicking the "FYI" boxes located throughout the template. Labor Relations Guide to "Managing Employee Performance and Conduct" should also be used as a resource. The IR must contain:
- a The names of all civilian witnesses, witness and subject officers and any evidence discovered;
 - 2. A complete incident and investigative timeline.
 - c. A detailed description of the allegation of misconduct;
 - c. A chronological summary of the investigation written in 3rd person (see writing sample in Appendix D of the Managing Employee Performance and Conduct handbook).
 - d. A statement of investigative findings or conclusions, and;
 - e. One of the following dispositions based upon clear and convincing proof articulated in the findings or conclusions:
 - 1) Sustained - Investigation established that misconduct occurred.
 - 2) Not Sustained - Investigation failed to produce sufficient evidence to clearly prove or disprove the allegation.
 - 3) Exonerated - The act complained did occur, but that it was justified, legal, and proper.
 - 4) Unfounded - Complained of conduct did not occur.
 - 5) Misconduct Not Based On Complaint - Misconduct occurred, but was not a part of the original complaint.
 - 6) Policy Failure - The act did occur and was in compliance with Department Policy. However, it is also determined that the allegation of misconduct could have been prevented had policy been more clear or complete.
- f. Ensure complete investigative package is reviewed by immediate supervisor and documented in the investigative time line before forwarding to OIA

Office of Internal Affairs

- 24. Conducts a thorough investigation in accordance with bureau procedures for complaints assigned to OIA. Such procedures shall mirror those specified above regarding notice, representation and scope of questions.
- 25. Reviews investigations conducted by the subject employee's chain of command prior to the subject employee's notification of findings. Returns the case to the investigator if:
 - a. there are issues with the investigation, and/or;
 - b. specific direction is necessary for case completion.
- 26. Makes notifications of investigative findings as appropriate:
 - a. Notifies investigator of concurrence with findings;
 - b. Professional Standards Division commander approves all Policy Failure Case Dispositions and refers the issues of the case to the Office of Quality Assurance for remediation;
 - c. Forwards cases with findings of Sustained and Misconduct Not Based On Complaint Case Dispositions to the Labor Relations Section for coordination with the bureau/area commander or his designee who managed the employee at the time of incident.

***Las Vegas Metropolitan Police Department
Partners with the Community***

27. Generates, when appropriate, a Sustained Disposition Case Adjudication Checklist and forwards to the subject employee's bureau/area commander at the time of incident through the respective chain of command.
28. Generates and distributes the Disposition Report, LVMPD 40, on all findings, to ensure subject employee(s) are notified.
29. Generates a "No Names" Investigative Report when an EDO investigation results in a Sustained finding.

ADJUDICATION PROCEDURE

The adjudication process must be completed by the employee's assigned bureau/area commander at the time of incident and within 21 days from the date of the Disposition Report, unless extenuating circumstances exist, in which case requests a reasonable extension as required by the Disposition Adjudication Checklist distributed by the OIA.

Employee's Bureau/Area Commander at the Time of Incident

30. Immediately assigns responsibility for the case adjudication process and ensures that it is completed within 21 days from the date of the Disposition Report.
31. Ensures any decision maker in the employee's immediate chain of command reviews the complete investigative case before making recommendations for discipline and/or corrective action.
32. Works with OIA lieutenant on any case discrepancies.

Bureau Commander or his designee at the Time of Incident

33. Reviews investigative files and contacts Labor Relations Section to determine appropriate level of discipline based on the Disciplinary Decision Guide and employee's employment history. Reviews applicable labor contract. In OED investigations resulting in Sustained findings, reviews a historical comparison provided by the Office of Employment Diversity. In the case of a dispute in regards to level of discipline a meeting will be held to resolve the issue. The following will attend: 1) the Human Resources Division Commander; 2) a Labor Relations representative, and; 3) the employee's Bureau/Area Commander and/or Patrol Division Commander;
34. Completes the AOC with the assistance of the Office of Labor Relations, prior to serving the Adjudication of Complaint on an employee the AOC will be sent to the Office of Labor Relations for review and to ensure the consistent application of disciplinary measures;
35. Forwards finalized AOC through the chain of command responsible for the adjudication for approval and signature;
36. Upon approval of recommended discipline by the chain of command, reviews the AOC with the respective employee and the current chain of command if the employee has been transferred, and obtains employee's signature on necessary forms;
37. Forwards the original AOC to Labor Relations Section after review and signature by employee.

Labor Relations Section

38. Upon receipt of the signed AOC, notifies OIA that the case can be closed.
39. Files AOC and ensures it is purged when appropriate and in accordance with 5/101.42.

Professional Standards Division

40. Forward a complete copy of all CRB initiated investigations or case reviews to the executive director of the Citizen's Review Board at the conclusion of the investigation or review.
 - a. Provides written notification to the complainant explaining their case disposition and their right to file a request for review with the CRB within one year after the date of the incident resulting in the complaint.
41. Ensures OIA personnel attend CRB panel proceedings, when requested by the CRB, to respond to their inquiries regarding a specific case review

Office of Internal Affairs

42. Maintains statistics on all complaints and contacts received (internal and external), dispositions, and related activity. A quarterly report on Administration of Internal Discipline, as well as an annual summary, will be published in the form of an Administrative Notice, based on internal investigations. (10/04, 8/06) ■

**Las Vegas Metropolitan Police Department
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**5/101.27 USE OF VACATION LEAVE TIME IN LIEU OF SUSPENSION
A.S. 22.2.1, 26.1.4, 26.1.5**

Supervisors may approve the use of accumulated vacation leave time in lieu of suspension up to forty (40) hours per incident.

Supervisor

1. Completes the Notice of Suspension , LVMPD 95, and gives to the employee at the same time as the adjudication.

Employee

2. Agrees or disagrees with the option of using accumulated leave by indicating such on the form.
3. Signs the form and returns to the supervisor.

Supervisor

4. Signs the form and forwards it to the bureau/area commander.

Bureau/Area Commander

5. Approves or denies request.
6. Distributes copies according to distribution list indicated on form. (3/86, 1/03) ■

**5/101.28 RELIEF OF DUTY AND TEMPORARY ASSIGNMENT
A.S. 1.3.8, 26.1.5, 52.1.8**

It is the policy of this department to relieve an employee of duty when the best interests of the department or the employee necessitate. It is further the policy of the department, under certain circumstances, to provide temporary assignments to employees who would otherwise be placed on relief of duty (administrative leave). This may be an option, as determined by the department, in situations in which the employee's continued presence in the work environment would not be detrimental to the employee, the department or any investigative/administrative process.

GENERAL

Temporary Assignments will allow employees to remain active and productive during an investigative or review process as an alternative to administrative leave or relief of duty. These temporary assignments will be made based on the individual's job skills, training, abilities and rank. The location of the assignment will further be based on consideration of additional factors, including the circumstances surrounding the decision to relieve the employee of duty and the impact of those circumstances on any work assignment and the resource demands of the department at the time of assignment. This alternative is available to provide an avenue for employees to remain in the workforce in a limited capacity. Such alternative placement may not be a consideration in any appeal process. This order does not supersede the requirements/restrictions placed on employees in a relief of duty status due to the Use of Force (6/002.00) or Crisis Intervention (5/110.30).

TYPES OF ADMINISTRATIVE LEAVE/RELIEF OF DUTY AND AUTHORITY

Supervisory personnel are authorized to relieve subordinates from duty under the following conditions:

Administrative Leave (With Pay) - This type of leave may be used when an employee is directly involved in a critical incident such as a fatal vehicle accident, other critical event involving death or substantial bodily injury, or any other incident which the employee's supervisor believes has caused traumatic stress to the employee. This can provide employees with an opportunity to receive counseling or to debrief before resuming duty. Under these circumstances supervisors should consult PEAP. Administrative leave (with pay) may also be used as required by department policy, procedure, regulation or as directed by the Sheriff.

Relief of Duty (With Pay) - This type of leave may be used to relieve subordinates from duty pending administrative action or disposition of an internal affairs investigation.

Relief of Duty (Without Pay) - This type of leave may be used when the employee has been criminally indicted or arrested and approved for prosecution for a felony offense under state or federal law. (See appropriate Civil Service Rules or the Disciplinary Guide for further information.)

When an employee is relieved from duty, the relieving authority completes the top section and Part I of a Administrative Leave/Relief of Duty Notice, LVMPD 117, or in the case of some non-confirmations, the Notice of Meeting and Leave Form, LVMPD 217, must be completed. (See Department Manual section 5/101.20 for details.) The Administrative

***Las Vegas Metropolitan Police Department
Partners with the Community***

Leave/Relief of Duty Notice will then be faxed immediately to the Office of Internal Affairs, the Sheriff's Office, Payroll, Labor Relations and the respective Association. Employees are required to remain available for duty or for investigative purposes while on relief of duty status. A Leave Application is not required for any administrative/relief of duty absences.

PROCEDURE

Supervisor/Relieving Authority

1. Determines it is necessary to relieve an employee from duty or place them on administrative leave and does so in accordance with the above instructions. At the discretion of the relieving authority, ensures that all law enforcement credentials, department assigned vehicles, department assigned firearms, proximity cards, keys, etc. are removed from the employee's possession and notes on the Administrative Leave/Relief of Duty form whether the individual is authorized to carry firearms (including concealed weapons).
2. Within two (2) business days consults with the Labor Relations Section (and others as appropriate, e.g., PEAP) to determine which of the following options would be most appropriate in the given situation:
 - a. The employee is to remain on administrative leave/relief of duty (without loss of pay);
 - b. The employee will be placed into a Temporary Assignment;
 - c. The employee will be placed on leave without pay. (See appropriate Civil Service Rules or the Disciplinary Guide for further information.)
3. Notifies the bureau/area commander of any administrative leave or relief of duty status. If a temporary assignment is appropriate, notifies the chain of command to the respective Assistant Sheriff.

Bureau/Area Commander

4. If Leave without Pay is being considered, meets informally with the employee to discuss the situation and recommend appropriate course of action. Contacts Labor Relations Section for assistance.
5. If employee is placed in a leave without pay status, completes the appropriate portion of the Administrative Leave/Relief of Duty form and forwards as indicated on the form.

Assistant Sheriff

6. Approves or modifies the recommendation. If temporary assignment is appropriate, determines the specific assignment based on the employee's knowledge, skills, abilities and rank and further based on the needs of the department. Completes the portion of the Relief of Duty Notice relating to temporary assignment, and sends the original form back through the chain of command to the supervisor for presentation to the employee.
7. Notes on the form what, if any, credentials and/or department equipment (i.e., firearms) should be returned to the employee if assigned to a Temporary Assignment.

Supervisor/Relieving Authority

8. If a temporary assignment has been made, meets with the employee and describes the Temporary Assignment, obtains the employee's signature on the form acknowledging notification of time and place to report and returns credentials and/or equipment as advised by the Assistant Sheriff. Note: The original unit of assignment will carry the individual on Daily Activity Reports to Payroll, however, the individual will be under the supervision of the supervisor in the temporary work assignment.
9. Faxes the form as indicated and also provides a copy to the employee and the unit where the employee will be assigned.

Employee

10. Remains available for duty or investigative purposes as indicated on the Administrative Leave/Relief of Duty Notice unless otherwise instructed by the respective supervisor or the investigating authority. No access to department facilities (other than public areas) unless authorized/approved by the bureau/area commander or investigating authority.
11. If a temporary assignment is authorized, signs the Temporary Assignment section of the form, acknowledging the assignment and noting the date, time and location to report to the temporary assignment.

Supervisor/Relieving Authority (conclusion of the Relief of Duty or Administrative Leave)

12. Upon resolution of the incident (completion of an investigation, coroner's inquest, etc.) notifies the employee that the Relief of Duty and any associated temporary assignment is concluded.

Las Vegas Metropolitan Police Department
Partners with the Community

13. Completes the final portion of the Administrative Leave/Relief of Duty Notice indicating the return to duty date, location of assignment and resolution of incident; or intent to proceed with the Pre-termination process/hearing. Faxes the form to the locations as indicated on the form. (12/03, 4/05) ■

5/101.29 PRE-TERMINATION HEARING
A.S. 26.1.4, 26.1.7, 26.1.8

This procedure provides a method of reviewing proposed termination of employment of members of the department; however, it will not apply to probationary employees who have not attained permanent civil service status, or where exigent circumstances exist or the employee cannot be located.

HEARING BOARD REQUIRED

The pre-termination hearing shall be conducted before a board whose members shall be designated by the Sheriff. The board members, who will serve for a period of two years, are as follows:

1. A division commander will be chairman.
2. One member of the board will be a commissioned member of the department in pay schedule 34 or higher.
3. One member of the board will be a civilian member of the department in pay schedule E or higher.
4. An alternate will be chosen for each member, within the criteria stated above, who will be a voting member of the board in the event of the absence of regular member(s), or where a conflict of interest occurs.
5. If a conflict of interest or scheduling problem occurs, the Sheriff or his designee may designate an additional alternate in accordance with the above guidelines for members.

The following persons shall attend the pre-termination hearing:

1. The office, division, bureau, or area commander (or their designee) of the organizational unit from which the recommendation for termination originated.
2. The employee against whom the proposed disciplinary action of termination is being taken, and a representative of the employee's choice, if the employee so desires.
3. The members of the board.
4. Witnesses called by the department or the employee. The chairman will determine which, if any, witnesses are necessary, for proper adjudication of the case presented. The department representative and employee or his/her representative must inform the chairman at least 72 hours in advance of any witnesses with a description of the purpose of testimony.
5. A representative from Labor Relations who will be responsible for coordination of the department's presentation.
6. Investigator(s) that has knowledge of the investigation.
7. Labor Relations assistant to record the hearing.
8. Any other persons who the chairman of the board shall deem to have an appropriate reason to attend.

NOTE: A representative from Labor Relations and a representative of the appropriate employee's bargaining unit may attend the hearing as observers and may provide relevant information when asked to do so by members of the board.

Upon completion of the internal investigation and approval through the chain of command of the Adjudication of Complaint recommending termination, division commander receives verbal approval of the respective Assistant Sheriff to convene a Pre-Termination Hearing and notes such on the AOC.

When the administrative decision has been made to recommend the termination of employment of a member of this department, the following action will take place:

Area, Bureau, Division or Office Commander

1. Notifies the employee in writing that he/she is being relieved of duty in accordance with Civil Service Rule 540, if such notification has not already been given. If already relieved of duty, contacts the employee and informs him/her that termination has been recommended.
2. Immediately notifies Director of Labor Relations of the action taken.

***Las Vegas Metropolitan Police Department
Partners with the Community***

3. Forwards a copy of the Relief of Duty Form (LVMPD 117), and supporting documentation to the Director of Labor Relations. The Relief of Duty Form will also be faxed immediately to Internal Affairs Section, the Sheriff's Office and Payroll.

Director of Labor Relations

4. Upon receipt of an AOC indicating a recommendation for termination, causes notice of intent to hold a pre-termination hearing to be prepared in writing and served to the employee stating:
 - a. The specific reason or cause for the action taken.
 - b. The date and time which has been set for a hearing on the matter. The hearing will be held within 28 days of the date the Assistant Sheriff approves the pre-termination hearing. Extensions can only be authorized by the chairman and if an extension is granted at the employee's request, the employee will begin using his/her own time, i.e., vacation, comp, etc. (including leave without pay if other leave is exhausted) from the original date until the new hearing date. Notice to the employee shall be given 10 days or more preceding the date of the hearing.

Hearing Board

5. Conducts the hearing and considers the pertinent facts and information relevant to the proposed action.
 - a. Chairman presides over the review and ensures rules are adhered to and each board member has an opportunity to participate. Allows the investigator to present his/her case first. The employee and/or representative will be given an opportunity to respond. The chairman will allow questions from board members only. There will be no cross-examination of witnesses. In all cases, each party may respond to any information raised by witnesses as a result of direct testimony or questioning by the board.
6. Decisions of the board shall be made by majority vote. The hearing will be recorded.
7. Board chairman will submit in writing the board's recommendation to the Sheriff to rescind, modify, or sustain the proposed termination within three (3) days, excluding Saturdays, Sundays and holidays, following the hearing.

Sheriff

8. Communicates a final decision to the Director of Labor Relations within three (3) days, excluding Saturdays, Sundays and holidays, of receipt of the hearing board's recommendation.

Director of Labor Relations

10. Advises the bureau/area commander to verbally notify the employee he/she has been terminated, and to report to Labor Relations at a prearranged time.
11. Notifies employee in writing of the final decision. In the event of an employee's dismissal for cause, he or she will be provided a copy of the Notice of Termination containing a statement describing the reasons for the dismissal and the effective date of termination, as well as a statement as to the content of his/her employment record relating to the dismissal.

Payroll Section

12. Supplies a statement of the status of fringe and retirement benefits during the exit interview with the dismissed employee.

If the proposed termination action is sustained by the hearing board and acted upon by the Sheriff, the terminated employee may still utilize the post-termination procedures provided in his/her collective bargaining agreement..

The disciplinary action taken as a result of the pre-termination hearing shall become a matter of record to be included in the employee's personnel file. Should the proposed action be rescinded and no disciplinary action taken, there shall be no record of the matter in the employee's personnel file.

All records and documents of all pre-termination hearings, including a copy of the board's written recommendation, will be maintained in Labor Relations for a period of six (6) years, providing no further legal action has been initiated.
(10/03, 01/07) ■

**Las Vegas Metropolitan Police Department
Partners with the Community**

**5/101.30 DEPARTMENT COMMENDATIONS
A.S. 26.1.2**

RECEIPT OF COMPLIMENTS OR SUGGESTIONS

Citizens' comments are highly valued by the LVMPD. Any citizen wishing to make a compliment or suggestion concerning LVMPD performance will be provided with a Citizen's Comment Form, LVMPD 5. Employees will assist citizens, if requested or needed, in the completion of the form. Upon completion, the form will be distributed as indicated on the form including a copy to the citizen. These forms will be made available to citizens at all LVMPD public locations, on the LVMPD web site as well as with field supervisors. Copies of all letters of appreciation received from citizens will be forwarded to the Office of the Sheriff.

COMMENDATIONS BOARD

A Commendations Board is established to review and approve or disapprove certain recommendations for commendations for department members. These are the individual member commendations for Valor, Honor, Lifesaving, Purple Heart, and Appreciation; individual and unit commendations for Meritorious Service, Community Service, and Exemplary Service; and the Unit Citation for Valorous Conduct.

The Human Resources Division Commander is the permanent chairperson of the board and votes in the event of tie votes. The remainder of the board members, all voting members, are selected by the chairperson. These include one captain, two lieutenants, three sergeants, three officers, one civilian department member; and one representative of the Public Information Office, either commissioned or civilian.

COMMENDATIONS CRITERIA

Medal of Valor - This commendation is awarded to a member for an EXTRAORDINARY act of heroism which extends FAR above and beyond the normal call of duty or service performed at GREAT RISK to personal safety in an effort TO SAVE HUMAN LIFE.

Medal of Honor - This commendation is awarded to a member for a DISTINCTIVE act which extends above and beyond the normal call of duty or service performed at a risk to personal safety or life in an effort TO PROTECT PROPERTY OR SAVE HUMAN LIFE.

The awards for the Medal of Valor and Medal of Honor will include the medal, a uniform award ribbon, and a certificate.

Unit Citation For Valorous Conduct - This commendation is awarded to members of a unit who, as a TEAM, perform extraordinary acts involving valorous conduct which extend FAR above the normal call of duty or service performed at GREAT RISK to personal safety or life in an effort TO PROTECT PROPERTY OR SAVE HUMAN LIFE.

(This award is given as a unit award when, by the duration and complexity of the action, it is not possible to accurately record individual valorous acts. The award, equivalent to the Medal of Honor, includes a unit certificate and a uniform award ribbon.)

Meritorious Service Award (Hazardous Situations) - This commendation is awarded to an individual member, or to a unit acting as a team, for a HIGHLY UNUSUAL accomplishment under ADVERSE CONDITIONS with some degree of HAZARD TO LIFE to the MEMBER, UNIT, or OTHER PERSON.

Community Service Award (Off-Duty) - This commendation is awarded to an individual member, or to a unit acting as a team, for rendering an EXTRAORDINARY and CONTINUING service to the COMMUNITY in an OFF-DUTY capacity and WITHOUT RISK to personal safety.

Exemplary Service Award (Performance) - This commendation is awarded to an individual member, or to a unit acting as a team, for a SINGULAR accomplishment of substance, WITHOUT RISK to personal safety but under ADVERSE AND DIFFICULT conditions.

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The Meritorious Service Award, Community Service Award, and Exemplary Service Award will include a uniform award ribbon and an individual or unit certificate.

Lifesaving Award - This commendation is awarded to a member for the ACTUAL SAVING OR PRESERVATION OF a human life or lives that otherwise would have IMMEDIATELY EXPIRED without the member's DIRECT INVOLVEMENT in providing first aid, or medical or physical intervention. (A member may receive only one Lifesaving Award per incident regardless of the number of victims involved.)

The Lifesaving Award will include a uniform award ribbon and a certificate.

Purple Heart Award - This commendation is awarded to a member, who during the ACTUAL PERFORMANCE of official department duties, sustains SUBSTANTIAL bodily injury, through HOSTILE ACTIONS of another..

The Purple Heart Award will include a uniform award ribbon and a certificate.

Certificate of Appreciation (Employees) - This commendation is awarded to members for CONTINUOUS outstanding performance of duty.

Commendable Action - This commendation is awarded to members who render a duty or service of commendable nature that does not meet the criteria for commendation of valor, honor, meritorious service, community service, exemplary service, or appreciation. This recommendation for commendation, is NOT reviewed by the Commendation Board, and has no specific format or restrictions on length. Commendable Actions are approved/disapproved at the division/office/ bureau/area level. See #4 under Recommendations For Commendations - Employees. (Note: Special "Commendable Action" letterhead paper is available from the Commendations Board Chairperson for issuing Commendable Actions.)

Memorial Plaque - This commendation is presented to the next of kin of a member incurring death in the line of duty in circumstances other than those for which the Medal of Valor or Medal of Honor would be awarded. The recommendation for this commendation is completed by the division/office commander in the member's chain of command. See #8 under Recommendations For Commendations - Employees.

RECOMMENDATIONS FOR COMMENDATIONS - EMPLOYEES

Department members may recommend other members or citizens for commendations. However, to maintain the integrity of the commendations program, members should carefully evaluate nominations to commend acts that clearly fall within the intent of the recommended award, and were performed demonstrating the vision, values and mission of the department.

Recommendations must be submitted for a specific commendation within 120 days of discovery of the act. The Recommendation For Commendation, LVMPD 89, must be completed in its entirety according to the following instructions:

- The submitting employee must clearly and thoroughly justify all the elements of the award being recommended.
- Submitting employee can attach any documents, reports, photos, or any other information to the recommendation which will assist the board in making a decision.
- There is no limit on wording or supporting documentation submitted on the recommendation.
- The award certificate only has space for 205 words. As such, the submitting member must provide the Chairperson a 205 word or less draft of the appropriate wording for the certificate.
- The recommendation must be reviewed and signed by the recommended employee's chain of command.
- Any recommendation submitted past the 120 day requirement must contain justification outlining the reasons for the delay, or why the 120 day requirement could not be met.
- In some cases, or based on the level of award submitted, the submitting employee may be asked to appear before the board to provide further information.
- All recommendations for unit awards will require an appearance before the board.
- Unit awards must contain justification for actions by all the employees recommended for the specific award.

***Las Vegas Metropolitan Police Department
Partners with the Community***

Letters recommending commendations originating outside the department will be forwarded to the employee's immediate supervisor who will then act as the recommending member.

Member Making Recommendation

1. Completes Recommendation For Commendation form using the instructions above.
2. Attaches supporting documentation as required.
3. Forwards the Recommendation for Commendation with attachments through the recommended employee's chain of command.

Note: The member making the recommendation will receive a receipt from the Commendations Board Chairperson when the Recommendation for Commendation is received. If the receipt is not received within 15 days from the date the RFC was submitted, the member should check through the chain of command to determine the status and location. The member may request a personal appearance before the board.

Recommended Member's Chain of Command

4. Reviews recommendations for Valor, Honor, Meritorious Service, Community Service, Exemplary Service, Lifesaving, Purple Heart, and Appreciation, and attaches any additional supporting information.
5. Recommends agreement/disagreement on the Recommendation For Commendation form as appropriate, and makes comments if desired.
6. (Division/Office Commander) Forwards recommendations for Valor, Honor, Meritorious Service, Community Service, Exemplary Service, Lifesaving, Purple Heart, and Appreciation to the Chairperson of the Commendations Board.

Division/Office Commander

7. Approves/disapproves recommendations for commendable actions.
8. Initiates recommendations for the Memorial Plaque, when required, for members in the chain of command, and forwards to the chairperson of the Commendations Board.

Chairperson, Commendations Board

9. Sends a receipt to the employee who submitted the Recommendation for Commendation.
10. Notifies the submitting members of the scheduled meeting when appearance is mandatory or recommended.
11. Calls board meetings to consider nominations. Those not meeting the criteria of this procedure will be returned to the recommending member.
12. Considers the merits of recommendations.
13. Approves or disapproves awarding specific commendations.
 - a. If disapproved, returns the recommendation through the chain of command to the recommending member.
 - b. If approved, notifies employee submitting the nomination, the nominated employee, and the nominated employee's chain of command. Forwards copy of the award certificate to the Personnel Bureau for the nominated employee's personnel file.
14. Provides the Sheriff with a report of the board's action taken on all submitted recommendations.
15. Forwards approved award certificates to the Sheriff for signature.
16. Orders award plaques as required.
17. Forwards appropriate medals to the Office of Public Information.

OUTSIDE SERVICE AWARDS

Occasionally, the department receives requests from organizations outside the department requesting a nomination for a specific award for their organization. It is the policy of this department to attempt to submit as many nominations as there are requests.

Outside requests will be handled in one of three ways:

1. Requests received with ample time (in excess of 30 days) will be posted via Administrative Notice in order to give members the opportunity to submit their recommendations. Nominations will be submitted on a Recommendation For Commendation form through the chain of command.
2. Requests received with less than 30 days until the due date will be photocopied and distributed directly to each division. Division commanders will request nominations, via memorandum, from their units and forward to the Commendations Board for consideration.

***Las Vegas Metropolitan Police Department
Partners with the Community***

3. If no nominations are received through steps 1 and 2 above, or there is insufficient time for any type of distribution, the Commendations Board will make a recommendation based upon awards approved over the past year.

CERTIFICATES OF APPRECIATION - CITIZENS

This commendation is awarded to citizens for acts of bravery in aiding another citizen or member of the department, and to citizens for outstanding assistance or service to the department or community. Note: These commendations are not reviewed by the Commendations Board.

Member Making Recommendation

1. Completes Recommendation for Commendation form. The details section must be completed in the third person, and in 150 words or less, as it will appear on the certificate.
2. Attaches documentation as to the circumstances of the situation, event, action, or services of person being recommended. This may include Officer's Reports, arrest reports, witness statements, and other pertinent information.
3. Forwards the report with attachments through the chain of command to the division/office commander.

Division/Office Commander

4. Reviews recommendation, and if approved, causes a Certificate of Appreciation to be prepared and forwarded to the Sheriff for signature.
5. Forwards the signed Certificate of Appreciation to recommending employee, through the chain of command, for presentation to the citizen.
6. Forwards a copy of the award certificate by E-mail to the Office of Public Information.

PRESENTATION OF AWARDS

The following awards will be presented by the Sheriff. This presentation will be coordinated by the Office of Public Information on a bi-annual basis and will include the media.

Medal of Valor
Medal of Honor
Unit Citation for Valorous Conduct
Memorial Plaque
Purple Heart Award

The following awards will be presented by the respective assistant sheriff:

Meritorious Service Award (Hazardous Situation)
Lifesaving Award

The following awards will be presented by the respective division commander:

Exemplary Service Award (Performance)
Community Service Award (Off-Duty)

The following awards will be presented by the respective bureau/area commander:

Certificates of Appreciation
Commendable Actions(11/04, 11/06) ■

5/101.31 PROMOTION, SERVICE AND RETIREMENT RECOGNITION A.S. 26.1.2

CERTIFICATES OF PROMOTION

Certificates of Promotion are issued to commissioned personnel who attain the ranks of sergeant, lieutenant, and captain, following the completion of the probationary period. The certificates are prepared by the Payroll Section.

***Las Vegas Metropolitan Police Department
Partners with the Community***

SERVICE PINS (EMPLOYEES)

Service pins, to be awarded to employees currently in good standing with the department, are distributed prior to the beginning of each month, along with a transmittal memo to the appropriate division/office commander by the Payroll Section for presentation to employees for completion of five years of service and for each five year increment thereafter. Service pins indicate the years of service, and additionally, the fifteen, twenty, twenty-five, thirty, thirty-five and forty year pins contain a ruby stone, one, two, three, four and five diamond stones respectively. (Note: Service time for prior employment with the department will be credited toward calculation of total service years. Periods of leave without pay in excess of 160 hours will not count toward total service years except for job-related illnesses or injuries and military leave.)

Division/office commanders shall be responsible for distributing service pins to individual employees within their chain of command. When all service pins have been presented to employees as listed on the transmittal memo, the division/office commander shall return a signed copy of that memo to the Payroll Section, attesting to that fact.

Service pins become the personal property of the employee upon presentation. If a pin is subsequently lost or stolen and a replacement is desired, the employee shall be responsible for purchasing a new pin. The Payroll Section may be contacted for current replacement cost and instructions on obtaining a new service pin.

SERVICE PINS AND CERTIFICATES (VOLUNTEERS)

Service pins are presented to volunteers for the completion of five years of service to the department. Certificates of Appreciation (which are prepared by the Payroll Section) are presented for each five year increment thereafter. The Volunteer Services Office is responsible for notifying Payroll Section when volunteers are nearing the five-year time for issuance of pins and/or certificates so they can be prepared. Volunteer pins and certificates are distributed prior to the beginning of each month along with a transmittal memo to the appropriate division/office commanders, by the Payroll Section.

Division/office commanders shall be responsible for distributing service pins and certificates to volunteers within their chain of command. When all service pins and certificates have been presented to volunteers as listed on the transmittal memo, the division/office commander shall return a signed copy of that memo to the Payroll Section, attesting to that fact. The Volunteer Services Office is responsible for maintaining a permanent record in each volunteer's personnel file regarding the issuance of a service pin or certificate.

RETIREMENT PLAQUES

Employees who are leaving the department in good standing will be entitled to be awarded a retirement plaque under the following conditions:

1. Those who have twenty or more years of service with the department. (Note: Only service time for prior employment with the department that has been "bridged" to the employee's total service years will be credited toward calculation of total service years. Periods of leave without pay in excess of 160 hours will not count toward total service years except for job-related illnesses or injuries and military leave.)
2. Those who are retiring honorably with at least ten, but less than twenty years of service with the department and who are receiving a Nevada PERS retirement benefit at the time of separation. This includes those retiring under these conditions with a NON-service-connected injury or illness.
3. Those who are medically retiring according to the rules of the Public Employees Retirement System as a result of a service-connected injury or illness.

Payroll will ensure that the individual meets the guidelines for being awarded a retirement plaque and will make arrangements for purchase and award of the plaque.

RETIREMENT BADGES/IDENTIFICATION CARDS

Retirement badges (commissioned only) and identification cards (both commissioned and civilian) will be obtained by Payroll for presentation to employees under the following conditions:

***Las Vegas Metropolitan Police Department
Partners with the Community***

1. Commissioned personnel who have twenty or more years of service within the State of Nevada retirement system as a peace officer. Periods of leave without pay in excess of 160 hours will not count toward total service years except for job-related illnesses or injuries and military leave.
2. Civilian personnel who have twenty or more years of service with the department. (Note: Only service time for prior employment with the department that has been “bridged” to the employee’s total service years will be credited toward calculation of total service years. Periods of leave without pay in excess of 160 hours will not count toward total service years except for job-related illnesses or injuries and military leave.)
- c. Those who are retiring honorably with at least ten, but less than twenty years of service with the department and who are receiving a Nevada PERS retirement benefit at the time of separation. This includes those retiring under these conditions with a NON-service-connected injury or illness.
4. Those who are medically retiring, under honorable conditions, according to the rules of the Public Employees Retirement System as a result of a service-connected injury or illness.

SHIRT BADGES/HAT PIECES

Police and corrections officers retiring honorably with twenty or more years of service with the department or who are retiring medically under honorable conditions as a result of a service connected injury or illness will be presented with their shirt badge and hat piece. Upon notification by Supply Section, commissioned members will be requested to turn in their shirt badge/hat piece to the Supply Section who will provide a temporary replacement badge/hat piece until their actual date of retirement. The original badge/hat piece will be forwarded to the Sheriff’s Office for placement in a display case to be presented to the retiring officer. The temporary replacement badges and hat pieces must be returned when officially checking out the department.

If the retiring officer meets the eligibility requirements for a retirement badge but not for presentation of the shirt badge and hat piece, he/she may purchase them from Supply Section with approval from the Undersheriff.

APPROVALS

Final approval for issuance of the retirement plaques, retirement badges, identification cards, shirt badges and hat pieces will be given by the Sheriff or his designee. (2/04, 10/05)■

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**5/101.32 *REQUESTING REIMBURSABLE OVERTIME*
*A.S. 22.1.1, 22.3.4***

It is the policy of this department that officers are permitted to perform reimbursable overtime only when authorized by the Special Events Section, which schedules' events, makes officer assignments, and ensures compliance with city and county codes, when applicable.

GENERAL

To qualify for reimbursable overtime a police officer must have satisfactorily completed field training and have viewed the Special Events Section training video supplied through the Training Bureau to the Area Commands. If the officer is on probation, a supervisor must also be assigned to the event.

When a supervisor is not assigned, the senior officer working the event will be responsible for ensuring a safe event and upholding the professionalism of the department. Officers found in violation of Special Events Section guidelines and/or complaints of misconduct may be prohibited from working reimbursable overtime for a period of up to 120 days. Contact reports will be forwarded to the immediate supervisor for action. Reimbursable overtime assignments are a privilege and not guaranteed for any officer. All events are subject to cancellation at any time.

Special events' overtime is handled as regular overtime, in accordance with Department Manual Section 5/101.33, which states (in part):

“Employees who are on sick leave, worker's compensation; FMLA, military leave, maternity, paternity, extended or catastrophic leave; leave without pay; or suspensions are not eligible to work overtime of any kind (except emergency overtime). Employees who are on suspension are considered to be suspended from the date and time indicated in the suspension notice until the beginning of their next regularly scheduled work day.

Employees are not eligible to work overtime on any day that they are on compensatory leave, vacation, bonus, floating holiday or professional leave. However, employees can work overtime on any RDO during those work periods. Employees can work reimbursable overtime only if the leave period is pre-approved and at least 40 hours or more in duration. Employees who are off in lieu of a holiday can work reimbursable overtime. It should be noted, however, that working reimbursable overtime does not relieve the employee from the responsibility of reporting on time for any normal tour of duty. All employees are subject to emergency overtime, as necessary”.

STAFFING AUTHORIZATION

Department members will not casually or formally solicit overtime for their respective detail; this includes supervisors and/or officers assigned to speciality units. Members are not authorized to schedule themselves or anyone else to work any reimbursable overtime events, except as provided below. All requests from businesses or citizens for officers to work reimbursable overtime must be forwarded to and approved by the Special Events Section. Members receiving such requests will refer requestor to the Special Events Section and will not agree to/nor work any reimbursable overtime unless properly approved and staffed through the Special Events Section.

Officers will not use their badges/identifications to obtain access to an event, unless on official duty. Officers working an event in an official capacity (not in a reimbursable overtime status) will sign in at the Special Events' command post (CP). If no CP is established, officers will personally contact the senior officer assigned to the event to advise him/her of their presence. Only officers on official duty, or assigned to an event are authorized access to the event. The supervisor, or senior officer assigned to an event by the Special Events Section is responsible for ensuring that only authorized personnel gain access to the event. If admittance is obtained, the supervisor/senior officer will advise the venue manager (if possible) of the presence of additional officers. At the conclusion of the event, the supervisor/senior officer will complete a memorandum explaining the circumstances for which access was approved and forward to the Special Events Section.

Any exceptions to staffing authorization for reimbursable overtime must be approved by the Transportation Safety Bureau Commander, or designee.

Las Vegas Metropolitan Police Department
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PROCEDURE

Special Events Section

1. Coordinates and schedules authorized reimbursable overtime for motion picture and television productions, parades, rallies, sporting events, concerts, and other special events.
2. As part of the permit process for special events, administers the program to ensure strict adherence to policies, statutes, and other matters by involved members, including eligibility.
3. Provides written instructions to officers regarding the specifics of an assignment to include, but not limited to, equipment needs, parking, briefings, peculiarities of the event, etc. Failure to abide by policies, procedures or instructions, or an officer's actions which bring discredit to the department, may result in disciplinary action or prohibition of future reimbursable overtime.
4. Notifies officers to work events as necessary in situations including, but not limited to, the reserve list being exhausted, short notice of an event, or special equipment needs.

Officers and Sergeants Requesting/Working Reimbursable Overtime

5. Calls the Overtime Information Line (593-5295) to determine available overtime. It is updated every Friday at 0900 hours for the following weeks events and is available 24 hours a day. This line is also updated every Tuesday, following the 0900 hours call in (at approximately 1100 hours) to determine if events/reserve lists are full, and if not, what is available for the 1400 hours call in.
6. Calls the Overtime Sign-up Line (229-3005) during the following times:
 - a. Sergeants - Monday, 1000-1100 hours. Sergeants who receive overtime on a Monday call-in may call in the following Monday to place their name on the reserve list.
 - 1) ON HOLIDAY MONDAYS ONLY, sergeants will call 229-2983 starting at 1000 hours. This line will be answered by a voice mail box and calls are time stamped in the order they are received; 30 calls can be stored in the voice mail box. Calls that are time stamped before 1000 hours or after 1100 hours will not be honored. The Special Events Section will align the voice mail time stamp with Sprint's recorded time at number 118 which will be considered as the "correct time."
 2. Sergeants will leave their name, P#, RDO's, shift, station, home telephone number, pager number, cellular telephone number and call sign on the voice message. There are two minutes to leave this information.
 - 3) On the Tuesday following the Monday holiday, sergeants will be contacted in the order they called in to be offered the overtime assignments that are available. After all assignments have been filled, any remaining sergeants will be placed on the reserve list. Sergeants placed on the reserve list will be notified both by email and notepage confirming this placement. To expedite the assignment process Tuesdays, following the Monday holidays, sergeants should review the "W" Drive and/or call the overtime availability line prior, so they will know what overtime assignments are available when they are contacted by the Special Events Staff.
 - b. Traffic Officers - Tuesday, 0800-0845 hours and 1300-1330 hours. See "e" below.
 - c. Patrol Officers - Tuesday, 0900-1100 hours and 1400-1500 hours. See "e" below.

Additional requirements concerning the sign-up line:

- d. The voice mail box stacks 15 calls and answers in the order received.
- e. Officers receiving overtime assignments on Tuesday morning may NOT call in the following Tuesday until 1400 hours.
- f. If an officer cancels his/her overtime then he/she may NOT call in the following Tuesday until 1400 hours.
- g. If Special Events Section cancels the overtime, then the officer may call in at 0900 hours the following Tuesday.
- h. A reserve list is compiled to staff events not scheduled in advance. The reserve list is only for those officers who will be available to work with short notice and who may be requested to work a patrol or traffic function as needed. If no overtime is available and/or the officer is placed on the reserve list, he/she may call in on the following Tuesday during the morning hours to sign-up for overtime.
- i. Officers may sign-up for themselves and one other officer on a call in and must have the P# and SS# of the person being signed up. The phone may not be passed to another officer after signing themselves up for overtime.

**Las Vegas Metropolitan Police Department
Partners with the Community**

- j. An Officer's overtime could be canceled if she/he signs up an additional officer, as per "i" above, without ensuring that the officer is willing to work the overtime.
- k. Officers must note information pertaining to their overtime, which includes date, time, and location, at the time of sign-up.
- l. Do not sign up for an assignment where the hours may conflict with normal duty hours. Ending times on most events are estimates only and cannot be guaranteed.
7. Ensure that the written instructions pertaining to the event are picked up at bureau/area command of assignment before reporting to the event.
8. Picks up required authorized equipment from the station of assignment, or if not assigned to a patrol station, from the area command in which the special event is held. (Unauthorized equipment will be returned to the station and pay adjusted for the time required to do so. The officer may also be subject to disciplinary action.)
9. Reports to the assignment with sufficient report forms, citations, equipment, etc. If working a traffic control or pedestrian control assignment, on public or private property, wears the department approved orange vest for visibility. (Vests are available at area commands or the Supply Section.)
10. Contacts the Special Events Section immediately if unable to report to an assigned event. Officers are NOT authorized to find their own replacement.
 - a. Beeper numbers are listed with PBX and are in the instructions.
 - b. Officers failing to report to an assignment will be considered in violation of the department policy regarding reporting for duty, and depending on the circumstances, may be prohibited from working reimbursable overtime for a period of up to 120 days.
11. Calls the Overtime Secure Line (593-5014) upon securing from an event, and reports name, P. Number, event worked, and date/time logged on/off the event. Officers need to be concise in their reports, and ensure that only one officer calls in the times as this voice mail box holds only twenty-five messages and is limited to two (2) minutes per call.
12. (Sergeant or Senior officer) Sends a memo to the Special Events supervisor reporting any significant incidents during the tour of duty, such as use of force, accidents, injuries to the officer or others, liability issues, complaints or commendations and recommendations for improvement or problems encountered.

Special Events Lieutenant/Sergeant

13. Researches event problems and/or recommendations and provides a written response to officers/supervisors inquiries.
14. Investigates complaints of officers not following Special Events Section guidelines or complaints of officer misconduct while working reimbursable overtime. Recommends revoking the privilege of working reimbursable overtime for a specific period or completes applicable Incident Report if appropriate.
15. Makes final decisions regarding officer eligibility for working reimbursable overtime. Notifies Payroll Section of any officers ineligible for reimbursable overtime assignments.
16. Special Events supervisor to monitor and complete unannounced quality checks on events on a regular basis. (3/01, 5/03) ■

5/101.33 OVERTIME
A.S. 22.1.1

It is the policy of this department to manage overtime expenditures in a responsible and accountable manner and to minimize the use of overtime while not interfering with public service.

DEFINITIONS

Call-Back Pay	Compensation earned for returning to duty after the employee has completed his/her regular shift, is off duty for any period of time, and returns to work voluntarily or involuntarily, with less than twelve hours notice. Call Back Pay is subject to retirement system contributions. Call-back pay begins when an employee logs on the radio in a department vehicle or when an employee leaves their residence in a personal vehicle. Additionally, if called back and before arriving onsite the call-back is canceled, the minimum call-back pay will be paid in accordance with the respective collective bargaining agreements.
Emergency Overtime	Overtime which is required due to unplanned events.
Overtime Pay	Compensation earned by an employee who is held over on his/her regular shift or is requested to return to duty at a time that is more than twelve hours after notice is given. Overtime pay is NOT subject to retirement system contributions.

Las Vegas Metropolitan Police Department
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Planned Overtime Overtime which is scheduled to support planned activities.

Reimbursable Overtime Overtime which will be billed to and paid by a third party and handled through Special Events.
(See section 5/101.32).

PROCEDURE

Eligibility and Pay

When overtime or call back is necessary, and an employee, covered by the Civil Service Rules has been specifically directed to work by the Sheriff or his designee, the department will pay the employee on a time and one half basis.

Employees who are on sick leave, worker's compensation; FMLA, military leave, maternity, paternity, extended or catastrophic leave; leave without pay; or suspension are not eligible to work overtime of any kind (except emergency overtime). Employees who are on suspension are considered to be suspended from the date and time indicated in the suspension notice until the beginning of their next regularly scheduled work day. (Exception: Personnel who are in an ADA Accommodated Position, in accordance with 5/110.17, may work overtime under certain conditions with the approval of the Health and Safety Services Section or by direction of the Sheriff.)

Employees are not eligible to work overtime on any day that they are on compensatory leave, vacation, bonus, floating holiday or professional leave. However, employees can work overtime on any RDO during those work periods. Employees can work reimbursable overtime only if the leave period is pre-approved and at least 40 hours or more in duration. Employees who are off in lieu of a holiday can work reimbursable overtime. It should be noted, however, that working reimbursable overtime does not relieve the employee from the responsibility of reporting on time for any normal tour of duty. All employees are subject to emergency overtime, as necessary.

OVERTIME MANAGEMENT

Bureau/area commanders are responsible for closely monitoring all types of overtime and exercising management control of overtime whenever possible. They are encouraged to institute any effective controls applicable to unit operations in order to ensure responsible and accountable use of overtime.

The nature of emergency overtime is such that approval through the chain of command is usually not accomplished formally, with completed forms and all required signatures, prior to the time the overtime is worked. However, it is the responsibility of the bureau/area commander to notify the Comptroller, through the chain of command, whenever emergency overtime during any one pay period is expected to, or does, exceed 10 percent of the total annual overtime budgeted for the unit. This notification may be verbal or written and is to be accomplished within three working days of the close of the pay period.

A request for planned overtime which will cause the unit in any one pay period to exceed 10 percent of the total annual overtime budgeted for the unit shall be submitted, in writing, through the chain of command, to the Sheriff. The request shall outline the justification, personnel, classifications, dates and time of the ENTIRE plan for the use of the overtime and should be submitted at least one week prior to the date on which the planned overtime is to commence, if possible. The benefits of such use of planned overtime must be clearly indicated. The planned overtime is not to commence until or unless the written request for planned overtime is approved by the Sheriff. Overtime for planned activities specifically approved in the budget does not require this notification unless the cost will significantly exceed the budgeted amount. (8/03, 7/06) ■

5/101.34 COMPENSATORY TIME **A.S. 22.1.1**

Overtime (excluding callback and reimbursable overtime, and overtime associated with an Incident Action Plan, LVMPD 289C) may be paid in the form of compensatory time off. Employees will have the option of choosing, for each incident, whether overtime hours worked will be paid or accumulated as compensatory time. Once the comp time or overtime slip is completed, it cannot be modified, except under the following circumstances:

- Death of the employee (in this event, payment will be made to the beneficiary); or
- Involuntary separation of the employee.

Las Vegas Metropolitan Police Department
Partners with the Community

Compensatory time will be accumulated at the rate of one and one-half (1½) times the hours worked and will not accumulate beyond 48 hours. Compensatory time can only be requested in full, half-hour or quarter-hour increments. The scheduling of compensatory time off will be done in the same fashion as vacation leave scheduling, however, compensatory time cannot be taken during the same pay period as it is received (due to restrictions in the County payroll system). The hours available will be printed on each pay stub and only those hours can be taken until receipt of the next pay stub with hours indicated.

All vacation time off scheduling will default to compensatory time ("comp-time") first before utilizing vacation leave. Each employee is responsible for monitoring his/her own vacation and comp-time balances. In those cases where an employee determines that s/he will forfeit vacation time at the end of the calendar year, s/he must specifically note in the comments section of the Leave Application Form that s/he wants to use vacation leave in lieu of comp-time in order to avoid end-of-year vacation forfeiture. If there is not a notation on the Leave Application Form, any available comp-time will be used before vacation time. Refer to the specific bargaining agreements for any additional information regarding the default use of compensatory time. There will be no cash out of compensatory time prior to retirement or voluntary separation. Accumulated compensatory time must be utilized prior to this type of separation from the department.

To request compensatory time in lieu of overtime, complete the Compensatory Time Request, LVMPD 305 (available as a template and hard copy) instead of the Overtime Slip. To request usage of accumulated compensatory time, complete a Leave Application and indicate "Compensatory Time" under Type of Leave. (Note: If using a Leave Application form that has not been revised to include Compensatory Time, cross out one of the other leave type categories and write in "Comp Time.")

Note: The use of this procedure does not preclude a supervisor and an employee from voluntarily making a shift adjustment to accommodate activities during a work week. A shift adjustment must be made during the same work week and does not require completion of a leave slip or other documentation, unless the use of overtime/comp time is done in conjunction with the shift adjustment.

The department has a reasonable period of time to allow the employee to use compensatory time when requested (see *Mortensen v. Sacramento County*, 368 F. 3d 1082). A supervisor may propose a series of optional days for the employee to take the time if the requested time would disrupt operations or require other employees to work overtime to cover the shift. (12/05, 5/07)■

5/101.35 *OUTSIDE EMPLOYMENT*
A.S. 22.3.3, 22.3.4

Departmental approval must be granted before a member can engage in outside employment, including being self-employed. Approval may not be granted if:

1. The employee has less than competent performance evaluation.
2. The job, by its nature, schedule, or extent, might impair the employee's efficiency.
3. More than 24 hours a week are involved (That is the maximum limit and individual circumstances may dictate much lower limit).
4. The duties involve a conflict of interest with the employee's regular duties or the functions, responsibilities or values of the department.
5. Department time, property, tools, records, confidential information, vehicles, or buildings are used in conjunction with the employment.
6. The duties involve conflict of interest issues that may bring discredit to LVMPD
7. The employer is a person, firm or agency for which this department would have licensing investigative responsibility.

Occupations for which outside employment will not be granted include but are not limited to:

1. Retail liquor and gaming industries
2. Private detective, security guard, repossession or collection
3. Parking lot attendant (valet)
4. Cab driver/limousine driver
5. Locksmith

***Las Vegas Metropolitan Police Department
Partners with the Community***

6. Accident reconstruction
7. Any position which may require the carrying of a weapon (except department approved Special Events)
8. Consultation or expert witness testimony for any police business which may conflict with the best interest of the LVMPD (evaluated on a case-by-case basis).

Upon review and consideration of applications, other occupations may be determined not acceptable.

PROCEDURE

Employee

1. Completes Request for Permission for Outside Employment (LVMPD 9).
 1. Carefully reads and understands the employee certification portion of this form and signs to attest to the fact that the applicant will obtain and maintain all necessary licenses, bond, insurance, etc.
2. Completes Letter of Indemnification, LVMPD 88, and ensures it is witnessed.
3. Forwards request and Letter of Indemnification to immediate supervisor.

Immediate Supervisor

4. Evaluates request and makes appropriate comments and forwards both forms to bureau/area commander.

Bureau/Area Commander

5. Reviews request, makes any appropriate comments and forwards both forms to Outside Employment Board Chairperson (HRD Commander).

Outside Employment Board Chairperson (or designee)

6. Polls board members to determine approval for requested outside employment (sends copy to respective division commander) and approves or denies request based on at least a quorum of board member votes. (Chairperson votes only in case of a tie.)
7. Notifies employee of approval or denial of request by returning a copy of the Request for Outside Employment, through the bureau/area commander, with decision appropriately noted.
8. On approved requests, forwards original Letter of Indemnification to the Risk Management Section.
9. On all requests, forwards original application and copy of Letter of Indemnification to the Personnel Bureau for the employee's personnel file.

Bureau/Area Commander

10. Provides the employee with the approved or denied Request for Outside Employment upon return from the Outside Employment Board Chairperson.
11. Places a copy of approved Requests for Outside Employment in the Supervisor's Employee Performance File.

Employee

12. If request is denied, request for outside employment may be resubmitted after one year.
13. Completes a new request and Letter of Indemnification in January of each year or whenever there is a change in the nature of the outside employment or a change in location of assignment within the department.
14. Notifies immediate supervisor when outside employment is terminated.

Immediate Supervisor

15. Notifies Personnel Bureau when employee's outside employment is terminated.

OUTSIDE EMPLOYMENT BOARD

The Outside Employment Board has the responsibility for screening requests for outside employment to ensure consistency and equity of application. The Division Commander of Human Resources shall serve as the permanent chairperson of the Outside Employment Board. Members of the board shall include the following: Personnel Bureau Commander or designee, Professional Standards Division Commander or his designee, Special Events Lieutenant and Special Investigations Section Lieutenant.

PROCEDURE

***Las Vegas Metropolitan Police Department
Partners with the Community***

Outside Employment Chairperson

1. Ensures all board positions are filled and alternates designated as necessary.
2. Ensures board members are polled for all outside employment requests.
3. Notifies board members of meetings and schedules an annual review of all outside employment requests.

Outside Employment Board

4. Reviews requested outside employment position and details when polled and responds accordingly.
5. Conducts an annual audit of all requests for outside employment, to ensure consistency in application and equity of participation. Considers the following in their decisions:
 - a. Current and previous work history
 - b. Conflict of interest issues that may bring discredit to LVMPD
 - l. Special circumstances that are supported with sufficient documentation
 - m. Controversial or questionable nature of business or activity
 - n. Any written documentation to support or oppose a venture
 - o. Any activity that may compromise the fundamental values of the LVMPD

Outside Employment Board Chairperson

6. Completes an annual summary for all outside employment requests.

Personnel Bureau

7. Maintains current applications for outside employment for two years. After two years, all requests may be stored permanently on disc or microfilm. (6/02, 8/03) ■

***5/101.36 EMPLOYEE OF THE QUARTER AWARD
A.S. 26.1.2***

BUREAU/AREA COMMAND RECOGNITION

Each bureau/area commander is responsible for developing a program within their bureau/area command whereby an outstanding employee is selected on a quarterly basis. The criteria for this selection process will be the employee that most demonstrates the department's fundamental values: accountability, achievement, commitment, compassion, cooperation, innovation, integrity, leadership and tolerance. Once selected, this employee will be nominated for the department Employee of the Quarter.

DEPARTMENT RECOGNITION PROCESS

Each bureau/area command may nominate one employee whom they believe exemplifies the qualities listed above. The Employee Recognition Form, LVMPD 246 (available on the network), must be completed and submitted to the Human Resources Division Commander by the 15th of the month following the end of a quarter (i.e., July 15, October 15, January 15 and April 15).

1. Nominees must have completed probation.
2. Nominees cannot have received a sustained disciplinary action in the past year.
3. Nominees most recent performance evaluations must reflect meets standards in all areas of performance, at a minimum.

EMPLOYEE RECOGNITION COMMITTEE

An employee recognition committee will be formed of one volunteer from each division. Volunteers will submit a memorandum to their respective division commander indicating their desire to participate on the committee. Each division commander will select one volunteer from their division to serve on the committee for one year. The HRD Commander will serve as permanent committee chairperson.

The Employee Recognition Committee will meet during the third week of the month following the end of the quarter to review nominations and recommend the top three candidates to the Sheriff. The committee chairperson schedules the date and time of the meeting and distributes copies of all nominations to the committee members for review. The committee members select the award winner and a first and second runner-up. The committee chairperson then submits

***Las Vegas Metropolitan Police Department
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the recommendations to the sheriff. All recommendations of the committee will be kept confidential until the presentation of the award.

***Las Vegas Metropolitan Police Department
Partners with the Community***

AWARDS

Upon approval by the Sheriff, the Human Resources Division will requisition two award plaques for the recipient (one for the award winner and one for the "Wall of Fame"). Certificates will be completed for the winner and the first and second runner-up and Commendable Action Certificates will be completed for all nominees. Copies of all certificates will be sent to the Personnel Bureau and the employee's supervisor for inclusion in employee files.

The recipient's bureau/area commander will make the following arrangements upon notification by the HRD Commander:

1. Schedule an award ceremony in the recipient's bureau/area command
2. Notify the Policy and Planning Unit to request publication of an Administrative Notice
3. Notify the Office of Public Information to schedule a photographer
4. Send invitations to all nominees and their supervisors (11/99) ■

5/101.38 COMMISSIONED OFFICER REFERRAL PROGRAM

It is the policy of this department that a member who refers an applicant for a commissioned police/corrections officer position to the Human Resources Division, Personnel Bureau, prior to the applicant submitting an application to the department, will be eligible for referral compensation if that applicant is successful in the hiring process, is assigned to and begins the Academy.

PROCEDURE

Full-time, permanent department members will receive \$500.00 for each successful candidate referred to the LVMPD in accordance with the guidelines outlined in this policy. The additional compensation will be distributed through the regular payroll system and will be subject to all associated payroll taxes. Members may submit an unlimited number of referrals, however, candidates can be referred only one time. Department members on oral boards or participating in other testing and evaluation procedures who may have a conflict of interest due to a referral, will notify the Selection and Classification Section of that conflict. The referral program is open to all employees of LVMPD with the exception of the following:

- Executive and Command Staff
- Personnel Bureau Employees
- Academy Staff
- Any officer on an assignment to the Recruiting Unit who is specifically acting in the capacity of a recruiter i.e. TDY, special assignment, etc.

The applicant will complete the Police/Corrections Applicant Referral form which is part of the Employment Application or respond to appropriate questions on the on-line application. The Referral Form or on-line applications must contain the referring employee's name and personnel number.

The referring employee will be notified by memo after the referral compensation form has been approved by the Personnel Bureau Commander. The applicant referred must be assigned to and begin the Academy in order for an employee to receive the referral compensation. If an applicant who has been referred has not been assigned to an Academy and started due to an approved deferral, their referral will remain on file. If the candidate does not successfully complete the hiring process, the referral will be purged.

TRACKING

The Personnel Bureau Candidate Management Team will track all referrals and will ensure that periodic reviews are conducted. When employees eligible for compensation have been identified, an employee referral payment request will be completed by the Candidate Management Team and forwarded to the Personnel Bureau Commander for final review and approval. When payment of the referral compensation has been approved, it will be forwarded to payroll for processing.

SUSPENSION OF PROGRAM

The department reserves the right to suspend this program should there be insufficient funding at any time during the fiscal year. (5/06, 11/06) ■

**Las Vegas Metropolitan Police Department
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**5/101.40 EMPLOYEE INFORMATION CHANGES
A.S. 26.1.1, 81.2.6**

To ensure prompt access to personal information on individual members, certain details will be maintained in the Communications Bureau (CAD System and PBX), Personnel Bureau, and within appropriate files in the bureau/area command to which the employee is assigned. Such information will include name, address, telephone number, driver's license status, special skills and emergency contacts.

If the driver's license status of any employee who operates a department vehicle becomes suspended, revoked, cancelled or expired, the employee will immediately notify their immediate supervisor. In addition, any arrest for DUI, any other offense, or involvement in any court action that could change the status of their driver's license must be reported to the immediate supervisor prior to operating a department vehicle. The immediate supervisor will notify the chain of command to determine the employees work status.

All members will report any change in their name, residence, telephone number, special skills or emergency contacts to their supervisor by completion of an Employee Personal Information, LVMPD 29. This form must be completed within 48 hours of such a change and must be distributed according to the instructions on the form. In addition, when a name change is requested, the employee must report to the Payroll Section with either a new social security card or the SS-5 application form prior to the information being entered into HRMS Payroll System and becoming official.

This form will become a part of the Supervisor's Employee Performance File to ensure it is forwarded to any new area of assignment in case of transfer. It is recommended that supervisors verify this personal information with each employee during completion of the Performance Evaluation. (3/03, 12/04) ■

**5/101.41 EMPLOYEE ACCESS TO FILES
A.S. 26.1.6, 26.1.7, 26.1.8**

PERSONNEL FILES

NRS 613.075 requires that employees be given reasonable opportunity during normal working hours to inspect any records containing information used in determining the qualifications of that employee, as well as any disciplinary actions taken during that period of employment, including termination from employment. That does not include confidential reports from previous employers or investigative agencies, or any information related to criminal records or investigations; i.e., background investigations.

An employee who has been employed for more than 60 days, or a former employee who was employed for more than 60 days, may get copies of records upon payment of a fee equal to the actual cost to the department of providing copies. This fee may be waived if individual copies of five (5) or fewer items are requested. Any current employee may review and upon request be given a copy of any document placed in his/her personnel file.

Upon termination of employment, the ex-employee will be allowed to inspect their official department personnel file, subject to the limitations above, for a period of 60 days after termination of employment. After the 60-day period has elapsed, inspection of these records is not permitted. During the 60-day period, a copy of the personnel file may be obtained upon payment of the cost of producing that copy.

If the employee contends that any information in the records is inaccurate or incomplete, the employee shall submit, in writing, that contention to the Director of Labor Relations. If the Director of Labor Relations finds that the contention of the employee is correct, the information shall be changed accordingly. In all cases, the Director of Labor Relations will notify the employee of the final determination and what action, if any, was taken.

No unfavorable comment or document may be placed in the file unless the employee has read and initialed the comment or document, or if the employee refuses to initial, a notation to that effect is noted on the comment or document.

Las Vegas Metropolitan Police Department
Partners with the Community

INTERNAL AFFAIRS FILES

Access will be granted to information in these files to an employee or Association representative when a complaint is sustained, an Adjudication of Complaint has been delivered and signed by an employee, and the information is needed to investigate whether or not a grievance is to be filed or for the appeal of the imposition of discipline. Access to the file will be limited to the information that was gathered and used to make the sustained finding. Access will be denied to any information where the Department asserts that a public policy exception exists. Public policy exceptions shall exist, but are not limited to the following: pending or anticipated criminal proceedings based on the conclusions of the investigation; confidential sources or investigative techniques that are needed to protect witnesses; potential jeopardy to law enforcement personnel; internal communications between supervisors/managers and investigators. Any disputes regarding a "public policy exception" may be taken up with the Assistant Sheriff responsible for the Human Resources Division. Failing resolution at this level, the requestor may seek relief from a court of competent jurisdiction, which would include the Employee-Management Relations Board of the State of Nevada. (7/85, 11/03)■

5/101.42 PURGING OF DISCIPLINARY FILES
A.S. 26.1.8

It is the policy of this department to utilize timely and uniform purging guidelines for the removal of disciplinary records from organizational files. However, upon any demand or pending civil litigation arising out of the facts or circumstances contained in these records, destruction will be postponed until all matters are settled. These guidelines will not apply in cases of termination or resignation of the employee.

GENERAL

The Director of Labor Relations will coordinate the purging of disciplinary records with the Professional Standards Division Commander, or his designee, and the chairperson of the Accident Review Board in accordance with the following criteria. For purposes of this procedure, sustained investigations will include internal investigations as well as Accident Review Board findings. Also, "subsequent corrective action of a similar nature" is defined as a disciplinary action in the same general area of discipline, such as performance, attendance, or rule violations.

PERSONNEL RECORDS

1. The following guidelines regulate the removal of records of disciplinary action from Personnel files:
 - a. Investigations which do not result in disciplinary action will not become part of the employee's personnel file under any circumstances.
 - b. The record of any written reprimand not resulting in a suspension or loss of pay will be removed from an employee's personnel file 18 months from the date of the original adjudication. Any subsequent corrective action of a similar nature shall extend the purging of the original discipline by another 12 months or the purge length of the latest disciplinary action, whichever is shortest.
 - c. Records of disciplinary actions resulting in a minor suspension according to the Managing Employee Performance and Conduct Guide or an equivalent loss of pay will be removed from an employee's personnel file after a period of three years has elapsed from date of the original adjudication. Any subsequent offense of a similar nature shall extend the period of retention of the original corrective action for 24 months or the purge length of the latest disciplinary action, whichever is shortest.
 - d. Records of disciplinary actions resulting in a major suspension, including demotion, according to the Managing Employee Performance and Conduct Guide or an equivalent loss of pay will be removed from an employee's personnel file after a period of five years has elapsed from date of the original adjudication. Any subsequent offense of a similar nature shall extend the period of retention of the original corrective action for 24 months, or the purge length of the latest disciplinary action, whichever is shortest.
 - e. Records of a disciplinary transfer, not resulting in a suspension, will be removed from an employee's personnel file 24 months from the date of the original adjudication. Any subsequent corrective action of a similar nature shall extend the purging of the disciplinary transfer by another 24 months or the purge length of the latest disciplinary action, whichever is shortest.
2. Provided the above conditions are met, disciplinary actions and all documents relating thereto will be removed from the personnel file.

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INTERNAL AFFAIRS SECTION FILES

1. The following guidelines regulate the disposal of Internal Affairs investigative files, including Accident Review Board (ARB) findings.
 - a. All information associating or identifying a subject employee with investigative records and contacts not resulting in discipline will be removed after 18 months have elapsed from the date that the investigation or contact was closed.
 - b. All information associating or identifying a subject employee with an internal investigation that resulted in a written reprimand will be removed from all investigative files 18 months from the date of the original adjudication. Any subsequent corrective action of a similar nature shall extend the period of retention of the original offense for 12 months, or the purge length of the latest disciplinary action, whichever is shortest.
 - f. All information associating or identifying a subject employee with an internal investigation that resulted in a minor suspension according to the Managing Employee Performance and Conduct Guide, or an equivalent loss of pay, will be removed from all investigative files after a period of three years has elapsed from date of the original adjudication. Any subsequent offense of a similar nature shall extend the period of retention of the original corrective action for 24 months or the purge length of the latest disciplinary action, whichever is shortest .
 - d. All investigative files and records of an internal investigation that resulted in a major suspension including demotion according to the Managing Employee Performance and Conduct Guide, or an equivalent loss of pay, will be removed and destroyed after a period of five years has elapsed from the date of the original adjudication. Any subsequent offense of a similar nature shall extend the period of retention of the original corrective action for 24 months or the purge length of the latest disciplinary action, whichever is shortest .
 - e. All files will be removed and destroyed after a period of five years has elapsed from the date of the original adjudication or case closure if the disposition did not result in discipline.
 - f. All investigative files and records of an internal investigation that resulted in a disciplinary transfer, not resulting in a suspension, will be removed and destroyed after a period of 24 months has elapsed from the date of the original adjudication. Any subsequent corrective action of a similar nature shall extend the purging of the disciplinary transfer by another 24 months or the purge length of the latest disciplinary action, whichever is shortest. (2/03, 5/06)■

5/101.44 *REQUESTS FOR CLASSIFICATION/COMPENSATION STUDIES FOR CIVILIAN POSITIONS*
A.S. 21.2.1, 21.2.2

In accordance with the bargaining agreement between the LVPPACE and the department, "Classification and salary grade review requests may be made at any time by the Sheriff, or designee, an employee in the classification or the Association". To ensure such requests are handled appropriately, the following procedure will be followed:

Employee Requesting Review

1. Submits a written request, through the chain of command, to the Personnel Bureau, including all information directed in Article 19 of the LVPPACE labor agreement.

Personnel Bureau

2. Reviews the request to determine whether a classification/compensation review is appropriate and/or warranted.
3. Forwards recommendation and a copy of the request to the deputy chief of Human Resources Division.

Deputy Chief, Human Resources Division

4. Forwards request, including his/her personal recommendation, to the Sheriff, through the chain of command, for staff discussion and a final decision.
5. When advised of a decision by the Sheriff concerning whether the study will be conducted, notifies the Personnel Bureau.

Personnel Bureau

6. Notifies the requester, in writing (with a copy to the Association), of the decision to conduct the study.
 - a. If the decision is to conduct the study, provides an approximate time frame for completion.
 - b. If the decision is not to conduct the study, provides an appropriate response including the reason(s) for that decision.

**Las Vegas Metropolitan Police Department
Partners with the Community**

7. Upon completion of the study, forwards recommendation to the Sheriff, through the chain of command, for staff discussion and a final decision.
8. Upon approval by the Sheriff, ensures the requester and the Association are notified and places the change on the Civil Service Board agenda for final acceptance and implementation. (2/95) ■

5/101.50 CAREER DEVELOPMENT PROGRAM
A.S. 22.2.9, 33.1.7, 33.5.1, 33.8.1, 35.1.9

It is the policy of this department to provide a career development program on a voluntary basis for all members, and to promote improvement of individual employee's knowledge, skills, and abilities (KSA's). The program is designed to ensure all members equal access to training and development opportunities; however, it does not guarantee advancement or promotion, nor in or of itself grant any rights or preferences related to transfer or promotional opportunities.

CAREER COUNSELORS

Supervisors, commissioned and civilian, are designated to serve as career counselors for those they supervise. Additionally, the Personnel Bureau will provide career development manuals and training to those individuals already classed as supervisors, on an individual basis.

Training in career development shall include the following areas:

1. General counseling techniques
2. Techniques for assessing KSA's
3. Salary, benefits, and training opportunities of the agency
4. Educational opportunities and incentive programs
5. Awareness of the cultural background of ethnic groups in the program
6. Record keeping techniques
7. Career development programs of other jurisdictions
8. Availability of outside resources

CAREER DEVELOPMENT COMPONENTS

The components of career development include:

1. Career Counseling - The relationship and/or process between the career counselor and employee that is designed to facilitate an employee in career choices, understanding of career goals, and achievement of career goals through meaningful, well-informed choices.
2. Career Specialties - An area of interest or specialization that enhances the upward mobility and/or job satisfaction of an employee. Career specialties are derived through job analysis and job classification information. Career specialties are defined as special assignment transfer opportunities. These opportunities indicate the primary duty requirements, minimum qualifications for transfer consideration, and the KSA's necessary for successful work performance. These KSA's form the selection procedure that will be used to select individuals who choose to compete for transfer opportunities. Therefore, individuals can evaluate the KSA's they need to acquire to compete for career specialties. The Personnel Bureau maintains a current inventory of the KSA's necessary for special assignment positions, both commissioned and civilian. Additionally, these postings are provided to all units of the department.
3. Proficiency Training - Advanced training designed to keep members up to date on the duties and responsibilities of the job presently being performed; to enhance the member's skill beyond the minimum level; and to increase the potential for upward mobility. This includes, for example, PR-24 training, driver proficiency, radar certification, and/or WordPerfect training.
4. Career Specialty Training - Advanced training designed to stimulate members to compete for new areas of interest and specialization, as well as enhancing the overall potential for upward mobility. This includes training in management techniques. Skill development upon promotion shall be provided in the form of supervisory training.

Las Vegas Metropolitan Police Department
Partners with the Community

The Training Bureau commander will be responsible for maintaining written records of all proficiency and career specialty training of personnel.

The Training Bureau commander will also be responsible for maintaining an annual inventory of resources used to develop advanced training for the career development program. A number of training resources, in addition to department training, exist for management development, including the University of Nevada - Las Vegas, Southern Nevada Community College, the Southern Police Institute, and the FBI National Academy. The tuition reimbursement and educational leave programs are explained in Department Manual Section 5/103.06. Professional leave is covered in Civil Service Rule 640.1.

TEMPORARY ASSIGNMENTS

Personnel are also encouraged to take advantage of TDY (Temporary Duty Assignment) and TAD (Temporary Assignment Duty) programs (see Department Manual Sections 5/101.08 and 5/101.09 respectively). Diversified assignments such as these are beneficial to members because of the acquisition of new and specialized skills, serving to enhance career development, while providing commanders a broader base of trained personnel. (9/90, 4/02) ■

5/101.51 PERFORMANCE SUPPORT ALERT SYSTEM (PSA) **A.S. 26.1.4, 26.1.5, Chapter 35 (all)**

It is the policy of this department to maintain a confidential, nonpunitive Performance Support Alert System for its members. The objective of the system is to help identify early signs of diminished performance, which if not addressed, can lead to serious performance concerns.

PROCEDURE

QAB Analytical Detail

1. Generates Performance Support Alert and forwards to employee's bureau/area commander.
2. Generates a quarterly audit of Performance Support Alerts for Division/Office/District Commanders.

Bureau/Area Commander

3. Reviews the Performance Support Alert. (NOTE: Information concerning a complaint which is listed in the PSA and under investigation by Internal Affairs will not be investigated at the bureau level unless coordinated with the Internal Affairs Section Lieutenant.)
4. Forwards the Performance Support Alert to the employee's shift or section commander for a recommendation for further action or performance support counseling.

Shift or Section Commander (Lieutenant, Manager, or Director)

5. Reviews the Performance Support Alert and any specific direction from the bureau/area commander.
6. Acquires supporting documentation as needed, e.g., squad or individual activity reports, event or incident reports, etc.
7. Evaluates the alert and supporting documentation and provides comments when necessary (i.e., past notifications, perceptions of the employee's performance, and/or specific directions for performance support counseling).
8. Confers with the employee's immediate supervisor and recommends a course of action.
9. Advises the bureau/area commander of the recommended course of action.
10. Assists the immediate supervisor with any performance support counseling, when appropriate.

Immediate Supervisor

12. Conducts performance support counseling when appropriate.
13. Creates a Performance Appraisal System Contact Report at the conclusion of the meeting to document any direction or agreement designed to enhance future performance.
14. Files any documentation in the employee's performance file.
15. Purges the documentation when it is no longer an issue of the employee's performance or evaluation.

Bureau/Area Commander

16. Reviews the recommendation and provides additional direction, to include the levels of supervision to be involved, if a performance support counseling is recommended.

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Partners with the Community***

17. Requests specific feedback when appropriate.
18. Provides feedback on Performance Support Alert activity to the division/office/district commander during Quarterly Performance Reviews.

Division/Office/District Commander

19. Reviews quarterly Performance Support Alert audits.
20. Discusses Performance Support Alert activity with bureau/area commanders during Quarterly Performance Reviews. (12/02, 7/03) ■

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**5/101.52 CRIMINAL VIOLATIONS BY LAW ENFORCEMENT EMPLOYEES
A.S. 26.1.1, 26.1.4, 52.1.1, 52.1.3, 52.1.7(e), 52.1.8, 52.1.9, 52.1.12**

Allegations of criminal violations by any law enforcement employee (regardless of jurisdiction) are serious and must be handled expediently and judiciously. Criminal violations by department employees are a breach of the department's fundamental values, as well as the community's confidence. It is therefore the policy of this department to deal with such employees through a wide range of disciplinary options, and when appropriate, with additional training and assistance programs.

PROCEDURE

Any citizen desiring to report a criminal violation involving a department member will be referred to the employee's area lieutenant, a watch commander, bureau/area commander or investigative unit responsible for the criminal violation (whichever is appropriate to the chain of command), regardless of the time of day or type of violation. It is the responsibility of the area lieutenant, watch commander and/or bureau/area commander to determine what, if any, enforcement action is required (see procedure below).

The Sheriff will be notified, through the chain of command, as soon as practical of any member of this department or any other law enforcement agency that is charged with or accused of a criminal violation (including any arrest or misdemeanor citation, except for minor traffic violations). The Sheriff, or his designee, will then determine what other notifications are required.

Employee

1. Notifies immediate supervisor promptly or as soon as practical:
 - a. When charged with or accused of a criminal violation (includes any arrest or misdemeanor citation, except for minor traffic violations), regardless of the jurisdiction.
 - b. When, in the performance of duty, becomes aware that any department employee, or employee of another law enforcement agency, is being detained as a suspect in a crime, charged as a suspect, identified as a suspect in a crime report, is associating with persons known or suspected to have engaged in criminal activity or accused of a criminal violation regardless of the jurisdiction.

Immediate Supervisor

2. Upon notification, immediately advises the watch commander, if the incident is in progress or has just occurred. When notified that any department employee, or employee of another law enforcement agency is being detained as a suspect in a crime, charged as a suspect, identified as a suspect in a crime report, is associating with persons known or suspected to have engaged in criminal activity or accused of a criminal violation regardless of the jurisdiction, notifies next level of supervision, area lieutenant, watch commander, section lieutenant, or bureau/area commander as appropriate. (If the citizen reports the violation directly to the investigative unit responsible for the criminal investigation, the section lieutenant will be notified immediately.)

Area Lieutenant, Watch Commander, Section Lieutenant, or Bureau/Area Commander (as appropriate)

3. Ensures enforcement action is taken, as appropriate. (Enforcement action includes completion of an incident report, citation, arrest, etc.)
 - a. Notifies the on call Internal Affairs Section lieutenant and on-duty supervisor/lieutenant of the unit responsible for the criminal investigation any time an employee is charged with a crime, held or detained for investigation, is associating with persons known or suspected to have engaged in criminal activity. or alleged to have committed a criminal act. (Any criminal investigative processes will be the responsibility of the supervisor/lieutenant of the section that normally conducts such investigations. This includes any tests, suspect employee interviews or interrogations, other than preliminary investigations.)
 - b. Advises a Traffic Supervisor to respond if it is a suspected DUI involving a LE employee.
 - c. Notifies the member's office/division commander of the incident and action taken (including those instances where no enforcement action was deemed appropriate).
 - d. Notifies the employee's bureau/area commander if the incident becomes known after the fact, such as the following day.
 - e. Notifies the respective chain of command, if a member of any other law enforcement agency is cited or arrested.

**Las Vegas Metropolitan Police Department
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Employee's Division/Office Commander

4. Ensures the Sheriff and Undersheriff are advised of the incident.
5. Determines, upon notification of the employee's offense, if the charge could result in disciplinary action or termination, and directs the employee to:
 - a. remain on a full-duty status in current assignment, or
 - b. be reassigned to another position, or
 - c. be relieved of duty with pay pending completion of the investigation (special administrative leave).

Investigative Services Division Commander or designee

6. Determines the priority of the investigation process upon meeting with the IAB commander or designee.
7. Ensures an investigation of the incident is completed, when appropriate. Provides internal investigators timely information, reports, or evidence as requested.
8. Notifies the Risk Manager when an employee's criminal act results in the loss of property, equipment, or money belonging to the department or other entity/citizen.

Internal Affairs Section

9. Responds to the incident, as appropriate.
10. Conducts a preliminary internal investigation per 5/101.26 separate from the criminal investigation to determine whether there were violations of department policy.
 - a. Internal investigators may witness certain portions of the criminal investigation, within the limits of policy and appropriate laws, to gain timely investigative information. This may include, but is not limited to, citizen witness interviews, warrant services, surveillance, evidence gathering, etc.
 - b. Internal investigators will not make contact with the suspect employee while in the company of criminal investigators.
 - c. Unless deemed appropriate by the IAB commander, internal investigators will not interview the suspect employee until after the criminal case has been submitted for prosecution or otherwise closed.
 - d. Internal investigators will not provide criminal investigators any information gained through compelled employee interviews. (4/02, 11/02) ■

**5/101.53 DOMESTIC ABUSE AND DUI VIOLATIONS BY EMPLOYEES
(See Critical Procedures 6/020.00)**

**5/101.54 TEMPORARY EMPLOYEES
A.S. 21.2.3, 33.7.1**

Temporary employees are employed on a part-time basis, and do not receive the benefits afforded full time, regular employees such as paid lunch breaks, vacation/sick accruals, etc. Temporary employees typically work 19 hours per week, or can work 40 hours per pay period but are limited to working 988 hours per fiscal year and are not authorized to work overtime. Exceptions to the above must be approved by the Executive Director of Finance.

Job descriptions for these temporary positions are on file in the Personnel Bureau. Temporary positions are not a part of the department's permanent classification structure and are designed to provide support to the department during peak work periods, or provide part time support to a department function. The following part-time positions include but are not limited to:

School Crossing Guard, Lead Crossing Guard and Field Training Supervisor
Vehicle Services Worker, Lead Vehicle Services Worker and Fleet Dispatcher
Services Aide
Investigative Aide
Temporary Support Assistant
Specialized Temporary Assignments

The Personnel Bureau maintains a list of candidates interested in working in a temporary capacity including any special skills they may possess. Temporary employees are required to pass a background investigation conducted by the Personnel Bureau and will be processed through Payroll. Temporary employee identification cards are issued.

The bureau/area commander will ensure all temporary employees are supervised, receive appropriate orientation and on-the-job training and are familiar with department rules, regulations and procedures.

***Las Vegas Metropolitan Police Department
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REQUESTING TEMPORARY EMPLOYEES

Bureau/Area Commander

1. Completes a Personnel Requisition, LVMPD 55, requesting a temporary employee according to the above definitions and submits through the chain of command. If the request is for a Specialized Temporary Employee, specific dates concerning the period of employment (beginning and ending) must be indicated.
2. Ensures appropriate measures have been taken to request permanent full-time assignments for those positions that are not temporary in nature.

Personnel Bureau

3. Coordinates background investigation and testing as appropriate to the position being filled.
4. Notifies the bureau/area commander when the individual is ready for hire and coordinates processing through Payroll when accepted by the bureau/area commander.

Payroll

5. Completes the payroll processing upon notification from Personnel.
6. Maintains a listing of temporary employees including the fiscal year-to-date hours the temporary employee has worked.
7. Submits a biweekly report to the bureau/area commander listing each temporary employee and the number of hours each has worked in the current fiscal year. (8/95, 5/03)■

***5/101.58 DEPARTMENT SPONSORED EVENTS
A.S. 45.2.1, 46.1.10***

It is the policy of this department to sponsor or co-sponsor events that are mission related or that otherwise further law enforcement interests. These events are considered department activities.

Sponsored events are initiated and coordinated by department members and may be supported totally or in part by department resources. Approved events may also be co-sponsored by other departments or organizations. Examples of these events are seminars, workshops, conferences, and team events testing police-related skills, such as bike, K-9, and pistol competitions. The Training Bureau is exempt from this policy when coordinating low risk, classroom-based training for department members.

Event Coordinator

- (A) Submits an event proposal by memo through the chain of command to the Undersheriff for approval. The proposal will contain, but will not be limited to the following information:
 - (A) Scope of event - Relationship to department mission
 - (B) Tuition/fees involved, or waived, and other financial impact
 - (C) Other departments/organizations involved, if any
 - (D) Required resources, such as personnel, equipment, and facilities
 - (E) Required time off from assigned duties
 - (F) Any known legal/liability issues
 - (G) Confirmation agency/organization is insured
- (B) Forwards a copy of the proposal to the Legal Counsel, Office of Legal Affairs, for review and comments.
- (C) Forwards and coordinates approved proposals with the Executive Director, Office of Finance, before initiating the proposed action when the fee is waived for department members.
- (D) Coordinates with the Training Bureau Commander pursuant to 5/108.01, when applicable.

Legal Affairs

5. Reviews proposals for legal issues and liability concerns.

Executive Director, Office of Finance

6. Reviews approved proposals to determine funding requirements, insurance needs, and other related issues.
7. Notifies the event coordinator when it is appropriate to proceed with the event. (9/03, 6/04)■

Las Vegas Metropolitan Police Department
Partners with the Community

5/101.60 EXTENDED LEAVE REORIENTATION PROGRAM
A.S. 22.2.1

Department members on extended leave in excess of 90 days (3 months) will be placed in a reorientation program upon return to work. The goals for reorientation are as follows:

- Update the member on department policy and procedure changes
- Update the member's certifications if applicable (POST for commissioned)
- Introduce the member to specific unit changes

PROCEDURE

Employee

1. Contacts Personnel Bureau to complete required paperwork to initiate Active status.
 - a. Members returning from military duty are required to turn in their DD214 (must include the characterization of service section). Should there be "dishonorable" or "other than honorable" characterization indicated on the DD214, the employee's DD214 is copied to Internal Affairs for immediate review.

Personnel Bureau

2. Assigns member as follows:
 - a. Commissioned police officers will initially be assigned to the unit in which they served prior to leave, then reassigned TDY to the Training Bureau to update POST certification and any other certifications that are applicable to the member's last position within the department. The period of time assigned to Training will be determined by the Training Bureau Commander. Following reassignment from Training Bureau, commissioned officers returning to Patrol will be assigned to FTEP for reorientation for a minimum period of one month (30 days). A performance plan will be provided to the member on the performance cover sheet for the upcoming annual evaluation period. At the discretion of the division/bureau commander, the period of FTEP reorientation may be modified based upon the officer's past performance and tenure. Bureau commanders outside of the Patrol Divisions will have discretion in placement and amount of time a tenured officer will serve in reorientation.
 - b. Corrections officers will be assigned to the DSD training section to receive all POST requirement training prior to being reassigned to DSD Field Training for reorientation. Returning commissioned personnel will be assigned to field training for reorientation for a minimum period of one month (30 days). A performance plan will be provided to the member on the performance cover sheet for the upcoming annual evaluation period. At the discretion of the bureau commander, the period of reorientation may be modified based upon the officer's past performance and tenure.
 - c. Civilian members will be assigned to the unit in which they served prior to leave for an orientation period of at least one month (30 days). The assigned supervisor will provide sufficient training and monitor performance to ensure minimum standards are met. A performance plan will be provided to the member on the performance cover sheet for the upcoming annual evaluation period. At the discretion of the bureau or section supervisor, the period of reorientation may be modified based upon the member's past performance and tenure.

Regarding members who are returning from active military duty, Personnel Bureau will notify the Police Employees Assistance Program to ensure the returning member receives appropriate support during the reorientation process.

This policy applies to non-probationary employees only. All probationary employees on leave from service for an extended period will have each individual case reviewed for its own merits. Time absent from the job for extended leave will not count toward completion of probation. Probation will stop upon leave and continue upon their return to work.

If an employee does not meet standards during the reorientation process, the supervisor is required to follow standard employee performance protocol. Performance issues will be addressed through training, counseling, and discipline as applicable. Documentation of the employee's performance during this period is the responsibility of the supervisor and can be accomplished by monitoring performance and counseling documented on contact reports. Should the employee not respond to initial corrective actions, progressive discipline will be implemented. (5/07) ■

**Las Vegas Metropolitan Police Department
Partners with the Community**

5/102.00 ADMINISTRATIVE PROCEDURES

5/102.02 ACCREDITATION
A.S. 11.4.3, 12.2.1, 33.5.3

It is the policy of this department to maintain its accredited status by complying with standards representing the best professional practices of law enforcement agencies. The assistance of all department members is enlisted to ensure day-to-day compliance with assigned standards. The responsibility for maintaining accreditation and coordinating re-accreditation efforts rests with the Office of Quality Assurance, Accreditation Manager.

PROCEDURE

Accreditation Manager

The Accreditation Manager is appointed by the Sheriff to serve as department liaison with the Commission on Accreditation for Law Enforcement Agencies (C.A.L.E.A.) and is responsible for:

1. Completing the department's annual report to C.A.L.E.A. assessing the department's compliance to accreditation;
2. Maintaining liaison with other accredited law enforcement agencies and those in self-assessment to include exchange of procedural, administrative, and management information;
3. Maintaining and distributing current accreditation standards and other information to organizational components via the LVMPD intranet (DEPT SITES/Office of Quality Assurance/Accreditation);
4. Providing assistance with other LVMPD accreditation efforts including ACA and NCCHC for DSD, ASCLD/LAB for the Forensics Lab, and CALEA accreditations for Communications and Training Academy;
5. Assisting organizational components in maintaining accreditation standards and complying with new/revised standards;
6. Maintaining liaison with command staff and others to keep them informed of changes in standards and other requirements;
7. Monitoring reports, reviews, and other activities required by accreditation;
8. Maintain electronic files of all proofs of compliance and directives, and distribute "Documentation Reports" to each operating unit required to provide compliance documents; and
9. Conducting training to familiarized members with the background, purpose, and process of accreditation, including orientation training for newly assigned members and advanced training for all members prior to an on-site assessment.
10. Complete the CALEA New Accreditation Manager training within one year of appointment and attend at least one CALEA conference annually.

Accreditation Maintenance

Re-accreditation must be applied for and granted on or before the third anniversary of the previous award of accredited status. For successful re-accreditation to occur, all functions of the department must be in compliance with standards at all times and not just during the on-site assessment. To ensure this is accomplished, the Accreditation Manager will periodically report directly to the Sheriff on new standards, and any significant problems with standard's compliance or member support.

All members of this department will cooperate with and assist the Accreditation Manager in maintaining accredited status. Maintaining accredited status is accomplished by maintaining "proofs of compliance." This includes updating the individual accreditation standard folders with any monthly, or other periodic reports or reviews required by accreditation standards; mandatory review/coordination of department and division directives with the Accreditation Manager; and review of any operational/organizational changes or practices with the Accreditation Manager.

In addition, many special projects or organizational changes can be utilized to demonstrate compliance with general department standards, or as exemplary projects to be highlighted during on-site assessments. Members are encouraged to contact the Accreditation Manager to determine the relevancy of such projects, or for any other questions concerning Accreditation.

Primary Contact and Liaison Personnel

***Las Vegas Metropolitan Police Department
Partners with the Community***

Each division/office commander will appoint representatives from major components under their command to serve as accreditation liaisons. These appointments will be submitted to the Accreditation Manager.

Primary Contact: Ideally of decision making level, preferably lieutenant, sergeant, or civilian equivalent. Primary contacts will review all applicable accreditation files and, in coordination with the Accreditation Manager, assure that department and bureau/section policies meet the applicable standard(s) and determine the appropriate documents that indicate proof of continuing compliance.

Liaison: In the same unit as the primary contact who can provide the directives and documentation/proofs for each standard and for each year of the accreditation cycle.

The Accreditation Manager will hold quarterly meetings with contacts and liaisons to ensure proofs of compliance are being submitted in a timely manner, and to discuss other pertinent matters.

Review Process

All department/division General Orders and Procedural Orders will be reviewed by the Accreditation Manager prior to their implementation. This review process is to determine the impact on accreditation, and is not an approval process for directives. Administrative and statistical reporting requirements of accreditation will be submitted to the Accreditation Manager if they are not normally submitted to another bureau for file. For example, Quarterly Performance Reports are filed in the Policy and Planning Unit, and are readily available for review and need not be submitted to the Accreditation Manager. Other reports, such as the Quarterly Assessment and Distribution of Patrol, Annual Evaluation of Career Development, etc., are not readily available and will be forwarded to the Accreditation Manager. (3/02, 6/06) ■

5/102.03 STATISTICAL INFORMATION CONCERNING THE DEPARTMENT

It is the policy of this department that whenever statistical information is reported to anyone outside the department, it will be representative of this department's jurisdiction only. Members of this department will NOT provide information concerning surrounding jurisdictions or any statewide figures.

PROCEDURE

A Statistical Glossary and Responsibility Matrix (see 1/303.00) has been developed to identify the responsible sources for statistical information throughout the department. By assigning specific responsibility for each type of statistic collected, we can ensure that only the correct and appropriate information is provided to requesters.

Requests for statistical information can be external (requested outside the department) or internal (requested from within the department). Internal requests do not generally require the same degree of scrutiny as do external requests particularly when the outside request may result in publication either on a local or national level. In either case, the Statistical Glossary and Responsibility Matrix should be consulted to determine the appropriate source for that particular information. When the information is contained in an accepted department publication (such as the UCR, Annual Report or CAD statistic) it can be assumed that the information is the most accurate available.

When responding to a request for statistical information ALL responses provided to any person or organization outside of the department must have a Statistical Documentation Report, LVMPD 250, attached. This form is an LVMPD template. The only exception to this is for the UCR section of Police Records and the Office of Public Information. When including department statistics in any publication, newsletter or other document, the information must be annotated with the source, time period covered by the information and include the disclaimer found on LVMPD 250.

Requests for numerous statistics with various sources unavailable to the responder can be referred to the Police and Planning Unit where much of this information is collected for historical purposes. Any request for statistical information from outside the department which may result in publication must be reviewed by the Policy and Planning Unit to ensure that the information is appropriate for publication.

Any exception to this procedure must be approved by the Sheriff. (5/96, 4/00) ■

**Las Vegas Metropolitan Police Department
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**5/102.04 STATISTICAL AND ADMINISTRATIVE REPORTING
A.S. 11.4.1, 11.5.1, 11.6.3, 11.6.4, 15.1.1, 43.1.6**

ADMINISTRATIVE REPORTING

Administrative reporting is a part of the management information system in which management information is compiled in daily, quarterly, and annual reports. These reports reflect comparative data on activities and trends, and serve to encourage communication both up and down the chain of command. Analytical reports derived from the statistical sources referenced above will be distributed to the affected organizational units.

Hot Sheet/Daily Briefing Bulletin

Daily reports summarize significant occurrences during the previous 24 hours, keeping members informed on major crimes, accidents, arrests, and other important activities. The Hot Sheet/Daily Briefing Bulletin is distributed through the Multi Media Patrol Briefing System (MMPBS) to field officers on all shifts. A designated employee will be required to print the original Hot Sheet/Daily Briefing Bulletin off of the MMPBS Printer and make copies to be distributed for their personnel. The first part of the Hot Sheet/Daily Briefing Bulletin is the "hot sheet" or vehicle page which lists license numbers of stolen, embezzled, and obtained under false pretense vehicles, lost or stolen license plates and felony want vehicles which have been placed in the Wanted Vehicle System (WVS). Descriptions of the vehicles are maintained at the WVS Desk.

The following part, the "Briefing Sheet" is compiled from the Attention All Officers Form, LVMPD 30, submitted by field officers and investigators. It includes four groups of information regarding suspects, fugitives, warrants, and any miscellaneous information on robberies, burglaries, and grand larceny incidents. Composite drawings of suspects are included in the package when appropriate.

Quarterly Performance Reports

Quarterly Performance Reports are to be submitted by all budget unit commanders. These reports provide division/office commanders and executive staff an opportunity to review performance measures, such as inputs, outputs, outcomes, efficiency, effectiveness and quality. Performance reports also furnish useful and timely data for budget, planning, research, inspections and accreditation.

Division/office commanders will ensure that Quarterly Performance Reports are submitted on time through their chain of command using the standard form only. The templates are available on the department computer system in the "W" drive and it is the responsibility of each unit to complete the current form and submit it through the respective chain of command, with all applicable signatures, to the Sheriff.

Unit functions and performance measures are products of the Performance Measurement Project and are evaluated annually and approved by the Sheriff. The following information will be completed by the budget unit:

- **QUARTER AND FISCAL YEAR-TO-DATE COLUMNS** - This is the number (statistic) which corresponds to the description provided under UNIT PERFORMANCE MEASURE. This is expressed as a number corresponding to the activity. Figures in the first column, QUARTER, will represent the statistic for the quarterly period being reported on and figures in the second column, YEAR-TO-DATE, will represent the cumulative figure for the fiscal year. The third column is the figure for the same quarter for the previous year. The fourth column is the percentage change between the current quarter and same quarter last year and is calculated automatically by the computer.
- **STRATEGIES, TACTICS, ACTIONS/PROGRESS BY UNIT** - These columns deal with implementation of the department's Strategic Plan. It is incumbent upon each unit to determine which strategies can/should be addressed by their unit and develop and implement tactics in accordance with the Strategic Planning Program. Strategic Initiatives must be submitted separately on a Strategic Initiative Worksheet and approved through the chain of command before they are placed on the Quarterly Report Template. When the Initiatives are completed, the Strategic Initiative Worksheet must again be completed to close the initiative and then it will be removed from the QPR template.
- **NOTABLE THIS QUARTER** - This section will include information and comments on any special circumstances identified by the unit which either enhanced or limited the ability to meet performance expectations. There must

Las Vegas Metropolitan Police Department
Partners with the Community

be information included in this section; “none” is NOT acceptable. Discussion can include significant events, training issues, personnel movements that affected performance, program conclusions, etc.

- PERFORMANCE FOCUS FOR NEXT QUARTER - This section provides the opportunity to discuss changes in operations which will improve performance from one quarter to the next, particularly in areas in which performance is not meeting expectations. In addition, the final report of the year (April-May-June) should address the focus for the coming fiscal year as well as the next quarter. Some discussion must be included; “none” is NOT acceptable. Include information concerning personnel, training issues, program emphasis, significant projects scheduled, etc.
- The typed name and original signature (no stamps) must be placed on the report.

Quarterly Performance Reports are submitted on a fiscal-year calendar, with the first report covering July-August-September, the second October-November-December, the next January-February-March and the last report of the year April-May-June. The final report of the fiscal year (completed in July) must contain commentary concerning the overall performance of the unit over the entire fiscal year.

Performance reports will be submitted to the division command level by the 14th of the month following the end of the quarter. The division commanders will then make the appropriate comments and will submit the reports to the Assistant Sheriff level by the 21st of the month following the end of the quarter. The reports will then be filed and maintained in the Policy and Planning Unit. Any reports containing comments from the Undersheriff or Sheriff will be returned to the respective budget unit so they can be addressed in subsequent reports. (6/00, 3/06) ■

5/102.05 CONDUCTING STAFF STUDIES

WHEN TO CONDUCT A STAFF STUDY

Staff studies are conducted to determine solutions to administrative issues and/or to recommend new or revised policies/programs. This format should be used for administrative purposes (as opposed to line functions which generally use the SARA method for evaluation) and often will affect more than one component within the department (for example, evaluating a change in work hours or equipment; evaluating a new process for taking reports; or evaluating the effectiveness of a new program.) This format is not intended to replace Tactical Operations Plans and is not required to recommend minor modifications to existing procedures/plans.

CONDUCTING THE STAFF STUDY

The actual mechanics of conducting a staff study may vary depending upon the nature and scope of the problem/program. Therefore, the guidelines presented here are for general direction and should not be construed as hard and fast rules.

Research is the most important aspect of conducting a staff study. There are many sources such as written material (books, manuals, periodicals, articles, etc.), interviews with individuals knowledgeable with the subject matter, the Internet, previous studies, laws and ordinances. Keep an open mind about the outcome of the study. It is important to anticipate limitations and choose the most appropriate solution to a given problem. Before starting the writing phase, collect and evaluate all data to be included in the study. Sound and thorough planning which foresees problems and makes acceptable allowances where unavoidable difficulties exist demonstrates the validity of the study.

Completed staff studies should be submitted in the sample format presented below. A template, titled “Staff Study Format,” is also available on the LVMPD network for this purpose.

STAFF STUDY FORMAT

Division:

Date:

Bureau/Area Command:

Properly identify the bureau/area commander responsible for approving and sponsoring the study through the chain of command.

SUBJECT:

Las Vegas Metropolitan Police Department Partners with the Community

Adequately title the study so that the problem being studied is readily identifiable

PROBLEM:

State the problem in the form of an objective. This should be a concise statement relating to why the study is being conducted. (For example, "To determine...")

ASSUMPTIONS:

List any assumptions necessary for a logical discussion of the problem. Assumptions are frequently confused with facts. This section may be omitted if not needed.

FACTS BEARING ON THE PROBLEM:

List the essential facts, in logical sequence, which have a bearing on the problem, and which must be analyzed and considered for a conclusion to be reached. These facts will include information derived as a result of the research, as well as other facets of the problem which must be considered, such as costs, personnel requirements, equipment, etc. If a lengthy article or other type of research material is pertinent and considered to be a vital part of the study, list it in the Annex Section and attach it to the study. Be sure to consider the affect on other units such as long-term responsibility for implementation, budget impact/cycles and affects on existing rules, regulations, policies, procedures, bargaining agreements, etc.

DISCUSSION:

In this section, analyze each of the assumptions (if used) and facts presented above. The positive and negative of each must be considered. Ensure that the discussion is pertinent to the study. Avoid personal biases. The discussion statements should be brief and in the same order as the assumptions and facts are presented. If it is necessary to include a lengthy discussion of facts, include it in the Annex Section.

Alternate methods or courses of actions to solve the problem may also be considered in this section.

CONCLUSIONS:

Present a statement of the results of the completed analysis and consideration of the facts and alternatives. The conclusion statement must be explicit.

ACTION RECOMMENDED:

Provide a complete, concise, and clear statement of the action recommended to implement the conclusion you have reached. Include timelines, participants, resources/costs, and/or drafts of directives, if appropriate.

SIGNATURES/REVIEW/COMMENTS:

Provide space for the signature of the preparer, as well as for members in the chain of command who will review the document. Include space for the respective dates of signatures and any comments by reviewers. Also include a block for "approval" or "disapproval" for the division commander, respective Assistant Sheriff, Undersheriff and Sheriff.

ANNEXES:

List any attachments to the study.

APPROVAL PROCESS

Completed staff studies that only affect one operational unit or operations within one division will be reviewed by the chain of command and approved by the division commander. Issues that have department-wide impact or reach across division lines will be reviewed by the chain of command. If the division commander supports the study, he/she will make a presentation to Executive Staff who will discuss the issues. The Sheriff and Undersheriff and Assistant Sheriff's will be the final approving authority.

Copies of all completed staff studies, approved or not, should be forwarded to the Policy and Planning Unit for historical retention. (10/01) ■

Las Vegas Metropolitan Police Department
Partners with the Community

5/102.06 INSPECTIONS
A.S. 53.1.1, 53.2.1

It is the policy of this department to conduct quarterly inspections to assess the department's effectiveness in performing its assigned mission in compliance with established policies and procedures.

INTRODUCTION

The Office of Quality Assurance is responsible for the management and conduct of the department's inspection program. The goal of the inspection program is to ensure accountability, integrity, compliance and uniformity in the conduct of the operations of the department, while simultaneously increasing the effectiveness and efficiency with which resources are managed. The inspection program will be used as a management tool to assure the Sheriff and staff that administrative procedures are being adhered to and to provide a proactive approach to improve operational shortcomings.

Copies of all inspection reports are maintained in the Office of Quality Assurance, Professional Standards Division.

UNIT INSPECTION PROGRAM

Quarterly inspections are conducted to provide unit commanders an on-going evaluation of operations to ensure excellence through accountability that employees and operations are functioning in concert with department policy and procedure.

The inspection program will consist of a self-inspection phase conducted at the unit level followed by a compliance inspection phase conducted by the Office of Quality Assurance. The Office of Quality Assurance maintains a site on the department's intranet and the inspection program will be managed using this intranet site. A Notification and Unit Inspection Report for each unit will be posted on the site during the first week of each new quarter. The report will list areas to be inspected, applicable references, and any special instructions. Each unit will report on the prescribed areas as they apply to them. Instructions for completing the report as well as the due date for submission will be listed on the report itself.

Office of Quality Assurance

1. Determines inspection areas two weeks prior to the beginning of each new quarter. Areas are derived from Executive and Command Staff guidance, department policy coverage, CALEA standards and areas of concern as determined by the Office of Quality Assurance.
2. Posts the quarterly Notification and Unit Inspection Report to the Office of Quality Assurance site on the Intranet during the first week of each new quarter.
3. Notifies all division and unit commanders, via email, that the notification is posted and the specific inspection areas.

Unit Commander

4. Completes or delegates completion of the Notification and Unit Inspection Report in accordance with instructions outlined in the notification. A minimum of 45 days will be allowed to complete the report.
5. Reviews the report to verify compliance rating in each area. Ensures comments are provided for "compliance with exception" or "non-compliance" ratings.
6. Ensures corrective actions are initiated for any deficiencies noted. It is not necessary that corrective actions are completed prior to submitting the report.
7. Submits the report to the Office of Quality Assurance, via email, by the stated due date.
8. Retains a copy of the report on file for three years.

Office of Quality Assurance

9. Reviews the completed Notification and Unit Inspection Reports.
10. Completes an Inspection Summary Report to all division commanders.
11. Determines which components will undergo a compliance inspection based on unit inspection results, complexity of inspectible areas, and rotation of units based on CALEA standards.
12. Telephonically notifies affected unit commander and administrative assistant, one working day in advance, that the unit will undergo a compliance inspection.
13. Conducts the compliance inspection(s).
14. Completes a Compliance Inspection Report. Out-briefs the unit commander and forwards a copy of the report to that commander and the respective division commander.

***Las Vegas Metropolitan Police Department
Partners with the Community***

Unit Commander

15. Ensures there is a representative from the unit available to assist the compliance inspection team.
16. Ensures corrective action is taken on any deficiencies found during the initial or compliance inspections.
17. Reports any deficiency that cannot be corrected within seven days on the unit's Quarterly Performance Report.
18. Notifies the Office of Quality Assurance to arrange a re-inspection when deficiency is corrected.

Office of Quality Assurance

19. Assists the appropriate unit in taking corrective action on identified deficiencies.
20. Conducts re-inspections as needed.
21. Completes Re-Inspection Compliance Report and forwards it to both the unit commander and the respective division commander.
22. Conducts follow-up with appropriate department unit and the Policy and Planning Unit to correct any policy deficiencies identified during the inspection process.

STAFF DIRECTED INSPECTIONS

Executive or Command Staff

1. Determines that an internal unit, function or process requires a comprehensive inspection.
2. Contacts the Office of Quality Assurance Commander to coordinate focus, requirements and time frame for the inspection.

Office of Quality Assurance Commander

3. Coordinates with respective division/office commander to discuss the requirements of an inspection within their command and/or coordinates with command staff to discuss concerns underlying a requested inspection.
4. Notifies the component commander **only** if the inspection is determined to be announced.

Office of Quality Assurance

5. If an announced inspection, conducts a pre-inspection meeting with the head of the unit to discuss the focus of the inspection and to answer any questions concerning the inspection process.
6. Performs the inspection by examining all aspects of the unit, function or process.
7. Prepares a draft inspection report and submits it to the Office of Quality Assurance Commander for approval.

Office of Quality Assurance Commander

8. Upon approval, forwards a copy of the final draft report to the unit commander and the respective division commander within 14 calendar days.
9. Conducts a post-inspection meeting with the head of the unit and/or other applicable parties to discuss the inspection findings and/or recommendations.

Unit Commander

10. Prepares a written response within 14 calendar days of receipt of the final inspection report and forwards it to the Office of Quality Assurance Commander.

Office of Quality Assurance Commander

11. Submits the completed inspection package and unit's response to the initiating authority within 7 calendar days of receipt of the unit's response. An addendum may be submitted if necessary.
12. Distributes the final report to division commander and affected units.

Unit Commander

13. Submits, through the Quarterly Performance Report, comments addressing the findings or stating that the identified deficiencies are not going to be addressed with supporting reasons. (3/02, 5/06) ■

Las Vegas Metropolitan Police Department Partners with the Community

5/102.08 MASTER EVENTS CALENDAR

The purpose of the Master Events Calendar is to provide a single location where dates and events concerning the department/department activities can be listed to avoid conflicts in scheduling. This calendar should be consulted prior to scheduling/planning any major event to avoid scheduling conflicts.

The Master Events Calendar is a feature of GroupWise and is monitored and maintained by the Training Bureau Commander's Office. **Department members are encouraged to direct any information concerning significant dates involving department activities/events to "LVMPD Master Events Calendar" via e-mail.** They will then be placed on the calendar by the Training Bureau.

To access the Master Events Calendar you must "proxy" to the calendar. This is only required the first time you access the calendar; after that the name will appear in your listing and you simply highlight the name and go to it directly. To proxy the first time complete the following steps:

1. From the GroupWise main window, click on the Proxy button in the lower-left corner of the main window.
2. Click on the word "PROXY".
3. In the Name text box, type "LVMPD Master Events Calendar" then click OK
4. From the Mailbox, select "Calendar". You should now have the Master Events Calendar displayed, which may default to the day, week or month view. If you choose to view the calendar by the week or month, you must also click in the box labeled "appointments" just below the day, week, month and year tabs.



After you proxy the first time as described above, you can access the calendar by completing the following:

1. From the GroupWise main window, click on the Proxy button in the lower-left corner of the main window.
2. Click on LVMPD Master Events Calendar.



To return to your personal mailbox:

1. From the GroupWise main window, click on the Proxy button again and then click on your name in the listing. (3/03) ■



5/102.09 WEB SITE INFORMATION AND MANAGEMENT

POLICY

It is the policy of this department to host a Web site that is informative, provides assistance, resolves common problems and issues, and provides a way to interact with the community.

SUBJECT PARAMETERS

The Internet site is aimed at improving the quality of service and actively engaging with the community. Typical categories are: job announcements, media updates, phone directory, general law enforcement documents (D.A.R.E.), mission and vision statements, and explanation of law enforcement programs or on-going projects.

New submissions for inclusion on the Web site must be first classified by the type of information that is going to be on the site. The sensitivity of the information along with the urgency (timeliness) of the information will primarily dictate which category the submissions belong in. The PIO has the responsibility and authority to reject or deny any submission.

INFORMATION TYPES

Direct publication - Direct publication information is not reviewed by the PIO prior to publication and usually is newsworthy or breaking news. The PIO authorizes specific personnel to use direct publication. All direct publication material must be reviewed by the unit commander prior to publication. This authorization will not be used for routine or perishable information.

Perishable - Perishable information (information that has a very short life span, i.e., K-9 Trials, special events, etc.) is placed on the Web site in a timely manner and then checked after the event is over to ensure that it is removed from the site.

Routine - Routine information (the most common type of information) is all other information on the Web site.

***Las Vegas Metropolitan Police Department
Partners with the Community***

SUBMISSION OF PERISHABLE AND ROUTINE INFORMATION

Perishable and routine information must be approved through the chain of command to the bureau/area command level. All submissions must include where the information is to be placed on the site, if the information is time or date sensitive, indication of the expiration or review date, and any other information that will assist the maintenance of the Web site. All units that have information on the Web site must have a contact point (liaison) listed with the PIO's Office. Individual units are responsible for the content (message) of their Web pages on the site and are responsible for ensuring information is removed after the event or timeliness is over.

Material submitted for the Web site should be in Word, WordPerfect Excel, or any approved format designated by the Web Master. Articles should be written in first or third person and prepared in a clear and concise style. Information will be sent, electronically, to "PIO Account", ensuring a notation is made to indicate who has approved the submittal.

Upon receipt of the information, the PIO will review and ensure the information is appropriate for placement on the Web site. If approved, it will be forwarded to the Text Editor to ensure proper grammar, punctuation, syntax, spelling and sentence structure. The Text Editor will forward the information to the Web Master. Once the Web Master places the information in the proper format for placement on the Web site, it is forwarded to the "construction site". The PIO will then review the information on the construction site one more time and give final approval for placement on the Web site. The Web Master, or designee, will then place the perishable and routine information on the Web site. The Web Master is also responsible for checking to make sure linkages work and that there is no systematic problems occurring, and if so, identifying those issues to the Information Technologies Bureau immediately.

OVERSIGHT COMMITTEE

The Internet Oversight Committee will consist of representatives from the following units: Office of Public Information, Information Technologies Bureau, Office of Quality Assurance, and Policy & Planning Unit. The Office of Public Information shall chair the committee and be the content coordinator for the department. The Oversight Committee shall have the authority to direct all of the activities regarding the Internet.

The Committee shall meet at least quarterly to review the Web site, training criteria, policy, and any new developments regarding the Web site and the linkages. The Web Master will be considered a permanent technical advisor, but not a voting member of the Oversight Committee. The Oversight Committee may request any contributor to the Web site to meet with them. The Oversight Committee has the responsibility and authority to remove any section on the Web site that is not appropriate, not kept current or where the liaison for that section is not responsive to the PIO or the Oversight Committee's request(s). (1/05) ■

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Partners with the Community**

**5/102.10 DEPARTMENT, DIVISION AND BUREAU DIRECTIVES
A.S. 12.2.1, 12.2.2**

TYPE AND APPLICATION

DEPARTMENT DIRECTIVE	This directive has department-wide application and is signed by the Sheriff or Undersheriff.
DIVISION DIRECTIVE	This directive is applicable to a division and all the units within that division and is signed by the division commander.
BUREAU DIRECTIVE	This directive is applicable only to a particular bureau/area command and is signed by the bureau/area commander.

CLASSIFICATIONS AND PURPOSE

Each of the directives has four (4) classifications. The names of the classes are the same for each type. The purpose for each classification is the same except for Special Orders which are described below.

GENERAL ORDER	A General Order is a directive which establishes a policy. A policy is a broad guideline or a position statement. It may also be used to establish rules and regulations.
PROCEDURAL ORDER	A Procedural Order is a directive which establishes a course or method of action for the accomplishment of a specific task. It may also prescribe specific action for given circumstances.
ADMINISTRATIVE NOTICE	An Administrative Notice is a directive which is used to inform members of a specific circumstance or situation, such as temporary procedures or duties, classes of instruction, meetings, drills, or inspections. It may also cover other matters not covered by rules and regulations, General, Procedural, or Special Orders.
SPECIAL ORDER	A Special Order is a directive which implements a promotion, reduction in grade, appointment, assignment or transfer of personnel from one division or office to another division or office. (For other personnel actions, such as transfer within a budget unit or change in RDO's, see 5/101.12.)

DEVELOPMENT OF DEPARTMENT DIRECTIVES

ADMINISTRATIVE NOTICES, PROCEDURAL ORDERS AND GENERAL ORDERS

The development, control, publication, and dissemination of department directives (except Special Orders, see below) are the responsibilities of the Policy and Planning Unit, Professional Standards Division. Department directives can be initiated by a request to the Policy and Planning Unit. Directives are coordinated through a review and comment process to all affected division commanders and other components of the department prior to their promulgation. The review and comment process will include the Accreditation Manager to insure such directives do not conflict with assigned accreditation standards.

Approved directives are posted to the Intranet by the Policy and Planning Unit. A "To Everyone" e-mail is disseminated to notify personnel that new/revised directives have been posted. Electronic mail envelope properties will be used to ensure that directive notices have been received. Unit commanders are responsible for printing copies of each directive and posting them in a conspicuous place, such as a bulletin board, for a minimum of ten days, as well as providing any instruction or training necessary for members to understand and comply with the directives. Units in which all members have access to a computer terminal with the Intranet, do not have to post the directives. The Policy and Planning Unit will ensure appropriate directives are included in Department Manual through periodic updates. Members will acknowledge, in writing, the receipt of the updated Department Manual when distributed by the Supply Section.

***Las Vegas Metropolitan Police Department
Partners with the Community***

SPECIAL ORDERS

The development, control, publication and dissemination of Special Orders are the responsibilities of the Executive Director of the Personnel Bureau. Special Orders generally require completion of a Personnel Requisition (see Department Manual section 5/101.02).

DEVELOPMENT OF DIVISION DIRECTIVES

A division directive may be initiated by a division/bureau/area commander and implemented by a division/office commander's signature.

A bureau commander may initiate a request for a division directive on an inter-office memorandum, with an appropriately formatted directive attached. The only information that should be needed on the directive is a division directive control number and the approval signature of the division or office commander. The development, control, publication and dissemination of division directives are the responsibilities of the division commanders. The management assistants of these commanders are delegated the necessary authority to implement and maintain the control system, and to cause the detailed development, publication, and dissemination of division directives. Prior to actual dissemination of division General Orders or Procedural Orders, they must be reviewed by the Accreditation Manager. Division directives will be disseminated to all affected personnel with some type of acknowledgment of receipt. Dissemination of all division directives will include one copy to the Policy and Planning Unit, the Accreditation Manager, and the Las Vegas Police Protective Association, Civilian Employees.

DEVELOPMENT OF BUREAU DIRECTIVES

A bureau directive may be initiated by a bureau/area commander and implemented by a bureau/area commander's signature. Bureau directives may only address issues within the bureau span of control; actions of other units, bureaus or agencies may NOT be dictated by bureau directives. Prior to actual dissemination of bureau General Orders or Procedural Orders, they must be reviewed by the Accreditation Manager. The development, control, publication and dissemination of bureau directives are the responsibilities of the bureau/area commander. Dissemination of all bureau directives will include one copy to the Policy and Planning Unit, the Accreditation Manager and the Las Vegas Police Protective Association, Civilian Employees.

Bureau/area commanders are encouraged to incorporate bureau directives into a bureau manual at regular intervals to ensure continuity and availability of information.

DIRECTIVE FORMATS

Each directive will have a reference control system which will be composed of:

1. A 2-letter abbreviation for the class of directive:

GO	-	General Order	SO	-	Special Order
PO	-	Procedural Order	AN	-	Administrative Notice
2. A number identifying the specific order and the number representing the year of issuance. For example: PO-10-05 means Procedural Order 10, issued in 2005.
3. Department procedural and general orders will have a date in a parenthesis at the end of the text indicating the previous and current revision dates, when possible.
4. Department directives will have a solid, black square (■) at the end of the text to indicate the end of the document.
5. Department directives are signed by the Sheriff or the Undersheriff, as his designee. Division directives are signed by the respective division commander. Bureau directives are signed by the respective bureau/area commander. (1/96, 9/00)■

***Las Vegas Metropolitan Police Department
Partners with the Community***

5/102.15 INTRADEPARTMENTAL MAIL SERVICE

The Supply Section of the General Services Bureau shall be responsible for Las Vegas Metropolitan Police Department mail service between and within the buildings. In addition, the Supply Section is responsible for incoming and outgoing mail service to and from the department. The approximate arrival times of the mail courier is available by contacting the Supply Section.

Due to the restricted time schedule of the department mail courier, the following guidelines have been established regarding intradepartmental mail service:

1. No member shall use the department address for unofficial purposes such as a driver's license, vehicle registration, or vehicle title. Mail couriers will not be responsible for personal mail.
2. Only designated delivery and pickup points will be serviced.
3. Mail should be contained in thousand miler envelopes, when practical.
4. Arrangements for special drops or hand carried mail must be made in advance with the Supply Section Commander. (7/73, 11/74) ■

**5/102.16 PERSONAL COMPUTER SOFTWARE/HARDWARE STANDARDS
A.S. 82.1.7**

DEFINITIONS

Personal Computer	Includes all desktop computers, e-pc's, and portable and laptop computers.
Computer Hardware	Refers to the computer itself and all peripheral devices, including display monitors, keyboards, mice and other pointing devices, scanners, printers, external storage devices, external communications devices and other peripherals which interface to and interchange data with the Personal Computer.
Computer Software	Generally refers to commercial computer programs, operating systems and applications packages (e.g. word processor programs), but the definition also encompasses "free-ware", "share-ware" and evaluation software which can be downloaded from the Internet, and also includes user-developed computer programs.

APPROVED HARDWARE AND SOFTWARE LIST

The Information Technologies Bureau (ITB) will publish and regularly maintain a list of hardware and software that has been tested, verified and approved for use in the LVMPD network computing environment (available on the "W" drive on the network). Inclusion of a hardware or software item on the approved list indicates that the listed hardware and software components will be supported and maintained by the ITB.

Because the minimum standards for hardware and software change frequently, any unit contemplating the procurement of PC hardware or software should refer to the current Approved Hardware and Software List, and may contact the ITB for consultation support in selecting appropriate hardware and software from the approved list. All personal computer related purchase requests will be reviewed by the ITB to ensure compliance with department standards after approval through the requesting unit's chain of command.

All personal computer related purchases will be ordered by and delivered to ITB who will load software on the requestor's computer and ensure it is functioning and does not conflict with other department-wide standard applications. ITB will maintain the original copy of the program. Supervisors who approve access to software for employees are responsible for ensuring employees are properly trained in the use of the application (Information Systems Section does NOT provide training). In addition, external storage devices are scanned upon use through anti-virus "on-access scanning", the department's anti-virus scanning program.

All software used on department hardware will be purchased and licensed by the department. There will be no copies of department software made or distributed illegally. The ITB has the responsibility and authority to audit systems to insure conformity with department standards as required.

***Las Vegas Metropolitan Police Department
Partners with the Community***

EXCEPTIONS TO THE APPROVED HARDWARE AND SOFTWARE LIST

If a required hardware component or software package is not listed on the Approved Hardware and Software List, the bureau/area commander with a demonstrable need for the component or software may request that the ITB conduct testing and assessment to obtain approval for departmental use. Requests can be made via memo to the Director of the Information Technology Bureau. If no equivalent approved product exists, the ITB will work with the requesting unit to define functional requirements, identify appropriate candidate products, conduct compatibility testing and assessments, and provide an appropriate response to the requesting bureau/area commander.

Non-standard PC hardware and/or software necessary to support a special need of a unit must be approved, in advance of purchase, by the ITB chain of command and the division commander of the requesting unit and is subject to the following conditions:

- (1) Non-standard PC's will NOT be connected to the department's communications network.
- (2) The ITB will not maintain or support any non-standard PC hardware, and may discontinue support of any standard PC running non-standard software.
- (3) Any hardware or software purchase must include three (3) years of maintenance coverage.

All software application development will be in accordance with Department Manual section 5/209.11. (9/97, 7/01)■

5/102.17 REPORTING COMPUTER RELATED PROBLEMS

All computer-related requests for service for this department (including DSD) will be directed to the Information Technologies Bureau (ITB) Help Desk. This includes all PC, network, application and printing issues. The ITB Help Desk telephone number is 229-2736. The Help Desk will be staffed Monday through Friday (except holidays) between the hours of 0700-1700. Support required outside of these hours can be obtained by calling the Help Desk telephone number and following the proper calling selections. (DSD has established specific procedures for their operation and DSD personnel should refer to that procedure for additional information.)

When contacting the ITB Help Desk, the caller will be asked several questions to assist in identifying the location of the computer and determining whether the problem is network-related, PC-related, application-related, user-related or informational. Callers should be prepared to perform certain basic system checks (i.e., cable connections, printer's on-line status, etc.) when directed to do so by Help Desk personnel. Personnel will handle trouble calls in the order in which they are received unless the problem has an immediate department-wide impact. If the problem cannot be immediately resolved via the telephone, the caller will be given a Help Desk Ticket Number that will be used to reference and track the problem call. At this point, either the problem will be resolved remotely and the caller will be notified of the resolution either via telephone or e-mail, or the call will be dispatched for resolution.

Request for Microcomputer Services Forms will continue to be submitted by Network Liaisons for Network Account requests (such as additions, changes and deletions) and requests for any other ITB services, such as new software or hardware installation, equipment moves, etc. (7/96, 7/01)■

***5/102.19 CRIME ANALYSIS INFORMATION
A.S. 11.6.3, 15.1.1, 15.1.2, 61.1.1, 82.3.2***

It is the policy of this department to maintain crime analysis information for internal use to develop tactics, strategies, and long range plans to improve the efficiency and effectiveness of police services. Information used for analysis is collected from crime reports, accident reports, arrest reports, officer's reports, and field interview cards. Other sources may be utilized as required.

Crime Analysis Factors

Information from the above sources will be collated and analyzed using the following factors as necessary:

1. Frequency, by type of offense or occurrence
2. Geographic factors
3. Chronological factors
4. Victim and target descriptors
5. Suspect and suspect vehicle descriptions
6. Modus operandi factors

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7. Physical evidence factors

Objectives of Analysis

There are four main objectives of this type of analysis. These are to:

1. identify similarities among different offenses;
2. reveal commonalities and patterns in the characteristics of current crime and traffic problems;
3. assist in the preliminary screening and ordering of suspects; and
4. aid in assembling and ordering crimes that may have a suspect who is already in custody.

Reporting Trends and Crime Patterns

Analysts are responsible for reporting trends and crime patterns to the Sheriff through their chain of command at weekly Crime Management System (CMS) briefings. Crime data, compiled and analyzed employing the SARA Model to support community oriented policing and problem solving strategies, will be submitted to the participating area commands to develop tactics. When closing a tactic, users of crime analysis information will provide feedback on the effectiveness of the information to the analyst who provided the information.

Dissemination of Information

Employees having a legitimate need for crime analysis information are encouraged to utilize this information. Patrol Division and Investigative Services Division personnel will utilize the analysts assigned to their respective units. Although crime analysis information is intended for internal use and not generally for public dissemination, a Patrol Division Commander may authorize the release of information to requesters outside the department. Prosecutors may be provided data on an individual case basis. For information subpoenaed by attorneys or outside requesters, a fee may be charged. (9/86, 3/02) ■

***5/102.20 DEPARTMENT LIBRARY
A.S. 33.2.2***

Training Bureau

1. Maintains library at the Training Bureau, consisting of current books, periodicals video tapes and reference materials.
2. Issues and receives materials from 0800 to 1600 hours, Monday thru Friday, excluding holidays.
3. Limits issue of materials to a maximum of two texts for ten working days.
4. Notifies employee by telephone of overdue books the day following their due date.
5. Notifies employee by inter-office memo of overdue books not returned within three days after due date. Sends copies of memo to employee's immediate supervisor.
6. Suspends library privileges of employees refusing to comply this procedure.

Employee

7. Checks out and returns book in person.
8. Returns books on or before due date, extending the check out time if desired.
9. Notifies Training Bureau if problems arise regarding the return of library materials.

Employee's Immediate Supervisor

10. Notifies employee to return overdue books following notification by memo from the Training Bureau.
11. Takes appropriate disciplinary measures against employees for failure to return library materials. (6/81) ■

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5/102.23 *PARKING CITATIONS (Received on Duty)*

It is the policy of this department that LVMPD employees who receive parking citations while on official business are required to pay the associated fines. Exceptions are limited to the conditions outlined below.

PROCEDURE

The department, Municipal Court personnel and Justice Court Justices of the Peace recognize that there are times when Metro employees receive parking citations while on “official police business”. Official police business is defined as call out, court delays, or emergency responses to department business.

Employees who receive parking citations while on department business, as defined above, (whether in private or department vehicles) must be able to substantiate to their bureau/office commander the reason for the violation. If justified, and the bureau/office commander agrees to request a dismissal of the citation, he/she will attach a memo to the citation with a brief explanation of the type of official business the employee was on and either:

1. Forward the citation with the memo attached to the City of Las Vegas Parking Program, 314 Las Vegas Boulevard North, for citations issued in the City; or
2. Direct the employee to appear before a Justice Court judge with the citation and the memo when the citation was issued in the County. (Note: The Justice Court Judge is the only person with the authority to dismiss an excused citation written within the County’s jurisdiction.)

Parking citations issued for red zone, handicapped, loading zones, commercial zones and permit parking, plaza level, or lower level parking are avoidable and, therefore, inexcusable. Employees shall process citations within twenty-four hours from the time of receipt or as soon as practical. Citations not approved for dismissal shall be returned to the employee in a timely manner with an explanation. It is then the responsibility of the individual employee to pay for the citation. (8/88, 1/95) ■

5/102.24 *“CALL OUT” ROSTERS*
A.S. 2.1.4, 81.2.6

Division commanders are responsible for ensuring that PBX Section of the Communications Bureau has a current call out roster of their bureaus subject to call out. PD Shift Supervisors, bureau/area commanders, and other supervisory personnel are responsible for the call out of the units and for notifying the PBX Section to make the required call out.

OTHER AGENCY CALL OUTS

A call out list of federal, state, and local agencies is maintained in the Communications Bureau. The area lieutenant or, if unavailable, the designated PD Watch Commander shall be responsible for requesting the Communications Supervisor to the contact the appropriate agency via telephone in the event of field emergency call outs or notifications.

ARMORY

Call out of Armory personnel shall be made only in emergency situations that occur during weekends and non-working hours of the Rangemaster when patrol units and patrol supervisor units do not have enough equipment to handle an emergency situation or there is a possibility that additional equipment will be needed.

SPECIAL OPERATIONS DIVISION

Various elements of the Special Operations Division may be called out and when special vehicles, equipment and expertise are required.

OFFICE OF INTERNAL AFFAIRS

The Office of Internal Affairs will be called out for unusual incidents involving the discharge of firearms, such as accidental discharges, warning shots and when officers fire. Additionally, the bureau will be called out by the Homicide Commander when there is a questionable conduct of department employees in relation to in custody deaths. (11/74, 5/89) ■

***Las Vegas Metropolitan Police Department
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**5/102.26 RADIO LINE UP FOR AREA COMMANDS AND TRAFFIC
A.S. 81.2.6**

At the beginning of each shift, a radio line up for area commands and Traffic Section will be faxed to Communications Bureau. If the fax machines should be "down" for any reason, the line ups will be submitted via telephone. (12/74, 2/88)■

5/102.27 OBSERVERS IN POLICE UNITS

It is the policy of this department that ride alongs in police units shall be permitted only in specified circumstances. Ride alongs are defined as any person other than the officer(s) assigned to a working unit.

BACKGROUND

It is recognized that certain benefits may be derived from allowing some persons to be exposed to police activities. The primary consideration when permitting an observer in a working police unit must address the benefit to the community and the police department, not the personal gratification of the person riding in the unit.

Ride alongs do not have the same authority as law enforcement to enter private property. The Supreme Court case of *Wilson v. Layne* involved the execution of a search warrant where law enforcement officers invited a newspaper reporter and photographer to join them as part of a ride along program. The Court held that there was a violation of the 4th amendment by police bringing members of the media or other third parties into a home during the execution of a warrant when the presence of third parties in the home was not in aid of the execution of the warrant. This case is applicable not only to the media but applies to private persons involved in ride alongs as well. Generalized law enforcement objectives such as good public relations and accurate public reporting are not sufficient to justify the intrusion of third parties onto private property.

PROCEDURE

Requests to ride and observe in patrol units will be directed to the appropriate patrol lieutenant for approval prior to the ride along. Request to ride with units other than patrol will be submitted to the appropriate bureau commander. No other authority below those named may grant permission to ride along. Other law enforcement personnel from this or any other agency may be authorized to ride along and may be exempt from the conditions listed below upon approval of the appropriate patrol lieutenant or respective bureau/area commander. All media and production company ride alongs must be coordinated through the Office of Public Information.

REQUIREMENTS/CONDITIONS

1. Non-departmental personnel will complete an Agreement Assuming Risk of Injury or Damage, Waiver and Release of Claims and Indemnity Agreement, LVMPD 145, prior to riding in a police unit. (The original copy of the waiver will be forwarded by the bureau/area commander to the Risk Manager.)
2. Law enforcement personnel will not grant ride alongs any right of access to private property. Law enforcement personnel will not assist ride alongs in obtaining permission to enter private property. Ride alongs remain subject to the same trespass and invasion of privacy laws that apply to all private citizens. Ride along participants can record what any innocent bystander would be able to observe.

When conducting vehicle stops, the interior of a vehicle to the extent it is not readily viewable is construed as a protection zone of interest. Ride alongs will not be allowed to view the contents during police contact/police search. (i.e., Police have cause to search the inside of a vehicle such as a glove compartment or a trunk; ride alongs will not be permitted to stand in a position to view the contents of the area searched and would only be allowed to view what an innocent bystander would be able to see during police contact.)

3. Under no circumstances will ride alongs be authorized to accompany officers during the actual execution of a search warrant on private property. (11/96, 1/00)■

**Las Vegas Metropolitan Police Department
Partners with the Community**

**5/102.28 DISSEMINATION OF COLLECTIVE BARGAINING AGREEMENTS
A.S. 24.1.2**

Upon approval by both parties to any changes in a labor agreement resulting from collective bargaining, a new labor agreement will be printed. The Sheriff, or his designee, will review and amend, if necessary, department policies and procedures, to coincide with the terms of the agreement.

The department will be responsible to distribute copies of the agreement to all supervisory and management personnel. The association will be responsible for disseminating copies to all its members and other employees covered by the terms of the agreement. (9/87, 3/99) ■

5/102.30 REQUESTS FOR VIDEO PRODUCTIONS

It is the policy of this department to utilize video productions as an effective means available to train personnel. Close cooperation between the Video Production Unit and the requesting unit will ensure efficient use of this resource by completing production phases in a timely manner, and ensuring that the desired purpose is met.

GENERAL

The Video Production Unit is primarily responsible for providing training, administrative support, organizational communication, and public information through the development of commercial grade video presentations in three general categories.

Training - Training video tapes are the foremost priority. Productions are diverse in content and range from short training tapes to extended feature length productions.

Informational - Informational video tapes are designed to improve communication within the department.

Public Service Announcements - Public service announcements provide the department with access to the public unattainable through another medium or personal contact. These announcements are produced in either 10 or 30 second lengths to elicit the public's assistance or heighten awareness about public safety issues.

LIBRARY

A comprehensive video tape library is maintained by the In-Service Training Detail. Tapes are available to department members and outside law enforcement agencies. LETN tapes will be available only to department members due to copyright agreements.

DUPLICATION

A unit wanting duplication of a video tape will complete a Request for Video Duplication, LVMPD 27, and forward it to the Video Production Unit. This unit has tape duplication equipment capable of multiple duplication of material onto VHS tapes, as well as copying 8mm, VHS, BETACAM and ¾" formats. No copyrighted material will be copied without written permission from the releasing authority.

PRODUCTION PROCEDURE

Requesting Unit

1. Initiates request for video production by contacting a member of the Video Production Unit with a verbal explanation of what is being requested.
2. Upon receipt of Video Production Request Package (from the Video Production Unit) reads the instructions and completes the forms as indicated.
3. Ensures the request meets established criteria by satisfying the following considerations:
 - a. Is there a definite department need for the video?
 - b. How will the video be of value to other units and agencies?
 - c. As an alternative, can the video be produced by the requesting unit?
4. Submits the completed request through the chain of command to the bureau/area commander for approval.

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5. Provides, as appropriate and in a timely manner, role players, overtime funding, support items, props, and special effects necessary to complete the production.

Bureau/Area Commander

6. Evaluates the request for a video production taking into consideration the need, expense, and purpose of the request and approves or disapproves.
 - a. Sends approved requests to the Office of Public Information Commander and disapproved requests back to the requester.
 - b. If approved, provides the budget code for any necessary overtime payments.

Office of Public Information Commander

7. Ensures productions are feasible and forwards approved requests to the Video Production Unit.

Video Production Unit

8. Ensures production is feasible and prioritizes request after meeting the PIO Commander.
9. Contacts the requesting unit's technical advisor who will have expertise in the video's subject matter, and will formulate the objectives to be achieved.
10. Reviews the project with the technical advisor to ensure the production items required for the video are available, including any necessary funding.
11. Completes the video production.

Requesting Unit's Technical Advisor

12. Attends a production meeting with the Video Production Unit and remains available to assist in all phases of the production.
13. Ensures that the final production is tailored to the needs, expectations and program concepts requested by being available during production. (8/96, 6/98)■

***5/102.32 PERFORMANCE MEASUREMENT PROGRAM
A.S. 11.5.1, 11.5.2***

It is the policy of this department to establish and maintain a Performance Measurement Program that relates department functions to performance and performance to the budgetary process.

The purposes of the Performance Measurement Program are to:

- Articulate unit functions and activities - this program provides clear, comprehensive documentation of activities of the department.
- Strengthen accountability - this program fosters understanding by elected officials, senior management and middle management of the functions and activities of the department.
- Continuity - this program facilitates delegation of authority within the department by establishing consistent expectations.
- Set priorities - priorities are based on actual current needs and results so that resources can be better utilized.
- Encourage innovation - by focusing on results, the manager can find better ways to manage and department members can see how they can contribute effectively.
- Improve performance - this program ensures that activities of a unit contribute to intended results; performance can be planned, monitored and evaluated; good performance can be acknowledged and rewarded; unsatisfactory performance can be changed and improved.

DESCRIPTION OF PROGRAM

This program involves performance measures and statements of performance which are the basis for management evaluation and future funding. The program is linked to the Strategic Planning Program and is integrated into the budgetary process adding a performance component to resource allocation decisions.

Certain factors may cause a change in department functions and/or performance measures. To facilitate the collection and preservation of information, changes to the listings of performance measures and department functions will only be made

***Las Vegas Metropolitan Police Department
Partners with the Community***

as a result of the annual evaluation of each by the division commanders. This does not imply that such changes cannot be made during the year, only that reporting on such changes will only occur during that annual time period.

Specific questions or concerns about the Performance Measurement Program can be directed to the Policy and Planning Unit. (5/95, 6/00)■

5/102.34 EMPLOYEE SUGGESTION PROGRAM

It is the policy of this department to encourage members to participate in the policy formulation processes. Through participation in the suggestion program, members can feel ownership and pride in helping to bring about changes for the more efficient and effective use of time and resources.

While this program offers a great deal of latitude in the types of suggestions that may be submitted for consideration, proposals relative to collective bargaining should be submitted directly to bargaining associations.

PROCEDURE

Employee

1. Submits suggestion by completing the applicable sections of the Employee Suggestion/Proposal Form, LVMPD 142.
2. Forwards the form through the chain of command to the division/office commander.

Division/Office Commander

3. Receives the suggestion and indicates the date of receipt on the form.
4. Reviews the suggestion for completeness and overall feasibility; if necessary returns it to requester for further information and/or development.
5. Advises the requester, in writing and within 10 working days, whether the suggestion will be considered or is not appropriate for implementation at this time.
6. Selects the proper alternative action when the suggestion has merit and is approved:
 - a. Makes arrangements for implementation of the suggestion if it is applicable only to that division of the department, OR
 - b. Presents the suggestion to command staff for review and approval if it is more appropriate for department-level application.
7. Coordinates the implementation of an approved department level suggestion with the Office of Finance for budgetary impacts and the Policy and Planning Unit for procedural issues.
8. Forwards a copy of the approved suggestion to the submitting employee, and also to the Personnel Bureau for inclusion in employee's personnel file. (6/95, 5/96)■

**Las Vegas Metropolitan Police Department
Partners with the Community**

5/102.36 NOTARY STAMP

REQUEST FOR NEW OR RENEWAL OF NOTARY STAMP

Employee

1. Completes a Notary Application, (available in each bureau/area command office as necessary) upon determining the need to become a notary as a condition of employment or for renewal of an existing stamp.
2. Completes a memo requesting authorization to become a notary public.
3. Submits both the memo and the Notary Application through the respective chain of command (to the division command level) to the Accounting Section, Office of Finance.

Accounting Section

4. Sends the application and fees to the Secretary of State.
5. Sends a request to the insurance company for a bond in the applicant's name.
6. Sends the bond, instructions for filing the bond, and filing fee to the applicant through inter-departmental mail.

Employee

7. Files the bond with the County Clerk's Office.

Accounting Section

8. Orders the stamp upon receipt of the appointment from the Secretary of State.
9. Notifies the employee when the stamp arrives.

Employee

10. Responds to the Accounting Section to pick up the stamp (cannot be sent through inter-departmental mail).

Notary stamps can be renewed no earlier than 60 days prior to the expiration date on the current stamp. It takes approximately three to four weeks to receive a new or renewed stamp. It is not necessary for peace officers to use their home address (see NRS 240.030), however, the following LVMPD address must be used in lieu of it: 400 E. Stewart Ave., General Services Bureau, Las Vegas, NV, 89101.

LOST OR STOLEN NOTARY STAMP

In the case of a lost or stolen notary stamp, a memo must be forwarded through the respective chain of command to the Accounting Section stating the circumstances of the loss. The Accounting Section will order the replacement stamp and notify the employee to pick up the stamp upon its arrival.

REQUIREMENTS FOR USE OF NOTARY STAMP

In accordance with requirements established in the 1993 Legislature, each notary public **must** keep a journal. Entries to be included in this journal are, 1) any fees charged, 2) the title or type of document notarized, 3) the date the service was performed, and 4) the name of the person whose signature is being notarized.

This journal must be available for public inspection at any time. Any violation of this requirement could subject the notary to a fine of up to \$1,000. (3/91, 9/93) ■

**5/102.40 LAW ENFORCEMENT EXPLORER PROGRAM
A.S. 11.1.1, 16.4.1, 16.4.2, 16.4.3**

It is the policy of this department to sponsor and actively support the Explorer Program, which is affiliated with the Boy Scouts of America. It is the intent of Law Enforcement Exploring to educate and involve youth in police operations, to interest them in possible law enforcement careers, and to build mutual trust.

***Las Vegas Metropolitan Police Department
Partners with the Community***

PROCEDURE

The department's Explorer Posts are administered and managed by commissioned department members appointed to be advisors by the Patrol Division Commander.

The department will provide a meeting place for the Explorer Posts, and other support as deemed necessary. Explorers have access to department facilities authorized by the Patrol Division Commander.

Explorers are young adults, ages 16 through 20. The department and the Boy Scouts of America do not permit fraternization between the Explorers and their adult leaders or other affiliated adults. This applies regardless of local or state laws related to age of consent. Explorers, as volunteers, are not commissioned and will not be assigned any duties requiring sworn status. They will wear uniforms that clearly distinguish them from sworn officers. They will not intentionally be placed in situations when an immediate threat to their safety exists, nor will they be utilized for covert investigations, as is prohibited by National Boy Scout Policy.

Explorers will receive training to include leadership skills, crime prevention and drug resistance techniques, and other topics related to the law enforcement mission and to serving the community. Explorers also receive training in driver's safety, communications procedures, workplace safety, and disability management, as well as familiarization with the department's written directives.

As part of their training, Explorers are allowed to ride-along in police vehicles with officers volunteering to accept the additional responsibility. Only those ride-alongs scheduled by Explorer Post Sergeants will be authorized. Explorers under the age of 18 will not work past midnight, and may ride day shifts and early swing shifts. Explorers over 18 years will not work past 0200 hours unless they are riding with an advisor or assistant advisor for one of the department's Explorer Posts.

Explorers will complete the LVMPD 145, Agreement Assuming Risk Or Injury, Waiver and Release Of Claims and Indemnity Agreement, to be kept on file at the Explorer Post. Explorers will be issued qualification cards confirming that a waiver is on file.

The officer and/or supervisor may terminate a ride-along for the Explorer's safety if a life-threatening situation develops. When a ride-along is terminated, the officer will drop the Explorer off at a safe location, and notify Dispatch of the location. The Explorer will call Dispatch to provide a telephone number at that location. Dispatch shall log all information regarding the Explorer's location. The supervisor will ensure the Explorer is picked up. (1/95, 6/98)■

5/102.42 HONOR GUARD

It is the policy of this department to maintain an equipped and trained honor guard, comprised of uniformed officers, to present national, state, and department flags at official functions, attend funeral services to render police honors for active and retired commissioned officers of the LVMPD, and to attend other functions as directed by the Sheriff.

HONOR GUARD COMPONENTS

The LVMPD Honor Guard is comprised of the following components:

- A casket team consisting of nine team members and one team leader that provides services as pallbearers, and performs flag-folding ceremonies
- A rifle team consisting of seven members and one team leader that provides a three-volley firing salute
- A bugler who performs a call for taps
- A color guard consisting of five members and one team leader that presents the national, state, and department flags at official functions

PARTICIPATION

All LVMPD officers who have successfully completed probation are eligible to participate in the honor guard. Interested personnel may submit a memo, requesting participation, through their respective bureau/area commander to the honor guard commander. The immediate supervisor must endorse the memo as a recommendation for the officer.

***Las Vegas Metropolitan Police Department
Partners with the Community***

REQUESTS FOR THE HONOR GUARD

Requests for the LVMPD Honor Guard to render honors at the funeral of a current or retired commissioned member of the department may be made by a member of a deceased officer's family, or by a department member for a family member, and will be directed to the Office of the Undersheriff.

ACTIVATION OF THE HONOR GUARD

Upon being activated by the Undersheriff, honor guard personnel will be relieved of all other assignments, and report directly to the Undersheriff, through the honor guard commander for the duration of the assignment.

POLICE HONORS

The honor guard may provide police honors at funerals of present and retired officers when requested by the family. Police honors consist of Protocol "A" and "B."

Protocol "A" is generally reserved for a line of duty death of a commissioned officer, and may include all or part of the following:

- Flag folding/presentation
- 21 gun salute
- Taps
- Bag pipes
- Securing the officer's personnel number
- Police procession
- Sheriff's presentation(s)
- Helicopter flyover
- Mounted escort

Protocol "B" is generally reserved for the deaths of commissioned officers, in good standing, who are either currently serving with the department (not a line of duty death) or retired. Police honors should be requested by the family and may include all or part of the following:

- Flag folding/presentation
- 21 gun salute
- Taps (4/95, 11/98) ■

5/102.44 WORKERS FROM THE DAY ARREST PROGRAM

The Day Arrest Program is designed for the courts to allow for sentencing an individual to a specific term of work days in lieu of complete incarceration. The premise of the Day Arrest Program allows these individuals to be placed in different work environments based on organizational need and individual knowledge, skill and ability.

Participants in the program are screened and placed into the most appropriate work situation suited to their skills. Individual skill levels vary from the ability to answer phones and work with computers to washing vehicles, painting and general clean up. Individuals serve an average of 5 to 15 days in the program.

POLICY

It is the policy of this department to utilize participants in the Day Arrest Program to augment full-time staff whenever possible and feasible taking into account the confidentiality, safety and training issues related to the specific job function.

REQUIREMENTS

Department members requesting workers from this program for facility maintenance/repair must ensure the lessor/owner of the property approves of using these workers for that purpose. The General Services Bureau will contact the lessor/owner to obtain that approval. In addition, workers that may be exposed to any potentially hazardous chemical (i.e., cleaning agents, paint, etc.) must receive safety training (provided by DSD) prior to working at any LVMPD facility.

***Las Vegas Metropolitan Police Department
Partners with the Community***

PROCEDURE

Requester

1. Determines the need for workers from the Day Arrest Program taking into consideration the type of job to be performed, the duration of the assignment and the suitability of using an arrestee to perform the function.
2. Contacts the Day Arrest Coordinator at Detention Services Division to determine the availability of a suitable candidate.
3. Meets with the Day Arrest Coordinator to be advised of the program requirements (forms completion, supervision, etc.).

Day Arrest Coordinator (DSD)

4. Determines the availability of suitable participant for the type of duties being requested.
5. Ensures that any participant with the potential to be exposed to hazardous material of any kind receives appropriate safety training that has been approved by the department Safety Officer.
6. Meets with the requester to advise of the program requirements.

Requester (Supervisor of Participant)

7. Provides adequate supervision of participant in accordance with requirements of the Day Arrest Program.
8. Completes appropriate paperwork, as required for program participation, and returns it to the Day Arrest Coordinator at the conclusion of assignment. (6/95) ■

**Las Vegas Metropolitan Police Department
Partners with the Community**

5/103.00 FISCAL PROCEDURES

**5/103.01 SOLICITING OR ACCEPTING DONATIONS
A.S. 26.1.1**

Law enforcement employees soliciting donations may be intimidating to citizens. Therefore, it is the policy of this department NOT to solicit donations of any kind.

PROCEDURE

Captains and above are the only persons authorized to discuss donations with members of the community, and then only with the expressed permission of the Sheriff. Any department member who is approached by a prospective donor must report the offer to their respective bureau commander. It is the responsibility of the bureau commander to ensure the authenticity of the offer prior to reporting it to the Sheriff. Part of this authenticity is determining that the citizen initiated the donation.

The Sheriff will determine the impact of the donation on the department and determine whether to recommend acceptance by the Fiscal Affairs Committee. (5/90) ■

**5/103.02 CLOTHING ALLOWANCE
A.S. 22.2.8**

The clothing allowance is a designated amount paid to all civil service commissioned personnel and to appointed or designated commissioned personnel for subsequent fiscal period upon being employed for six months.

1. Amount of Annual Allowance

Amounts specified are found in the respective bargaining contract or the Appointed Employees Personnel Manual.

2. Computation and Payment

The amount due shall be computed annually with payments to be made in July for the period July through the following June.

The amount of payment will be based on the status of the individual at the beginning of the first pay period in July. The allowance may be adjusted pursuant to paragraph 3. The Payroll Section will issue adjustment payments monthly.

3. Allowance Adjustments

a. Payroll Terminations

Employees who leave the agency via resignation, retirement or termination of service shall have their final pay reduced by the amount of unused allowance time to the day.

b. Transfers

Eligible employees who are transferred from a uniformed position to a non-uniformed position shall have their allowance adjusted upward the month following that transfer. That adjustment will be prorated to the day.

c. Eligible employees who qualify for payment following six (6) months employment shall receive a prorated allowance the month following their eligibility date. (9/80) ■

Las Vegas Metropolitan Police Department
Partners with the Community

5/103.04 SEMINAR/CONFERENCE TRAVEL REQUESTS
A.S. 22.2.9, 33.1.3

It is the policy of this department that all travel arrangements will be made through the Travel Coordinator, Office of Finance. Under normal circumstances requests for travel should be received by the Travel Coordinator at least thirty (30) days in advance of the date of departure. Also, when traveling by air, requests should normally be received at least sixty (60) days in advance to enhance the department's ability to secure the lowest fares possible. The department will follow the federal regulations for determining meal and incidental expense rates as well as lodging rates for specific geographic locations as provided under 41 CFR, Part 301. Current rates can be found at www.policyworks.gov or contact the Travel Coordinator.

Meal and Incidental Expense Per Diem (M&IE)

Meal and Incidental Expense Per Diem for travel days will be provided at 3/4 of the applicable M&IE rate. Departure and return dates are determined by departure times of primary means of transportation. M&IE Per Diem will be adjusted for meals provided during the travel by deducting the appropriate amount for that meal. Meals provided by common carrier or complimentary meals provided by the hotel/motel do not affect the amount of M&IE provided.

Lodging

Lodging will be paid at the actual cost, up to the allowed federal rate. Rates in excess of the federal regulation must be justified and authorized with the travel request. The department is NOT responsible for any personal expenses such as liquor, personal phone calls, calls from airplane phones, movies, or room service. The department is generally not responsible for personal expenses such as laundry, personal items or Internet service, unless there are extenuating circumstances such as long-term accommodations for extended training of three weeks or longer. Any exceptions must be approved in writing, prior to travel.

Car Rental

Rental cars will not be automatically provided. Circumstances that preclude the use of other means of ground transportation must be authorized in advance on the Travel Request LVMPD73. Insurance should not be purchased from the car rental company.

Airfare

Air arrangements will be obtained at the lowest possible rates available to facilitate travel needs. Members will NOT make their own airline reservations. Non-refundable tickets will be utilized to minimize the cost of airfares. If a member cancels a trip for their convenience, they may be responsible for reimbursing the cost of the airline ticket to the department.

Driving Personal Vehicles

A member driving his/her personal vehicle for his/her own convenience, will be reimbursed at one-half of the standard mileage reimbursement rate, not to exceed the amount that airfare could have been obtained for. A member driving his/her personal vehicle for the department's convenience, will be reimbursed at the standard mileage reimbursement rate.

PROCEDURE

Member

1. Completes the LVMPD 73, Seminar/Conference/Travel Request, with all appropriate information. (More than one attendee can be submitted on the same form. Cost estimates may be obtained from the Travel Coordinator.)
2. Attaches a completed registration form for each attendee and the conference/seminar agenda to the request. Attaches memo for approval of any requested exceptions to the policy.
3. Forwards the request through the chain of command for approval.

Member's Division Commander

4. Forwards the request to Budget Section, Office of Finance after approval.

Budget Section, Office of Finance

5. Completes the budget approval section of the request.
 - a. Forwards the request to the Travel Coordinator if approved.
 - b. Returns the request to the requestor if not approved.

***Las Vegas Metropolitan Police Department
Partners with the Community***

Travel Coordinator

6. Arranges airline and room reservations, and pays appropriate deposits and registration fees.
7. Calculates the MI&E per diem and prepares the necessary travel package for the traveler.
8. Completes the Travel Cash Advance form for the member's signature.

Member

9. Returns credit card(s), unused money, receipts and any personal expense reimbursements in person to the Travel Coordinator no later than five (5) days after return. Appropriate receipts to be returned include:
 - a. lodging receipts
 - b. registration or tuition receipts
 - c. plane ticket stubs
 - d. auto rental contract/invoice
 - e. gasoline receipts
 - f. miscellaneous receipts for cab, parking, etc. (6/98, 3/03) ■

***5/103.05 USE OF DEPARTMENT VEHICLE FOR TRAVEL OUTSIDE OF NEVADA
A.S. 22.2.7***

It is the policy of this department that members will normally use commercial transportation when traveling on official business outside of Nevada. However, it is recognized that in some situations it is more practical to travel by department vehicle. For that reason, members will obtain prior approval through their chain of command to use a department vehicle for out-of-state travel requirements.

PROCEDURE

Member

1. Obtains the bureau/area commander's approval to drive a department vehicle for authorized out-of-state travel.
2. Arranges for the use of an LVMPD vehicle.
3. Ensures there is a laminated self-insurance card in the vehicle, and the vehicle is properly serviced and equipped for the trip.
4. Submits a memo through chain of command to bureau/area commander for approval of the out-of-state travel. The memo will include the vehicle and license plate numbers, VIN, names of travelers, destination, reason for travel, and departure and return dates.
5. Returns the vehicle fueled and in a clean condition following the trip.

Bureau/Area Commander

6. Considers approval of the unit member's out-of-state travel by vehicle based on the following conditions:
 - a. nature of the travel
 - b. number of travelers
 - c. distance to destination
 - d. length of stay
7. Forwards a copy of the memo to the Risk Manager if the travel is approved.

Risk Manager

8. Maintains a copy of the memo containing the travel information for six months. (3/96, 6/02) ■

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5/103.06 EDUCATIONAL ASSISTANCE PROGRAM
A.S. 22.2.9, 33.1.3

The Educational Assistance Program covers the following three categories of college or university classes:

1. Any class directly enhancing job performance and benefitting the department will qualify. Examples are computer instruction classes, supervisory classes, etc.

Professionally sponsored course work, seminars, and conferences are not covered by this procedure and must be budgeted and approved by the employee's unit of assignment.
2. Any undergraduate degree program, associate or baccalaureate, related to department needs will qualify. Examples are criminal justice, business, management, psychology, government, and political science.
3. Master's programs available to all permanent personnel, are Criminal Justice, Business Administration, Public Administration, and any other program approved by the Human Resources Division Commander as being related to the employee's current position. Individual graduate courses are also available.

There is no educational assistance for doctoral programs.

Any full-time employee who has completed one year of employment with the department is eligible to participate in the Educational Assistance Program. This program is limited to classes offered on campus, by correspondence, or online on the Internet, accredited by any of the regional associations of colleges and schools.

The Educational Assistance Request, LVMPD 3 (automated) must be submitted and approved prior to enrollment in a class. The request will be submitted to the Training Bureau Commander for performance enhancing classes and undergraduate classes, and to the Deputy Chief of the Human Resources Division for Master's classes. The deputy chief will forward requests for master's classes to the Training Bureau Commander for reimbursement after course completion.

Questions regarding the accreditation status of a specific college or university, or the acceptability of a particular class, should be directed to the Training Bureau Commander before enrollment.

After receiving 30 undergraduate credit hours, an employee must have declared a major. If an employee fails to meet this requirement the department will not reimburse the employee for any subsequent courses. When an employee is enrolled in a degree program, only those classes needed for obtaining that degree will be considered.

Tuition at the Community College of Southern Nevada (CCSN) or the University of Nevada, Las Vegas (UNLV) will be covered. Tuition from any other accredited college or university will be reimbursed in the actual amount, or at the standard CCSN or UNLV tuition for the semester in which the class was taken, whichever is less. The department will reimburse up to twelve credit hours per semester and 132 credit hours maximum for undergraduate work, and up to six credit hours per semester and 36 credit hours maximum for graduate work. Laboratory fees and technology fees will also be covered. Textbooks and associated miscellaneous expenses will not be covered by the department.

For reimbursement, upon completion of a class with a grade of "C" or better, a copy of the grade and receipt showing payment of the registration fee, applicable laboratory fees, and technology fees must be forwarded to the Training Bureau Commander for payment. This includes courses that have been paid for by financial aid from other sources. Requests for payment must be submitted within 90 days of the end of the course in order to be paid. If the course is pass-fail, a letter from the instructor indicating the requirement has been met will be sufficient in lieu of a grade.

Members may be granted professional leave for educational purposes, in accordance with the pay and leave provisions of Civil Service Rule 640.1.(6/01, 6/04) ■

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5/103.08 PURCHASING - REQUESTS, PROCESSING AND PAYMENTS
A.S. 17.3.1

This procedure is not applicable to purchases made by Detention Services Division; see Division procedures.

Purchase of capital equipment, supplies and services (exclusive of items ordered through Supply Section) must be requested through the chain of command and the Budget Section, Office of Finance prior to order, purchase and/or receipt of such goods and/or services. Approval through the chain of command which includes a review of budget and program requirements to confirm priority and appropriateness to purchase requested is required. Fund availability is not the only consideration for purchasing.

Requests to purchase all goods and services except dues and subscriptions and purchases funded with grants must be initiated using SAP transaction code ME51N, Create a Purchase Requisition. The requisition must be routed electronically through SAP to obtain authorization from the chain of command. When requesting the purchase of an item not budgeted, an explanation of the purchase must be provided in the item note in the text tab of the PR to include an indication of what budgeted item is being replaced by the purchase. When purchasing information technology (computers, printers, software, etc.), radios, vehicles, vehicle equipment, and radios, the requisition will be routed through SAP to the appropriate coordinating unit for approval based on a compliance to department standards, delivery information, and vendor selection. After obtaining approvals from the chain of command and coordinating units as appropriate, the requisition will be routed to the Budget Section for review. The Budget Section will review the requisition for accurate entry and general ledger account coding as well as reasonableness and compliance to budgetary constraints. Requisitions that require changes, additional information, or that are not within budgetary limits will be returned to the requisitioner for corrections or justification. Once the purchase requisition is approved by the Budget Section, it is routed to Clark County Purchasing for processing to a purchase order. Purchases for goods and services cannot be made until a purchase order is issued by Clark County Purchasing.

Requests to purchase dues and subscriptions as well as all good and services funded with grants must be initiated using the Purchase Order Requisition form, LVMPD 152 and be signed by the submitting employee and the respective chain of command. The originating office will keep a copy of the form and forward the original through the chain and the Budget Section, Office of Finance. If approved for funding, the Budget Section will forward the form to the Accounting Section for payment or for entry into SAP.

For purchases over \$10,000 but less than \$25,000, two quotes must be provided to the buyer at Clark County Purchasing before the purchase requisition can be processed. With some exceptions, purchases over \$25,000 require the completion of a competitive bidding process. A reasonable amount must be pre-encumbered to cover the cost of the purchase by bid by completing a purchase requisition in SAP or the estimated cost with header note that the purchase requisition is for a bid. If Clark County Purchasing buyer determines that a competitive bid for a purchase is required after reviewing a completed purchase requisition, the originating unit will provide the information required by the buyer in order to initiate and complete the bidding process. Recommendations for award are placed on the Fiscal Affairs Committee agenda; therefore, bid openings should be scheduled in the month preceding the FAC meeting in order to meet agenda deadlines.

If a contract (except bids), lease or other binding written agreement is required, the agreement must be provided to Clark County Purchasing at the time the purchase requisition is created. Agreements in excess of \$25,000 require Fiscal Affairs Committee approval and are not to be signed until the date of FAC approval. Acknowledgments, user agreements and other vendor forms may be signed by the user bureau representatives after a purchase order is completed and are retained in unit files.

PURCHASES WITHOUT A PURCHASE REQUISITION

NRS 332.039-148 requires the completion of a defined procurement process prior to the purchase of a good or service. When a request is made from a vendor for a good or service where the procurement process was not completed prior to the delivery of the good or service, a Non-PO Invoice Payment Request, LVMPD 401, must be completed and submitted along with invoice. The document must include an adequate justification for failing to have a completed purchase order prior to the delivery of the good or service, and must be reviewed and signed by chain of command prior to submission to the Budget office. Such requests should be for emergency or extenuating circumstances only and will be evaluated on the merits of the justification.

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REQUEST FOR BLANKET PURCHASE ORDERS

Each year, following final approval of the budget for the upcoming fiscal year, units will be requested to renew current year blanket purchase orders for the next year. Reports and instructions for the blanket renewal process will be provided to the units by the Accounting Section, Office of Finance.

INVOICE PAYMENT

1. Invoices received by Accounting Section will be forwarded to the bureau that originated the purchase for verification of the receipt of the goods or services. If the good or service has been received, the responsible bureau will use SAP transaction code MIGO to record the receipt of the good or service, write the goods receipt number generated by SAP on the invoice, and return the invoice to the Accounting Section for payment. The originating bureau is responsible to coordinate with the vendor regarding any issues with the delivery of goods or services.
2. For invoices that include capital purchases over \$3,000 per item, the Accounting Section will include a request to complete a Property Control Form, LVMPD 38. The form must be completed and returned along with the invoice for all capital items included on a invoice. (1/02, 11/06) ■

5/103.09 NEW VEHICLE REQUISITIONS
A.S. 17.3.1, 17.5.2, 41.1.4, 41.3.2

The Vehicle Requisition, LVMPD 13, will be used when requesting additional or replacement vehicles (except those replaced during the normal budget cycle). The requester must provide a complete description, as well as justification for the vehicle, and submit the form through the chain of command and Office of Finance.

Provisions:

Note: SWAT, Resident Sections, Search and Rescue, K9, and Emergency Management Sections are exempt from items 1-4.

1. Urban area bureaus and sections are not authorized to maintain 4-wheel drive vehicles. The urban area is considered as a 25-mile radius of Clark County starting at Sahara and Valley View. Any exceptions must be reviewed by the Fleet Committee and are generally for specialized utility vehicles only. This does not include Laughlin commuters or other resident employees living within the urban area. A limited number of Homicide vehicles are exempt from this provision.
2. All urban SUV's will be mid-sized vehicles unless justification for full-sized SUV's is clearly established and reviewed by the Fleet Committee. This does not include the approved Watch Commander vehicle.
3. Mid-sized SUV type vehicles and pick-up trucks may account for no more than 20% of any budget or any bureau's total vehicle allotment. This does not include vehicles designated and approved for special circumstances, non-full time use (i.e. meth lab vans, SWAT tactical vehicles, surveillance platforms and other vehicles used for specific events only). Any allotments above the 20% which are considered essential for operations will be reviewed by the Fleet Committee and must be approved by the Undersheriff.
4. Management personnel (lieutenants and above) will use or be assigned sedan type vehicles only as take home vehicles.
5. All patrol vehicles will be ordered and equipped identically throughout all area commands (see 5/207.06). Each area command will be assigned one full size 2-wheel drive SUV for use as a watch commander vehicle. The patrol division will develop a standard list of authorized equipment for each patrol sedan and watch commander SUV's.
6. Specific vehicles, such as a specific seized vehicle, cannot be requested.

To complete the form, the requester must:

1. Check block beside type of vehicle requested.
2. Write vehicle engine size, if applicable to your operation.
3. Enter the bureau/area/section name and number.
4. Indicate the vehicle number of the vehicle being replaced if this is a replacement vehicle.
5. Write a justification of need for the additional vehicle being requested. If additional space is needed, attach a second page.
6. Check blocks below justification for additional equipment required and identify the source of funding for those required accessories.

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When requisition is completed, forward through the appropriate chain of command for approvals. If General Services has a vehicle meeting the specifications available, they will note on the form and provide the appropriate cost figures. If request is disapproved, the requisition should be returned to the originator without further advancement. Requests for seized vehicles must be approved by the Office of Finance and the Technical Services Division commander in conjunction with the division commanders requesting additional vehicles.

The General Services Bureau will notify the requester of the final decision upon review by the Undersheriff. (5/97, 12/04) ■

5/103.10 REQUISITIONING OFFICE, JANITORIAL AND MISCELLANEOUS EXPENDABLE SUPPLIES
A.S. 17.3.1, 17.5.2

All units will order expendable supplies through the General Services Bureau, Supply Section. The form to be used is the Supplies Requisition Form LVMPD 14.

Unit Commanders must approve each request for expendable supplies by signing the Supplies Requisition Form. The Unit's budget number must also be placed on the form. The form is completed in triplicate. The third copy of the form is retained by the requester, and the first and second copy forwarded to the Supply Section.

Supplies are delivered once a week only, and all requests must be forwarded to the Supply Section by Friday morning for delivery the following week. A computerized shipping register will be sent to the Unit listing item, description, shipped quantity, requisition number, date received and total cost. If items are back ordered the status will appear on the shipping register. Walk-in services are available Monday and Friday 1000 to 1100 hours and 1400 to 1500 hours.

If items are to be returned to the Supply Section a Return Merchandise Voucher must accompany the items. Merchandise returned without this form will not be accepted for credit or exchange.

Items that are not routinely stocked by the Supply Section or purchased under a Supply Section blanket purchase order, will be researched by the Supply Section to comply with state purchasing laws and ensure the best prices are obtained. Such purchases will be requested by providing the best description possible on the Supplies Requisition Form, LVMPD 14.

Once the research has been completed by the Supply Section, the Quotation Work Sheets and the original Supplies Requisition Form will be returned to the requester. The item must then be actually ordered on a Purchase Requisition Form, LVMPD 152, and forwarded to the Office of Finance through the appropriate chain of command by the requesting bureau. (11/74, 2/93) ■

5/103.11 USE OF BLANKET PURCHASE ORDERS
A.S. 17.3.1, 17.5.2

A Blanket Purchase Order is one in which a purchase order number is assigned to allow many different purchases (from the same vendor) over the course of the fiscal year. Units that have unique needs may establish blanket purchase orders themselves or several blanket purchase orders are available within the Supply Section of General Services Bureau.

To use a Blanket Purchase Order maintained by the Supply Section:

- Call the Supply Officer to determine if a Blanket Purchase Order is available and sufficient money exists in the order.
- Make the purchase by providing the vendor with the Purchase Order number obtained from the Supply Officer.
- Sign, date, and indicate your personnel number on the invoice. Temporary employees will indicate their job classification.
- After invoices are approved by the Bureau Commander, forward the original invoice to Accounting within 10 days of purchase.
- Accounting will forward a copy of invoices to the Supply Section.

To use a Blanket Purchase Order maintained by your individual unit:

- Make the purchase by providing the vendor with the Purchase Order number.
- Sign, date, and indicate your personnel number on the invoice. Temporary employees will indicate their job classification.

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- After invoices are approved by the bureau/area commander, forward all original invoices to the Accounting Section within 10 days of purchase. (2/92) ■

**5/103.14 RESPONSIBILITY CANCELLATION OF PURCHASE ORDERS AND RETURN OF MERCHANDISE
A.S. 17.4.1**

The Accounting Section is responsible for handling all requests to modify or cancel a purchase order. Such requests are submitted on an LVMPD 152, Request for Purchase Requisition.

Department members receiving merchandise are responsible for returning that merchandise, when necessary. Returns should be noted on packing slips/invoices and a copy of such a form must be forwarded to the Accounting Section. (11/75, 10/92) ■

5/103.16 REQUESTS FOR TELEPHONE SERVICE

All requests for telephone installation, additional service, changes in service, and removal of service will be directed to the General Services Bureau.

The request must be made on the Phone Request form, LVMPD 197. Complete only those sections of the form applicable to what is being requested (i.e., adding lines, deleting service, multi-line vs. single line, etc.). All requests for telephone service should be received in the General Services Bureau at least two weeks in advance of the required service date. (9/73, 12/94) ■

**5/103.17 REIMBURSEMENT FOR PERSONAL USE OF DEPARTMENT CELL PHONES
A.S. 17.4.1, 17.5.1**

Personal use of department issued cell phones will be reimbursed to the department at the rate of \$.10 (ten cents) per minute through the Accounting Section, Office of Finance. In addition, costs for services such as Call Forwarding, Directory Assistance, Web Access, and Text Messaging, not included in the LVMPD service plan, will be reimbursed. Contact the Supply Section Cellular Phone Detail for current charges for each service provider.

For accounting purposes, reimbursement should not be submitted for amounts less than \$5.00. If minimal personal usage is applicable, reimbursement may be made quarterly or annually to reach the \$5.00 threshold or a payment can be made in advance and then drawn against for the year. **Members are responsible for paying \$.10 (ten cents) per minute for ALL personal calls even if the billing statement shows a zero cost (determine the reimbursement amount by looking at the number of minutes and paying \$.10 per minute).** Whenever possible, a standard land-line phone will be used in lieu of a cell phone.

Cell phone bills will be checked, at least monthly, by the bureau/area commander, or designee, to ensure proper usage and/or reimbursement. **Depending on the service provider**, cell phone bills/logs will be obtained in one of two ways; either on the Internet or a paper copy will be sent to the bureau/area commander. For instructions on obtaining the bills on the Internet, contact the Supply Section Cellular Phone Detail. Special attention will be paid to those employees whose usage appears higher than employees in a similar position or whose usage has significantly increased or decreased. Justification will then be required by the bureau/area commander. (11/04) ■

**5/103.18 REQUESTS FOR "PAGER" SERVICE
A.S. 17.5.1, 17.5.2**

REQUESTING NEW PAGER/PAGER SERVICE

The Communications Bureau operates a department-owned paging system. There are no monthly charges for operation of pagers; therefore, the cost of individual pager units is the total cost for adding new pager service.

Requester

1. Contacts the Communications Systems Manager to obtain complete information concerning the pager unit and ensure capacity is available on the pager system.

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2. Completes and forwards a Request for Purchase Requisition (LVMPD 152) for a pager unit through the chain of command to the Office of Finance.

Office of Finance, Accounting Section

3. Completes purchase process upon receipt of request from the Office of Finance, Budget Section.

Communications System Manager

4. Ensures capacity is available on the pager system and provides information to requester concerning the ordering information for the pager unit.
 - a. Advises Communications Bureau commander when paging system approaches capacity.
5. Upon receipt of pager unit, ensures unit is properly functioning and is issued to requester.

TRANSFERRING PAGER/PAGER SERVICE

Because pagers are purchased by a specific unit, the pager itself becomes the property of that unit. Department members will retain the same telephone number for a pager or voice mailbox no matter where they are assigned with the exception of some specialized covert units. When personnel are transferred, the pager remains with the purchasing unit (with the exception of sergeants and above); however, the pager service (telephone number) can be transferred to another pager or "voice mailbox" as appropriate. Bureau/area commanders must ensure changes in pager assignment are reported to the Communications Systems Manager who will ensure capacity is available on the pager system and assign a new number or ensure transfer of the service to a new pager or voice mailbox. (2/95, 8/99) ■

5/103.20 REQUEST FOR STRUCTURAL MAINTENANCE

All building repairs that are routine items (i.e., door locks, air conditioning, plumbing, etc.) should be directed to General Services Bureau by telephone. General Services Bureau personnel will request work orders from the appropriate service center to handle the situation. Structural needs which extend beyond routine items such as remodels or alterations must be submitted in writing according to the following procedure.

Requester

1. Forwards a memo, through the chain of command, describing the work to be requested and providing the name of a contact person and their phone number.

Division/Office Commander

2. Approves request and submits to the General Services Bureau.

General Services Bureau

3. Obtains cost estimate of work to be performed.
4. Advises requesting bureau of cost estimate and obtains bureau approval to proceed considering estimated cost.
5. Contacts the Office of Finance to verify funding availability.
6. Arranges for approved work to be completed. If work is not approved, returns to requester with explanation of reason for denial of request.

Requester

7. Notifies General Services Bureau when work is completed. (7/77, 6/92) ■

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5/103.22 *PROPERTY MANAGEMENT SYSTEM*
A.S. 17.5.1, 17.5.2, 17.5.3

MANAGEMENT RESPONSIBILITIES

Management responsibilities for department-owned, found, recovered, and evidentiary property are assigned to various members for control and security purposes. The Accounting Section, Office of Finance, tracks and accounts for department-owned property valued at over \$3,000; control and management of department-owned computers is the responsibility of Information Technologies; and the maintenance, control, and accountability of property held in the Evidence Vault is the responsibility of the Evidence Vault Supervisor.

STORAGE AREA SECURITY

Those having the responsibility for the storage areas of various types of property shall ensure proper security to prevent the alteration, unauthorized removal, theft, or other compromise of the property. Access to the area will be restricted to those members authorized by job assignment or function. Other persons will be escorted at all times by authorized personnel while in the property storage areas.

OPERATIONAL READINESS AND INVENTORIES

It is the responsibility of each bureau/area commander and/or their designee to ensure all assigned property is kept in a state of operational readiness. The purpose of a property inventory is to ensure property is accounted for, properly marked and the condition is accurately noted in the property control records. A property inventory will be conducted by the Accounting Section annually. Instructions will be included with the inventory listing of fixed assets at that time.

NEW FIXED ASSET (This procedure applies to any property item over \$3,000 in value with the exception of vehicles.)

When new fixed asset is received by a unit, the bureau/area commander and/or their designee will ensure the following actions are taken:

- Affixes a property tag (tags available from the Accounting Section)
- Completes a Property Control Form, LVMPD 38
- Attaches a copy of the invoice, properly signed, to the Property Control Form and forwards to Accounting Section.

TRANSFER FIXED ASSET (This procedure applies to all property with initial value over \$3,000)

When fixed asset is being transferred to another location (except warehouse), the bureau/area commander and/or their designee will ensure the following actions are taken:

- Completes the Transfer Section on Property Control Form including where property is being transferred to
- Ensures the bureau/area commander and/or their designee transferring the property signs the form
- Retains a copy of the revised Property Control Form until next inventory is completed
- Sends the Property Control Form to bureau receiving property
- When vehicles are transferred to another location, Fleet Services must be notified.

When fixed asset is received from another location:

- Bureau/area commander and/or their designee receiving the property signs the Property Control Form and forwards to Accounting Section
- Retains a copy of the Property Control Form for inventory purposes

CHANGE STATUS FIXED ASSET (This procedure applies to all property with initial value over \$3,000 with the exception of vehicles.)

When Fixed Asset is being moved to property warehouse for scrap, auction or other disposal, the bureau/area commander and/or their designee will ensure the following actions are taken::

- Completes the "Change" section of a Property Control Form and indicates, by letter designation, status of the property. If status is unknown, mark "W" for warehouse.
- Contacts the Property Custodian to retrieve property
- Provides the properly signed Property Control Form to the Property Custodian
- Saves a copy of Property Control Form for inventory purposes

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Property Custodian

- When property is received, indicates on the Property Control Form the disposition of the property and sends form to Accounting Section.
- When property is disposed of, indicate type of disposal on Property Control Form and sends to Accounting Section.
- If property is sent to another location, completes a new Property Control Form and delivers to the bureau/area commander and/or their designee at the new location.

RECEIPT OF USED FIXED ASSET FROM WAREHOUSE (This procedure applies to all property with initial value over \$3,000 with the exception of vehicles.)

- Bureau/area commander and/or their designee signs Property Control Form and forwards to Accounting Section.

VEHICLE ACQUISITION/DISPOSITION

Property Control Forms are not required for a vehicle purchase. The vehicle number assigned by Fleet Services will be used as the property number. The vehicle number and the bureau the vehicle is being assigned to will be written on the invoice. If a complete description of the vehicle is not a part of the invoice description, Fleet Services will provide the missing information (year, make and model). Forward all vehicle invoices to the Accounting Section.

It is the responsibility of Fleet Services to advise Accounting Section when a vehicle changes status (i.e., is assigned to a different unit, sold at auction or otherwise disposed of.) (3/02, 10/03) ■

5/103.24 SURPLUS DEPARTMENT PROPERTY
A.S. 17.5.1, 17.5.2

The only units authorized to receive cleared property from the Evidence Vault are the General Services Bureau and the Information Technologies Bureau. Items will be inventoried by one of these two bureaus and made available to other units within the department. The confiscation and conversion of firearms are subject to the provisions of NRS 202.340 and not a part of this procedure. (See 5/208.27)

An individual item (not set, or kit) must have a fair market value that exceeds \$1,000 in order to be considered suitable for department use.

Evidence Vault

1. Periodically prepares a listing of all cleared property ready for disposal and forwards to General Services Bureau and/or Information Technologies Bureau.
2. Annotates seized/forfeited items for accounting purposes.

General Services Bureau/Information Technologies Bureau

3. Evaluates available property for suitability, compliance with standards, usefulness and any fiscal concerns.
4. Arranges for pick up of property.
5. Upon inspection of property, ensures usable property is properly tagged and inventoried.
6. Provides written notice of the value of seized/forfeited property to the Seizure/Forfeiture Unit.
7. Distributes requested, usable, inventoried property in accordance with bureau procedures.

REQUESTING SURPLUS AVAILABLE PROPERTY

Any unit requesting an item or wishing to be placed on a waiting list for a particular item must complete a Request for Surplus Property, LVMPD 138, and forward it through their respective chain of command to the Property Control Section, General Services Bureau, for property or the Customer Support Section, Information Technologies Bureau, for computers, monitors and printers. (6/96, 1/02) ■

**Las Vegas Metropolitan Police Department
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5/103.26 SUBMITTING FISCAL AFFAIRS COMMITTEE AGENDA ITEMS

All items to be placed on the Fiscal Affairs Committee Agenda must be submitted to the Office of Finance no later than 4:00 pm on the eighth working day preceding the scheduled Fiscal Affairs Committee meeting.

Each item must be in the appropriate Agenda format and must be signed by the appropriate authority. If the item to be discussed involves the expenditure of money, the amount must be included and must be accurate. The wording under "Discussion" should be written in layman's terms avoiding technical terms unfamiliar to most persons.

LAS VEGAS METROPOLITAN POLICE DEPARTMENT
FISCAL AFFAIRS COMMITTEE
(date)

RECOMMENDATION
PETITIONER
(Douglas C. Gillespie, Sheriff)
FISCAL IMPACT
DISCUSSION

Signature of Appropriate Authority (Executive Director of Finance, or designee) (8/75, 1/83) ■

**5/103.27 GRANT APPLICATIONS AND ADMINISTRATION
A.S. 11.4.2, 17.4.2**

It is the policy of this department to ensure uniformity, consistency and interdepartmental coordination in applying for and administering grants. Once grant funding has been received, it is the policy of the department to ensure that all funds are expended in a timely manner consistent with the terms of the award and ensure that they fulfill the purpose intended.

Requestor

1. Identifies need for supplementary funding.
2. Contacts the Grants Analyst, Professional Standards Division, to give notice of funds available or determine potential grant funding sources if a blind request.

Grants Analyst, Professional Standards Division

3. Researches existing funding opportunities and attempts to match the request with a potential funding source, if a source has not been determined.
4. Upon notification of funds available through Federal earmarks, contacts appropriate and affected unit(s) and personnel to outline requirements and lay the groundwork for writing the proposal.
5. Simultaneously notifies chain of command and all Captains and above via e-mail of potential grant opportunity through the "Notice of Grant Opportunity" form.

Chain of Command and Captains and Above

6. Evaluates the feasibility of the project; the Department's ability to fulfill the programmatic, monitoring and reporting requirements of the award; and the financial match requirement (if any).
7. E-mails, phones or returns the Grant Notification Form to the Grants Analyst to express concerns, provide comments or indicate the level to which they want to be involved prior to the deadline provided. There is often very little time to respond so prompt attention is critical.

Grants Analyst, Professional Standards Division

8. Following the comment period from the chain of command, works with the appropriate and affected unit(s) to write the proposal.
 - a. If the chain of command does not approve the project or has significant concerns, contacts the Professional Standards Division Commander for comments and a final decision from Executive Staff.
9. Completes the proposal and submits the final application, cover letter, and any assurances, certifications, and special conditions to the Sheriff's office for signature.
10. Provides copies of the submitted application to Accounting and the respective bureau/area command.
11. When notified of an award, prepares the Fiscal Affairs agenda item and forwards the award notice to the Office of Finance for inclusion in the next Fiscal Affairs Committee agenda.

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Professional Standards Division Commander

12. When concerns are noted about a specific project, coordinates with Executive Staff to determine whether the project should be submitted or denied and communicates that decision to the Grants Analyst.
13. When Grants Analyst presents a list of requests for project approvals, coordinates with Command Staff to determine which projects should be pursued and their priority.

Office of Finance

14. Upon notification of award of a grant, places the issue on the Fiscal Affairs agenda.
15. Upon approval by the FAC, forwards a copy of the approved award to the appropriate Grants Analyst (Accounting) and to the respective bureau/area command

Grants Analyst, Accounting Section

16. Contacts the employee assigned to administer the grant activities to give spending approval and explain the grant management process.
17. Arranges for award acceptance.
18. Prepares financial reports as required by the terms of the grant.

Bureau/Area Command Receiving the Grant

19. Meets with the Grants Analyst (Accounting) to become familiar with the grant requirements, coordinate implementation schedule and ensure that all monies will be spent in a timely and appropriate manner. (5/03, 8/04) ■

5/103.28 REPORTING DAMAGE/LOSS TO DEPARTMENT PROPERTY AND EQUIPMENT

Members are responsible for notifying their immediate supervisor and for reporting through their chain of command, the occurrence of damage, or the discovery of damage, to department property that has been issued or assigned for their use. Officers shall report an incident using an Officer's Report, while civilian members shall report by memo. This includes non collision damage to department vehicles.

All reports of loss, damage, or unserviceable condition of department property or equipment should include:

1. A description of the property, including any serial numbers when appropriate.
2. The date, time, and location of occurrence or discovery.
3. A complete description of the damage, loss or defect.
4. A complete description of the incident, and surrounding circumstances if applicable.

Members will also forward copies of Officer's Reports/memos reporting non-collision damage to department vehicles to the Fleet Services Section for placement in the vehicle's permanent file. (2/75, 8/95) ■

Las Vegas Metropolitan Police Department
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5/103.29 REPORTING DEPARTMENT VEHICLE ACCIDENTS
A.S. 61.2.1, 61.2.2, 61.2.3

It is the policy of this department that all traffic accidents involving department vehicles will be thoroughly investigated by the Traffic Section. Members will not investigate accidents in which they are involved. Department employees found to be at fault in accidents are subject to appropriate action as outlined in state, county, and city laws.

In situations requiring the issuance of a traffic citation to an employee, a Traffic Section supervisor will complete and issue the citation. Accidents involving department vehicles are also administratively reviewed by the Accident Review Board.

PROCEDURE

Department vehicles include those owned, leased, or borrowed by the department or its members for official use. This procedure is applicable to all commissioned and full-time and temporary civilian employees.

If a vehicle has apparent collision or undercarriage damage which has not been reported, the responsible bureau/area commander will investigate the circumstances and report the findings through the chain of command. A copy of the report will be forwarded to the Fleet Services Section and the Risk Manager.

For minor damage to a marked police vehicle resulting from pushing a citizen's vehicle with push bumpers, the officer will contact his/her supervisor to photograph the vehicle, and will complete a brief Officer's Report. The photo and a copy of the Officer's Report will be forwarded to the Risk Manager.

Bicycle patrol officers riding mountain bikes are exempt from the normal investigation/reporting requirements of this procedure under certain circumstances. The criteria for exemption are:

1. No other person or vehicle involved
2. No injury occurs
3. Less than \$300.00 damage to department equipment
4. No damage to other property

Member Involved in Accident

1. Notifies immediate supervisor and the communications dispatcher immediately, whether occurring on public or private property, or off road. Unless leaving them in place creates an unreasonable hazard, involved vehicles will only be moved from the accident scene at the direction of the investigating traffic officer, traffic supervisor or member's immediate supervisor.

Communications Bureau

2. Dispatches a traffic officer.
3. Notifies the Risk Manager immediately. The insurance adjuster will be called out at the request of the Risk Manager or traffic supervisor.
4. When advised by the traffic officer, notifies the Fatal Detail of Traffic, the on-call Public Information Officer and the involved officer(s) chain of command when death, serious injury or significant property damage occurs.

Traffic Officer

5. Investigates all department vehicle accidents and other accidents with member involvement:
 - a. Investigates accidents occurring within jurisdictional boundaries, including areas of concurrent jurisdiction with other police agencies.
 - b. MAY conduct parallel investigations with other agencies for serious injury/fatal accidents or large property damage accidents involving department vehicles, off-duty department members, and members' immediate families.
6. Notifies Communications Bureau as soon as possible on extent of damage so a determination can be made by the risk manager concerning response by the insurance adjuster.
7. Completes either the Vehicle Incident Report, LVMPD PD 42, or Accident Report, NHP 5, on all accidents depending on the circumstances.
 - a. The Vehicle Incident Report will be used on all accidents where the department owned, leased or borrowed vehicle is involved in a:
 - (1) single vehicle accident (regardless of damage)

**Las Vegas Metropolitan Police Department
Partners with the Community**

- (2) multiple vehicle accident if it involves only the above described vehicles
 - (3) an accident on a public roadway or on premises to which the public has access (per NRS 484.122) involving a citizen vehicle(s) if there is total damage to any vehicle or item or property to an apparent extent of less than \$750. (Note: If citizen is injured or complains of injury, the NHP 5 form will be used.)
 - (4) an accident on private property involving a citizen(s) vs. Metro vehicle (regardless of damage). (Note: if citizen is injured or complains of injury, the NHP 5 form will be used.)
 - (5) all property damage, injury or deaths that are a direct result of a P.I.T. action
 - (6) all Metro involved accidents that have only minor injuries to the department employee(s) and fall within the above criteria can be taken on the Vehicle Incident Form.
- b. Serious injury/fatal accidents involving a department vehicle and employee will be taken on the NHP 5 Form. Includes the words, "Self Insured Under NRS 41.038, 1/6/86 to Present Date." Inclusion of this information deletes the requirement for the member to submit the SR 1, Driver's Report of Traffic Accident.
8. Completes an accident diagram for combined vehicle damage in excess of \$750.00, injury, claim of injury, or probable department liability.
 9. Completes an Officer's Report, when appropriate, to include information not contained on the accident report or diagram, indicating any contributing factors, violations of law, or other information determined from the results of the investigation.
 10. Requests a traffic supervisor to respond to the accident scene and to direct the investigation. If a citation is required, the traffic supervisor will issue it to the member, as well as the Employee Notice When Involved in a Motor Vehicle Accident, LVMPD SOD 6. (This card explains information employees should be aware of when involved in an accident.)
 11. Notifies Communications in the case of death, serious injury or significant property damage so they can notify the Fatal Detail of Traffic, on-call public information officer and involved officer(s) chain of command.
 12. Requests a crime scene analyst for photographs.
 13. Provides any citizen involved in a department vehicle accident with a copy of the NHP-5, and advises him/her to contact the Risk Manager when department liability is probable.

Traffic Supervisor

14. Responds to department accident scenes when requested, or when department liability is probable. Will be prepared to explain why the involved member was or was not cited.

Member Involved in Accident

15. Reports details of the accident (officer's by Officer's Report and civilians by memo) through the chain of command, with copies to the Risk Manager, Training Bureau Driving Staff, Fleet Services Section, and Traffic Section.

Risk Manager

16. Notifies the Fleet Services Section each working day of any department vehicles damaged in accidents in the previous period.

Fleet Services Section

17. In conjunction with the Risk Manager, ensures repairs are made on vehicles damaged in accidents.
18. Places a copy of the Officer's Report/memo in the vehicle's permanent file. (7/00, 3/04) ■

5/103.30 CITIZENS REQUESTING RECOVERY FOR DAMAGE OR LOSS TO PRIVATE PROPERTY

This procedure prescribes the responsibility and action taken when a citizen seeks restitution for private property alleging the damage or loss is the responsibility of the department.

Police Officer

1. Directs citizen claiming damages to contact the Risk Manager for a Notice Of Claim form. THE OFFICER SHALL NOT COMMIT THE DEPARTMENT TO PROVIDE EITHER REPAIR OR RESTITUTION.
2. Requests the Criminalistics Bureau to photograph damages to specifically show any damage (mandatory for search and seizure or forced entry situations, or in other situations at the discretion of the officer's supervisor when actual damage exists). This will help ensure against false claims of damage.
3. Provides Officer's Report to the bureau/area commander and directs a copy to the Risk Manager.

Criminalistics Bureau

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4. Responds to request to photograph damage.
5. Forwards set of photographs to the Risk Manager upon receipt of the Photo Lab Request Form, LVMPD 65.

Risk Manager

6. Provides citizens, upon request, with Notice of Claim Forms whenever property loss or damage is alleged to have been the direct result of actions by a department member.
7. Obtains from citizens the completed claim form with estimate, and/or receipt for damage sustained.
8. Forwards the Notice of Claim to the bureau/area commander to investigate the matter and make a recommendation to honor or deny the claim.

Bureau/Area Commander

9. Investigates the claim of alleged damage.
10. Forwards findings and an approval or denial recommendation to the Risk Manager through the division/office commander.

Risk Manager

11. Notifies the citizen upon approval or denial of the claim, and takes action to satisfy approved claims.
12. Maintains records of claims paid and denied. (7/78, 12/91) ■

5/103.32 REIMBURSEMENT FOR LOST OR DAMAGED PERSONAL PROPERTY

The following are the only items of personal property that will be routinely reimbursed if damaged or lost in the line of duty:

- Flashlight (maximum of \$100.00)
- Wristwatch (maximum of \$60.00)
- Duty Weapon
- Prescription Eye wear (actual value)

Employees seeking reimbursement for any other items of personal property which become damaged, lost, or destroyed during use in the line of duty may request consideration for reimbursement if circumstances appear to establish a reasonable justification. Total amount reimbursable may not exceed \$200.00 per incident for items not listed above.

Employee

1. Submits a memo to the respective bureau/area commander including the following information:
 - a. Name and P#
 - b. Bureau/area command of assignment
 - c. Circumstances of loss/damage including event number of incident (if applicable).
 - d. Receipt for replacement of item.

Bureau/Area Commander (at the time of the loss)

2. Recommends approval or disapproval of replacement.
3. Upon approval, forwards package for specific items Risk Management.
4. Notifies employee of any denied requests with appropriate explanation.

Risk Manager

5. Approves or disapproves request.
6. Processes reimbursement to employee from Self Insurance Trust Fund.
7. Forwards denied requests back to the bureau/area commander with appropriate explanation. (1/97, 7/00) ■

**Las Vegas Metropolitan Police Department
Partners with the Community**

**5/103.36 SUPPLEMENTAL BUDGET APPROPRIATIONS OR FUND TRANSFERS
A.S. 17.3.1**

The department budget is established balancing the needs of each bureau with the available resources. However, unanticipated circumstances arise which may require supplemental funds. The funds may be obtained through a reallocation of money from one bureau to another, a transfer of funds between accounts, or an augmentation of the department's budget. All of these transactions are conducted through the Office of Finance and placed before the Fiscal Affairs Committee for its consideration. (9/87) ■

**5/103.37 COLLECTING, SAFEGUARDING AND DISBURSING CASH
A.S. 17.4.2, 17.4.3**

All bureaus and sections with personnel handling department cash shall maintain current written cash procedures on file with the Accounting Section. Written cash procedures shall include at least the following:

1. The reason for collecting cash (when, where, who, how much)
2. Step-by-step procedures for handling cash, accessing cash registers and producing receipts
3. Shift-ending balancing and cash storage/security procedures
4. Cash deposit procedures
5. Audit and records storage requirements

All changes to cash procedures shall be submitted in writing through the appropriate chain of command to the Accounting Section before implementation.

Audits shall be performed on all cash records in accordance with applicable procedures, resolutions, and Nevada Revised Statutes. (5/88) ■

**5/103.38 CONTRACTUAL AGREEMENTS FOR LAW ENFORCEMENT SERVICES
A.S. 3.1.1, 3.1.2**

It is the policy of this department that all agreements for which the department is the provider of law enforcement services, and which include provisions for payment of those services, require a written contract.

GENERAL

Contracts for law enforcement services must be approved by the Fiscal Affairs Committee prior to initiation and shall include, but not be limited to the following:

1. Identification of parties and specific services to be provided.
2. Specific language dealing with financial agreements between parties.
3. Specific records to be maintained concerning the performance of services by the provider agency.
4. Language dealing with duration, modification, and termination of the contract.
5. Specific language dealing with legal issues.
6. Administration and personnel matters. (Note: If this department is the provider, the agreement will read, "All personnel assigned to this contract by the Las Vegas Metropolitan Police Department, will at all times, be under its direction and shall be regulated under the policies, provisions, and procedures of the Las Vegas Metropolitan Police Department. The rights of employees working in contractual assignments will not be abridged by the provider agency, and they will retain all rights as other employees in that classification.")
7. Specific arrangements for the use of equipment, property, and facilities.
8. Procedures for review and revision of the agreement, if needed.

PROCEDURE

Bureau/Area Commander (In need of services or requested to provide services)

1. Obtains approval through the division commander to develop a contract for such paid services.
2. Conducts, upon approval, an analysis in writing of the problems, capabilities, and alternative service methods.
3. Utilizes the LVMPD 206, Checklist for Contractual Agreements for Law Enforcement Services, to review contracts submitted by requesting agencies. (Copies of previously approved contracts are available in the Office of Finance

***Las Vegas Metropolitan Police Department
Partners with the Community***

for review.)

4. Forwards the analysis, along with the contract, through the chain of command to the Office of Legal Affairs and the Office of Finance along with all data pertaining to items 1 through 8 above.

Office of Legal Affairs

5. Coordinates the contract review with the District Attorney's Office.
6. Reviews the final contract with the bureau/area commander, using the Checklist for Contractual Agreements for Law Enforcement Services, to ensure compliance with the requirements for service.

Office of Finance

7. Places the contract on the Fiscal Affairs Committee agenda for approval.
8. Forwards copies of approved contracts, and contract modifications, to the Accounting Section.

Bureau/Area Commander

9. Reviews the contract, at least annually, to assure that the services are being provided as contracted. Reassesses the original purpose for the contract to determine if any changes have occurred which might warrant contract modifications. (6/89, 5/97) ■

***5/103.40 INTERNAL MONITORING OF DEPARTMENT NON-CASH FISCAL ACTIVITIES
A.S. 17.4.1***

The department is required to file a budget for its annual operation, to be approved by the Fiscal Affairs Committee, in compliance with NRS 280. All requested changes to the approved budget must be presented for approval.

The Executive Director of the Office of Finance, or designee, shall:

- monitor all revenues and expenses of department funds on a continuous basis to ensure that revenues and expenses are consistent with the approved or revised budget.
- provide the Fiscal Affairs Committee with the projected revenues and expenses of the department on a quarterly basis.
- review statements related to year end audits and participate in the conduct of Clark County audit and preparation of Clark County financial statement, as is necessary, in order to ensure that reporting related to the department is complete and correct. (5/88) ■

***5/103.42 BUDGET PREPARATION
A.S. 17.2.1, 17.2.2***

It is the policy of this department that the heads of major organizational components participate in the preparation of the annual budget. This includes, but is not limited to, office, division, bureau/area and section commanders.

Written budget recommendations concerning personnel resources shall be the logical and necessary outcome of analytic and programmatic activities. In addition to an assessment of future personnel needs, the analysis should include an assessment of presently assigned positions allocated to department functions are appropriate. (10/88) ■

***5/103.45 BUSINESS CREDIT CARDS
A.S. 17.3.1, 17.4.1***

There are two types of credit cards that may be used by department members in the line of duty. The first is the travel credit cards that are issued to an individual on a temporary basis while traveling. The second type, addressed in this order, is a business credit card that may be issued at the request of a bureau/area commander or above for any unit that is responsible for a facility or a 24-hour operation.

The business credit card can be used for emergency purchases and/or minor purchases under \$200.00 that cannot efficiently be accomplished through normal purchasing or supply channels. Use of the cards is not intended to circumvent the normal procurement procedures; it should only be used in those instances when immediate purchase of an item is needed to accomplish the police mission that would otherwise be hampered without the purchase. These cards will NOT be used for capital purchases or items normally purchased through the department bid process such as computer software, tires, fuel,

***Las Vegas Metropolitan Police Department
Partners with the Community***

office supplies, etc.

Purchases made will be paid out of the budgeted funds for the respective unit, therefore, the purchaser should be aware of the status of the budget, the account balance of the credit card and have a reasonable belief that funds are available for the purchase. The Executive Director of the Office of Finance will have overall responsibility for the program and any unresolvable disputes or discrepancies should be reported to that office.

PROCEDURE

Requester

1. Forwards a memo through the division command level documenting the need for a business credit card, types of purchases anticipated and highest anticipated amount to be incurred at any one time.

Respective Division Commander

2. Reviews requests for business credit card.
 - a. If approved, forwards request to the Office of Finance, Budget Section for establishment of the credit card limit.
 - b. If disapproved, returns request to requester with explanation.

Budget Section, Office of Finance

3. Establishes limit for the card, notes such on the request and forwards to Accounting Section.

Accounting Section, Office of Finance

4. Orders the card with the credit limit approved.
5. Upon receipt of the card, notifies the requester to pick up the card at Accounting Section offices. Cards will not be sent through inter-department mail.

Requester

6. Responds to Accounting Section to obtain the card.
7. Ensures control and security of the card.

Purchaser

8. When using the card submits a Business Credit Card Expense Report, LVMPD 114, for each merchant. (Note: Purchases made on different days will require separate Expense Reports.)
9. Attaches all receipts to the Expense Report and forwards package through the chain of command to the division commander.

Division Commander

10. Reviews purchases and conformance to established guidelines and forwards package to Budget Section, Office of Finance.

Budget Section

11. Reconciles the monthly statement from the credit card company with the Expense Reports submitted by the purchaser(s).
12. Reports any discrepancies to the respective division commander.

Respective Division Commander

13. Ensures any discrepancies are resolved and properly reported to the Accounting Section by the respective unit card holder. Unresolvable discrepancies or disputes with the credit card issuer should be reported to the Executive Director of the Office of Finance for resolution. (10/95, 12/05) ■

**Las Vegas Metropolitan Police Department
Partners with the Community**

5/104.00 LOGISTICS PROCEDURES

5/104.03 FACILITIES SECTION WORK ORDERS

FACILITIES LIAISON

To facilitate the coordination of LVMPD requests for building maintenance, telephone service and repair and the installation of data drops, each bureau/area commander will appoint at least one representative from each unit under their command to serve as a Facilities Liaison.

The Facilities Liaison is responsible for notifying the Facilities Section of Logistics Bureau (LB) of any work order requests. The Facilities Section will coordinate the request between the Liaison and the appropriate vendor. Vendors are being advised by letter not to accept any work order requests from anyone other than the LB representatives.

PROCEDURE

- To request service from LB Facilities Section for building maintenance or repair, a Logistics Bureau, Request for Service, LVMPD271, must be completed and sent by e-mail to LVMPD Facilities Work Desk.
- To request a data drop, a Network Data Drop Request, LVMPD 260, is to be completed and sent by e-mail to LVMPD Facilities Work Desk.
- To request telephone install/repair service, a Telephone Service Request Form, (for Landlines), LVMPD 197, must be completed and sent by e-mail to LVMPD Facilities Work Desk.

These forms are in the LVMPD templates. Upon receipt of each request, the proper vendor is notified and a work order issued. Facilities Section personnel will ensure that the work order is issued in a timely manner and follow-up as needed until completion. Most vendors specify the work will be completed in one to ten days. Emergencies will be handled through Dispatch. ***At no time should the unit contact the vendor directly.***■

5/104.04 REPAIR OF RADIOS AND RELATED RADIO EQUIPMENT

Defective portable/mobile radio equipment, including portable radios, mobile radios, pagers, scramblers, decoders, trackers, and mobile data terminals (MDTs), but not including AM/FM stereo radios/cassette players permanently affixed in vehicles, must be taken to the Electronic Maintenance Section, Communications Bureau, for repair. Members are forbidden to repair or modify any of the listed communications equipment, including software, without the specific authorization of the Electronic Maintenance Section. The bureau/area commander must ensure such electronic equipment is delivered and picked-up from the Electronic Maintenance Section. (4/90, 7/95)■

**5/104.05 ASSIGNMENT OF PORTABLE RADIOS
A.S. 22.2.8**

It is the policy of this department that once a portable radio is issued to an officer, it becomes part of that officer's assigned equipment for the duration of employment.

PROCEDURE

Effective immediately, upon completion of the academy, police officers will be provided a portable radio as part of their assigned equipment and it will remain with the officer regardless of assignment and/or rank. If the radio is lost or stolen, an Officers Report will be required by the Supply Section prior to replacement. Area Commands will maintain a minimal number of emergency replacement radios that they may temporarily check-out to an officer. These radios must be accounted for during the unit's internal inspection. When an officer leaves the employment of LVMPD, the portable radio must be returned with all other uniform and equipment items.

This procedure is not applicable to units where civilians use portable radios and appropriate check-out procedures can be established. (10/00)■

***Las Vegas Metropolitan Police Department
Partners with the Community***

5/104.06 MAINTENANCE AND FUELING OF DEPARTMENT VEHICLES

FUELING

All department vehicles (except undercover cars) fueled in Nevada will obtain their fuel from a contracted fuel source. A listing of the various locations to obtain fuel as well as the specific operating instructions for each location is available from the Logistics Bureau.

COMPUTER GAS CARDS

A computer gas card will be assigned to each department vehicle. It is the responsibility of members to maintain physical control over the gas cards. If a card is lost or misplaced, Fleet Services should be notified immediately for assignment of a temporary card. A replacement card will then be issued to the specific vehicle.

Logistics Bureau will maintain an audit and reporting system for computer gas card control and accountability. Requests for gas card authorization for new employees will require a written authorization to Fleet Services, approved by the respective bureau/area commander.

The fuel contractor source will provide the department with a wide range of management reports each month. These reports will enable Fleet Services, as well as each bureau/area command, to monitor, evaluate, and manage vehicle costs, mileages, and overall usage of other data directly associated with fuel purchases.

MAINTENANCE

All department vehicles are maintained by a commercial garage or dealership. During day shift hours, vehicles in need of minor repairs (lights, belts, hoses, etc.) may be taken directly to the appropriate dealership. During all other hours, the vehicles will be redlined and taken in during the next work day. Logistics Bureau maintains the listing of the appropriate dealerships or garages to be used and should be contacted for further information and instructions. (3/95, 7/98) ■

5/104.08 TOWING OF LAS VEGAS METROPOLITAN POLICE DEPARTMENT VEHICLES

When a vehicle owned by or seized by the Las Vegas Metropolitan Police Department requires towing, the employee responsible for the vehicle will:

1. Contact the Communications Bureau and arrange for a tow, if the vehicle IS NOT parked at a facility operated by the department (i.e., in service, on the roadside, or just seized). At the time of the call, the operator must provide his/her name, the location of the vehicle, and the vehicle number and/or license plate number.

OR

2. Contact the Vehicle Services Section of the Logistics Bureau to arrange for a tow if the vehicle IS parked at a facility operated by the department. (2/85, 8/89) ■

5/104.16 KEY DUPLICATION AND ISSUANCE OF NEW KEYS

An officer or member seeking to request key duplication(s), to make a new key or have lock service, repair, or changes made, must submit their request through the chain of command to the appropriate bureau/area commander. The request, along with the key if needed, must then be submitted as follows:

Department Vehicle Keys:
To the Logistics Bureau, Fleet Services

City Hall Keys:
To City Maintenance in accordance with the City Key Duplication Policy

City Hall Lock Changes:
To the Logistics Bureau for preparation of a City Work Request

City Hall Emergency Lock Repair (between 0800-1400 hours):

***Las Vegas Metropolitan Police Department
Partners with the Community***

Call City Building Control at telephone extension 6450

Buildings that are leased or have a building maintenance supervisor:
Contact the maintenance supervisor or building manager for assistance

For 24-hour Emergency Lock Service for Field Units:
Contact Communications Bureau for call-out of lock service vendor (must have event number)

For all other Key and Lock Work:
Contact the Supply Section for referral to the current key and lock service vendor

It is the responsibility of the bureau/area commander to provide accountability for all key transactions, and to expropriate keys from members who terminate employment, retire, or transfer to another bureau. (10/89, 4/90) ■

5/104.17 REQUESTING SPORT-TYPE TRADING CARDS

Sport-type trading cards are authorized for use by department members under the following conditions:

- no nicknames will be allowed
- no weapons will be drawn
- no business names will be displayed in the background
- pictures must be taken in a department-issued uniform

Note: Donations will not be solicited or accepted for printing of these cards except under the guidelines of Department Manual section 5/103.01. Donations can be accepted on behalf of the department (or specific unit); not individuals.

Requester

1. Contacts the Supply Section to obtain the current order form and instructions for completion.
2. Attaches to the order form a photograph to be used on the card and a personal check made payable to the vendor (see form for current vendor and pricing).
3. Forwards form, with attachments, to the respective bureau/area commander.

Bureau/Area Commander

4. Approves or disapproves photograph and personal statement ensuring appropriate department image is portrayed.
 - a. If approved, forwards package to the Supply Section for processing
 - b. If disapproved, returns to requester with explanation for disapproval.

Supply Section

5. Processes requests for sport-type cards with appropriate vendor.
6. Notifies requester when order is received and ready for pick-up. (7/95) ■

***5/104.18 REQUESTS FOR PRINTED MATERIAL
A.S. 11.4.2***

REQUESTS FOR RE-SUPPLY OF DEPARTMENT FORMS

Requester

1. Completes a Supplies Requisition Form, LVMPD 14A, indicating the form title, department form number and quantity desired. (If the form does not have a department number, see procedure for requesting new or revised forms.)
2. Obtains approval signature from appropriate commander.
3. Sends form to Supply Section.

Supply Section

4. Fulfills the request for forms.
 - a. Checks with Graphic Arts Detail and/or the Policy and Planning Unit reference revisions if reordering current forms.

***Las Vegas Metropolitan Police Department
Partners with the Community***

- b. If no forms are on hand, or when the reorder point is reached, reorders additional forms as required.
- c. Obtains cost estimate from printers if outside vendor is required.
- d. Completes and forwards printing authorization to city or county print shops if work is to be printed internally.
- e. Completes and forwards the Request for Purchase Requisition to the Office of Finance, if work is to be printed by an outside vendor.
5. Records statistical data.
6. Picks up or receives completed forms and provides storage space.
7. Fulfills requests for forms as needed.

REQUESTS FOR RE-SUPPLY OF DIVISION FORMS

Requester

1. Completes a separate Supplies Requisition Form, LVMPD 14B, indicating the form title, division form number and quantity desired. (This request must be separate from a request for any other supplies. If the form does not have a number, see procedure for requesting a new or revised form.)
2. Obtains approval signature from appropriate commander.
3. Sends form to the Supply Section.

Supply Section

4. Obtains cost estimate from printers if outside vendor is required. Checks with the Graphic Arts Detail and/or the Policy and Planning Unit reference revisions if reordering current forms.
5. Completes and forwards printing authorization to city or county print shops if work is to be printed internally.
6. Completes and forwards Request for Purchase Requisition to Office of Finance, if work is to be printed by an outside vendor.
7. Records statistical data.
8. Picks up or receives completed forms.
9. Delivers forms to requesting unit.

REQUESTS FOR NEW OR REVISED DEPARTMENT/DIVISION FORMS

Requester

1. Prepares a rough draft or copy of proposed form and obtains preliminary approval through bureau/area command level of supervision.
2. Forwards Request for Graphic Arts Services, LVMPD 61, with rough draft attached, to Graphic Arts Detail for coordination and finalization.

Graphic Arts Detail

3. Reviews documents pursuant to request and coordinates the proposed new or revised form with the Policy and Planning Unit to ensure procedural requirements are met.
4. Designs or revises form per request, and assigns form number.
5. Obtains approval from requester pertaining to form's design.
6. Forwards to Supply Section.

Supply Section

7. Determines cost and source of printing.
8. Completes and forwards printing authorization to city or county print shops if work is to be printed internally.
9. Completes and forwards Request for Purchase Requisition to Office of Finance, if work is to be printed by an outside vendor.
10. Records statistical data.
11. Picks up or receives completed forms
12. Provides a copy of new or revised forms to the accreditation manager to update accreditation files.
13. Delivers completed forms to bureau(s) affected by the new or revised form.

REQUESTS FOR PRINTING OTHER THAN DEPARTMENT/DIVISION FORMS

Requester

1. Completes inter-office memorandum and attaches item(s) requiring printing.

***Las Vegas Metropolitan Police Department
Partners with the Community***

2. Forwards documents to the Policy and Planning Unit.

Policy and Planning Unit

3. Reviews documents and approves as necessary to ensure compliance with administrative standards for department documents.
4. Forwards to Graphic Arts Detail for graphic art work as required.

Graphic Arts Detail

5. Obtains approval from requester pertaining to requester's graphic requirements.
6. Forwards to Supply Section.

Supply Section

7. Determines cost and source for printing.
8. Completes and forwards printing authorization to city or county print shops if work is to be printed internally.
9. Completes and forwards Request for Purchase Requisition to Office of Finance, if work is to be printed by an outside vendor.
10. Records statistical data.
11. Picks up or receives completed printing.
12. Delivers printing to affected bureau or office.
13. Provides a copy of special forms, brochures, booklets, etc. to the accreditation manager to update accreditation files.

TYPES OF FORMS

Division Forms - A division form is one whose use and application is limited to one division or bureau/area commands within a division.

Department Forms - A department form is one whose application is not limited, but may be utilized in more than one division in the department.

IDENTIFYING FORMS

There are two classes of department forms:

1. Administrative Forms, which are numbered from 1-499.
2. Incident Forms, which are numbered from 500-699.

Department numbering will include the initials of the department and, in parenthesis, will numerically identify the month and year of issue.

A department administrative form would be numbered: "LVMPD 3 (10-95)"

A department incident form would be numbered: "LVMPD 500 (10-95)" or "LVMPD 600 (10-95)"

A department form that has been revised would have the abbreviation for "revised" immediately preceding the month and year; for example: "LVMPD 3 (rev. 10-95)".

Any form that has been automated will include the word "AUTOMATED" following the form number and date, for example "LVMPD 200 (3-95) • AUTOMATED". Contact the Graphic Arts Detail for assistance with obtaining automated forms.

A division form is not divided into classes and is distinguished from a department form by use of division identifiers, such as: "LVMPD TSD 3 (Rev. 10-95)". In this case, the TSD identifies the form as a form used and originated by the Technical Services Division. Division forms will be numbered consecutively, beginning with number one (1) for each division. (3/92, 7/95) ■

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5/105.00 LEGAL PROCEDURES

**5/105.02 LAWSUITS ARISING OUT OF LINE OF DUTY INCIDENTS
A.S. 74.1.2**

Any member who has a lawsuit filed against him/her by reason of an act performed by them in the line of duty will not accept any summons and complaints. The server shall be referred to the Risk Manager who will accept such service for the employee and the department. This procedure ensures timely response to such service since any delay in getting this service to the appropriate authority may result in a default.

Department employees served by mail will immediately forward the summons and complaint along with the unsigned Notice and Acknowledgment of Service form to the Risk Manager. Included must be the envelope showing the date mailed. The employee must also make a notation of when they received the complaint.

The Risk Manager will notify the Office of Internal Affairs if there exists a probability of a previous investigation and/or follow-up investigation related to that line of duty incident. The Office of Internal Affairs will coordinate its investigative functions with the Risk Manager in these matters.

The Risk Manager is the central point in the department for coordination of all such complaints and will maintain a filing system for such suits. The Risk Manager, in conjunction with the appropriate legal authority, will advise those members on the proper course of action. (3/97) ■

**5/105.03 LIABILITY PROTECTION PROGRAM
A.S. 16.3.7, 22.2.7**

In compliance with NRS 41.038, the department has established a Self-Insurance Trust Fund to pay for the defense of claims against itself or its employees.

It is, therefore, the policy of this department, in compliance with NRS 41.0349, that in any civil action brought against employees arising from their line of duty activities, the employee will be provided legal defense and will be indemnified by the department unless:

1. The employee fails to submit a timely request for defense (unless prior notification has been made by Risk Management that defense is being provided);
2. The employee fails to cooperate in good faith in the defense of the act;
3. The employee's act or omission was not within the scope of his/her public duty; or
4. The employee's act or omission was wanton or malicious.

When punitive and/or exemplary damages are at issue, a conflict of interest may arise and the department may deem it advantageous to obtain separate counsel for the employee(s) in accordance with NRS 41.035.1.

See Department Manual section 5/105.02 concerning lawsuits arising out of line of duty incidents. (8/88, 5/94) ■

**5/105.06 SEALING OF CRIMINAL PROCEEDINGS
A.S. 74.1.1, 82.1.1(c)**

Persons who wish to present court orders to seal criminal history records will be referred to the Records Bureau (which is open to the public during the hours of 0600-2300). It is the responsibility of the Records Bureau, upon receipt of a court order, to seal a criminal history proceeding as ordered by the court and to make such notifications as required.

The Records Bureau Commander is responsible for ensuring compliance with such court orders and will, as necessary, require verification that all records/repositories have been sealed, including those outside the Records Bureau (i.e., Detention, Photo Lab, etc.). No logs will be maintained denoting sealed records. (3/77, 8/03) ■

5/105.08 SIGNING IN LOCO PARENTIS

Because of problems involved with civil suits, members of the department will not sign in loco parentis for any individual's treatment, adults or juveniles, unless the individual is our prisoner. (12/75) ■

***Las Vegas Metropolitan Police Department
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**5/105.10 WALK-AWAY MENTAL PATIENTS
A.S. 71.2.1**

In order to comply with NRS 433A.370, the department will obtain a formal written apprehension request from any public or private hospital or mental health facility in Clark County, Nevada prior to apprehending the person who has been declared insane or of unsound mind by court order.

DSD Records Section Manager

1. Furnishes the facility representative with a Walk-Away Mental Patients Apprehension Request (LVMPD DSD 30).
2. Ensures the request is signed by the Mental Health Administrative Officer or designee, and is accompanied by an information history sheet.
 - a. Allows apprehension requests and information sheets to be faxed on holidays, with the provision that the originals will be hand carried to DSD Records the next duty day.
 - b. Ensures the Mental health officials have a current list of personnel authorized to sign apprehension request forms on file in the DSD Records Manager's office.
3. Obtains an event number from the Records Bureau for the Walk-Away Mental Patients Apprehension Request Form.
4. Directs the DSD Records Section Warrants Clerk to enter the apprehension request and event number in SCOPE to update the wanted individual's record.
5. Forwards a copy of the apprehension request to the DSD Transportation Section Supervisor.
6. Forwards documentation to the Records Bureau.

DSD Transportation Section Supervisor

7. Receives calls on weekdays (except holidays) from the mental health case worker giving the location where the patient is physically located.
8. Assigns two corrections officers to apprehend the patient at the reported location and to transport to the proper facility.
9. Calls Communications and requests that patrol unit(s) be dispatched to apprehend the patient when corrections officers are not available.

Communications Bureau

10. Receives calls after normal business hours, on weekends, and on holidays from the mental health case worker (and from the DSD Transportation Section Supervisor on weekdays when corrections officers are not available) giving the location of the patient. Ensures the apprehension request has been submitted.
11. Dispatches patrol units to the reported location to apprehend the patient.
12. Ensures the necessary history information is given to the unit assigned.

Apprehending Police Officers

13. Notifies Communications upon locating the patient and transports to the proper facility, in accordance with special transport and restraint provisions of Section 6/004.00.
14. Completes an Officer's Report concerning the circumstances and identifies the party and facility taking custody of the patient. Note: Corrections Officers act on the original order and do not complete an Officer's Report. (4/90, 2/96) ■

**Las Vegas Metropolitan Police Department
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**5/105.12 DEPARTMENT RESPONSIBILITIES FOR DEALING WITH MENTALLY ILL PERSONS
A.S. 1.1.3, 1.2.6, 41.2.7**

The Las Vegas Metropolitan Police Department policy in regard to the mentally ill consists of three (3) principles:

1. Standing alone, mental illness signifies nothing and permits no special police responses. A mentally ill person has a right to be left alone so long as laws are not violated.
2. 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 also committed an arrestable offense, or has demonstrated by acts, observed by a police officer or reliable others, to be a threat to life or safety of oneself and/or others.
3. No one is to be treated as being mentally ill unless a compelling necessity exists.

The interests which the first two principles protect is the basic right to be left alone until others are threatened with harm or one's own life is in danger. Mentally ill persons as a class are no more dangerous to others than mentally "healthy" people. Mentally ill people encountered may be victims, witnesses or suspects.

For purposes of involuntary court-ordered admission and emergency admission to a mental health facility, NRS 433A.115 defines a mentally ill person as the following:

A "mentally ill person" means any person whose capacity to exercise self-control, judgment and discretion in the conduct of his affairs & social relations or to care for his personal needs is diminished to the extent that he presents a clear and present danger of harm to himself or others, but does not include any person in whom that capacity is diminished by epilepsy, mental retardation, Alzheimer's disease, brief periods of intoxication caused by alcohol or drugs, or dependence upon or addiction to alcohol or drugs, unless a mental illness that can be diagnosed is also present which contributes to the diminished capacity of the person.

A person presents a clear and present danger of harm to self if, within the preceding 30 days, (s)he has, as a result of mental illness:

Acted in a manner from which it may reasonably be inferred that, without the care, supervision or continued assistance of others, (s)he will be unable to satisfy the need for nourishment, personal or medical care, shelter, self-protection or safety due to mental illness, and if there exists a reasonable probability that death, serious bodily injury or physical debilitation will occur within the next 30 days unless admitted to a mental health facility pursuant to the provisions of NRS 433A.120 to 433A.330 inclusive, and adequate treatment is provided.

Attempted or threatened to commit suicide or committed acts in furtherance of a threat to commit suicide and if there exists a reasonable probability that (s)he will commit suicide unless (s)he is admitted to a mental health facility pursuant to the provisions of NRS 433A.120 to 433A.330 inclusive, and adequate treatment is provided; or

Mutilated self, attempted or threatened to mutilate self or committed acts in furtherance of a threat to mutilate self and if there exists a reasonable probability that (s)he will mutilate self unless (s)he is admitted to a mental health facility pursuant to the provisions of NRS 433A.120 to 433A.330, inclusive, and adequate treatment is provided.

In addition, NRS 433A.165 provides:

Before an allegedly mentally ill person may be transported to a public or private mental facility pursuant to NRS 433A.160, he must (1) first be examined by a licensed physician at a licensed hospital to determine whether he has a medical problem, other than a psychiatric problem, which requires immediate treatment; and (2) if such treatment is required, be admitted to a hospital for appropriate medical care.

When subjects are taken to the Las Vegas Mental Health Center, entrance can be made off of Oakey from Jones to Community College drive. Follow the signs to the Crisis Observation Unit. LVMHC personnel will generally take custody of the subject in the secured fenced area. Whenever possible, contact should be made with Crisis personnel at 486-8020 to ensure a coordinated and rapid transfer of the subject to their custody.

**REQUESTS FROM PHYSICIAN, PSYCHOLOGIST, SOCIAL WORKER OR REGISTERED NURSE, OR
DISTRICT ATTORNEY**

Generally, this department will NOT assist in the routine transport of mentally ill persons. Nevada Revised Statutes provide the authority to provide the transport but do not require law enforcement agencies to offer this service. Therefore, with the exception of Court ordered admissions, any person requesting the transport of an alleged mentally ill person should be

Las Vegas Metropolitan Police Department
Partners with the Community

advised to seek private transportation or the services of an ambulance, unless approved by a supervisor.

DISTRICT COURT-ORDERED ADMISSIONS

Communications

1. Advises requester to call the DSD Field Services Section during normal working hours (671-3740 or 671-5772).
2. In emergency situations, or after normal working hours, dispatches a patrol officer under the following circumstances:
 - a. The existence of the court order for admission is verified by the DSD Records Section, AND if,
 - b. The Senior Field Lieutenant approves it.(NOTE: The requester must be advised that a relative must accompany the subject if the subject is not the same sex as the transporting officer.)

DSD Field Services Section/Patrol Officer(s)

3. Obtains District Court order for admission from Records Section at the Detention Center.
4. Pats down mentally ill subject for officer's safety, transports to UMC for medical examination, and stands by until subject is medically released.
5. Upon medical release, transports to LVMHC, 1650 Community College drive, and places subject in custody of person in charge.
6. Removes the Verification of Service (cover sheet on Admission Package obtained in DSD Records) and leaves the remainder of that package with LVMHC.
7. Signs the Verification of Service and forwards to the District Attorney's Office.

POLICE ACTIVITY

Guidelines for Emergency Admission of a Mentally Ill Person

1. Inability to exercise self control (i.e., rage; violent behavior; impulsiveness)
2. Lack of rational judgment (i.e., suspiciousness; paranoia; bizarre, repetitive behavior)
3. Unable to care for oneself (i.e., seriously impaired hygiene; disoriented; confused; attempted suicide)

This criteria is not to be considered comprehensive and is presented as a guide in determining whether a person will be considered for emergency admission. Other criteria could also be present, such as hallucinations, delusion, memory loss, abnormal speech. The officer's observations must determine that the individual presents a clear and present danger to himself or others based on the above criteria. Episodes of epilepsy, brief periods of intoxication (alcohol or drugs), mental retardation, or Alzheimer's disease does not generally warrant an emergency admission.

Communications

1. Dispatches officer(s) and nearest available CIT officer to call for service (or officer-initiated event) which results in a violent or disabled mentally ill subject requiring emergency hospitalization in accordance with the above guidelines.

Patrol Officer

2. Responds to the event and, when appropriate, requests CIT officer through Communications if one was not previously assigned. (See 6/005.01, Crisis Intervention Team Officers, C.I.T.)
3. Determines that subject is in need of emergency hospitalization based on the above Guidelines for Emergency Admission of a Mentally Ill Person.
4. a. Requests, if subject is cooperative, private ambulance service to transport to either Montevista Hospital or the Las Vegas Mental Health Center, subject's option. Officer will not obligate the LVMPD to pay for ambulance service. All requests for private transportation, regardless of the unit of origination (patrol, detective, etc.) will be coordinated through the Communications Bureau.

OR

b. Requests, if subject will not voluntarily be admitted for medical or mental health services, private ambulance service to transport to any available hospital for medical examination. Officer will not obligate the LVMPD to pay for ambulance service.
 - (1) Completes Form 2000R, Application for Emergency Hospitalization based on observations.
 - (2) Assists in restraining violent subjects. (The holding cells will NOT be used for restraining mentally ill persons).
 - (3) If subject is not to be admitted to LVMHC, takes appropriate police action which could include arrest, citation, or release.

***Las Vegas Metropolitan Police Department
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Communications

5. If requested by the patrol officer, notifies private ambulance service, and advises the officer if response time will be in excess of thirty (30) minutes.

POLICE RESPONSE TO CRIMES COMMITTED BY MENTALLY ILL PERSONS AT MENTAL HEALTH FACILITIES

This includes any hospital, hospice, assisted living center or group home specifically designated to house mentally ill persons. These include, but aren't limited to:

1. Las Vegas Mental Health Center -1650 Community College drive.
2. Montevista Hospital - 5900 West Rochelle
3. Mojave Treatment Center - 4000 East Charleston
4. Mojave Group Home - 5763 West Oakey
5. Desert Willows Treatment Center - 6375 West Charleston

For additional information regarding contacting mental health services, refer to LVMPD Form 707, Community Services.

Officers and other armed department personnel are required to secure all weapons (including Taser® and baton) prior to routine entry to any mental health hospital for investigative purposes or interviewing of suspects or witnesses. When an emergency exists at Las Vegas Mental Health Center or Montevista Hospital, responding officers will not be required to disarm in any of the secure areas of these facilities that normally require removal of weapons. If requested to do so by facility personnel in an emergency situation, officers will contact their supervisor immediately to respond to the scene. Facility or supervisory personnel will be advised to contact the office of the CIT coordinator during day shift hours for further information.

Department policies and procedures that apply to all subject interviews and/or interrogations also apply to interviews with mentally ill subjects.

PROCEDURE

Communications

1. Dispatches nearest CIT officer, if available, to calls at these facilities;
 - a. If a CIT officer is not available, dispatches any available patrol officer.

Patrol

2. Makes appropriate contact with medical personnel.
3. Determines if a crime has been committed.
4. Completes incident report if crime has been committed.
5. Will make an arrest only if supervising physician has determined that the crime committed was not a result of mental illness, but of a criminal action independent of the subject's mental illness.
 - a. If the supervising physician determines that the crime was not due to mental illness, physician will complete a voluntary statement supporting that determination.
 - b. In cases involving juveniles who are under a court order at these facilities, appropriate incident report(s) will be completed but no arrest will be made without prior notification of the issuing judge.
6. Leaves a copy of the incident report with facility personnel.
7. Completes all paperwork and, if an arrest is made, transports subject to detention facility.
8. Notifies supervisor if an arrest is made and, if necessary, advises CIT officer. (2/05, 11/06) ■

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5/105.14 SEIZURE OF VEHICLES AND OTHER CONVEYANCES
A.S. 1.2.4 (d, f), 74.4.1

INTRODUCTION

The following Nevada Revised Statutes govern the seizure of property relative to criminal activity. Because this order only addresses the seizure of conveyances (i.e., vehicles, boats or airplanes), the applicable Statutes have been condensed. Officers must review each of these Statutes in their entirety in order to have a broader knowledge of the seizure law.

NRS 453.301 provides that all conveyances which are used, or intended for use, to transport, or in any manner to facilitate the transportation, concealment, manufacture, or protection of controlled substances for the purpose of sale may be seized. There must be evidence of intent to sell, not just possession.

NRS 453.336 provides that a conveyance may be seized if a person is in possession of marijuana without intent to sell and there is more than one kilogram (2.2 pounds) in the vehicle. A smaller amount of marijuana will support a forfeiture if there is evidence of intent to sell.

NRS 199.480 and 207.400 provide that a conveyance may be seized incident to an arrest or search by warrant if the conveyance was derived from the proceeds of racketeering or from the conspiracy to commit racketeering. Seizures under this provision of law will normally result from extensive investigations of organized crime figures.

NRS 179.121 provides that a conveyance may be seized if used or intended for use during the commission of a felony.

Department members will not seize a conveyance for forfeiture purposes:

1. If it is a common carrier and the owner is not consenting or a conspirator to the felony;
2. If the owner has no knowledge of the offense or has not given consent;
3. If it is stolen; or
4. If the vehicle is leased.

POLICY

It is the policy of the department to thoroughly investigate each case on its own merits to determine if seizure of conveyances is warranted, rather than all conveyances being seized indiscriminately when used in the commission of a criminal offense.

PROCEDURE

Officer

1. Determines if conveyance is subject to seizure under the above enumerated offenses or policy.
2. Completes a Vehicle Impound Report (LVMPD 503) being certain the following information is correctly entered:
 - a. Event number
 - b. Reason for impound block - write in "Seizure."
 - c. Inventory of Personal Property block - write in "None" or "Personal Property Impounded at Evidence Vault."
NOTE: All personal property must be impounded and placed in the Evidence Vault.
 - d. Additional Remarks block - "Vehicle Seizure - Hold for (your bureau/detail)."
 - e. VIN number and plate are legible.
3. Directs on-call tow company to tow the vehicle to the seized vehicle service provider or other appropriate facilities in the case of boats or airplanes.
 - a. If vehicle is to be processed by Criminalistics, such processing should, whenever possible, be done PRIOR to being towed to the seized vehicle service provider. If the delay will be extensive by Criminalistics, the vehicle may be towed to Criminalistics for processing at their convenience. Processing will not be done at the seized vehicle services provider lot.
 - b. If conveyance is a boat or airplane, ensures the appropriate storage facility is used.
4. Notifies WVS as soon as possible of the seizure.
5. Advises Dispatcher of conveyance year, make, model, color, license number, and that conveyance is a "seizure."
6. Completes Officers Report outlining circumstances surrounding seizure and other reports as required.
7. Forwards all reports to the Records Bureau, with copies to the concerned Investigative unit, i.e., burglary arrest to Burglary Detail; narcotics arrest to Narcotics Section.

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Communications Bureau

8. Dispatches tow and directs them to tow the vehicle to the seized vehicle service provider. If the vehicle requires processing by Criminalistics and such processing is not possible at the scene, directs the tow to Criminalistics Bureau.
9. Updates event with information received from officer (veh. desc.).

Criminalistics Bureau

10. If the vehicle could not be processed at the scene, completes processing at Criminalistics and notifies Communications when the vehicle is ready to be towed to the seized vehicle service provider.

Records Bureau

11. Receives information from officer regarding seizure. Makes annotations in WVS indicating conveyance impound is a "seizure."

Submitting Bureau/Section

12. Receives reports concerning seizures and forwards copies of such reports to the Seizure/Forfeitures Section.
13. Maintains records on all seizures submitted.

Seizures and Forfeitures Section

14. Receives copies of all reports from assigned Investigative unit.
15. Runs registered owner(s) on appropriate automated system, obtains printout, and obtains a printout of conveyance registration and title ownership.
16. Runs title query on appropriate computer system to determine if there is a lien holder. If there is a lien, contacts lien holder and obtains balance on loan.
17. Maintains records of vehicles and transactions with seized vehicle service provider.
18. Sends entire package to the District Attorney's Office to the attorney handling seizures for the Department. Package is to include all reports and copies of correspondence.
19. If released to owner or repossessed, ensures, if applicable, that all towing and/or storage fees are reimbursed to LVMPD prior to release of conveyance.
20. Issues a vehicle release if vehicle is returned to legal owner and/or lien holder and coordinates release process with seized vehicle service provider.
21. If the vehicle is to be retained by the department, forwards a copy of the court order releasing the vehicle to the department to the Technical Services Division commander.
22. Releases hold through WVS upon completion of seizure.
23. Ensures Communications Bureau is notified of any change in the seized vehicle service provider.

Technical Services Division Commander

24. Determines value of conveyance for future sale or use as department property.
25. Contacts the Office of Finance for budget approval and to determine if sufficient funds exist to convert the vehicle to department property.
26. Notifies the Seizures and Forfeitures Section of decision to pursue conversion to department property or to sale seized vehicle.
27. Coordinates placement of seized vehicles within the LVMPD fleet with other division commanders in need of additional vehicles.
28. Assigns responsibility for vehicle storage, maintenance, preservation and conditioning to Vehicle Services Section of General Services Bureau.

General Services Bureau, Vehicle Services Section

29. Determines appropriate storage location and prepares vehicle for long-term storage, if applicable.
30. Checks vehicle at 30-day intervals.
 - a. Starts and runs vehicle, if applicable
 - b. Checks fluid levels
 - c. Fills open water reservoir inside vehicle
 - d. Performs other service/maintenance as needed. (2/94, 6/97) ■

Las Vegas Metropolitan Police Department
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5/105.16 SEIZURE OF PROPERTY
A.S. 1.2.4 (g), 74.4.1

Nevada Revised Statutes govern the seizure of property relative to criminal activity. In this order, the applicable statutes have been condensed and officers must review each of these statutes in their entirety in order to have a broader knowledge of the seizure law. This order does not include the procedures for seizing vehicles and other conveyances which may be found in Department Manual section 5/105.14.

NRS 179.1165 through 179.119 govern the seizure, forfeiture and disposition of all property and proceeds subject to forfeiture. NRS 179.1165 provides that property may be subject to forfeiture if it is derived directly or indirectly from the commission or attempted commission of any felony.

Property includes:

1. Real property or interest in real property.
2. Fixture or improvement of real property.
3. Personal property, whether tangible or intangible, or interest in personal property.
4. Conveyance, including any aircraft, vehicle, or vessel (see Department Manual section 5/105.14).
5. Money, security or negotiable instrument.
6. Proceeds.

Department members will not seize property for forfeiture purposes:

1. If it is a common carrier and the owner is not consenting or a conspirator to the felony.
2. If the owner has no knowledge of the offense or has not given consent.
3. If it is stolen.
4. If the value is less than \$500.00

POLICY

It is the policy of this department to thoroughly investigate each case on its own merit to determine if seizure of property is warranted, rather than all property being seized indiscriminately when used in the commission of a criminal offense.

PROCEDURE

Officer

1. Determines if property is subject to seizure under the above enumerated offenses or policy.
2. Completes a Property Impound Report (LVMPD 67) being certain the following information is correctly entered.
 - a. Event number
 - b. Reason for impound - check "Seizure"
 - c. Suspect(s) and ID number(s)
 - d. List of all property for seizure[NOTE: A separate Property Impound Report and Temporary Log, LVMPD 126, must be completed for secured property (weapons, drugs, money, jewelry, etc.) transported and stored at the Evidence Vault as opposed to the contracted storage facility. A new item numbering sequence will be started for each new Property Report. Seized property having evidentiary value and requiring subsequent examination (i.e., forensic computer recovery) must be impounded at the Evidence Vault as is any secure property, with appropriate documentation on the Property Report. Notation must be made in the circumstances section of the Property Impound Report whenever property is taken to the contracted storage facility.]
3. Impounds all unsecured property at the alternate storage facility. Impounds all secured property at the Evidence Vault.
 - a. Property will be tagged, packaged and/or labeled appropriately.
 - b. Property will be clearly marked "SEIZURE" in RED.
 - c. If money, impounds at the Evidence Vault and completes a Money Accounting Report (LVMPD 131).
4. Completes Officers Report outlining circumstances surrounding seizure and other reports as required.
5. Forwards all reports to Records Bureau with copies to the concerned Investigative unit, i.e., burglary arrest to Burglary Detail, narcotics arrest to Narcotics Section.

Submitting Bureau/Section

Las Vegas Metropolitan Police Department
Partners with the Community

6. Receives reports concerning seizures and forwards copies of such reports to the Seizure/Forfeitures Section.
7. Maintains records on all seizures submitted.

Seizures and Forfeitures Sections

8. Receives copies of all reports from assigned Investigative unit.
9. Reviews reports and sends entire package to the District Attorney's Office to the attorney handling seizures for the department. Package is to include all reports.
10. Notifies the Evidence Vault of the disposition of the property by completing and forwarding a Property Release Form.
 - a. If forfeited, disposes of property either through sale or conversion to department property.
 - b. If released to owner, coordinates release with seizing bureau.
 - c. If property is assigned to a bureau/detail, notifies the Property Control Officer.

Evidence Vault

11. Maintains property pending disposition in appropriate locations.
12. Upon conclusion of investigation, disposes of property in accordance with appropriate authorization.
13. Deposits forfeited funds into the LVMPD account.

Property Custodian

14. Determines where forfeited property will be assigned if not auctioned.
15. If property is to be assigned to a bureau/detail, receives a copy of the Property Release Form from Seizures and Forfeitures Section.
16. Obtains the property from the Evidence Vault.
17. Insures the property is in acceptable condition.
18. Tags and delivers property to bureau/detail of assignment. (1/00, 2/06)■

5/105.18 DISSEMINATION OF CRIMINAL HISTORY INFORMATION (CHI)
A.S. 82.2.5

It is the policy of this department to comply with all State and Federal requirements when disseminating criminal history information.

GENERAL

Any person who willfully requests, obtains or seeks to obtain records of criminal history under false pretenses; willfully communicates or seeks to communicate records of criminal history to any agency or person except pursuant to this procedure; or willfully falsifies any record of criminal history or any record relating to any record of criminal history, is guilty of a misdemeanor (NRS 179A).

All requests for criminal history information (CHI) from criminal justice and non-criminal justice agencies (except those made from within this Department) shall be referred to the Records Bureau except as noted below. This also includes inquiries wherein no record exists, as disclosure of the "No Record" status is actually dissemination of CHI.

A centralized area for CHI dissemination is mandated to ensure that the complexities of law, inter-local agreements and contracts that regulate such dissemination are followed. That centralized area is designated to be the Records Bureau. It is the responsibility of the centralized area to maintain a log of dissemination as required by NRS 179A. The exceptions to dissemination by the Records Bureau follow:

- Airport Section Commander to allow for security and badging of Airport personnel.
- Investigative Services Division personnel who respond to teletypes requesting CHI.
- Release of CHI by the Detention Services Support Bureau Director to allow for the screening and security of Clark County Detention personnel.
- The commander of the Special Privileged Investigations Section for licensing reviews.
- LVMPD CHI that is a matter of public record but only after the dissemination plan has been reviewed by the Records Bureau commander to ensure compliance with all appropriate laws, contracts and agreements.
- Office of Public Information in dissemination of LVMPD CHI to any reporter for the electronic or printed media in his/her professional capacity for communication to the public.

***Las Vegas Metropolitan Police Department
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In each of these incidents, only LVMPD CHI may be released, and only using the 1126 function as outlined below (unless specifically authorized by statute or contract with a state repository or originating agency.) After complying with these requests, employees will forward a copy of the teletypes or SCOPE 1126 printout to the Records Bureau for inclusion in the subject's folder and entry into the dissemination log.

DEFINITIONS

Agency of Criminal Justice - Any court, and any governmental agency which performs a function in the administration of criminal justice pursuant to a statute or executive order, and which allocates a substantial part of its budget to a function in the administration of criminal justice.

Records of Criminal History - Information contained in records collected and maintained by agencies of criminal justice, the subject of which is a natural person, consisting of descriptions which identify the subject and notations of summons in a criminal action, warrants, arrests, citations for misdemeanors issued pursuant to NRS 171.1773, citations issued for violation of NRS 484.379 and 484.3795, detentions, decisions of a district attorney or the attorney general not to prosecute the subject, indictments, informations or other formal criminal charges and dispositions of charges, including, without limitation, dismissals, acquittals, convictions, sentences, information set forth in section 7 of this act concerning an offender in prison, any post-conviction relief, correctional supervision occurring in Nevada, information concerning the status of an offender on parole or probation, and information concerning a convicted person who has registered as such pursuant to chapter 179C of NRS.

LIMITATIONS ON DISSEMINATION

Members of this department are authorized to disseminate under the guidelines of this procedure, criminal history information which originated within this department only (SCOPE). Dissemination of CHI that is obtained through NCJIS, NCIC and NLETS is prohibited.

CHI is NOT to be requested, used, or released:

1. Outside of official duties.
2. For personal use, interest, or gain.
3. Where such dissemination would violate either local, state, or federal statutes or inter-local agreements or inter-state contracts.

CHI may be made available:

1. To criminal justice agencies for criminal justice purposes.
2. To federal agencies authorized to receive it pursuant to federal statute or executive order.
3. To the media.

DISCLOSURES BY INVESTIGATIVE SERVICES DIVISION

Under Nevada law, agencies may disclose to victims of a crime, members of their families or their guardians the identity of persons suspected of being responsible for the crime. The disclosure may be made regardless of whether charges have been filed or dismissed. Information regarding juveniles can only be released if the juvenile has been certified to stand trial as an adult for that charge. Requests of this nature will be handled by the respective investigative unit. This disclosure does NOT include any investigative reports which may only be released by Court Order.

RECORDS BUREAU AND EXCEPTIONS NOTED ABOVE

With the increasing number of identifiers and other information contained in the department's SCOPE files, dissemination of a SCOPE printout runs the risk of not only violating this department's agreement with the State of Nevada and federal laws, but also incurring civil liability for disseminating inaccurate, outdated, or confidential information. Accordingly, when a valid request for a release is received for an employee's arrest or conviction data, only SCOPE 1126 printouts will be disseminated. The 1126 printout extracts only LVMPD information relating to work permits, convictions and pending arrests.

LOG OF DISSEMINATION OF INFORMATION OR RECORDS

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This agency will only disseminate information relating to sexual offenses or other records of criminal history which originate within this agency (SCOPE). Any unit which maintains and disseminates this information must maintain a log of each dissemination of that information (other than a dissemination of the fact that the agency has no record relating to that person). The log must be maintained for at least one year after the information has been disseminated and must contain:

1. To what agency or person the CHI was provided;
2. The date the information was provided;
3. The person who is the subject of the information; and
4. A brief description of information provided. (3/94, 11/01) ■

***5/105.20 ADMINISTERING AND ACCESSING SCOPE
A.S. 81.2.9, 82.1.9, 82.2.5, 82.1.1, 82.1.6***

It is the policy of this department, as the Administrator of the SCOPE System to comply with all State and Federal requirements when disseminating criminal history information.

GENERAL

The SCOPE System (Shared Computer Operation for Protection and Enforcement) is a statewide computerized index of criminal justice information which has been collected and maintained as a service to all authorized criminal justice agencies. The Las Vegas Metropolitan Police Department serves as the Administrator of the SCOPE System. All policies and procedures adopted by this department are applicable to any agency with access to the SCOPE System and the criminal history information contained therein.

DEFINITIONS

Criminal Justice Information - For SCOPE purposes, criminal justice information is defined as information collected by criminal justice agencies that is needed for the performance of their legally authorized, required function. This includes: wanted person information; criminal history information; information compiled in the course of investigation of crimes that are known or believed on reasonable grounds to have occurred, including information on identifiable individuals; and information on identifiable individuals compiled in an effort to anticipate, prevent or monitor possible criminal activity.

Inactive information - Information that is not current, no longer valid, lacking current update or modification, or powerless to affect other things.

Purge - Taking information off-line and reducing it to a medium where it can be recovered and restored under certain circumstances.

RESPONSIBILITY FOR RECORDS

Records within the SCOPE System must be kept accurate and up-to-date. Agencies that enter records into SCOPE are responsible for the accuracy, timeliness and completeness of their records.

SYSTEM SECURITY

It is incumbent upon all users of the SCOPE System to implement the necessary procedures to ensure that the terminal remains secure from unauthorized use. Any failure to meet this requirement may result in the removal of the terminal and the suspension of the offender from further SCOPE participation. Misuse of the SCOPE System could result in disciplinary action. When necessary to leave a work area unattended, members should log out of the computer or lock their workstation to ensure security of their computer. (Note: To lock a workstation, press "ctrl-alt-delete", then select "lock workstation". To unlock the workstation, select "ctrl-alt-delete" then enter your password when prompted.)

This department uses hardware and software controls to help ensure system security. However, final responsibility for the maintenance of the security and confidentiality of SCOPE CJI rests with the individual agencies participating in the SCOPE System.

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LIMITATIONS OF DISSEMINATION

Agencies are authorized to disseminate, under the guidelines of 5/105.18 of the LVMPD manual, criminal history information which originated with the releasing agency only. Dissemination of criminal history information that does not belong to the releasing agency is prohibited (unless specifically authorized by statute or contract with a state repository or originating agency.)

Information in SCOPE is NOT to be requested, used or released:

1. Outside of official duties
2. For personal use, interest or gain
3. Where such dissemination would violate either local, state or federal statutes or interlocal agreements or interstate contracts.

USER'S AGREEMENT

Agencies wishing to access the SCOPE System must enter into a User's Agreement with this department. Prior to approval, all new User Agreement applications and renewal requests will be reviewed by the District Attorney, Civil Division, if no clear-cut statutory provision exists. Agencies with User's Agreements are responsible to notify this Department when agency contacts and/or agency contact procedures change. Violation of the provisions of the User's Agreement or this policy may result in the removal of the terminal and the suspension of the offending agency from further SCOPE participation.

PURGING OUTDATED NON-CRIMINAL FILES

It is the policy of this department to ensure that its outdated non-criminal jurisdictional history is removed from SCOPE in a timely manner, and to encourage other users to do the same. In order to properly manage these files, the following types of information will be purged after ten (10) years:

1. inactive name (person) records with no supporting data, and free text messages, to include undated data elements
2. expired non-gaming work applications/permits, concealed firearm permits, and press pass permits
3. canceled warrants
4. outdated parole and probation information

The following types of non-criminal victim information contained in the Daily Report (DR) segments will be purged according to the following schedule:

1. Crime reports on victims
 - a. robbery, burglary, and larceny after seven (7) years
 - b. assault and battery after seven (7) years
 - c. other miscellaneous crimes after five (5) years
2. Traffic accident information on victims
 - a. non-DUI accidents after five (5) years
 - b. DUI accidents after seven (7) years

The SCOPE Administrator shall have the authority to manually remove other outdated information not included within the aforementioned schedules. (11/96, 6/04)■

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5/105.22 RELEASE OF INVESTIGATIVE REPORTS
A.S. 82.1.1

In accordance with a decision from the Nevada Supreme Court, the contents of Officer's Reports and other investigative files are subject to disclosure if they meet the criteria of a balancing test established by the Court. This procedure describes that balancing test and places the responsibility for authorizing release of such reports.

PROCEDURE

All requests for copies of investigative reports, including Officer's Reports, will be completed by the Director of Police Records.

Director of Records Bureau

1. Completes the Request for Investigative Reports, LVMPD TSD 26, and forwards to the respective investigatory detail that would handle that type of incident (i.e., an incident involving a homicide would go to Homicide Detail).
2. Advises requester that the request may take 5 working days to process for approval.

Investigatory Unit

3. Determines whether information can be released based on the following "balancing test" determined by the State Supreme Court.
 - a. Is there a pending or anticipated criminal proceeding which might be prejudiced by the release of the information?
 - b. Are there any confidential sources to protect? (NOTE: Selected information can be "blocked" out prior to release.)
 - c. Are there any investigative techniques to protect?
 - d. Is there the possibility of denying someone a fair trial?
 - e. Is there any potential jeopardy to law enforcement personnel?
 - f. Is there anything in the report which is specifically declared confidential by law (i.e., identity of a juvenile)?
 - g. Is there anything in the report which is highly sensitive or embarrassing to an identified individual in the report (i.e., victim of a sexual assault)?
 - h. Are there any other privacy or law enforcement interests which would be prejudiced by release of the information? (Explain on request)
4. Based on the above "balancing test", notes on the Request for Investigative Reports whether the requested information can be released (or justifies not releasing the reports if indicated) and signs and dates the form and forwards to supervisor for approval.

Supervisor

5. Ensures the request has been fairly and impartially researched, releasing such reports whenever possible. Considers whether there is any statute, ordinance, regulation or other law which prohibits release and whether there is any other privacy or law enforcement justification which outweighs the interest of public disclosure.
6. Upon completion, forwards to the Director of Police Records.

Director of Records Bureau

7. Notifies the requester, by telephone or in writing, of the decision regarding the release of information and supplies the appropriate copies of the information if approved.
8. Ensures the Request for Investigative Reports is filed in the appropriate Event Number file for the respective incident. (10/96, 1/97) ■

***Las Vegas Metropolitan Police Department
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5/106.00 CRIMINAL JUSTICE RELATIONS/CONCURRENT JURISDICTION

**5/106.01 CONCURRENT JURISDICTION POLICY
A.S. 2.1.2**

It is the policy of the Las Vegas Metropolitan Police Department to provide assistance to and cooperate with law enforcement agencies with which we share concurrent jurisdiction. (7/88)■

5/106.02 PROCESSING REQUESTS FOR OUTSIDE AGENCY USE OF LVMPD RADIO NETWORK

The LVMPD Radio Network has a limited number of frequencies and channels for use by the department and by outside agencies. All applications will be referred to the Communications Bureau.

Requester

1. Picks up Application for Use of Radio Network from Communications Bureau.
2. Completes application and returns it to Communications Bureau.

Communications Bureau

3. Reviews application to ensure:
 - a. It contains complete and sufficient information for action to be taken on the application.
 - b. A genuine need exists to use the system.
 - c. The number of agencies does not become so large as to overload the system, and
 - d. No technical problems will result.
4. Sends application along with Communications Bureau recommendation to the Technical Services Division Commander.

Technical Services Division Commander

5. Places application review on agenda for staff meeting.

Staff

6. Considers the merit of the application, and approves or disapproves it.
7. Informs Communications Bureau of action taken.

Communications Bureau Commander

8. Notifies applicant of:
 - a. Action taken, and
 - b. Appropriate operational restrictions and guidelines. (1/75, 6/87)■

5/106.03 COORDINATED USE OF RADIO FREQUENCIES

Changes, additions, or deletions in the use of radio frequencies by department units or persons must receive the written approval of the Communications Bureau Commander prior to the changes taking place.

In addition, all radio (and associated equipment) orders on the LVMPD 152, Request For Purchase Requisition, which provide access to any licensed frequency shall be forwarded to the Communications Systems Manager for review before a purchase order request will be approved by the Office of Finance, regardless of the funding source. This will ensure equipment serviceability and system compatibility. (10/84, 4/92)■

**5/106.04 TRANSPORTING PRISONERS/WEAPONS ABOARD COMMERCIAL AIRLINES
A.S. 71.1.8**

Officers transporting prisoners aboard commercial aircraft must do the following:

1. Notify the airline company at least one hour before departure, or in an emergency as soon as practicable, of the identity of the prisoner and the flight on which he will be carried.
2. Notify the airline company as to whether the prisoner is considered dangerous by the department. If the prisoner is considered dangerous, Federal Air Regulations require that the prisoner be accompanied by at least two officers.
3. Assure the airline company that the person in his custody does not have on, or about, his person or property any

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article that could be used as a deadly or dangerous weapon which would be accessible to him while aboard the aircraft.

4. Be equipped with adequate restraining devices in the event that restraint of the prisoner is necessary.
5. Keep the prisoner under surveillance at all times.
6. Be familiar with the requirements of the airline company.

Officers required to carry weapons aboard commercial aircraft must:

1. Be authorized to have the weapon.
2. Provide the airline company with the Travel Authority form letter properly completed and signed.
3. Notify the airline company that the officer needs to have the weapon accessible in the performance of his duty during the time it would otherwise be checked.
4. Notify the airline company of the flight on which the officer will be armed at least one hour prior to flight departure, or in an emergency, as soon as practicable.
5. Identify himself to the airline company by presenting credentials that include his clear full face picture, his signature and the signature of the authorizing department official.
6. Officers may not drink any alcoholic beverage while armed aboard an aircraft.
7. Before any officer may be permitted to carry a deadly or dangerous weapon in checked baggage, the airline company must be notified that the weapon is in the baggage, must be assured that the weapon is unloaded and that the baggage is locked. The officer checking the baggage must retain the key or lock combination and the baggage must be carried in an area other than flight crew compartment where it will be inaccessible to passengers. (11/75)■

5/106.05 *LIAISON WITH OTHER AGENCIES*
A.S. 46.1.11

The department recognizes the benefits of maintaining liaison with other agencies sharing like interests. Effective channels of communications with law enforcement agencies in adjoining jurisdictions and those having concurrent authority in the LVMPD service area, correctional agencies, criminal justice agencies, government entities, and fire and emergency service agencies can provide greater coordination and cooperation towards realizing common objectives.

PROCEDURE

Liaisons will normally be between department members and personnel in other agencies serving in like functions or having common areas of interest or responsibility. Examples are investigators reviewing cases with prosecutors; the Patrol Division's joint plans for dealing with criminal conduct and traffic operations with the adjoining jurisdictions; and the Traffic Section developing procedures for traffic direction, and control at fire scenes with the fire departments, etc.

A unit conducting an operation across a jurisdictional boundary, or involving concurrent jurisdiction, will request Communications to inform the other agency, consistent with safety, mission, and legal considerations. Communications will also advise field supervisors of known activities of other agencies within this jurisdiction. When practical, an officer from the second agency should accompany officers conducting the activity.

In addition to the Sheriff and Undersheriff, other members are designated to act as department liaison as a function of their positions. Division and bureau/area commanders, and specialized unit supervisors shall maintain local liaisons with any or all of the following agencies, or others as may be appropriate for planning and the resolution of problems.

1. Municipal, Justice, and District Courts and Prosecutors
2. State and federal criminal justice agencies (DOJ, FBI, DEA, P and P, Gaming Control, etc.)
3. Juvenile Court Services
4. City of Las Vegas Detention Facilities
5. Jean and Indian Springs Correctional Institutions
6. Nevada Highway Patrol, North Las Vegas P.D., Henderson P.D., Boulder City, P.D., Mesquite P.D., Nellis AFB Security Police, UNLV P.D., Clark County School District Police, County Park Rangers, and City Marshals
7. City of Las Vegas and Clark County Fire Departments
8. Emergency Medical Services Agencies

While most liaisons occur routinely, the deputy chief of the Investigative Services Division and the Director of the Forensics Laboratory, or their designees, shall attempt to meet at least semiannually with the prosecutors and judges of the courts for coordination purposes. (3/89, 8/92)■

***Las Vegas Metropolitan Police Department
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5/106.06 BOULDER CITY MUTUAL AID AGREEMENT
A.S. 2.1.2, 2.1.3, 46.1.2

It is the policy of this department to cooperate with, support and assist officers from other jurisdictions. In order to meet this end, the following policy is established in accordance with the Interlocal Mutual Aid Agreement:

1. The agency with primary jurisdiction must request the assistance of the other agency.
2. The agency with primary jurisdiction shall be responsible for the reporting of the events, supervision of the officers responding to the scene, processing of the scene, incarceration of any suspects, follow-up investigation (if any), and the impoundment of evidence.
3. Any assistance provided under the terms of this agreement are contingent upon the availability of equipment and manpower at the time of the request.

The primary responsibility of each agency is the policing of its own jurisdiction, prior to making any response in furtherance of this agreement.

GUIDELINES

Requests for assistance by the Boulder City Police Department will be coordinated through an LVMPD Watch Commander.

1. Upon receipt of such request, and having determined that the request is of an emergency nature, the Watch Commander will contact the appropriate on-duty Patrol Lieutenant, advising of the circumstances.
2. The Field Lieutenant will determine the availability and number of officers and units to be dispatched and so instruct Communications Bureau.
3. Upon arrival at the scene of the incident, the senior LVMPD officer will report to the ranking BCPD officer for instructions and deployment.

When circumstances dictate the need for requesting Boulder City assistance:

1. Such request will be directed to the latter agency's dispatcher. The request will include the facts surrounding the incident and the location to which the Boulder City Police Officers are to respond.
2. When appropriate, the officer(s) of LVMPD will provide instructions and/or deployment of BCPD officers. (5/79) ■

5/106.07 MESQUITE MUTUAL AID AGREEMENT
A.S. 2.1.2, 2.1.3, 46.1.2

EMERGENCY RESPONSES

Requests for emergency assistance by the Mesquite Police Department will be coordinated through the Communications Bureau.

Communications Bureau

1. Receives request for emergency assistance from the Mesquite P. D.
2. Compiles information including the type of assistance needed, location of incident and other pertinent information.
3. Notifies the appropriate on-duty patrol lieutenant and makes other notifications as directed by the lieutenant.

Patrol Lieutenant

4. Determines if the request for assistance, by its nature and magnitude, warrants an immediate response from the department.
5. Makes assignments as necessary to facilitate manpower and equipment needs.
6. Assigns patrol or resident supervisor to coordinate department response.

Responding Senior Officer

7. Reports to the ranking Mesquite P. D. Officer for instructions and deployment upon arrival at the scene of the incident.

NON EMERGENCY RESPONSES

Las Vegas Metropolitan Police Department
Partners with the Community

Non emergency responses are those wherein LVMPD assistance is requested in non-life-threatening situations and are directed to the appropriate division commander.

Chief of Police, Mesquite

1. Requests LVMPD services by phone or letter to the appropriate division commander. (Such services may be: blood and urine analysis, use of radio channel, training, etc.)

Division Commander

2. Evaluates request and determines appropriateness and fiscal impact.
3. Coordinates services and requests the Accounting Section to bill accordingly. (2/86) ■

5/106.08 JURISDICTIONAL INTERFACE WITH THE UNIVERSITY OF NEVADA, LAS VEGAS, POLICE DEPARTMENT
A.S. 2.1.2, 2.1.3

The Metropolitan Police Department has the authority to enforce city and county ordinances and state and federal laws on the campus. This authority does not extend to the enforcement of university rules and regulations, unless the acts committed also constitute a violation of the law. Normally, LVMPD officers will respond to calls for assistance on the UNLV campus only when requested to do so by the senior ranking UNLV officer on duty. Operational responsibility for the call shall generally remain with the senior ranking UNLV officer on the scene. Operational responsibility shall be assumed by the LVMPD only by the mutual concurrence of the UNLV Chief of Police (or his designee) and the area lieutenant, or if unavailable, the designated PD Watch Commander. The peace officers of the UNLV Police Department may exercise their powers or authority in the following areas within the jurisdiction of the LVMPD:

- a. On any public street that is adjacent to property owned by the University and Community College System of Nevada;
- b. On any property that is consistently used by an organization whose recognition by the University and Community College System of Nevada is a condition for its continued operation;
- c. On any property that is rented or leased by the University or Community College System of Nevada or its institutions for an event that is approved by the University or Community College System of Nevada or its institutions; or
- d. During the course of providing mutual assistance.

Per the mutual aid agreement, there is a standing request by LVMPD to the UNLV Police Department for their assistance while traveling on official business in LVMPD's jurisdiction. This request is for UNLV police to act in those circumstances in which the immediate action of a police officer is necessary to prevent harm to persons or property and it is not practical to wait for the arrival of an LVMPD officer. In the event that a UNLV officer arrests an individual during this aid, the arresting officer shall transport the arrestee to the appropriate detention facility.

On-duty officers of this department will, under normal circumstances, notify the university police when entering the campus to investigate crimes that occurred off campus or when observing or becoming aware of an in-progress crime. The UNLV police shall then be notified by the senior ranking LVMPD officer as soon as possible. Operational responsibility for the incident in these cases shall remain with the LVMPD unless mutually agreed upon by the UNLV Chief of Police (or his designee) and the area lieutenant, or if unavailable, the designated PD watch commander. This will serve to further the spirit of mutual cooperation between the two agencies, as well as to aid in the safety of the officers involved. LVMPD will also notify the university police when incidents and actions that could disrupt university peace and security seem to be moving onto the campus. (6/89, 11/94) ■

***Las Vegas Metropolitan Police Department
Partners with the Community***

**5/106.09 NEVADA HIGHWAY PATROL
A.S. 2.1.2**

The Nevada Highway Patrol has concurrent jurisdiction with the LVMPD in reference to traffic violations and incidents on all public roadways in our jurisdiction. The LVMPD shall have sole jurisdiction for non-traffic crimes that are committed on roadways. The Nevada Highway Patrol shall have primary responsibility for disturbances at State Correctional Centers as described in 5/106.16. (9/85) ■

**5/106.10 COUNTY PARK RANGERS
A.S. 2.1.2**

The Las Vegas Metropolitan Police Department will maintain concurrent jurisdiction with Clark County Park Rangers. The LVMPD has the authority to enforce Clark County Ordinances, State Laws, and applicable Federal Laws on Clark County Park Property. Park regulations may only be enforced by Park Rangers.

The position of Clark County Park Ranger is established by County Ordinance, Title 19, Chapter 19.04, Sections 1 through 5. The Park Ranger is empowered by this ordinance to exercise all powers of a police officer:

1. When they are on duty.
2. When they are within the boundaries of a Clark County Park.

By ordinance, Clark County Park Rangers have limited jurisdictions. They can only enforce laws inside park property. No requests for assistance should be made that will require a Park Ranger to leave park property. Any action taken by a Park Ranger off of park property will be as if the Ranger is a private citizen.

Normally, LVMPD officers will respond to calls for assistance a County park when requested to do so by the senior ranking on-duty County Park Ranger. Operational responsibility for the call shall remain with the County Park Rangers unless mutually agreed upon by the senior ranking County Park Ranger on the scene and the Area Lieutenant.

LVMPD officers shall respond to citizen requests for service prior to being requested to do so by the County Park Rangers if no Park Ranger is available and if the incident requires immediate attention. The County Park Rangers will be notified of the incident by Communications Bureau personnel as soon as they become available. LVMPD officers will take appropriate action (report, arrest, citation, warning, etc.) and in this case, assume operational responsibility for the incident, if requested to do so by the County Park Rangers, or if no County Park Rangers are available to respond within 15 minutes of our request.

Las Vegas Metropolitan Police Department officers responding to calls on Clark County Park Property will cooperate fully with the Park Rangers and assist them in their law enforcement functions in whatever way possible. Clark County Park Rangers have channel 1 and will use this channel for emergency communications. (1/80, 6/89) ■

**5/106.11 CITY OF LAS VEGAS MARSHALS
A.S. 2.1.2**

The Las Vegas Metropolitan Police Department will maintain concurrent jurisdiction with the City of Las Vegas Marshals. The LVMPD has the authority to enforce city ordinances, state laws and applicable federal laws on city parks and other city property. Park regulations may only be enforced by City Marshals.

The position of City Marshal is established by City Ordinance, Chapter 2.28, Sections 10 through 110. City Marshals are empowered by this ordinance to exercise all powers of a police officer:

- a. While engaged in the actual performance of prescribed duties
- b. Within the boundaries of any city park, recreation area or within any other city facility that may be designated by the City Council.
- c. Within the immediate vicinity of any such park, recreation area or facility when pursuing an individual who he has reasonable cause to believe has committed a violation in such park, area, or facility.

By ordinance, City Marshals have limited jurisdiction. No requests for assistance should be made that will require a City Marshal to leave park or other city property. Any action taken by a City Marshal off of park or other city property, not within the powers listed above, shall be as if the Marshal is a private citizen.

***Las Vegas Metropolitan Police Department
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Normally, LVMPD officers will respond to calls for assistance on city park or other city property when requested to do so by the senior ranking on-duty City Marshal. Operational responsibility for the call shall remain with the City Park Marshals unless mutually agreed upon by the senior ranking City Park Marshal on the scene and the area lieutenant.

LVMPD officers will respond to citizen requests for service prior to being requested to do so by the City Marshals if no Marshal is available and if the incident requires immediate attention. The City Marshals will be notified of the incident by Communications Bureau personnel as soon as they become available. LVMPD officers will take appropriate action (report, arrest, citation, warning, etc.) and in this case, assume operational responsibility for the incident, if requested to do so by the City Marshals, or if no City Marshals are available to respond within 15 minutes of our request. (6/89) ■

***5/106.12 FEDERAL CRIMES: DEPARTMENTAL RESPONSIBILITY FOR THE INVESTIGATION OF CONCURRENT JURISDICTION CRIMES
A. S. 2.1.2***

Department personnel, who upon receiving a report of a federal crime over which concurrent jurisdiction exists, must at a minimum conduct a preliminary investigation. A crime, arrest or officer's report should be completed and the crime scene should be processed if needed.

The presence of a federal agency at a crime scene does not relieve department personnel from the requirement to conduct a preliminary investigation. Unless department personnel conduct an investigation, no report will be filed in the Records Bureau. While it is true that federal agencies take reports, their reports are often not readily available to our department. (unk) ■

***5/106.13 JOINT USE OF INTEROPERABLE RADIO FREQUENCIES (ICALL AND ITAC)
A.S. 46.1.6, 81.2.4, 81.2.10***

The purpose of this procedure is to establish a clear method for use of the newly established ICALL and ITAC Interoperability radio frequencies. These interoperable radio frequencies replace mutual aid channels and provide greater area-wide coverage. These radio frequencies are to be used in the event of a multi-jurisdictional operation requiring the use of a common radio channel. These dedicated radio frequencies are specifically for the use of coordinating incident command activities during disasters or planned multi-jurisdictional events. They are not to be used for routine public safety operations.

DEFINITIONS

Interoperability	Communications Interoperability is the ability of public safety agencies to talk across disciplines and jurisdictions via radio communications systems, exchanging voice and/or data with one another on demand, in real time, when needed and as authorized.
Incident	An event or occurrence requiring the participation and coordination of more than one public safety- first responder agency (e.g. police, fire, medical services). The event or occurrence may be an emergency, natural or man-made disaster, or a non-emergency, planned event (e.g. New Years Eve) requiring the services of more than one agency.
ICALL	A dedicated radio frequency monitored by all local radio dispatch centers in which requests for multi agency assistance may be placed. The calling channel shall be used to contact other users in the region for the purpose of requesting incident related information and assistance, and for setting up tactical communications for specific events. In most cases, the calling party will be asked to move from the calling channel to one of the ITAC channels for continuing incident operations or other interoperability communication needs.
ITAC	A dedicated radio frequency that is assigned according to the geographic location of the event or occurrence. The ITAC channels are to be used for coordination activity between different agencies in a mutual aid situation. Incidents requiring multi-agency participation will be coordinated over these channels by the agency controlling the incident. In some situations, ITAC channels may be used by a single agency.

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Radio Dispatch Center	May be a Public Safety Answering Point (also known as a 9-1-1 Center) or Dispatch Center, or Fire Alarm Office (FAO), where public safety radio and telephone communication services are provided 24 hours, 7 days per week. A radio dispatch center is required to monitor the ICALL channel at all times. Monitoring of the ICALL channel may be delegated based on a scheduled rotation so long as the radio dispatch center has the capability of monitoring ICALL 24 hours, 7 days a week.
Common Language	At all times, common English language will be spoken when using ICALL and ITAC channels. 10 code, 400 code, and other acronyms must be avoided at all times. Radio communication must be clear and understandable. Long radio transmissions should be avoided when possible.

PROCEDURE

First Responder or Incident Commander

1. Determines nature of incident and whether more than one resource will be needed (e.g. police, fire, medical, HAZMAT, bomb squad, emergency management).
2. Notifies the monitoring dispatch center on the ICALL channel of the incident and requests assistance from other agencies as required.
3. Utilizes NIMS or ICS protocol and communicates relevant information in plain English avoiding any agency specific codes or jargon.
4. Advises, at appropriate time, who is incident commander and relays pertinent information to be transmitted to other responding resources.
5. Advises when incident has terminated and vacates ITAC channel.
6. Supervisors will monitor the ITAC channel, communicate with resources on that channel and will relay all information to their subordinates on their respective agency radio.

Monitoring Radio Dispatch Center (Dispatch Center)

7. Receives and acknowledges request from first responder.
8. Determines the proper ITAC channel to be utilized.
9. Advises first responder of which ITAC channel(s) is to be used.
10. Notifies other resources and advises them of proper ITAC channel.
11. Assists with mobilization of resources (e.g. other public safety agencies, first responders, support personnel).
12. Notifies its agency's chief officer and advises each resource to notify their respective chief officer.
13. Notifies its own emergency management staff of the incident, along with updates and appropriate ITAC channel.
14. Returns to normal monitoring duties at termination of incident. (8/06) ■

**5/106.14 JOINT USE OF CHANNEL "1" WITH THE NORTH LAS VEGAS POLICE DEPARTMENT (NLVPD)
A.S. 2.1.2, 81.2.5 (d)**

Through coordination with the NLVPD Dispatch Center, department personnel and NLVPD personnel may communicate with each other on certain radio channels. Communications are possible in various modes including car-to-car and dispatch-to-dispatch. Because of the numerous other personnel and agencies assigned to this channel, it is imperative that this joint use be limited to unusual occurrences involving both departments.

Since this department uses the 400 series incident codes and the NLVPD uses the 10 series codes, common English will be used in talking to one another.

JOINT USE OF CHANNEL "1"

Officer

1. Requests the Communications Supervisor contact the NLVPD Dispatch Supervisor and request the Channel "1" patch be activated, upon approval by the field supervisor.

Patrol Dispatcher

2. Instructs all units involved in the incident requiring the NLVPD patch, to use Channel "1". (Routine Channel "1" traffic will be reassigned.)

***Las Vegas Metropolitan Police Department
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Channel "1" Dispatcher

3. Advises all units to use alternate channel for routine Channel "1" traffic.
4. Places a code red on Channel "1".

Officer

5. Communicates with NLVPD personnel as required by the situation.
6. Prefaces all call signs with "METRO".
7. When no longer needed, requests the Communications Supervisor contact NLVPD Dispatch Supervisor and advise them to terminate the patch.

Channel "1" Dispatcher

8. Contacts the NLVPD Communications Center and terminates the patch.
9. Advises all units involved in the incident to return to their normal patrol channel(s).

The Communications Supervisor will ensure a monthly radio test is conducted, on all three shifts, with the NLVPD Dispatch Center.

JOINT USE OF CHANNEL "6"

NWAC officers can communicate with North Las Vegas Police Department (NLVPD) officers on Channel 6. This will assist efforts by increasing officer safety and enhancing enforcement efforts. Channel 6 was selected to be the first to utilize the "patch" due to the recent wave of gang violence.

NLVPD has the switch to initiate the "patch" located in their dispatch center. LVMPD Communications will have to call NLVPD Communications, via telephone, to activate the patch. NLVPD has the ability to immediately patch into Channel 6.

PROCEDURE

Field Supervisor

1. Becomes aware of a situation where immediate radio contact with NLVPD would benefit operations.
2. Notifies LVMPD Communications to contact NLVPD Communications and activate "patch".

LVMPD Communications

3. Contacts NLVPD Communications and requests they activate the patch.

Officer(s)

4. Communicates directly with NLVPD units.
5. Precedes all transmissions with the designator "Metro". North Las Vegas PD will precede all transmissions with the designator "North Las Vegas".

Field Supervisor

6. Monitors communication during patch.
7. Advises LVMPD Communications when the patch should be deactivated.

LVMPD Communications

8. Notifies NLVPD Communications to deactivate patch. (4/90, 10/01)■

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**5/106.15 JURISDICTIONAL INTERFACE WITH THE CLARK COUNTY SCHOOL DISTRICT POLICE DEPARTMENT
A.S. 2.1.2**

The department has the authority to enforce local ordinances and state and federal laws on school campuses. This authority does not extend to the enforcement of Clark County School District rules and regulations, unless the acts committed also constitute a violation of the law.

The jurisdiction of the School District Police created by NRS 391.275 includes all school property, buildings, and facilities for the purpose of:

1. Protection of school district personnel, pupils, or real or personal property.
2. Cooperation with local law enforcement on matters relating to personnel, pupils, or real or personal property of the school district.

Department members will, under normal circumstances, notify the School District Police when entering any school property to investigate crimes occurring off campus, or when observing or becoming aware of in-progress crimes. Mutual cooperation between the two agencies, as well as to aid in the safety of officers involved is of the utmost importance. The department will also notify the School District Police when incidents and actions that could disrupt school peace and security seem to be moving onto school property.

Due to the limited jurisdiction of the School District Police, members of this department will not request back-up services or assistance off school district property. Responding to violations outside their jurisdictional boundaries would be done as private citizens and could create direct liability for the School District and the officers.

Crime and incident reporting will normally be the responsibility of the agency wherein the crime occurred. Responsibility may change in certain circumstances due to the restricted capability of the School District Police. Reporting officers will ensure that the School District Police are immediately notified when a reported incident involves the School District.

When notified of a significant incident handled by the School District, the PD Watch Commander will be responsible for entering the incident in the Watch Commander's Log and notifying the appropriate area or bureau commander. (12/91)■

**5/106.16 DISTURBANCES AT STATE CORRECTIONAL CENTERS
A.S. 2.1.2, 46.1.2**

Disturbances at State, County, and City Correctional/Detention Centers and other institutions are the responsibility of the agency involved. If an incident, such as an escape, riot, or other disorder occurs, the department may be requested to provide assistance. (See related procedures, 5/212.04, Duress Alarms For Detention Facilities, and 5/213.08, Detention Facility Hostage Plan.)

Communications Bureau

1. Receives request for assistance from the agency involved. Upon such a request, compiles information including nature and size of disturbance, location, type of assistance needed, and other pertinent information.
2. Determines location of agency Officer-In-Charge and establishes a contact point for the LVMPD supervisor
3. Notifies the LVMPD Patrol Lieutenant and makes other notifications as directed by the Lieutenant.

Patrol Lieutenant

4. Responds to agency command post and assumes coordination of LVMPD supportive services as outlined in Section 5/211.00 of the Department Manual (Tactical Procedures).
5. Advises Dispatch of LVMPD personnel/units to be activated or put on standby.
6. Requests notification of LVMPD Detention Director if outside agency inmates are to be temporarily housed in the Detention Center.
7. Assigns a Patrol Field Supervisor to coordinate with agency officers regarding security for prisoners/patients transported to area hospitals.
8. Makes assignments, as necessary, to facilitate manpower and equipment needs, as well as to assist appropriate agencies in prisoner/patient security.

Traffic Officers

9. Responds to injury accidents in both LVMPD and NHP jurisdictions (Clark County) for the duration of the disturbance, when required. Property damage accidents in NHP jurisdiction will be referred to the NHP.

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Resident Officers

10. Responds to disturbance if location is within a resident officer area of responsibility (i.e.; Indian Springs and Jean State Corrections Facilities), and maintains such station until relieved by PD Lieutenant.
11. Forwards any updated status information to Communications and PD Lieutenant. (9/85, 3/88) ■

5/106.17 RESPONSIBILITIES IN INDIAN COUNTRY
A.S. 2.1.1, 2.1.2, 2.1.4

It is the policy of this department to respect and cooperate with Tribal authorities when entering any Indian Country.

LOCATIONS

Fort Mohave Indian Reservation	Located near Laughlin
Snow Mountain (Paiute) Indian Reservation	Located off US 95 near the Mt. Charleston turnoff.
Moapa River Indian Reservation	Located approximately 8 miles west of Glendale, junction of State Route 168 and I-15; approximately 55 miles northeast of Las Vegas.
Las Vegas Paiute Tribe	Located on the west side of Main Street, one mile north of downtown

BACKGROUND

Tribal nations enjoy a unique legal position in the United States attributable to their sovereign status with inherent powers of self-government. As such, the authority of local (state) officials in “Indian Country” is especially limited. For purposes of law enforcement the following issues must be considered to determine jurisdiction:

- Location of the crime
Indian Country is defined by federal statute as all lands within an Indian reservation under federal jurisdiction, including patented lands within the reservation and rights-of-way running through the reservation, as well as other Indian trust land.
- Race of the victim and offender (Indian or non-Indian)
The Supreme Court has determined that “Some degree of Indian blood (a slight degree is sufficient)” and tribal or federal government recognition of that person as an Indian is sufficient to determine race of the person. Tribal authorities will assist in that determination.
- Type of crime
Felony - gross misdemeanor - misdemeanor - victimless crime (Crimes committed against no particular persons or their property, but rather against public order and morals.)The following chart indicates types of crimes and who has jurisdiction.

Crime by Parties	Type of Crime	Jurisdiction	Authority
Indian against Indian	Major crimes	Federal/tribal (concurrent)	18 U.S.C. §1153/ Inherent tribal sovereignty
Indian against Indian	All other crimes	Tribal (exclusive)	Inherent tribal sovereignty
Indian against non-Indian	Major crimes	Federal/tribal (concurrent)	18 U.S.C. §1153/ Inherent tribal sovereignty
Indian against non-Indian	All other crimes	Federal/tribal	18 U.S.C. §1152 and 18 U.S.C. §13 unless tribe has already punished defendant/ Inherent tribal sovereignty

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Indian defendant	Victimless crime	Federal/tribal	18 U.S.C. §1152 and 18 U.S.C. §13 unless tribe has already punished defendant/ Inherent tribal sovereignty
Non-Indian against Indian	Felonies and misdemeanors	Federal (exclusive)	18 U.S.C. §1152/ 18 U.S.C. §13
Non-Indian against non-Indian	Felonies and misdemeanors	State (exclusive)	McBratney-Draper
Non-Indian defendant	Victimless crime	State (primarily)	No federal statute or U.S. Supreme Court decision
Non-Indian defendant	“Victimless” crime has clear impact on tribal interest, member or property; or if federal policy is impacted.	Federal	18 U.S.C. §1152/ 18 U.S.C. §13

Indians will be handled as any other offender in criminal cases OFF the reservation. In addition, in cases where officers would normally be authorized to engage in fresh pursuit, they may similarly follow a suspect into Indian Country to make an arrest, provided no extradition agreement with the tribe exists. Tribal police authorities should be notified immediately.

Generally, there are only two circumstances under which local authorities should act when in Indian Country:

1. When assistance is requested by Tribal authorities, and/or
2. When a crime involves non-Indian against non-Indian or the suspect in a victimless crime is a non-Indian and there is no impact on tribal interest. (Indian status to be determined by Tribal authorities.)

LVMPPD officers will notify their immediate supervisor and tribal police authorities IMMEDIATELY upon entering Indian Country for official purposes. Through the coordination of both entities, a determination will be made as to jurisdiction in the situation (in accordance with the above matrix). If the tribal police authorities request assistance, a decision on the extent of the assistance will be made by the supervisor. If the tribal police authorities determine it is their jurisdiction, LVMPPD officers will exit Indian Country and complete an Officer’s Report documenting the situation. If federal authorities should be notified (according to the above matrix), a copy of the Officer’s Report will be directed to the local FBI and/or BIA (Bureau of Indian Affairs) office. (6/00) ■

***5/106.18 CONCURRENT JURISDICTION – OTHER MISCELLANEOUS AGENCIES
A.S. 2.1.2***

MILITARY RESERVATIONS

Normally, LVMPPD officers will respond to calls for assistance on a military reservation only when requested to do so by a Military Police supervisor. Operational responsibility for this assistance shall remain with the Military Police unless mutually agreed upon by the Senior Military Police Supervisor on duty and the area lieutenant.

NEVADA NATIONAL GUARD AWOL ARRESTS

The LVMPPD, when called upon by a Nevada National Guard Commanding Officer to assist in the serving of an AWOL warrant, shall respond according to the priority of the situation at the time. Requests of a sensitive nature will be given top priority and will be acted upon immediately. Routine requests for the return of an absent guard member without extenuating circumstances will be considered low priority and will be processed in the same manner as other warrants. The area lieutenant shall be responsible for determining the priority of each request. If the Commanding Officer issuing the warrant, or his authorized representative, is not available to receive the person arrested, the arresting officer shall book the suspect(s) into the Clark County Detention Center and dictate an arrest report accordingly. (7/88) ■

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**5/106.20 FEDERAL CRIMES ARRESTS, BOOKINGS AND NOTIFICATIONS
A.S. 2.1.2, 1.2.5**

A Commissioned officer of the Las Vegas Metropolitan Police Department is empowered to arrest for an act which is a violation of a federal statute, even though there is no applicable state statute.

A Commissioned officer of the Las Vegas Metropolitan Police Department has the authority to arrest under federal law, if he possesses a federal warrant.

ARREST WITHOUT A WARRANT

Although no act of Congress lays down a general rule for making arrests for federal offenses without a warrant, it clearly appears from judicial decisions handed down by the state and federal courts that a commissioned officer of the Las Vegas Metropolitan Police Department is fully empowered to make such arrests. However, the Supreme Court has ruled that when such arrests are made, the law of the state where the arrest is made determines its lawfulness.

Whenever warrantless arrests are made by Las Vegas Metropolitan Police Department officers for offenses that are violations of federal, as well as state statutes or local ordinances, the arrestee shall routinely be booked by the arresting officer for violation of the state statute or local ordinance, unless extenuating circumstances make it clearly preferable to book on the federal charge.

Whenever warrantless arrests and bookings are made by Las Vegas Metropolitan Police Department officers for offenses that are violations of federal statutes and not violations of state statutes or local ordinances, the arresting officer shall:

1. Notify the appropriate local federal agency office, if possible.
2. Notify the on-duty shift commander of the appropriate investigative unit in the event the federal agency cannot be notified. The ISD shift commander shall provide for federal agency notifications.
3. Include in their arrest report specifically who was notified. (4/74) ■

**5/106.22 APPREHENSION AND DISPOSITION OF U.S. ARMED FORCES DESERTERS
A.S. 1.2.6, 41.2.4**

The apprehension of U.S. Armed Forces deserters by commissioned members of the Las Vegas Metropolitan Police Department is authorized by Title 10, USCS 808, Article 8. The section gives civil officers the authority to apprehend deserters. This section also directs the civil officers to deliver the deserter in to the custody of the armed forces.

When an LVMPD police officer arrests a deserter (when desertion is the only charge), the officer must deliver the deserter into the custody of the armed forces.

For the purpose of the department, delivery into the custody of the armed forces will be accomplished by notifying Nellis Air Force Security Police of the apprehension of the deserter and his location. The officer who has the deserter detained will stand by for the Security Police. If the Security Police cannot respond in a timely fashion, the deserter will be released. A deserter who has other outstanding criminal charges should be booked following normal procedures. The arresting officer should place a detainer on the subject.

Officer

1. Detains the subject and notifies Communications Bureau.

Communications Specialist

2. Telephones Nellis Air Force Security Police.
3. Advises Security Police that an officer has a deserter in custody.
4. Notifies officer estimated time of arrival of Air Force Security Police.

Officer

5. Detains the subject until Nellis Air Force Security Police arrives.
 - a. Surrenders the subject to the Security Police.
 - b. If the Security Police will not respond, the subject should be released after completing a field interview card. (8/80) ■

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**5/106.24 IMMIGRATION VIOLATIONS
A.S. 1.2.9**

The federal government has mandated that all local law enforcement agencies assist in protecting their communities from acts of terrorism. As part of this protection and assistance, the Bureau of Immigration and Customs Enforcement (B.I.C.E.) plays a significant role and is critical to combating terrorism.

It is important to balance the needs of homeland security and the suppression of racial prejudice or race related profiling. Biased based profiling is not an element of effective law enforcement and will not be tolerated. Effective proactive protection of our community results from investigations where officers can articulate facts to “legally” and reasonably believe that criminal activity is occurring.

Responsibility for the enforcement of federal immigration laws rests with the Bureau of Immigration and Customs Enforcement. Although Nevada peace officers have the authority to assist in enforcing the immigration laws, it is the policy of the department that officers will not look for violations of immigration laws unless the possible violation is in consideration of another crime, or reasonable suspicious of criminal activity including terrorist related acts.

Officers of this department should not stop and question, detain, arrest, or place an immigration hold on any person not suspected of a crime, solely on the grounds that the person might be a deportable alien. Citizens reporting suspected illegal aliens will be referred to the Bureau of Immigration and Customs Enforcement, unless the information provided is in reference to alleged terrorist activity, then the Homeland Security Bureau Operations Section will be notified. Patrol units will not respond unless suspicious activity or a crime is in progress.

Upon arresting an individual for non-immigration criminal violation, the Bureau of Immigration and Customs Enforcement will be notified immediately if it is suspected that the person maybe a deportable alien.

Generally, officers should not stop and detain individuals solely because of a suspicion that the individual may be an undocumented alien. If reasonable suspicion or probable cause exists to believe the individual has committed a criminal offense, including a criminal act pertaining to the unlawful entry into the United States and/or this is an act linked to suspected violation of terrorism laws, the individual may be detained or taken into custody for the local charges and booked into the Detention Center, as follows:

Arresting Officer/ Investigating Officer

1. Books the alien for local charges at the Clark County Detention Center.
2. Notifies the Bureau of Immigration and Customs Enforcement (by telephone) of the alien’s apprehension. This applies whether the person is suspected of illegal entry or illegally present in this country as the result of an expired visa, change in school status, etc.
3. Places a Detainer (LVMPD DSD 45) on the person for immigration violation. Indicates the immigration officer contacted on the Detainer Form.
4. If the arresting or investigating officer has reasonable articulable facts the person arrested is suspected of a violation of the immigration laws and/or may be linked to a possible international terrorism tactic, immediately contacts Homeland Security Operations Section for assistance.

Detention Center

5. Maintains Detainers on immigration violators.
6. Notifies the Bureau of Immigration and Customs Enforcement upon disposition of the local charges. If the person(s) detained is suspected of a criminal act pertaining to the unlawful entry into the United States and/or this is an act linked to suspected violation of terrorism laws, the Homeland Security Operations Section will be contacted prior to contacting B.I.C.E.

Homeland Security Operations Section

7. Contacts the officer or responds and determines the appropriate course of action based on relevant facts, preliminary investigation, training and experience pertaining to international terrorism.
8. Determines if the person exhibited behaviors and/or circumstances are present which are consistent with known international terrorism tactics.
9. Determines if the person is suspected to be “out-of-status” with regard to B.I.C.E. regulations, or misrepresented facts pertaining to “status,” or in violation of B.I.C.E. regulations which apply to international terrorism .

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10. Contacts the B.I.C.E. agent assigned to the HSB Joint Terrorism Task Force, (JTTF) and coordinates the proper response.
11. Or, conducts follow-up investigation without contacting B.I.C.E. based on the information provided.
12. Ensures all information is forwarded to the HSB Analytical Section for proper documentation. (7/85, 8/03) ■

**5/106.26 NATIONAL URBAN SEARCH AND RESCUE TASK FORCE
A.S. 46.1.1**

To assist in a national response during a catastrophic event, and to increase our ability to provide the citizens of Clark County with trained and experienced personnel and equipment in the event of a disaster, this department participates with the County Fire Department in the National Urban Search and Rescue Task Force. The program will be coordinated by the Support Services Bureau Commander in accordance with guidelines approved by the Sheriff. (3/96) ■

**5/106.28 MEMO OF UNDERSTANDING (MOU); INTERLOCAL AND MUTUAL AID AGREEMENTS
A.S. 2.1.3, 12.1.2**

DEFINITIONS

Memorandum of Understanding (MOU)	This is generally an agreement between a federal agency and this department for a short period of time and a specific targeted crime objective. It may involve an exchange of money (usually reimbursement).
Interlocal Agreement	This is an agreement between two governmental agencies which outlines the deliverables, payments and time frames for specifically described services. (Note: Interlocal Agreements for DSD are handled and approved by the Clark County Commission.)
Mutual Aid Agreement	This is an agreement between two providers of law enforcement services, generally adjacent jurisdictions. This is a permanent agreement (until/unless superseded) and does not involve the exchange of money.

FISCAL AFFAIRS

Any of the above agreements which include fiscal or resource impact, as determined by the Office of Finance, requires Fiscal Affairs Committee approval.

DOCUMENT ARCHIVES

Agreements which require Fiscal Affairs Committee approval are housed in the Office of Finance. Those which do not require Fiscal Affairs Committee approval are housed in the Office of General Counsel.

REQUIREMENTS

All of the agreements listed above require the final approval of the Sheriff or his designee. It is the responsibility of the participating unit to coordinate the agreement, ensure all levels of the chain of command are apprised of its existence/contents, and coordinate approval with the Sheriff. When presented to the Sheriff through the chain of command for final approval, an Interagency Agreements Review and Approvals form, LVMPD 340, (available in the templates) must be attached indicating the chain of command has seen and approved the agreement. All agreements listed above must have the Sheriff's signature on the original document (if the agreement goes to Fiscal Affairs, the signature is obtained after F/A approval.) (6/04, 4/07) ■

Las Vegas Metropolitan Police Department
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5/106.30 USING THE LOS ANGELES COUNTY REGIONAL CRIMINAL INFORMATION CLEARINGHOUSE
A.S. 43.1.1

It is the policy of this department to notify the Los Angeles County Regional Criminal Information Clearing house (LA CLEAR) to prevent conflicts between agencies in investigations dealing with the same criminals, or in investigations where officers are posing covertly as criminals.

LA CLEAR provides event/suspect deconfliction for all Clark County Law Enforcement Agencies, and is connected with the Nevada HIDTA, Los Angeles HIDTA, Central Valley (California) HIDTA, Northern California HIDTA, and almost every law enforcement agency in California.

Police Officer

1. Receives information of narcotics activity which would require undercover investigation.
2. Contacts and briefs immediate supervisor on the narcotics information.

Police Supervisor

3. Requests Communications Dispatcher to notify Narcotics Section Supervisor for follow-up investigation.
4. Notifies LA CLEAR, (888) 294-2337, prior to serving search warrants or undertaking undercover activities, regardless of whether narcotics involvement is suspected or not. Notifications to LA Clear must be made at least one hour prior to an event, and will include the following critical event basic elements as appropriate:
 - a. Operation type
 - b. Street address/location/cross street
 - c. Start date/time
 - d. Provider/contact (Cell phone/pager number)
 - e. Participating agencies
 - f. Commodity type (if applicable, quantity of drugs and/or dollar amount)
 - f. Other information as requested

Communications Dispatcher

5. Makes notifications as requested by the supervisor.

Narcotics Section Supervisor

6. Contacts supervisor who is requesting assistance.
7. Determines if Narcotics Detectives will respond, or if information can be forwarded to the Narcotics Section for follow-up investigation.
8. Notifies, or instructs Narcotics Detective to notify LA CLEAR, (888) 294-2337, to report all the applicable critical event basic elements (See #4) prior to service of all search warrants, and all narcotics-related activities such as arrest warrants, buy/busts, fixed surveillance, stings, undercover meetings, etc.

Narcotics Section Lieutenant

9. Receives a quarterly report from LA CLEAR, and monitors the department's access and activity in the program. (7/02) ■

5/106.32 DIPLOMATS AND CONSULAR OFFICIALS
A.S. 1.2.6, 1.2.7, 61.1.3

In accordance with requirements of the U.S. State Department and agreements with local Consular Offices, the following guidelines will be used to make notifications when encountering a diplomat or consular official. Note: In addition determining the country of their residence, attempts should be made to determine the specific location within the country (i.e., city, state, providence, etc.) and such should be noted on any reports.

Deaths

If an officer of this department responds to the report of the death of a diplomat or consular official, regardless of the circumstances, the officer will advise his/her supervisor immediately. The supervisor will ensure that the Office of Intergovernmental Services is notified as soon as possible. This notification can be by telephone, fax or e-mail no later than the following regular business day and will include a brief description of the incident and the respective event number. The Office of Intergovernmental Services will ensure the proper Consular notifications are made.

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DEFINITIONS

Diplomatic Agent	Ambassadors and the other diplomatic officers who generally have the function of dealing with the host country officials.
Consular Office	The U.S. office of a foreign government authorized to provide assistance, on behalf of their government, to their citizens in the U.S.

IDENTIFICATION CARDS

Diplomatic and Consular Immunity Identification cards are issued by the Department of State designating the various levels of immunity granted to the bearer. The back of the identification card lists which immunities the bearer is entitled to.

1. Blue border identification cards.
 - a. Issued to diplomatic agents assigned to the United States and certain members of their families. Bearer is granted full criminal immunity at all times anywhere in the United States and may not be arrested or detained, but can be issued a citation. Also, diplomatic agents and family members assigned to the United Nations in New York carry full criminal immunity.
2. Green border identification cards.
 - a. Issued to administrative and technical staff of embassies in Washington D.C. Bearer is granted full criminal immunity for themselves and certain family members.
 - b. Embassy service staff members are also issued green border cards and receive limited immunity to acts performed in the course of their official duties. These individuals may be arrested or detained and must prove immunity status in a court of law. Family members of service staff employees hold no immunity and are not issued identification cards.
3. Red border identification cards.
 - a. Issued to career consular officers. Bearer is granted immunity for acts involving consular duties and must prove immunity status in a court of law. These individuals are not liable for arrest and detention prior to court except in the case of a felony warrant issued. Misdemeanor citations may be issued. Family members carry no immunity and are not issued identification cards.
 - b. Consular employees who serve as support staff are also issued red border cards and are granted immunity while conducting general official consular duties. However, they may be arrested or cited and must prove immunity in a court of law.
 - c. Honorary Counsels are also issued red border cards. Honorary Counsels are either American citizens or legal permanent residents who perform consular functions for a foreign government. Honorary Counsels carry the same status as consular employees.

It should be noted that, by special agreement with certain foreign governments, some consular officers enjoy full immunity status. They may not be arrested or detained at any time but may be cited. Their status can be obtained by contacting the U.S. Department of State.

Individuals entitled to immunity may not be handcuffed except in situations where the individual poses an immediate safety threat. Once all pertinent information is obtained the individual must be released.

PROCEDURES

Officer

1. When encountering an individual claiming diplomatic/consular immunity.
 - a. Notifies immediate supervisor, watch commander, and Office of Intergovernmental Services.
 - b. Obtains identification from the individual.
 - c. Advises the individual their identity and status will be confirmed and, upon confirmation, they will be allowed to leave if authorized.
 - d. Requests the Communication supervisor contact the State Department to confirm identity and immunity status. The State Department will advise what, if any, actions a law enforcement officer may take with the individual.
 - e. Once the individual's status is confirmed, completes all appropriate paperwork of the incident, regardless of immunity.
 - f. Forwards a copy of all paperwork to the Office of Intergovernmental Services.
2. In the case of traffic enforcement

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- a. Issues a citation if warranted but does not affect an arrest. The individual cannot be compelled to sign a citation.
- b. In DUI cases, the primary consideration is assurance that the driver does not endanger himself or the public. A field sobriety test may be requested but the individual cannot be compelled to comply.
- c. If the officer judges the individual too impaired to drive safely, the officer will not permit the individual to continue to drive. The officer may do one of the following:
 - 1) Summon, or allow the individual to summon a friend or relative to drive them.
 - 2) Summon, or allow the individual to summon a taxi.
 - 3) With the individual's permission, drive the individual to a police station or other safe location where the individual may recover sufficiently to drive.
 - 4) With supervisory approval, drive the individual to their destination. Motor officers may summon a patrol vehicle with approval from both Traffic and Patrol supervisors.
- d. Documents the incident and forwards a copy to the U.S. Department of State and the Office of Intergovernmental Services. (2/03, 06/04)■

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5/107.00 PUBLIC SERVICE/PUBLIC ORDER

**5/107.01 INTERACTION WITH THE HEARING IMPAIRED
A.S. 1.2.3, 55.2.3, 71.3.1, 81.2.6**

It is the policy of this department that appropriate auxiliary aids and services will be provided, when necessary, to ensure effective communication with persons with hearing impairments. Auxiliary aids and services include qualified interpreters, note pads, written materials, assistive listening devices/systems and other effective methods of making aurally delivered materials available to individuals with hearing impairments. The individual with the hearing impairment should be given their choice of auxiliary aids and services and that choice should be honored whenever possible. The ultimate decision, however, rests with department members who must justify their decision if another method of communication is chosen. For purposes of this order, interpreter means a qualified/certified sign language interpreter.

Interpreters shall be made available before and during all communications with hearing impaired arrestees, victims, and witnesses that communicate in sign language, in accordance with NRS Chapters 50 and 171. The interpreter will act in place of the hearing impaired person and have all the rights and privileges of the subject. Whenever possible, hearing impaired persons must be given an interpreter of choice. Excluded are spouse and relatives of the impaired person, or persons biased for or against one of the parties, unless otherwise agreed upon by the parties involved. The right to an interpreter may be waived in writing by an arrestee after being notified of that right by an interpreter, and there is no barrier to effective communication. The waiver may be retracted anytime from arrest to termination of custody.

Hearing impaired adults and juveniles may be carrying special identification cards issued by the Department of Motor Vehicles and Public Safety. The card bears a picture of the person, and notice on the reverse side of the right to an interpreter upon arrest, and prior to interrogation and taking statements.

Interpreters are available for call twenty-four hours a day, seven days a week, through the Communications Bureau.

INTERVIEWING/INTERROGATING SUBJECTS WITH A HEARING IMPAIRMENT

If an interview with a hearing impaired subject is necessary to establish probable cause to make an arrest, an interpreter must be provided if written communication is ineffective. When the services of an interpreter are required to ensure effective communication, the interview must be postponed, and possibly the arrest, until the officer can make arrangements for a interpreter.

If an officer cannot effectively inform the subject of the Miranda rights without the use of an interpreter, then the officer must secure the services of an interpreter to communicate accurately the warnings to the subject prior to any interrogation. An officer can proceed with the interrogation using a note pad only if:

1. exigent circumstances do not permit a delay in the interrogation of the subject;
2. an interpreter cannot be located within a reasonable period of time; AND
3. written communication between the officer and the subject is effective in conveying an understanding of the Miranda rights.

However, if communication becomes ineffective, for example, because the factual pattern is complex, the subject is having difficulty communicating, or the subject chooses to discontinue the interrogation, the officer must discontinue the interrogation and wait until an interpreter is present before continuing the interrogation.

ISSUANCE OF NON-CRIMINAL CITATIONS

If an individual without a hearing impairment would have been issued a non-criminal citation without having been questioned by an officer, then a suspect with a hearing impairment in the same situation does not need to be provided with an interpreter. However, if the officer is unable to convey to the violator the nature of the infraction by communicating on a note pad or by using another means of communication, then the officer should use his/her discretion as to whether to call an interpreter to the scene or whether to issue a warning rather than a citation.

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BOOKING ARRESTEES

Arresting/Transporting Officer

1. Makes arrest of person who is hearing impaired and communicates in sign language.
2. Presents the Right to Interpreter Card, LVMPD 49, to inform subject of the right to have an interpreter present before and during all communications. An interpreter must also convey this right as soon as possible after the arrest.
3. Requests Communications to notify an interpreter to respond to appropriate detention facility.
4. Transports subject to detention facility.

Communications

5. Notifies an interpreter to respond immediately to detention facility.
6. Informs requesting officer of name/ETA of interpreter.

Officer

7. Meets interpreter at detention facility to convey to arrestee the right to have an interpreter.
8. Books subject into detention facility.

Detention Personnel

9. Immediately screens hearing impaired arrestees and ensures arrangements have been made for an interpreter or other auxiliary aid.
10. Allows arrestee (assisted by interpreter or detention personnel) phone calls as any arrested person is permitted. May use Telecommunications Device for the Deaf (TDD), if available.
11. Makes available to arrestee, at a minimum, paper, pencil, and two envelopes with first-class postage stamps.

INVESTIGATIONS

Investigator

1. Presents the Right to Interpreter Card, LVMPD 49, to inform hearing impaired arrestee, victim, or witness of the right to have an interpreter present before and during all communications. If the person waives their right to an interpreter and is able to communicate effectively by writing questions and responses on a note pad, then the interview may proceed using a note pad.
2. If unable to communicate effectively by other means, requests Communications to notify an interpreter to be present prior to questioning or taking statements from subject.

Communications

3. Notifies an interpreter to respond at time and place specified by investigator.
4. Informs investigator of name/ETA of interpreter.

Investigator

5. Meets interpreter at designated place and communicates with subject through interpreter.
6. All identifying information on the interpreter must be included in some type of report (arrest report, officer's report, etc.). All written questions and responses between and among officers and persons with hearing impairments must be treated as evidence and handled accordingly. A copy of the written questions and responses must be forwarded with any reports to the Records Bureau and the originals must be placed into evidence. (11/86, 10/03) ■

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5/107.02 REQUEST FOR AMBULANCE SERVICE

To avoid duplication of service, all requests for ambulance service are to be made through the Fire Department.

Requesting Officer

1. Determines type of service required.
2. Advises dispatch of needs and location.
NOTE: When requesting Flight for Life Helicopter, the officer should consider the following:
 - a. Distance from medical facility.
 - b. Extent of injuries.
 - c. Suitability of area for helicopter landing.

Communications Bureau

3. Obtains as much of the following information as possible when a request for emergency medical service is received by telephone.
 - a. Location of victim(s)
 - b. Extent and type of injury
 - c. Caller's name
 - d. The phone number from where the call is made.
 - e. Type of specific service requested, i.e., ambulance or paramedics.
4. Forwards the request to the Fire Department Dispatcher and obtains an ETA.
5. Advises Flight for Life, when requested, of the officer's operating channel and frequency (this may be done by direct line).
6. Advises requesting party of ETA.

Requesting Officer

7. Remains at scene until medical service arrives.
8. Contacts Flight for Life Helicopter (Life Guard 1) by radio, if they are responding, and provides information as to:
 - a. Number of victims
 - b. Extent of injuries
 - c. Recommended landing location
 - d. Wind direction
 - e. Possible obstructions (4/81) ■

**5/107.03 DISPATCH OF UNITS ON 421 (SICK OR INJURED PERSON CALLS) AND NATURAL DEATHS
A.S. 61.2.3, 61.3.3**

SICK OR INJURED PERSONS

It is the policy of this department that patrol units will not be dispatched on "routine" 421 (sick or injured person) calls, unless the responding medical service so requests. Routine calls include, but are not limited to: injuries from falls or accidents, general illness, heart attacks, and accidental overdoses.

Patrol units will be dispatched on 421 calls which:

1. Are suspicious in nature
2. Are related to unknown trouble calls
3. Involve injuries as a result of criminal activity or traffic accident
4. Are the result of a gun shot
5. Other circumstances indicate a need for police involvement

In medical emergencies, patients should only be transported by ambulance or other medical conveyances. Escorting civilian vehicles under emergency circumstances is extremely dangerous and must be avoided.

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RESPONSE TO HOMICIDES and SUSPICIOUS DEATHS

Patrol Officer and Supervisor

1. Upon arriving at the scene, determines the death to be suspicious or the result of a homicide, and:
 - a. Secures the scene, gathers witnesses, suspects, and related information.
 - b. Notifies the Homicide Section and CSI via Communications or by phone from 0600-2000 hours. From 2000-0600 hours, notifies the Major Crimes Detail and CSI via Communications or by phone.
 - c. Maintains the security of the scene until relieved by ranking homicide personnel.

If the responding officer believes a family member would benefit from the assistance of a recognized volunteer program, a volunteer can be requested through Communications.

RESPONSE TO DEAD BODIES OTHER THAN HOMICIDES, IN-CUSTODY DEATHS, SUSPICIOUS DEATHS

Patrol Officer and Supervisor

1. Upon arriving at the scene determines the death to be other than a homicide, an in-custody death, or suspicious circumstances, and:
 - a. Secures the scene, gathers witnesses and related information.
 - b. Notifies the Clark County Coroner's Office via Communications.
 - c. Requests Criminalistics (except on CLEARLY natural deaths).
 - d. Maintains presence at the scene until no longer needed by the deputy coroner.
 - e. Completes an Incident Crime Report and an Officer's Report by the end of the shift. Priority dictation will be used for suicide situations only by using "#9" when dictating. All other incidents concerning dead bodies will be dictated through normal procedures and given no priority.

Communications

2. Notifies Major Crimes Detail from 2000-0600 hours or the Violent Crimes Detail from 0600-2000 hours..

Criminalistics

3. If requested by the deputy coroner, arrives at the scene and processes accordingly.
4. Photographs, collects and impounds evidence under the CAD generated event number.
5. Completes a Crime Scene Report/Evidence Impound Report and writes "CCME" (Clark County Medical Examiner) and the incident type (i.e., suicide) in the "Incident" field on the report.
6. Deposits impounded items in the Evidence Room at the Lab and logs all items on the Temporary Evidence/Property Control Log.

Evidence Vault

7. Signs for impounded items on the Temporary Evidence/Property Control Log and transports items to the Evidence Vault.
8. Data Enters items into WinACE and lists the CCME as the Responsible Officer.
9. Clark County Coroner's Office is responsible to determine the final disposition of impounded items. Disposition Orders will be generated from the WinACE system and sent to the CCME . The Disposition orders will be completed by the CCME and returned to the Evidence Vault.

Upon arrival at the death scene, the deputy coroner will become responsible for conducting an investigation (i.e., gathering statements from witnesses, examining the body, canvassing the area if necessary and completing a detailed investigative report). If, during the course of the deputy coroner's investigation, he/she has reason to believe the death is suspicious, he/she will notify the deputy coroner supervisor, who may respond.

RESPONSE TO DECEASED CHILDREN

For the purpose of this order, per NRS 62A.030, a child means: a person who is less than 18 years of age.

In the event patrol officers respond to a call involving any deceased child, the officer at the scene will conduct a preliminary investigation. During this preliminary investigation, officers will use the following factors to determine if investigative responsibility will go to the Homicide Section or the Abuse and Neglect Detail. Should patrol officers be unable to determine which detail to request, the senior ranking officer will contact the Homicide lieutenant who will determine the appropriate response.

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For Homicide Section:

- a. Deceased child is found abandoned/unidentified.
- b. Suspect or witness statements or evidence indicates the suspect(s) expressed intent to seriously injure or kill the child.

For Abuse and Neglect Detail:

- a. The child was in the care, custody or control of a family member, guardian, or caretaker.
- b. The death appears to be a result of abuse or neglect.
- c. The death occurred in care facility/institution (i.e., foster home, group home, other state/county facility).
- d. The death appears to be the result of suicide.

If during a Homicide investigation the cause of death appears to be abuse/neglect related, the Abuse and Neglect Detail will be notified immediately for assistance and coordination with Child Protective Services. If during an Abuse and Neglect investigation the cause of death appears to be other than abuse/neglect related, Homicide Section will immediately be notified for coordination of investigative responsibility.

Should the death of the child be determined to be "Murder by Child Abuse" by the Coroner's Office, the investigating Abuse and Neglect Detail will forward all identifying information to the Homicide Section for statistical purposes.

The Homicide Section and the Abuse and Neglect Detail will immediately notify Child Protective Services upon the death of a child and will forward all identifying information as soon as the cause of the child's death is determined.

IN-CUSTODY DEATHS

DSD Personnel

1. Discovers an in-custody death, and:
 - a. Secures the scene, gathers witnesses, suspects, and related information.
 - b. Notifies the Homicide Section and Criminalistics.
 - c. Maintains the security of the scene until relieved by ranking homicide personnel. (4/06, 7/06) ■

5/107.04 CRIME ALERTS/HAZARDS/PREMISE FILES

GENERAL

Certain information when available to officers can increase awareness of particular conditions or situations. Crime Alert files are available in the Mobile Computer Terminals (MCT), while the Hazard and Premise files are available in the Computer Aided Dispatch System (CAD) and on remote terminals. Any Department member having information that would be of concern to other members within a Sector, Area, or the entire jurisdiction should submit that information on LVMPD 15, Crime Alert, Hazard or Premise Information Form, for inclusion in the appropriate files.

The following are definitions and examples of information to be submitted:

Crime Alert File: Information relating to a situation where there is the possibility or probability of a life threatening situation, or where bodily harm may occur, or where there is a probability of the occurrence or recurrence of a serious crime. An example might be where a female has received threats to life from an ex-husband, or the residence has been repeatedly vandalized or burglarized. Crime Alert entries are "time sensitive" and are normally deleted after a few days. This file can be accessed by MCT only. Neither Dispatch nor remote terminals can view Crime Alerts on the CAD.

Hazard File: A residence that is of major safety concern to all officers. An example might be the residence where a citizen has threatened a police officer, or has multiple weapons inside, or has been known to have explosive devices in the residence. Hazards show up as "flags" on pending or closed events. Hazards are "address sensitive" since the problem exists at a specific location. Units cannot view Hazards on their MCT's. Dispatch and remote terminals can view Hazards on the CAD.

Premise File: General information of interest to either the Dispatcher or field units is found in the Premise file. An example might be emergency listings for businesses, officers residences, locations of private pay phones, or entry codes for security gates at condominiums. Premises show up as "flags" on pending or closed events. Units cannot view Premises on their MCT's. Dispatch and remotes can view Premises on the CAD.

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PROCEDURE

All information submitted as a "Hazard" will be entered into both the Hazard and Crime Alert files. Hazard information will be clearly identified. This will allow units to view both Crime Alerts and Hazards on MCT's.

SUBMITTING ENTRIES

Department Member

1. Completes applicable sections of Crime Alert, Hazard or Premise Information Form, LVMPD 15.
2. Ensures a purge date has been entered on the form. The computer will automatically purge entries once the date expires.
3. Forwards completed form to supervisor for approval.

Supervisor

4. Approves and affixes signature to Crime Alert, Hazard or Premise Information form, LVMPD 15. Ensures that information meets the criteria for the category submitted and that comments are within the alpha/numeric character constraints of the specific category.
5. Forwards the completed form to the Communications Bureau.

Communications Bureau 9-1-1 Clerk

6. Enters data contained on LVMPD 15 into appropriate CAD Crime Alert, Hazard, or Premise Files. (8/86, 3/89) ■

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5/107.05 EMERGENCY SUSPENSION OF LIQUOR AND GAMING LICENSES

The Sheriff, or his authorized designees, may make emergency suspensions of liquor and gaming licenses in accordance with applicable city and county codes.

Clark County Code 8.08.170 authorizes emergency suspensions of licenses in unincorporated portions of the county. These include alcoholic liquor licenses, gaming licenses (except those held by resort hotels, as defined in Section 8.04.010), and escort bureau licenses. Suspensions will not exceed eight consecutive hours.

Las Vegas City Codes 6.06.270 and 6.06.280 provide the same authority for emergency license suspensions within the city limits.

Suspensions may be made for cause, or upon code violation of specific acts which endanger the public welfare, and for which such suspension is necessary for the immediate preservation of the public peace, health, safety, morals, good order, or public welfare. Written notice of a suspension must be provided to the licensee, the appropriate Business License Director, and the Liquor and Gaming Licensing Board (county only).

The Organized Crime Bureau Commander and the Special Investigations Section Lieutenant are authorized by the Sheriff to make emergency suspensions. Call out of these individuals will be made through the Communications Bureau by supervisory personnel only. (3/96, 4/99) ■

5/107.06 GUN REGISTRATION FILES (PISTOLS)

CITY AND COUNTY ORDINANCES

In accordance with Las Vegas and Clark County Codes, the Las Vegas Metropolitan Police Department maintains a gun registration file on all pistols, including homemade, home assembled, black powder, antique replicas, and nostalgia type firearms.

County ordinance defines a pistol as a firearm, the barrel of which does not exceed twelve inches, and defines a firearm as any weapon with a caliber of .177 inches or greater, from which a projectile may be propelled by means of gunpowder.

City ordinance defines a pistol as a firearm capable of being concealed, having a barrel length not exceeding 12 inches from which a dangerous projectile may be propelled by explosion, spring, gas, or air, except any smooth-bore pistol designed and manufactured exclusively for propelling BB shot not exceeding .177 caliber by means of spring, gas, or air.

The cities of North Las Vegas, Henderson, and Boulder City, have their own ordinances, but contribute to the LVMPD file although it is not compulsory.

TYPE OF FILE AND LOCATION

The gun registration files are maintained by the Gun Registration Detail of the Financial/Property Crimes Bureau. This file (partially computerized) is alphabetical by the name of the registered owner and numeric by the serial number of the firearm. Since June 1, 1987, all files are computerized, however, prior to that date, the files are manual with a microfilm back-up. This computerized system includes more information than previously available, such as color, barrel length of firearm, name and address of the registered owner and where the gun was purchased.

PROCEDURE

The Gun Registration Form, LVMPD 24, is for department use only. The Gun Registration Form, LVMPD 24 A, is for the use of gun dealers who register guns as a convenience to both the purchaser and the department. These forms are sequentially numbered and any forms that must be voided should be forwarded to the Gun Registration Detail for accountability purposes. Forms must be completed using BLACK INK in order that they may be microfilmed.

Personnel Registering Handguns

1. Completes the top portion of the Gun Registration form, LVMPD 24, including the serial number which must be taken from the gun only. (Miscellaneous information includes items such as John Wayne Commemorative,

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- special engraving, dual colors, etc.) DO NOT REGISTER FIREARMS WHEN COMPUTER SYSTEMS ARE DOWN. ADVISE REGISTRANT TO RETURN AT A LATER TIME.
2. Advises registrant to complete the owner information on the form, after checking the persons driver's license or picture identification.
 3. Ensures the "Purchased From" section and the "Owner's Signature" line are completed.
 4. Checks the registrant:
 - a. Through NCIC III , NCJIS , and SCOPE to determine if registrant is a convicted felon (NRS 202.360), shows as an adverse party for stalking (NRS 200.571) or as an adverse party in a Temporary Protective Order (NRS 200.591), or convicted of domestic violence (Title 18, United States Code).
 - b. Through NCIC III criminal history. (NOTE: if NCIC III shows the registrant has been arrested for other than crimes against a person, but there is no disposition for the offense, contacts the Gun Registration Detail for assistance in determining disposition status before impounding firearm.)
 - 1) If an FBI number appears in the registrant's SCOPE record, checks criminal history through NCIC (QR).
 - 2) If no FBI number is noted, run NCIC (QH).
 - 3) If NCIC (QH) returns with an FBI number or state SID number, then runs NCIC (QR) to obtain full RAP sheet.
 - c. Through NCIC (QW) which checks NCIC warrants and NCJIS for state warrants.
 - d. Checks non-U.S. citizens through the Immigrations Naturalization Service (388-6414) to determine lawful status. (Note: The alien number reflected in SCOPE does not mean lawful status, it means that INS is aware of this individual.)
 5. Checks firearm serial number through NCIC (QG) to determine if weapon is stolen.
 6. Impounds any firearm capable of being concealed if:
 - a. NCIC III, NCJIS, or SCOPE shows registrant as a convicted felon or an arrest for a felony crime against a person, including murder, robbery or larceny from a person pending adjudication or disposition;
 - b. NCIC III, NCJIS, or SCOPE shows registrant is an adverse party for restraining or stalking order; or named in a Temporary or Extended Protective Order;
 - c. NCIC III, NCJIS, or SCOPE shows registrant was convicted of domestic violence; or amended to a lesser charge and the amended or lesser charge has as an element the use or attempted use of physical force, or the threatened use of a deadly weapon;
 - d. Registrant is a fugitive from justice;
 - e. Registrant is an illegal alien;
 - f. Firearm is stolen; or
 - g. Serial number has been removed, obliterated or tampered with.
 7. When the firearm is to be registered as a joint ownership - husband and wife only - both parties must be present. Each person must complete a separate registration form and receives a separate gun registration card for the same firearm, and notes on the registration form and gun registration card "Joint Ownership".
 8. When the firearm being registered is the property of a business or a police/security organization, the following information is required on the registration form: description of the firearm; the name, address and telephone number of that company or organization; and signature of the company owner, manager or official representative.
 9. Completes the gun registration card, verifying the serial number on the form for accuracy, and presents to the registrant to be signed prior to departure.
 10. In the space indicated "Police Agency Use Only," indicates LVMPD as agency, name and P. No. of personnel registering firearm and location of work assignment area.
 - a. Notes on the form that all queries were accomplished.
 - b. If further NCIC III research on registration is to be done by Gun Registration Detail, attaches NCIC III printout and any other records pertaining to registrant and directs all paperwork to the GunRegistration Detail.
 11. Forwards the Gun Registration form to the Gun Registration Detail to be processed.

Some firearms, such as kit guns or antiques, will not have serial numbers. As the firearm cannot be registered without a serial number, the owner should be advised to stamp an Owner Applied Number (OAN) on the frame of the firearm, and then return to have the gun registered.

Standard colors for firearms are as follows:

Silver	Gold	Stainless Steel
Black	Brown	Nickel
Chrome	Gray	Parkerized (dull gray to greenish)
Satin Nickel	Blue	

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Length of barrel is ascertained and measured from outer to inner end of barrel. Manufacturer is Colt, Smith and Wesson, Ruger, Walther, Firearms International, etc. Model could be a name or number such as Python, Blackhawk, 10-5, etc. If the gun has an uncommon make, all available information should be included in the miscellaneous section of the Gun Registration form.

REGISTRATION BY LICENSED DEALERS

Licensed gun dealers can obtain the Gun Registration forms, LVMPD 24 A, at the Gun Registration Detail office during normal working hours. Upon completion, the dealers will forward the forms to the Gun Registration Detail on a daily basis, abiding by the 72 hour waiting period before delivering a new gun to a purchaser (in accordance with City Ordinance 10.66.060 and County Ordinance 12.04.080). (6/98, 7/02) ■

5/107.08 CONCEALED FIREARMS AND PERMITS

DEFINITIONS

Concealed	To hide, to put out of sight, or to keep secret. This includes, but is not limited to, covering a firearm placed anywhere on the physical person; or in a purse, pack, briefcase or other container within the physical control of a person. It would not include a firearm in the glove compartment, under the seat or any other location in a motor vehicle.
Firearm	Any device designed to be used as a weapon from which a projectile may be expelled through the barrel by the force of any explosion or other form of combustion.
Concealed Firearms Permit	A permit issued by the Sheriff pursuant to NRS 202.350, authorizing a resident of the state to carry a pistol or revolver concealed upon his person.

CONCEALED FIREARMS PERMITS

The Sheriff shall, upon receipt of the prescribed form from a resident of the State, issue a permit authorizing an applicant who is qualified to possess a firearm, 21 years of age or older, to carry a concealed firearm in this state. Application packets including instructions for qualification can be obtained at any area command location, at the Plaza Desk or by calling the CCW Detail.

Concealed Firearms Permits are issued for five (5) years, expiring on the fifth anniversary of the permittee's birthday. Each card is marked with an expiration date, after which the permit is no longer valid. The permit also indicates the firearm(s) which have been approved; the applicant is allowed an unlimited number of firearms on each permit. The concealed weapon permit and proper identification must be in the possession of the holder while carrying a concealed weapon within this state. Also, the permit and proper identification must be presented for examination, upon request by any peace officer. Concealed Firearms Permits and applications for permits are entered into SCOPE.

When suspects are arrested for domestic violence, or any other crime involving the use of force or violence and have a concealed firearms permit, the arresting officer will confiscate the permit and forward it and an Officer's Report or a copy of the Arrest Report to the CCW Detail. If an arrestee has an application for a permit, the officer will forward a copy of the Arrest Report to the CCW Detail. For any other arrest, including DUI or any non-violent felony, i.e., PCS, Grand Larceny, etc., the officer will NOT confiscate the permit, but will prepare an Officer's Report detailing the arrest and forward it to the CCW Detail. Anyone who is currently the subject of a restraining order, injunction, or other order for protection against domestic violence, is not authorized to possess a concealed firearms permit. When such orders are verified and/or served on individuals who possess a permit, the permit should be confiscated, and forwarded with an Officer's Report to the CCW Detail. Any officer who obtains an arrest warrant for a CCW permit holder or applicant will forward a copy of the warrant to the CCW Detail. (5/97, 12/02) ■

5/107.09 REMOVAL OF WORK CARD

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Officers arresting work card holders on felony charges will forward copies of the Arrest Report, Booking Sheet and other connecting reports to the Organized Crime Bureau Commander for review. The review will determine if the arrestee's work card should be revoked. The work card will NOT be confiscated by the arresting officer.

Officers will ensure that the Arrest Report contains the name and address of the arrestee's place of employment. (12/79, 7/82) ■

5/107.10 TRAFFIC ENFORCEMENT
A.S. 1.2.6, 61.1.2, 61.1.3, 61.1.5, 61.1.6, 61.1.11, 61.1.12

It is the policy of this department that enforcing traffic laws and regulations is a shared responsibility of all uniformed personnel, and other officers on some occasions. The department will utilize a variety of techniques, including moving and stationary patrol, both covert and non-covert, as well as other practices such as DUI checkpoints, as part of the overall enforcement program. Unmarked vehicles may be utilized in traffic enforcement situations involving emergency driving only when equipped with the proper emergency lights and sirens.

ENFORCEMENT ACTIONS

Enforcement action may consist of a verbal warning, written citation, or physical arrest. When choosing an enforcement option, officers will exercise discretion, except as required by statutes.

VERBAL WARNINGS

In lieu of a written citation or physical arrest, an officer may give a verbal warning when enforcing a minor traffic violation. Minor traffic offenses are generally defined under NRS 62.020 as any traffic offense other than:

1. Vehicular manslaughter
2. DUI
3. Canceled, suspended, or revoked driver's license
4. Any traffic offense declared to be a felony

STATUTORY LIMITS ON OFFICER DISCRETION

Based on the circumstances involved and the combination of training, experience, and common sense, the option is left to the officer, except as noted below:

1. Officers shall arrest after confirming the existence of an active warrant. (Exception: SCOPE "hit" on N.H.P. warrants)
2. Officers identifying drivers who are unable to safely operate a vehicle due to chemical, physical, or mental impairment must remove the driver from the roadway. If, because of mental or physical impairment, disease, or other reasons, the officer believes a driver is incompetent or otherwise not qualified to be licensed, the officer will:
 - a. Complete an LVMPD PD 1, Driver Reexamination Request, recommending a driver's license reexamination.
 - b. Forward the Driver Reexamination Request, and any connecting reports to the Department of Motor Vehicles, Driver's License Division.
3. At the scene of a traffic accident investigation, an officer may not arrest for driving violations not committed in his presence, but may only cite or warn such violator. NRS 484.791 lists the following exceptions to this:
 - a. An officer MAY CITE OR ARREST for the following situations occurring on a public roadway:
 - (1) Misdemeanor hit and run (property damage)
 - (2) Reckless driving
 - (3) A nonresident violator who may not appear in court (See NRS 484.797)
 - (4) Canceled or suspended driver's license (on public highway or private property accessible to the public)
 - (5) Revoked driver's license (on public highway or private property accessible to the public)
 - (6) Violation of restriction imposed on a restricted license which was revoked or suspended (i.e., hardship, or drive for work only permit)
 - b. An officer MUST ARREST for:
 - (1) Homicide by vehicle
 - (2) Felony hit and run
 - (3) DUI (Note: when incapacitated by injury the person may be cited)

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4. When a person demands to be taken before a magistrate or refuses to give written promise to appear on an issued citation, he/she must be arrested.
5. When a person does not furnish satisfactory evidence of identification, or when an officer has reasonable grounds to believe the person will disregard a written promise to appear in court, he/she must be arrested.

NONRESIDENT VIOLATORS

Unless the traffic regulation/ordinance is unique to this area, a nonresident is subject to the same responsibilities and duties to obey the traffic rules as local residents, and therefore subject to the same enforcement action.

JUVENILE TRAFFIC OFFENDERS

Specific guidelines for enforcement action regarding juvenile offenders are found in Department Manual Section 5/203.08, Juvenile Traffic Citations.

MEMBERS OF THE LEGISLATURE, STATE, CITY, OR COUNTY OFFICIALS

In the event that members of the legislature or other state, city, or county officials are identified as violators, officers will take the appropriate enforcement action necessary, consistent with this procedure, and will inform their supervisor of the incident prior to securing the shift.

MILITARY PERSONNEL

Traffic violations committed by military personnel will be handled in the same manner as any other, except:

1. When the military person is physically arrested, Nellis AFB Security Police will be notified for possible release to their custody depending upon the charge.
2. When the military person is involved in a traffic collision and is killed, or is injured and requires hospitalization, Nellis AFB Security Police will be notified and provided information necessary to advise the military member's unit of assignment, and next of kin.

DUI VIOLATORS

When an officer contacts a driver suspected of DUI, the officer will:

1. Conduct an investigation to establish probable cause for arrest.
2. Issue a citation for DUI in lieu of arrest, only when the suspect requires medical treatment not available at the jail.

SPEED VIOLATIONS

Officers shall indicate on the citation in the "to wit" section the method(s) of determining the violator's speed. Acceptable methods of determining speed based on the officer's training and experience are radar, pacing, and speed estimate.

EQUIPMENT VIOLATIONS

When an officer cites a citizen for an equipment violation, the officer will explain the violator's responsibility to:

1. Repair the equipment prior to the court date, have such repair certified by a police officer, and bring the document certifying the repair to the designated court, or,
2. Appear in court and enter a plea, or,
3. Pay the appropriate fine for such violation to the court.

OFF-ROAD VEHICLE VIOLATIONS

Off-road violations will generally be handled in the same manner as offenses occurring on public thoroughfares. Recurring violations at a specific location will be referred to the appropriate area command for special enforcement action.

PEDESTRIAN AND BICYCLE VIOLATIONS

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Both pedestrians and cyclists are subject to traffic laws and may be cited for their violations. For minor infractions, a warning coupled with a safety message may be the most fitting course of action to take. The safe interaction between bicycles, pedestrians, and motor vehicles is the responsibility of all the involved parties.

PUBLIC CARRIER/COMMERCIAL/GOVERNMENT VEHICLE VIOLATIONS

Officers may lack the knowledge and expertise in dealing with all regulations for the following. When encountering violations of this nature, officers may request information or assistance from the other governmental agencies including:

1. State of Nevada Taxi Authority - All taxicab regulations
2. Nevada Highway Patrol Commercial Enforcement - All commercial vehicles, other than taxicabs (motor carriers, buses, etc.)
3. Clark County School District Security - School bus regulations
4. Public Service Commission - All state licensed commercial vehicles and conveyances for transport
5. Nellis Air Force Base Security Police - Armed forces vehicle regulations

HAZARDOUS AND NON-HAZARDOUS VIOLATIONS

The Department of Motor Vehicles has developed a numeric point system to assist in identifying violation hazards and their likelihood to result in accidents. Points assessed range from eight to one. (For example: "Reckless Driving" is 8 points and "Failing to Sound Horn" is 1 point.)

There are no points assessed for non-moving violations, and with the exception of some parking and pedestrian violations, non-moving violations are considered non-hazardous.

Both hazardous and non-hazardous violations require enforcement action. Hazardous violations may require stricter enforcement action based on circumstances and officer discretion.

MULTIPLE VIOLATIONS

Drivers often commit multiple violations, both hazardous and non-hazardous. It is not necessarily prudent to arrest and/or cite for each violation. Officers should consider the factors below when determining the appropriateness of arresting and/or citing for multiple violations:

1. Hazard
2. Prior violations of the same nature
3. Driving experience
4. Prior traffic incidents, accidents, etc.
5. Failures to appear in court

It may be sufficient to arrest or cite for some violations and effectively communicate verbal warning for the remainder.

NEWLY ENACTED LAWS AND/OR REGULATIONS

When considering which enforcement action is appropriate, officers shall weigh the violator's understanding of the recent enactment of a statute, unless at the time of enactment the law specifies what action will be taken, or policy or directive provides further guidelines for enforcement. (8/95, 3/02) ■

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Partners with the Community

5/107.11 *SUSPENDED OR REVOKED DRIVER' LICENSES*
A.S. 61.1.5

Officers who contact violators whose driver's license/privilege has been suspended or revoked must make every effort to investigate the status. Based on that investigation, a determination will be made to cite, arrest, and/or book the offender. The Nevada Department of Motor Vehicles cancels, suspends, or revokes a drivers license/privilege for various reasons. Generally speaking, the following explanations apply:

1. CANCELLATION usually involves a license/privilege termination due to a problem with the initial application, testing and or payment process, requiring correction before reinstatement of the license.
2. SUSPENSION is the removal of license/privilege due to a violation or hearing results. Suspensions are temporary for a definite period of time.
3. REVOCATION almost always is the result of a DUI. In this instance, the license privilege to drive is terminated. The license remains revoked until the person makes an effort to reinstate the license.

Based on officer discretion, circumstances of cancellation/suspension/revocation, the driving record, and other pertinent facts (i.e., previous FTA's, etc.) the officer may:

1. Issue a field citation and release. This option is recommended when the actual status of driving privilege cannot be confirmed.
2. Transport to jail and issue a Class II citation, releasing the violator without bail.
3. Arrest and book the violator.

ACTIVE DUI REVOCATION PERIODS

When encountering a subject with a DUI revocation still in effect, the offender may be cited or arrested depending upon the circumstances.

EXPIRED SUSPENSION PERIODS

When the driver's license records indicate "SUSPENDED" and the withdrawal period has expired, the appropriate charge is "Driving Without a Valid Driver's License." The person should be advised to contact D.M.V. regarding eligibility for reinstatement.

EXPIRED REVOCATION PERIODS

When the driver's license records indicate "REVOKED,"and the withdrawal period has expired, the appropriate charge is "Driving on a Suspended or Revoked Drivers License". The person should be advised to contact D.M.V. for information concerning the requirements for reinstatement.

CONFISCATION OF DRIVER'S LICENSE

All driver's licenses showing canceled, suspended, or revoked shall be confiscated and returned to the respective Department of Motor Vehicles. When appropriate, a citation may be issued for "Unlawful Possession of Suspended/Revoked Driver's License".

TYPES OF SUSPENSION AND REVOCATION

There are 155 computer codes for approximately 45 cancellation types, 57 suspension types and 53 revocation types. Therefore, the Communications Bureau will maintain an updated computer code list to assist officers in disposition decisions for driver's license violators.

RECORDS CHECK

A driver's license records check should be made if the officer suspects any prior driving/arrest history. The privilege to drive may have been suspended or revoked in this state even if the operator is in possession of a driver's license from another state. (For example, a suspect may have an out-of-state drivers license, but shows an arrest for DUI in Nevada resulting in his Nevada privilege being revoked even though his out-of-state license is valid outside the state of Nevada.)

VEHICLE DISPOSITIONS

Officers will NOT permit drivers with suspended or revoked privileges to drive away in their vehicle. Alternatives such as release to a licensed driver or other appropriate action will be considered before towing a vehicle. (8/88, 3/00)■

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**5/107.12 PUBLIC ALCOHOL OR DRUG ABUSE
A.S. 1.1.3, 1.2.6, 1.2.7**

This procedure prescribes the method of action regarding alcohol or drug abuse and is intended for adults only. (For the procedure regarding juveniles, see Department Manual section 5/203.14.) The responsibility of a police officer is clearly defined in Chapter 458 of the NRS, which states in part:

“Every peace officer and other public employee or agency acting pursuant to this section is performing a discretionary function or duty.”

Only those individuals who have been charged with a public offense may be booked at the Clark County Detention Facility or the Las Vegas City Jail. These subjects must be booked for the crime actually committed and not for protective custody. Persons who are under eighteen years of age will be handled as is presently prescribed by policy.

Under the auspices of Westcare, Inc., the Civil Protective Custody Unit and Detoxification Center will accept subjects who are in an intoxicated condition and unable to exercise care for themselves.

Persons who are clearly in an intoxicated condition and unable to exercise care for themselves or others should, if circumstances permit, be allowed to go home in a cab or be taken home by a relative or friend. Only as a last resort should these persons be detained for protective custody.

If detention is necessary, these individuals may be delivered to Westcare - Civil Protective Custody and Detoxification Center, 930 North 4th Street, with entry on the east side of the building (double doors closest to the South end of the building).

An Intake Log will be completed by the facility staff, but will require the following information from the officer:

1. Officer name and “P” number
2. Event number
3. Location from which the individual was transported

In the event that contact is made with a person who is unconscious, has obvious injury, or is of questionable health, provisions should be made for transportation to a proper facility for medical treatment.

The Westcare Civil Protective Custody Unit and Detoxification Center will NOT accept the following individuals:

1. Psychotic
 - Threatened or attempted homicide or suicide
 - Uncontrolled behavior
 - Out of contact with reality
2. Drug overdose
3. Persons under the influence of Phencyclidine (P.C.P.)
4. Persons experiencing Delirium Tremens (D.T.'s)
5. Injuries that require immediate medical attention

Under no circumstances should an officer assume that a person is “just drunk” because they are incoherent or unconscious. Neither should an officer assume the liability for someone with an obvious health problem.

The handling of “Protective custody subjects” calls for the exercise of sound judgment. (8/87, 3/92) ■

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5/107.13 ABANDONED/DEAD STORAGE VEHICLES ON PUBLIC PROPERTY
A.S. 61.4.2, 61.4.3

DEFINITIONS

Vehicle	Automobile, truck, bus, motorcycle, motor home, boat trailer, etc.
Abandoned Vehicle	One which the owner has given up or discarded (NRS 487.210). No action should be taken on an abandoned vehicle unless there has been a complaint.
Dead Storage Vehicle	A vehicle parked on the street for the purpose of storage, or as junkage, with obvious signs of not being used, i.e., flat tires, dismantled, an accumulation of trash, dirt, cobwebs, etc. on and about the vehicle.

PROCEDURE

PBX Operator

1. Receives complaint of abandoned/dead storage vehicle.
2. Establishes vehicle is situated on public property. (NOTE: Abandoned vehicles on private property will be handled by the property owner/ representative.)
3. Forwards call to the appropriate area command during the hours of 0800-1800. During the hours of 1800-0800, provides caller with appropriate area command number to call during regular business hours.

Area Command

4. Receives complaint of abandoned/dead storage vehicle.
5. Checks license/VIN, if available, for wants. If wanted, verifies wants with WVS and notifies dispatch immediately.
6. Initiates Abandoned or Disabled Vehicle Report, LVMPD 31 (Green Card)

Patrol Officer

7. Receives Abandoned or Disabled Vehicle Report, LVMPD 31 (green card), and takes appropriate action:
 - a. If found to be in violation of a law, initiates an event number, records the event number on LVMPD 31 (green card) and the LVMPD FSD 36 (orange sticker), and affixes the orange sticker conspicuously on the driver's side window of vehicle as a reasonable attempt to advise/warn the owner of violation. (Do not stick on windshield.)
 - b. If a safety hazard, cites and immediately tows.
 - c. If VIN is altered or missing, immediately impounds for Auto Theft Detail.
8. Retains LVMPD 31 after affixing the orange sticker and takes following actions:
 - a. If abandoned (discarded), disabled/dismantled, or dead storage, rechecks after a minimum of 72 hours, and if still in violation of the law, cites using appropriate NRS, and tows vehicle using the original event number located on the LVMPD 31 (green card) and LVMPD FSD 36 (orange sticker).
 - b. If displayed for sale on a vacant lot, rechecks after 24 hours in city and 48 hours in county, and if still in violation of law, cites using appropriate city/county code and tows vehicle using the original event number located on the LVMPD 31 (green card) and the LVMPD FSD 36 (orange sticker).
9. Completes LVMPD 503, Vehicle Impound Report, using the original event number, ensuring that complete details are given. Completes an Officer's Report, if necessary, to outline the circumstances that led to the impound.
10. Forwards completed LVMPD 31 to the Area Captain.

Area Captain/designee

11. Ensures completion of steps 4-10 above within 30 days of receipt of information.
12. Affords citizens disputing the legality of a vehicle removal the opportunity of a hearing if vehicle was cited and removed, and charges are dismissed in court. If vehicle was removed because of an altered/missing VIN, citizen is referred to the Detective Bureau Captain.
13. Destroys completed LVMPD 31 cards.

Area Captain/Investigative Unit Captain

14. Refers citizen to the Risk Management Section for reimbursement of tow charges if it is determined the vehicle was unlawfully removed.

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NOTE: The tow car company shall be responsible for notifying the registered owner by certified mail of the time, location, and type of storage utilized in accordance with the Public Service Commission Of Nevada Tow-Car Tariff No. 3. The tow car company shall be responsible by contract for filing with the Department of Motor Vehicles, by registered return receipt mail, all reports and notifications to be filed therewith by NRS Chapter 487. (8/94, 11/96) ■

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5/107.14 RESPONSE TO MOTOR VEHICLE ACCIDENTS
A.S. 61.1.5, 61.2.1, 61.2.2, 61.2.3, 61.2.4

It is the policy of this department to respond to motor vehicle accidents for the purpose of assisting victims, determining appropriate law enforcement action, and restoring the normal traffic flow.

RESPONSE TO ACCIDENTS

The primary responsibility for the response to motor vehicle accidents is vested with the Traffic Section in accordance with the Response Category Profile (RCP), to include non-injury, injury, and hit-and-run incidents. Patrol units coming upon an accident will be responsible for initiating the preliminary investigation to include; notifying dispatch, requesting necessary assistance, and beginning applicable reports until relieved by a traffic unit.

Traffic accidents will be classified as:

Precedence "0" - For an accident with unknown injuries, one traffic officer will be dispatched. If traffic units are unavailable or the response time untenable, a clear patrol unit will be dispatched for the preliminary investigation until relieved by traffic or investigative personnel.

Precedence "1" - For an accident with injuries or causing a serious traffic hazard, a traffic unit will be dispatched directly to the scene. If traffic units are unavailable, a clear patrol unit shall be dispatched for the preliminary investigation until relieved by a traffic unit.

Precedence "2" - For a minor accident (and non-injury hit-and-run accidents) absent injuries or serious hazard conditions, a traffic unit will be dispatched. If no traffic units are clear, Communications will advise the citizen of the delay and alternatives (refer to the RCP, Accident Non-Injury). If the citizen advises they will stand by for a unit, the next available traffic unit will be assigned.

RESPONDING OFFICER DUTIES

The duties of an officer responding to an accident include, but are not limited to:

1. providing basic life support until the arrival of fire/rescue personnel;
2. identifying potential or actual fire hazards or other dangerous conditions so that appropriate action can be taken;
3. summoning additional assistance;
4. protecting the scene;
5. establishing a safe traffic flow around the scene;
6. identifying and interviewing witnesses;
7. investigating the accident and recording short-term evidence;
8. taking appropriate enforcement action, i.e., citation or arrest;
9. expediting the removal of debris and the vehicles involved from the roadway; and
10. completing the driver's exchange cards, LVMPD 83, if the officer determines a field report is not necessary, and advises citizens of availability of station reporting. (It is important for the responding officer to ensure the accuracy of the information contained on the cards.)

ACCIDENTS ON PUBLIC STREETS OR PROPERTY

A unit will be dispatched to motor vehicle accidents on public streets or property in any of the following circumstances:

1. Death or serious injury
2. Hit-and-run, when one or more of the following circumstances exist:
 - a. Victim or witness can identify the vehicle by the license number.
 - b. Victim or witness can positively identify the driver AND was in a readily identifiable vehicle. (e.g., suspect was driving a specifically marked construction company vehicle and could be identified in a photo line up of that company's drivers.)
 - c. Victim or witness has kept the suspect vehicle or suspect under continual observation since the incident at another location.

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- d. Victim of the hit-and-run has sustained, as a result of the crash, visible injuries, serious bodily injury (serious injury is unconsciousness, extreme physical pain, prolonged loss or impairment of the function of a bodily part or mental faculty), or is transported to a hospital for treatment.
- e. Moderate to major damage to vehicles or property.

If the victim is not at the scene of the collision (due to following the suspect, or making the phone call to the police) a vehicle description of the victim's vehicle will be obtained and they will be requested to return to the location of the incident; if not possible, an officer will be dispatched to the victim's location.

- 3. Driver impairment due to alcohol or drugs
- 4. Vehicle damage is moderate to major - the following are examples of moderate vehicle damage:
 - a. Bumper or crash guard retracted, bent, or moved such that change is observable
 - b. Damage or paint transfer evident on a minimum of 1/4 of the vehicle(s)
 - c. More than two vehicles are involved
 - d. Any wheel alignment or placement is visually altered
 - e. Damage to any one vehicle appears to exceed \$750
- 5. Traffic congestion resulting from the accident
- 6. Towing required of damaged vehicles
- 7. Hazardous spills or leakages
- 8. Disturbances between principals
- 9. LVMPD vehicle is involved
- 10. Government (local, state, or federal) vehicle involved and requests assistance.

ACCIDENTS ON PRIVATE PROPERTY

A unit will be dispatched to private property accidents, including hit-and-run accidents, only if one or more of the following circumstances exist:

- 1. As a result of the crash, death, visible injuries, serious bodily injury (serious injury is unconsciousness, extreme physical pain, prolonged loss or impairment of the function of a bodily part or mental faculty), or is transported to a hospital for treatment
- 2. The victim is a juvenile
- 3. Major property, structure, or vehicle damage
- 4. LVMPD vehicle involved
- 5. Driver involved is under the influence of alcohol or drugs and is still on the scene
- 6. Occurrence on a municipally maintained traffic way or county maintained property city/county parking garages, fire house driveways, or other property open to the public for travel or access and maintained by a local governmental agency
- 7. Hazardous spills or leakages
- 8. Disturbances between principals

NON-RESPONSE ACCIDENTS

For accidents with only minor damage or the incident does not fall within the above criteria and a unit is not dispatched, the victim will be advised to make a station report for insurance purposes only. No criminal follow-up or investigation will be made on station reports. Per NRS 484.801 citations will be issued in an accident when, "...based upon personal investigation...", the officer establishes reasonable and probable grounds to issue that citation. (1/02, 7/04) ■

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**5/107.15 *MANUAL TRAFFIC CONTROL*
*A.S. 61.3.2***

It is the policy of this department to perform manual traffic control to maintain or restore the safe and efficient movement of vehicular and pedestrian traffic. The department will provide training to all personnel, commissioned and civilian, who perform this function.

Performing Manual Traffic Control

Personnel may be required to perform manual traffic control at accident scenes, fire scenes, and crime scenes, as well as at other major incidents described in 5/213.06, Major Incident Plan.

In performing manual traffic control, personnel will be responsible for the following duties:

1. Regulating traffic flow
2. Controlling turning movements
3. Coordinating vehicle movements with the flow of adjacent intersections
4. Detouring traffic as necessary
5. Controlling pedestrian movement
6. Arranging for removal of traffic obstructions
7. Facilitating emergency vehicle movements
8. Rendering aid and assistance to motorists and pedestrians

Traffic Direction and Control

Personnel performing manual traffic control will ensure that their presence and purpose are well demonstrated to drivers and pedestrians by positioning themselves to be clearly seen by all. Personnel will utilize hand signals and signaling aids including the whistle, voice commands, and the flashlight to aid them in performing these tasks.

High Visibility Clothing

Reflective vests or other high visibility clothing will be worn when performing manual traffic control duties. This includes prescheduled department functions and special events, on duty or on an overtime basis. Supervisors will ensure personnel are wearing high visibility clothing prior to performing these tasks.

Inclement Weather Conditions

Personnel will wear rain gear with high visibility color on the outside when performing manual traffic control during inclement weather. Emergency lights may also be used for increased officer safety.

Manual Operation of Traffic Signals

Traffic officers will be dispatched to investigate reported malfunctions of the traffic control system. Traffic officers and supervisors have keys to traffic signal boxes to switch signals to the “flash” mode. When putting a signal on “flash,” officers will advise Communications of the action. Any other officer attempting to manually operate or correct a malfunctioned traffic signal must have received training in the operation of such devices.

Neither the city or county traffic engineers have mobile traffic signals for placement and control at malfunctioning signal locations. (3/02) ■

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5/107.16 IDENTIFYING ON-CALL TOW COMPANIES; PROCEDURE FOR DISPATCHING BACKUP TOW COMPANY
A.S. 61.4.1, 61.4.3

On-call Companies:

Boundaries:

Ewing Bros. Towing
1200 North "A"
North Las Vegas, NV

Greater Las Vegas Area

Quality Towing
2201 N. Commerce
North Las Vegas, NV

Greater Las Vegas Area

Ewing Bros. Towing and Quality Towing will rotate as primary on-call on a monthly basis, and each will also serve as the alternate towing company when the other is primary on-call.

The alternate tow company will only be called when the primary on-call company cannot or fails to respond to a tow request within thirty (30) minutes from receipt of a call for service. Consideration should be applied to this time limit during traffic rush hours. Note: this procedure does not apply to LVMPD vehicles and motorcycles, see 5/104.08.

Officer Requesting Tow

1. Notifies dispatch of need and location for tow.
 - a. Indicates number of tow trucks needed.
 - b. Indicates special towing needs, i.e., motorcycle, trailer, or dollies.

Communications Bureau

2. Receives request for tow and notifies on-call tow company.
 - a. If on-call company indicates they cannot respond, dispatch advises the requesting officer and calls the alternate company.
 - b. Makes note in the comment section of the CAD system that on-call tow failed to respond.
 - c. Ascertains estimated time of arrival on all calls for tow service.

Officer Requesting Tow

3. Notifies dispatch when on-call tow company fails to respond within thirty (30) minutes.

Communications Bureau

4. Receives notice that on-call tow has failed to respond and calls the alternate company. Consideration should be given to rush hour traffic.
 - a. Makes note in the comment section of the CAD system that on-call tow failed to respond.

Ten days after the end of the month, the on-call tow company forwards an exception report to the Office of Quality Assurance that includes all tows exceeding the 30 minute tow response time requirement.

Office of Quality Assurance

5. Receives the month-end report and determines whether the on-call tow company complied with the performance standard to arrive at the scene within 30 minutes 90% of the total times requested.
6. Notifies the Assistant Sheriff of Law Enforcement Services if the on-call company fails to meet the performance standard for two consecutive months.

The Office of Quality Assurance has the discretion to perform an annual review of response time submissions of the tow companies. (12/76, 7/05) ■

***Las Vegas Metropolitan Police Department
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**5/107.17 STRANDED MOTORIST ASSISTANCE
A.S. 61.4.1**

It is the policy of this department to provide assistance to stranded motorists in a safe, timely, and courteous manner. Patrol officers will normally provide this assistance, unless circumstances pose an immediate danger to a motorist, at which time officers in unmarked units may assist.

Officer

1. Observes a motorist in a disabled vehicle, or stranded for other reasons, in need of general or emergency assistance.
2. Advises Communications of the circumstances of the event.
3. Renders aid and protection to the motorist by providing:
 - a. General assistance to stranded motorists, such as information and directions, and at the officer's discretion, other assistance as may be necessary.
 - b. Emergency assistance when a vehicle is disabled and/or the motorist is ill or injured, such as first aid, obtaining medical or fire services, or requesting towing or mechanical assistance. While the department is not responsible for the repair of disabled vehicles, they may be pushed to the side of the road when presenting a traffic hazard. Officers will not attempt to push-start or jump batteries of stalled vehicles.
 - c. Other assistance, as necessary, to ensure the motorist's safety and well-being, such as notification of relatives or friends, or requesting or providing transportation to a safe location, garage, or other place for help.
4. Requests Communications to notify other public safety agencies or commercial service providers when needed, and advises the motorist of estimated response time. Considers the age, sex, and physical capabilities of the motorist, as well as the location, weather, and time of day when deciding to leave before any requested assistance arrives. (8/87, 4/02) ■

5/107.18 REQUESTS FOR ASSISTANCE FROM MOVIE/TELEVISION COMPANIES

All requests from movie and television companies for movie making assistance will be referred to the Office of Public Information (PIO). Requests for police assistance for normal law enforcement duties will be handled as requests from any citizen are handled by the Special Events Section.

Office of Public Information

1. Receives the request for assistance from a movie/television company.
2. Reviews the request to ensure that:
 - a. the department and community are shown in a favorable light;
 - b. the assistance requested is in accordance with department policies and procedures; and
 - c. all involved department personnel, facilities, and equipment, (including uniforms and badges), are used and displayed in an appropriate manner. No on-duty officers, or officers working reimbursable overtime will participate in the production as an actor.
3. Forwards request to the Office of the Sheriff with a recommendation for approval or denial.
4. Notifies the requester if the request is denied; or notifies Special Events Section if the request is approved.

Special Events Section

5. Fills requests for traffic control and other departmental assistance in accordance with 5/101.32, Requesting Reimbursable Overtime.
6. Notifies the requester of the arrangements.
7. Forwards the name and address of the requester, and the nature of the request to Accounting Section.

Officer Assigned

8. Calls the Overtime Completion Line with hours worked when the assignment is completed.

Special Events Section

9. Submits overtime information to the Payroll Section.

Payroll Section

10. Computes the officer's overtime pay.
11. Forwards to the Accounting Section the total amount of applicable overtime paid to the officer.

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Accounting Section

12. Bills the movie/television company for reimbursement of overtime expenditures. (3/94, 5/03) ■

5/107.19 LIMITED ENGLISH PROFICIENCY (LEP) TRACKING AND TABULATION

In compliance with Title VI of the Civil Rights Act of 1964 and Department of Justice regulations, when contact occurs with individuals who do not speak English, or are limited in their ability to speak, write, or understand English, certain information must be collected.

An LEP Tracking Log, LVMPD 394, has been created as a template. A log will be printed out and maintained at each location where public contact may occur with limited English proficiency individuals (i.e., Records Bureau, plaza desk, front desk at each area command, investigative offices, etc.). The log entries are self explanatory. As necessary, a designated supervisor will collect the LEP log, review and tabulate each LEP contact. Tabulation will include:

1. Total number of language assistance contacts
2. Number which required written assistance*
3. Number which required oral assistance*
4. Number of contacts by specific language

*If written and oral assistance is provided, count as two distinct contacts.

Tabulation of LEP contacts will be reported in the Quarterly Performance Report. At the end of each quarter, each supervisor will forward all LEP logs to the Office of Employment Diversity (OED).

Note: When assistance is provided by HISP language assistance (Hispanic Interpreter Service Program), it will be tabulated by the HISP team. **At this time, this does NOT include contact by field officers; this portion of the program will be established at a later date.** (6/06)

5/107.20 HISPANIC INTERPRETER PROGRAM

An Hispanic Interpreter Program has been established to provide department employees with certified Spanish Interpreters. The Spanish interpreters are part time temporary employees and are to be used only for interpretation purposes. These employees possess no police powers. They will not be left alone with suspects, victims, or witnesses, nor will they be requested to conduct any type of police activities.

Department Member Requiring Interpreter

1. Requests an Hispanic interpreter through Communications Bureau.
2. Meets interpreter at the designated location and briefs him/her on the circumstances of the event/situation.

Communications Bureau

3. Notifies, via cell phone/pager, a qualified language interpreter to respond immediately to the requested location.
4. Assigns interpreter to the incident, places en route or "to other" to the designated location and places interpreter in the correct status as requested by them when they arrive.
5. Informs requesting personnel of the call sign and ETA of interpreter responding.

Interpreter

6. Advises Communications when logging on at the beginning of shift and whenever there is any status change (i.e., en route, arrive, clear, secure).
7. When assigned to an event/situation, notifies Communications of their location and ETA and responds to the designated location.
8. Provides the necessary interpretation. Interpreters will interpret EXACTLY what is said by all individuals involved.
9. Records all interpretations and after all the necessary interpretation has been completed, impounds the recording according to department policy. (3/04, 8/04) ■

***Las Vegas Metropolitan Police Department
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5/107.21 *LABOR DISPUTES*
A.S. 46.1.2

The Organized Labor Unit is responsible for being the liaison with the labor/management community, and with all LVMPD area commands to provide expertise during labor disputes. The Organized Labor Unit, which falls under the Special Investigations Section, Homeland Security Bureau, handles only organized union activities.

Persons involved in a labor dispute have the right to demonstrate in a legal manner. The issues of the dispute should be of no concern to the officer. Officers will maintain a fair and impartial attitude to both labor and management and avoid expressing any personal opinion concerning the dispute. The decision to cross a picket line rests with the individual entering or leaving the premises. Persons desiring to enter or leave a dispute location may do so without unreasonable delay. To assure the safety of all parties, officers may be assigned to monitor personnel and vehicular traffic in and out of the dispute location.

Officers should not enter property under dispute, except for official business. To maintain impartiality, officers will avoid using management's phones or fraternizing with parties to the dispute. At a dispute location, both labor and management may have food and beverage available for their personnel, officers will not accept any gratuities from labor or management involved in a dispute.

PROCEDURE

Organized Labor Unit

1. Forwards information to the appropriate area command(s) both by e-mail (Capt, Lt, Sgt) and by Intranet briefing log to the area command(s) concerning an organized labor activity.
2. Assists with the coordination of any planning meetings prior to the event, including planning meetings with the particular union involved and the Area Command affected.
3. Attends the event, if appropriate.

Patrol Officer(s)

4. Documents all incidents or changes in the situation and relays pertinent information to supervisors.
5. Maintains a chronological event log during major dispute situations to include the nature of the incident, the person contacted, the date and time of contact, and the resolution, if any, reached at the time (copies of this log are available in the Organized Labor Guide to handling Labor Disputes).

Patrol Supervisor

6. Completes an IAP, including neutral parking areas, staging areas, and if needed arrest areas with the assistance of the Organized Labor Unit, if necessary.
7. Completes all appropriate paperwork.
8. Forwards a copy of the officers' event logs to the Organized Labor Unit. (4/05) ■

5/107.22 *LAW ENFORCEMENT ESCORT SERVICES*
A.S. 61.3.3

It is the policy of this department to provide police escorts under certain limited circumstances. When such escorts are authorized, they will be conducted in accordance with all traffic laws, utilizing proper traffic and intersection control. Red lights and sirens will not be used except in cases of extreme emergency.

ROUTINE (NON-EMERGENCY) ESCORTS

When the use of private escort services are deemed inappropriate, LVMPD personnel may be assigned escort duty for the visiting dignitaries, public officials, funerals, and parades or other special events. Requests for escorts will be processed and approved in advance by the Transportation Safety Bureau Commander. If no law enforcement or official police presence would be required, the party requesting the escort will be advised to contact a private escort service.

EMERGENCY ESCORTS

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Emergency escorts will normally be received without prior notification through the Communications Bureau. The Communications Supervisor will advise the Traffic Section Lieutenant or, if unavailable, a Traffic Section Sergeant, providing the specific nature of the emergency. The Traffic supervisor making the determination to provide an escort detail will assign personnel as appropriate. If the request is denied, the Transportation Safety Bureau Commander will be advised and briefed of the circumstances on the next working day, as necessary. (2/89) ■

***Las Vegas Metropolitan Police Department
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5/107.23 *LIAISON WITH MEDIA REPRESENTATIVES and NEWS CREDENTIALS*
A.S. 54.1.2, 54.1.3

It is the policy of this department to involve the news media in the development of changes to policies and procedures relating to the news media.

The following are the responsibilities of the Public Information Officer (P.I.O.):

1. Establishes liaison with legitimate news media representatives.
2. Addresses concerns of news media representatives on an individual basis, in a timely manner, as appropriate.
3. Ensures concerned news media representatives are aware of department news media and public information procedures, as well as other procedures regarding unusual occurrences and emergency operations.
4. Conducts quarterly meetings with all news media representatives to discuss their concerns, and to solicit input for the development of changes to department news media and public information procedures.
5. Advises the Sheriff by written memorandum of specific concerns of news media representatives.
6. Maintains a database of news releases on the LVMPD web site.

NEWS CREDENTIALS

The department issues News Credentials to legitimate media/press service representatives in the Las Vegas valley. (Note: Some major media outlets in the Las Vegas valley issue their own identification cards and have been authorized to place a sticker on the back of those identification cards to indicate they are in compliance with LVMPD news credential requirements.) These credentials are NOT mandatory, however, will serve to readily identify individuals should a situation occur where admittance to a staging area for the media/press must be controlled or limited. News Credentials will not be required by law enforcement personnel for routine occurrences, however, at the discretion of law enforcement, may be required for entry to controlled media/press areas at a major event. News Credentials may be revoked at any time by the Sheriff for violation of law or failure to abide by the conditions of this procedure.

News Credentials issued by LVMPD will expire five years from the date of issuance. Applications for new or renewal credentials are available at the Office of Public Information. Upon completion, the application and a letter of authorization from the media/press company must be taken to the Fingerprint Bureau. The Fingerprint Bureau will review the application, determine an ID number and expiration date, photograph the individual and provide the news credential badge. Any questions or concerns about the issuance of News Credentials should be directed to the Office of Public Information. (4/05, 6/05) ■

5/107.24 *NEWS MEDIA AND PUBLIC INFORMATION*
A.S. 41.2.5, 52.1.4, 54.1.1, 54.1.2, 54.1.3, 82.1.1

This department is committed to informing the community and news media of events within the public domain handled by or involving this department. By providing information on department administration and operations, the department can foster a relationship of mutual trust and cooperation.

PROCEDURE

The department's Office of Public Information is the focal point for the release of information and will:

1. Make necessary news releases
2. Provide assistance to other department members making new releases
3. Maintain the repository for news releases
4. Serve as liaison to the news media, making media procedures available to media members, and soliciting their input on procedural matters

The Public Information Officer (P.I.O.) reports directly to the Undersheriff. The P.I.O., or designee, is available on a 24-hour basis to facilitate the department's public information responsibilities. Call-outs may be requested by the Command Staff, bureau/area commanders, or incident commanders.

In the absence of a directed call-out, response will be at the discretion of the P.I.O. This will be based on the necessity for continuing media updates, safety concerns for citizens and officers, and the shortage of on-scene personnel to deal with the media because of the magnitude of incidents.

***Las Vegas Metropolitan Police Department
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The media will be referred to the area lieutenant for incidents not requiring the P.I.O. The area lieutenant, or designee, has the responsibility of completing media releases and faxing them to the Plaza Desk (386-4931) and P.I.O. (229-4084).

COMMUNICATIONS BUREAU RESPONSIBILITIES

To respond to media interests in a timely manner, the Communications supervisor will notify the P.I.O. of certain police incidents as soon as practical. Incidents that may be of interest to the media include, but are not limited to:

1. Incidents involving officers in heroic or lifesaving actions
2. Line of duty injuries or deaths of officers
3. Major civil disturbances, riots, etc.
4. Confirmed sniper, barricade, or hostage incidents
5. Aircraft accidents
6. Bomb-related incidents
7. Arrests involving prominent persons
8. Pursuits resulting in accidents, injuries or use of PIT.

INFORMATION THAT GENERALLY WILL BE RELEASED TO THE MEDIA

The following information will be distributed to the media upon request by the Police Records Bureau after coordination with the P.I.O. and the respective investigative unit (when necessary):

1. Incident Reports
2. Arrest Reports (when available)
3. Declarations of Arrest
4. Traffic Accident Reports
5. Vehicle Impound Reports
6. Property Impound Reports (with approval of the investigative unit)
7. LVMPD Criminal history record

The following information will be released by the Office of Public Information:

1. Mug photographs and non-gaming work card photographs (after arrest and when approved by the investigative unit to ensure the investigation will not be compromised.) *After normal work hours and weekends, Police Records Bureau will release mug shots when appropriate.
2. 911 tapes (approved by the investigative unit)
3. Department photographs of employees will be released only after criminal charges are filed and only by the Office of Public Information
4. Video tapes and photos of criminal acts which are evidentiary in nature will only be released if they further the investigation or in the interest of public safety and only after coordination with the respective investigative unit.

INFORMATION THAT WILL NOT BE RELEASED

Records listed in the categories below are generally considered privileged. The determination whether material will be released is based on the test set forth in *Donrey v. Bradshaw*. Information will not be disclosed if it is either: 1) privileged by law, or 2) the interest in public disclosure is outweighed by privacy or law enforcement interests.

1. Names, addresses and exact location of victims of sexual assault.
2. Personnel information, other than employee name, title, place of employment, and dates of employment
3. Records of internal investigations
4. Names, addresses, and photos of arrestees under the age of 18 not being tried as adults.
5. The existence or contents of any confession, admission, or statement given by the accused, or refusal or failure to make any statement
6. Examination or test results of the accused, or the refusal or failure to submit to an examination or test
7. The identity, testimony, or credibility of prospective witnesses
8. Opinions as to an accused person's guilt or innocence, or merits of a case
9. Information received from other law enforcement agencies without their approval to release the information

RELEASE OF INFORMATION

***Las Vegas Metropolitan Police Department
Partners with the Community***

Information may be released by specified department members in the absence of the P.I.O., or because current and factual information is within their area of responsibility and expertise. A copy of the released information will be forwarded to the Office of Public Information.

1. Bureau/area/division commanders may release information concerning incidents, releasable file information, and information concerning ongoing investigations in their assigned operational areas.
 - a. The Investigative Services Division's designated spokesperson will release information on officer-involved shootings, use of force incidents, robberies, homicides, and other designated criminal investigations.
 - b. The Traffic Bureau will release information on non-fatal and fatal traffic accidents not involving department members.
 - c. The Traffic Bureau, Accident Investigations Detail, will release information regarding serious/fatal injuries of citizens or department members resulting from accidents involving department vehicles.
2. Ranking officers may release information at crime and disaster scenes.
3. Area lieutenants may release information on field incidents and activities.
4. Communications personnel may report the nature and location of offenses. If in doubt as to the propriety of giving such information, the matter should be referred to a supervisory officer.
5. Communications and Plaza Desk personnel may furnish information on routine matters as traffic conditions, and may recommend detours or other hazardous conditions, when so directed by the area lieutenant.
6. Requests for information about confidential internal department investigations and operations will be referred to the P.I.O. for coordination with the Sheriff or Undersheriff.
7. Requests for information on lawsuits against department members will be referred to the Risk Manager.
8. Requests for information on incidents/investigations under the primary jurisdiction of another law enforcement agency will be referred to that agency. Members will not confirm, deny, or release any related information. (If a response is necessary, it will be referred to the appropriate bureau/area commander.)

NEWS (PRESS) RELEASES

News releases are encouraged and will be made when necessitated by specific occurrences or activities. These matters would include arrests or criminal activities, or follow-up information on events of media interest. A copy of news releases will be provided to the Office of Public Information and to the Plaza Desk.

NEWS (PRESS) CONFERENCES

It is imperative that a clear and concise message be delivered in all news conferences. Therefore, news conferences must be discussed and approved by the division commander of the unit requesting the news conference and must be coordinated with the Office of Public Information. If the news conference is reference an on-going investigation, the respective investigative division commander must also be consulted (i.e., Investigative Services Division, Special Operations Division).

STATEMENTS/INTERVIEWS

To improve the flow of information, the P.I.O. will be notified as soon as possible of the content of statements and interviews made to the media by department members when occurring during normal business hours. If not practical, or occurring after duty hours, notification will be the next duty day. In the case of pre-arranged interviews, the P.I.O. will be notified of the topic of the interview prior to it taking place.

REQUESTING WITHHOLDING OF A PUBLICATION

The news media may photograph and report anything they observe when legally present at an emergency scene. Where publication of such coverage would interfere with an official investigation or place victims, suspects, or others in jeopardy, the withholding of publication is dependent upon a cooperative media, not on department censorship. Under such circumstances, officers should advise the news media or their superiors of the possible consequences of publication: however, officers may not interfere with media activities within the confines of the law.

Individuals may request no publicity for personal reasons. Unless such requests fall within the provisions of the paragraph above, they should be told that police cases are matters of public concern and subject to media review. The officer may indicate at the top of his or her report "Citizen Requests No Publicity," but the citizen should clearly understand the final decision will rest with the news media.

***Las Vegas Metropolitan Police Department
Partners with the Community***

NEWS MEDIA AT DISASTERS, CRIME SCENES, AND TACTICAL OPERATIONS

The ranking department member at a disaster or crime scene is responsible for providing relevant, timely, and accurate information to the news media. In major incidents or newsworthy events, the P.I.O. should be called to the scene to coordinate the media. If the P.I.O. is unavailable, a field commander may designate someone for media relations. Media personnel may be permitted:

1. Free movement in secured disaster areas after being advised of existing or potential dangers, as long as they do not interfere with enforcement or public safety functions.
2. Access to sanitized and secured crime scenes in public areas. News media members are subject to any restrictions of the owner or person in charge when a crime scene is on private property.
3. Within the outer perimeter and at the best possible safe location of a tactical operation subject to any restrictions by the incident commander. The ranking officer or designated media liaison officer will keep the news media well informed. Tactical missions will not be jeopardized to accommodate the news media.

MEDIA ACCESS TO PERSONS IN CUSTODY

The Sheriff, Undersheriff, and Detention Services Division Deputy Chief have the authority to allow the news media access to persons in custody. Note: Inmates have the right not to be interviewed, photographed, or recorded by the media. Written permission is required from inmates.

All day-to-day coordination with the media will be through the DSD Deputy Chief and/or the respective bureau captains. This includes,

1. Approving requests for inmate interviews (If the above-named staff members are not available, the DSD Watch Commander or designee will assume this responsibility)
2. Suspending all media visits during facility emergencies
3. Approving photographic equipment at inmate interviews
4. Reporting in-custody deaths

INCIDENTS INVOLVING MULTIPLE AGENCIES

For incidents involving other public service agencies, (i.e., law enforcement agencies, coroner, fire department, etc.) the field commander or P.I.O. will confer with command staff of the allied agencies to coordinate releases of information to the news media. Generally, the agency having primary jurisdiction will bear the responsibility.

TRAINING OF SPEAKERS

The Office of Public Information sponsors classes through the Training Bureau on a regular basis to instruct members on how to interact with the media, information that can and cannot be released and other issues relative to media relations. Specialized units that provide information to the media on a regular basis (i.e., Robbery/Homicide, Traffic, Sexual Assault, etc.) will designate media liaison personnel who must attend media training provided by the Office of Public Information. Others who are interested or make occasional contact with the media are encouraged to attend such training as well to ensure an understanding of relative policies and statutes. (7/00, 7/06) ■

***Las Vegas Metropolitan Police Department
Partners with the Community***

**5/107.26 COMMUNITY RELATIONS AND CRIME PREVENTION
A.S. 45.1.1, 45.1.2, 45.2.1, 45.2.2**

This department is committed to establishing close ties with and responding to the needs of the community through a strong community relations effort. Community relations and crime prevention programs allow the department to respond to community concerns. Each member of the agency is involved in community relations program.

DEPARTMENT CRIME PREVENTION/COMMUNITY RELATIONS PROGRAM

The Crime Prevention program is responsible for targeting programs by crime type and geographic area on the basis of an analysis of local crime data; developing and implementing programs to address community perceptions or misconceptions of crime; and evaluating the effectiveness of crime prevention programs. The Patrol Division area commands are the focal point of police-community relations. Each area command is assigned a Crime Prevention Specialist who works directly for the respective area command. The Patrol Division Administrative Lieutenant provides administrative coordination and support to the area commands.

PATROL DIVISION RESPONSIBILITIES

The administrative lieutenant assigned to Patrol Division will:

- Assist in the development of crime prevention & community relations policies and training programs.
- Oversees publication of the Quarterly Newsletter and supplies related to Crime Prevention Programs.
- Coordinate department wide crime prevention and community relations programs.

AREA COMMAND RESPONSIBILITIES

Each area command is provided a Crime Prevention Specialist to assist in the accomplishment of the following tasks within their area of assignment:

- Participate in various community organizations and community programs (i.e., 1ST Tuesday and Citizens Advisory and Business Advisory groups).
- Provide crime prevention programs (i.e., Neighborhood Watch, Business Watch and Crime Free Multi Housing).
- Collect information received from the community and conveying that information to staff.
- Coordinate training for Crime Prevention Specialists.
- Make recommendations to staff for improving departmental practices bearing on police-community relations based upon analysis of community feedback.
- Ensure agency wide consistency in the crime prevention/community relations program. The area command commanders will ensure that the Crime Prevention Specialists assigned to them coordinate with the Patrol Administrative Lieutenant. Coordination includes, but is not limited to, providing statistics as requested, ensuring that area command Crime Prevention Specialists attend coordination meetings as requested and ensuring that new programs and current programs are coordinated with the Patrol Administrative Lieutenant.
- Identify training needs through interviews with citizens.

Each area command will submit, in the Quarterly Performance Report, the following information:

- A description of current concerns voiced by the community with a description of potential problems that have a bearing on law enforcement activities within the community. A statement of recommended actions that address previously identified concerns and problems.
- The number of new Neighborhood Watch groups established.
- The number of active Neighborhood Watch groups contacted.
- The number of new Business Watch groups established.
- The number of community meetings attended.
- The status of current programs as identified in the Strategic Plan. (8/02, 11/04) ■

Las Vegas Metropolitan Police Department
Partners with the Community

5/107.28 POLICE LINE PASSES

Police lines (barricades) may be established to prevent persons from entering the area of a serious police incident or crime scene, or to establish a perimeter during any hazardous material incident, natural disaster, or other extreme emergency. Dependent on the situation, and the likelihood of jeopardizing police or rescue operations, employees of certain organizations will require access to certain properties.

Several organizations have prepared line passes to allow entry of certain personnel into restricted areas under specific conditions. Hotel/Resort Executives, Department of Aviation personnel, Clark County Fire Department personnel, Las Vegas Fire Department, and Henderson City employees currently have such line passes. Common sense and reasonable judgment will determine who will have access to barricaded areas during any emergency. For example, if an emergency were to occur at McCarran International Airport, it is reasonable to assume that the hotel/resort executives will not require access. In the same manner, if the emergency were at a strip resort, McCarran Airport officials would probably not be granted access.

When in doubt, department members should confer with their supervisor or contact the command post of the incident involved. (12/89, 11/91) ■

5/107.32 ALARMS
A.S. 41.2.1, 81.2.13

It is the policy of this department NOT to respond to non-verified commercial or residential burglar alarms received from alarm companies, except under the conditions outlined below.

DEFINITIONS

Confirmed Alarm	A burglar alarm where the alarm company guard, the owner, or a responsible party has arrived at the scene and confirmed that a <u>point of entry exists</u> .
Non-Verified Alarm	A burglar alarm which has not been verified as an actual burglary by an alarm company guard, the owner or a responsible party.
Panic Alarm	An alarm specifically designed to be activated by a person to indicate an immediate life-threatening danger is occurring.

PROCEDURE

Confirmed Alarm

Upon notification of a confirmed burglar alarm or panic alarm, an event will be created and a unit dispatched in accordance with normal operating procedures.

Non-Verified Alarm

Upon notification by an alarm company of an activated commercial or residential burglar alarm, the Communications Bureau will create a priority three event for broadcast. The event will be canceled with an "R" disposition and no further action taken, as long as no units indicate that they are responding.

If a unit indicates that they will be responding to conduct a perimeter check, the dispatcher will "reopen" the event and assign the unit accordingly. The responding unit will then be responsible for updating the event with any pertinent details and closing the event with the appropriate disposition.

Exception: If the location of the alarm is a firearms dealer (including pawn shops), or there is a reported entry point at any other location, an event will be created and a unit dispatched in accordance with normal operating procedures.

Upon notification of a residential or commercial burglar or panic alarm from a citizen, an event will be created and a unit dispatched. (11/92, 2/94) ■

***Las Vegas Metropolitan Police Department
Partners with the Community***

**5/107.34 REFERRAL OF COMPLAINTS CONCERNING TRAFFIC ENGINEERING DEFICIENCIES
A.S. 61.3.1**

Complaints or suggestions concerning traffic engineering deficiencies are best handled by trained traffic engineering authorities of the appropriate jurisdiction. In order to ensure these complaints are properly referred, the following procedure will be followed:

1. When a complaint is received orally, whether telephonic or in person, at any point within the department, the employee receiving the complaint will advise the complainant to contact the office of the Traffic Engineer for the concerned jurisdiction directly.
2. Written complaints will be received by the Traffic Section. The Administrative Sergeant will forward the complaint to the office of the Traffic Engineer of the concerned jurisdiction and will notify the complainant, either by telephone or mail, of the referral.
3. Complaints concerning enforcement rather than engineering deficiencies will be referred to the Traffic Section for handling and disposition. (5/88) ■

**5/107.36 REFERRALS TO CRIMINAL JUSTICE AND SOCIAL SERVICES AGENCIES
A.S. 1.1.3, 72.1.1**

It is the policy of this department that when employees encounter adults or juveniles in need of services that are best provided by another criminal justice or social service agency, such as detoxification, drug treatment, mental health services, or other diversion-type programs, then that particular agency should be utilized as a primary resource for assistance.

PROCEDURE

Generally, the criteria that should be used, if it is determined that an adult or juvenile is in need of assistance or a service not normally associated with the police function, is the existence of a diversion agency that specializes in providing that specific type of need or assistance.

Ways of ascertaining whether these individual services can best be served by another agency are explained in the Department Manual under the type of service or assistance described. Examples are 5/107.12, Public Alcohol Or Drug Abuse, 5/105.12, Department Responsibility For Dealing With Mentally Ill persons, etc.

Help of Southern Nevada provides information and referral on child care, consumer information, education, emergency assistance, food referrals, employment, family life, counseling, financial, health, housing, legal, recreation, and transportation. Persons requesting assistance from officers to obtain these services should be advised to contact the HELP OF SOUTHERN NEVADA hot line at 369-HELP (369-4357), 24 hours a day, where referral appointments to proper facilities can be made. (6/89) ■

**Las Vegas Metropolitan Police Department
Partners with the Community**

5/107.37 INTERACTION WITH THE HOMELESS
A.S. 45.2.1, 70.1.1, 72.5.1

It is the policy of this department to be sensitive to the needs and rights of the homeless population and provide appropriate law enforcement services to the entire community while protecting the rights, dignity and personal property of the homeless population.

DEFINITION

Homeless Person	An individual who lacks a fixed, regular and adequate night time residence, a stable residence, or any residence at all, or has a primary night time residency that is: <ul style="list-style-type: none">• A supervised publicly or privately operated shelter designed to provide temporary living accommodations;• An institution that provides a temporary residence for individuals intended to be institutionalized;• A private place not designed for, or ordinarily used as, a regular sleeping accommodations for human beings;• The term "homeless person" does not include any person imprisoned or otherwise detained following an Act of Congress or state law. 42 U.S.C. 11301, et seq. (1994). (An officer may make reasonable inquiry to make this determination.)
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PROCEDURE

Assistance

To proactively provide referrals to the homeless, officers may approach a homeless person to advise him or her of the assistance of shelters and services which are currently available. The officer may call for the assistance of the Homeless Liaison who will help with appropriate placement. The homeless person may or may not accept the assistance or referral, or may even walk away from the area before help arrives.

Officers may transport homeless persons to a shelter when the person accepts such a referral. The homeless individual will be searched for weapons and/or contraband before being transported. Safety belts will be fastened and used as designed by the vehicle manufacturer before the vehicle is set in motion.

Homeless Encampments

The removal of illegal encampments of homeless persons is the responsibility of the owner of the property, whether it is public or private. Generally, this is not a law enforcement issue (exceptions may include trespassing, illegal dumping, criminal investigations, etc. when enforcement action may be taken). When requested, officers may stand-by to keep the peace but will not participate in the removal and/or destruction of personal items from such encampments or prevent the homeless from retrieving belongings from the area without a legitimate reason. Whenever possible officers should encourage property owners to give posted notice of the pending activity prior to the clean-up. Officers may request the assistance of City or County clean-up crews on public property (i.e., rapid response).

Arrest Situations

Arrest of all persons including those defined as homeless will comply with appropriate statutes, ordinances, codes and department policies and procedures. Officer discretion will determine whether a physical arrest is to be made in the same manner as any other person who is not homeless. If the decision is made not to arrest, officers are encouraged to utilize referrals to the Homeless Liaison, appropriate homeless shelters or social service providers. It must be recognized that such a referral is contingent on the voluntary agreement of the homeless person to accept the referral.

Personal Property

The personal property of homeless persons will be respected. Officers may allow homeless persons to take a limited amount of personal items with them when arrested on a criminal matter. If necessary for an officer to collect such items when a criminal arrest is made, consideration must be given to officer safety in handling the items as well as the health and safety of those who may come into contact with it in Detention or the Evidence Vault. Items which may be considered personal property and taken with the homeless individual include radio's, audio and video equipment, medication, personal papers, photographs, books and other reading materials, luggage, backpacks or other storage containers, clothing, shoes, toiletries and cosmetics, clocks and watches, eye glasses, bed rolls, blankets and pillows (if not damp or soiled with urine or fecal

***Las Vegas Metropolitan Police Department
Partners with the Community***

matter). If necessary to dispose of such items for health and safety reasons, a notation will be made in an Officers's Report (or arrest report, as appropriate) describing why such property was not allowed.

Refuse or items which represent a health and safety hazard may be disposed of immediately. Wet or damp property (rain, dew, or sprinkler), soiled items (food, urine, or fecal matter) and perishables will not be impounded. Such items include, but are not limited to, paper refuse, food remains, empty glasses, bottles or cans, towels, bed rolls, blankets and pillows (only if soiled with urine or fecal matter). For questions or concerns about disposal of items contact the Homeless Liaison. (06/07) ■

5/107.38 VICTIM/WITNESS ASSISTANCE

A.S. 11.1.1, 22.2.6, 55.1.1, 55.1.2, 55.1.3, 55.2.1, 55.2.2, 55.2.3, 55.2.4, 55.2.5, 72.1.1, 81.2.7

It is the policy of this department to recognize and support victim/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 are deserving to be treated with fairness, compassion, and dignity.

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

GENERAL

In its own best interests, law enforcement has a role to play in victim/witness assistance, a role that no other component of the criminal justice system can effectively duplicate. The manner in which police officers treat victims affects not only their immediate and long-term ability to deal with events, but also their willingness to assist in prosecutions. The foundation of all interactions between police and victims/ witnesses should be the knowledge that it is these citizens whom the officer has sworn to serve.

A major cause of case attrition after arrest, but before plea or trial, is witness-related problems. The probability of conviction increases markedly as the number of cooperative witnesses increases. If victims and other witnesses are subjected to what they consider poor treatment, or fear for their well-being, they can be expected to offer something less than wholehearted cooperation with law enforcement agencies, which can have a devastating effect on investigations and subsequent prosecutions, if any.

Chapter 178 of the Nevada Revised Statutes recognizes the needs and rights of crime victims. This procedure meets State Statutes and Law Enforcement Accreditation Standards.

DEFINITIONS

Victim	A person who suffers physical, financial, or emotional harm as the result of a felony crime, misdemeanor crime against the person, or is designated as a victim by the responding or investigating officer. Also regarded as victims are (1) a spouse, child, parent, or legal guardian of a minor victim and (2) a spouse, child, sibling, parent, or legal guardian of a homicide victim.
Victim/Witness Advocate	A person authorized by the department to assist victims and witnesses in specified ways. Such advocates may be department members or volunteer citizens.
Witness	A person who has information or evidence relative to the investigation of a felony crime, misdemeanor crime against the person, or is designated as a witness by the responding or investigating officer. When the witness is a minor, the term "witness" includes an appropriate family member. "Witness" includes neither defense witnesses nor anyone involved in the crime as a perpetrator or accomplice. All victims are witnesses.

ADMINISTRATION AND COORDINATION OF VICTIM/WITNESS ASSISTANCE

The Investigative Services Division is responsible for the administration and coordination of the Victim/Witness Assistance Program. A Victim/Witness Advocate assigned to ISD will be responsible for the department's overall role in victim/witness assistance. This responsibility entails direct involvement with victim/witnesses, training of department members, acting as a liaison with other private/public social service organizations, and coordinating referral services within the department.

Las Vegas Metropolitan Police Department Partners with the Community

The Victim/Witness Advocate is responsible for completing an analysis of victim/witness assistance needs and available services within the department's jurisdiction at least every two years. Such an analysis will include, at a minimum:

1. The extent and major type of victimization;
2. An inventory of information and service needs of victims/witnesses in general, such as homicide or suicide survivors, those victimized by domestic violence, abuse and neglect (especially children and the elderly), sexual crimes, and drunken drivers;
3. Victim assistance and related community services available; and
4. Identification of all unfulfilled needs and the selection of those that are appropriate for the department to provide direct assistance.

Based on the analysis, the Victim/Witness Advocate, in conjunction with the ISD Commander and the Juvenile Detail of the Youth/Family Bureau, may make recommendations as appropriate for development/revision of policies and procedures governing the delivery of victim/witness assistance by department members.

The Victim/Witness Advocate shall provide new or updated information on victim/witness assistance programs to the Public Information Officer (P.I.O.) on a quarterly basis. The P.I.O. will periodically inform the public and media about the department's victim/witness assistance services. This should coincide with the P.I.O.'s quarterly meetings with the media (see 5/107.23).

MAINTAINING LIAISON

The department shall maintain liaison with the Clark County District Attorney's Victim/Witness Assistance Center and other private/public organizations concerned with victim/witness needs and rights. The purpose for liaison with the outside agencies is to:

1. Ensure that department referrals of victims/witnesses to outside sources are based on accurate and up-to-date information of services offered;
2. Coordinate accurate information and referral sources to department members who have a direct contact with victims/witnesses; and
3. Maintain an ongoing channel of communication by which to offer and receive suggestions about how the department and outside sources can more effectively work together in order to better serve victims/witnesses.

The Victim/Witness Advocate, as the overall coordinator of victim/witness assistance, shall serve as the primary liaison (see 5/106.05). Liaison activities will occur between all areas of the department which are responsible for investigating high incidence of crime identified through the needs and available services analysis. However, any member may act as a liaison between other organizations, depending on their relationship.

PROVIDING ASSISTANCE

There are a wide variety of victim/witness services available throughout the department's jurisdiction that are meeting these many needs. Because of this, the department's role in providing victim/witness assistance is primarily referral in nature. Assistance in obtaining services, and referral of services will be provided during investigations, arrests and post-arrest periods.

The confidentiality of records and files of victims/witnesses and their role in investigations or case development shall be maintained by the department to the extent consistent with the law.

The department's primary assistance shall consist of:

1. Information, available 24 hours daily, from the Communications Bureau and Plaza Desk, regarding victim/witness assistance and referral services, including directions to call 9-1-1 should an emergency response be required. Call takers at both Communications and the Plaza Desk are to:
 - a. Judge characteristics of the call to determine whether an emergency or non-emergency response is required.
 - b. Inform the victim/witness of the department's response, including direct law enforcement service and/or referral to other agencies.
2. Officers (normally field personnel) conducting preliminary investigations or other calls for service shall provide the following:

***Las Vegas Metropolitan Police Department
Partners with the Community***

- a. Information regarding counseling, medical services, compensation or financial assistance programs, and victim advocacy organizations.
- b. Information on how to handle threats or acts of intimidation.
- c. Information on the investigation process, what it may entail, phone numbers or contacts for the victim/witness to receive or provide information on the case or other information, and of the case number assigned to the investigation.
- d. A Victim's Information Guide, LVMPD 608, when an Incident Report is taken.
3. Officers (normally ISD personnel) conducting follow-up investigations are responsible for the following:
 - a. If, in the opinion of the investigating officer, the impact of a crime on a victim/witness has been unusually severe, they will be recontacted to ensure that assistance needs are being met.
 - b. If not an endangerment to the successful prosecution of the case, explains to victims/ witnesses the procedures involved in the prosecution of their cases and their role in that prosecution.
 - c. If the victim/witness is cooperating with the prosecuting attorney in a criminal case and reasonably believes that he/she may be in danger arising out of that cooperation, the investigating officer, upon request of the victim or witness, will:
 - 1) Investigate the circumstances
 - 2) Take adequate measures to protect the person where appropriate; and
 - 3) Inform the person of the level of the protection being provided.
 - d. If possible, schedules lineups, interviews, and other required appearances at the convenience of victims/witnesses.
 - e. If possible, arranges transportation for victims/witnesses who have no transportation available for required appearances.
 - f. Returns property promptly to victims/witnesses when the case has been adjudicated, when the law permits, or when the rules of evidence have been satisfied.
 - g. When available and possible, assigns a victim advocate to the victim/witness during the follow-up investigation.
 - h. When case volume and time constraints allow, and considering the best interests of the victim/witness, notifies the victim/witness of an arrest or the release of a suspect related to their case, and provides referral information or other appropriate assistance to the victim/witness.
4. Requests from victims/witnesses, verbally or in writing, to be informed of the release of a suspect related to their case, will be honored by personnel of the Detention Services Division and/or Investigative Services Division.

TRAINING OF DEPARTMENT MEMBERS

All members of the department will be provided information on victim/witness rights and needs, assistance programs and referral services, and member assistance available at:

1. The Orientation training provided to new civilian personnel
2. The Police Recruit Academy
3. The Corrections Officer Academy
4. The Communications Bureau Academy
5. The Field Training Program

CONTINUING EDUCATION

Commissioned and civilian personnel will receive continuing education on victim/witness issues every two years through squad/unit briefings, advanced training, training bulletins, or by other appropriate means. The Victim Services Detail may be contacted to set up continuing education, other than advanced training classes. (3/97, 12/02) ■

5/107.40 COMMUNITY POLICING PROBLEM-SOLVING AND THE SARA METHOD A.S. 45.1.1, 45.2.1

It is the policy of this department to address both crime and quality of life problem-solving issues through community policing. As an integral part of the department's community policing initiatives, Community Oriented Policing (C.O.P.) officers and crime prevention specialists are assigned to area commands to formulate strategies and promote the use of traditional and non-traditional resources in problem-solving efforts.

DEFINITION

***Las Vegas Metropolitan Police Department
Partners with the Community***

SARA A nationally-recognized model developed to implement and facilitate the problem-solving process consisting of four steps: Scanning, Analysis, Response, and Assessment.

GENERAL

Traditional law enforcement has been largely a reactive process with its primary focus on emergency response rather than the solution to, or prevention of, underlying problems. Results obtained through formal problem-solving programs are now convincingly proving their value as “police work.” A proactive approach to solve seemingly small problems, which at first may not appear to be police-related, will often negate the need for calls for service that drain personnel resources.

Members of the department are trained to deal with problems through a systematic team approach using the SARA problem-solving model. The optimal results of this approach are the successful formulation of strategic plans that utilize necessary internal and external resources in the most efficient and effective manner.

PROCEDURE

Officer (patrol, traffic, detectives, etc.)

1. Initiates actions to solve problems requiring time and resources not normally available to officers responding to dispatched calls for service. Such problems may be crime or quality of life problems that are:
 - a. identified by an officer,
 - b. reported to a police officer by a citizen, or
 - c. submitted by a citizen on a Service Request Form, LVMPD 132.
2. Begins the SARA problem-solving process by completing an LVMPD 241 (automated), Community Policing Service Request, and forwarding it to the appropriate area command C.O.P. office.
3. Defines problems and documents pertinent information on the LVMPD 239 (automated), Project Worksheet Long Form. For small problems or ongoing problems requiring spot checks, uses the LVMPD 240 (automated).
4. Coordinates with the appropriate C.O.P. officers to analyze problems and to determine responses.
5. Addresses problems with planned, systematic responses. Ideally responses will accomplish one of the following:
 - a. eliminate the problem
 - b. reduce the number of incidents it creates
 - c. reduce the seriousness of incidents it creates
 - d. design methods for a better handling of the incident
 - e. remove the problem from police consideration
6. Makes assessments to determine the effectiveness of responses and if follow-ups are necessary.
7. Forwards copies of the LVMPD 239, 240, and 241 to the appropriate C.O.P. office.

C.O.P. Officers

8. Assists other departmental units in the scanning, analysis, response, and assessment steps.
9. Contacts individuals and agencies outside the department, such as elected officials, code enforcement officers, housing authorities, and public utilities to assist in problem-solving efforts when appropriate.
10. Maintains the LVMPD 242 (automated), Problem Scanning Monitoring Log, to identify all problem-solving efforts, as well as for the purpose of recognizing recurring problems.
11. Attends periodic meetings with C.O.P. officers, crime prevention specialists, and other department members to discuss common problems and to refine problem-solving strategies.

Area Command Crime Prevention Specialists

12. Assists C.O.P. officers with strategies to prevent the recurrence of problems.(6/00) ■

Las Vegas Metropolitan Police Department
Partners with the Community

5/108.00 TRAINING

5/108.01 TRAINING PROGRAMS

A.S. 33.1.4, 33.1.7, 33.3.1

It is the policy of this department to provide training programs for members that are current and in concert with personnel and operational needs, legal requirements and department policy.

The Training Bureau is the central point of contact for all department training programs. The bureau provides oversight of:

- A. training conducted within the department
- B. training programs conducted by outside training sources (seminars, conventions, etc.) with sponsorship by the department
- C. training programs attended by department members paid for with department funds

The Training Bureau is responsible for conducting the following administrative functions as it relates to training conducted within the department.

- D. Lesson plan certification - All courses of instruction taught will have lesson plans submitted to the Training Bureau and approved for use. A master lesson plan file will be maintained. Lesson plans submitted must be both in written and electronic format and will be reviewed every two years and updated as needed.
- E. Instructor certification - All personnel who instruct courses within the department will be certified by the Training Bureau. A master list of instructors and resumes will be maintained and instructors certification will be reviewed every two years.
- F. Course audits - The Training Bureau will conduct periodic audits of courses instructed to ensure they are in compliance with current department policy and procedures, ensure proper lesson plans are being utilized and evaluate instructor performance.

OUTSIDE COURSE/SEMINAR SPONSORSHIP

Organizations outside the department who wish to have the department co-sponsor a training class must coordinate efforts in the following manner upon obtaining approval through 5/101.58, Department Special Events:

Unit Commander Co-Hosting Training

1. Coordinates with the Training Bureau commander to ensure there is no conflict of interest prior to committing to host the training.
2. Completes the following or delegates a liaison with the Training Bureau to do so:
 - a. Reviews class to ensure compliance with department rules, regulations, policies and procedures.
 - b. Reviews lesson plan draft and instructor credentials.
 - c. Checks for scheduling conflicts.
 - d. Arranges for any registration fee collection.
 - e. Coordinates enrollment of students.

Training Bureau

3. Completes teletype to local jurisdictions, if appropriate.
4. Obtains and reviews critiques or memo from LVMPD employees who attend the training.
5. Maintains a history of classes taught, dates and instructors (including those instructed as part of a convention or seminar).

TRAINING FOR OUTSIDE LAW ENFORCEMENT AGENCIES

Law enforcement agencies outside the department who wish to have the department conduct a training class for them in any use of force issue, defensive tactics and/or drivers/EVOC training must coordinate efforts in the following manner:

Unit Commander of Unit to Conduct the Training

1. Advises the outside agency head to submit a request to the Sheriff, in writing, requesting the training.
2. Upon approval by the Sheriff, coordinates with the Training Bureau commander to ensure there is no conflict of interest prior to committing to conduct the training.
3. Completes the following or delegates a liaison with the Training Bureau to do so:
 - a. Reviews class to ensure compliance with department rules, regulations, policies and procedures.

***Las Vegas Metropolitan Police Department
Partners with the Community***

- b. Reviews lesson plan draft and instructor credentials.

Training Bureau

4. Maintains a history of classes taught, dates and instructors.

TRAINING FOR NON-GOVERNMENTAL EMPLOYEES

It is the policy of this department that personnel are not authorized to teach or demonstrate skills attained through LVMPD to persons not associated with a governmental agency. This includes, but is not limited to, such techniques as PR-24 use, handcuffing, weaponry, and laws of arrest. Exceptions to this policy must be granted by the Sheriff or his designee. (4/02, 2/05) ■

***5/108.02 DEPARTMENT TRAINING COMMITTEE
A.S. 33.1.1, 33.2.1***

The department Training Committee is established to provide members input and feedback as it relates to department training programs. The Sheriff has vested authority in the committee to evaluate training programs and recommend appropriate updates and revisions. The committee will meet at least semi-annually to accomplish this task.

Committee Composition

Members of the committee will be in the rank of sergeant or above or for civilians, a supervisory classification. Upon reassignment, the member may serve as an "ex-officio" member for one year. The organization of the committee is:

- Training Bureau Commander is the permanent chairperson
- Training Bureau section lieutenants and FTEP Coordinator - other Training Bureau members incumbent with position and selected based on training responsibilities within the unit.
- SWAT Section and Emergency Management Section - one member each, appointed by the section lieutenant and based on specialized training responsibilities within the department.
- Basic training course coordinators (i.e., Communications, Crime Scene, Detention) - selected based on specialized training responsibilities within their unit.
- One member from each bureau of the department selected and appointed by the respective bureau/area commander.

Sub-Committees

The committee may establish sub-committees to assist in the review of specific training concerns. Such committees will operate under a fixed time period. The Training Bureau Commander will request to appoint members from throughout the department to these sub-committees to take advantage of a members area of expertise. Findings of the sub-committee will be presented to the full committee.

Coordination with Specialized Training Committees

The committee reviews recommendations from specialized training committees to ensure coordination. Those committees are the:

- Defensive Tactics and Physical Fitness Committee
- Firearms and Tactics Committee.

This review is completed by the Training Bureau Commander presenting the recommendations from those committees to the Training Committee. After this review, the Training Committee will add their recommendations. The final recommendation will then be forwarded to the Human Resources Division Commander.

Training Program Evaluation

The committee will review the following training programs during each meeting:

- police, corrections and cadet recruit training and FTEP programs
- leadership training
- civilian training
- defensive tactics training committee recommendations

***Las Vegas Metropolitan Police Department
Partners with the Community***

- firearms committee recommendations
- drivers/EVOC training
- ethics training programs

The evaluation of programs shall include, but is not limited to, new laws and court decisions, inspection reports, staff reports and meetings, consultations with commanders and field members, field observations, physical facility inspections, training evaluation reports and input from department members.

Recommendations

A formal report of recommendations will be forwarded to the Human Resources Division Commander by the Training Bureau Commander. Upon direction by executive staff, changes to training programs will be implemented by the Training Bureau. (8/99, 4/02) ■

***5/108.04 MAINTENANCE OF ACADEMY RECORDS AND TRAINING FILES
A.S. 33.1.6, 33.1.7***

The Training Bureau will maintain all training records for current employees with the following exceptions:

1. Training Section of DSD will maintain all corrections training records.
2. Communications Bureau will maintain communications academy records only.
3. Criminalistics Bureau will maintain all Criminalistics academy records only.

These records include, but are not limited to, police/cadet academy, firearms training, drivers training and advanced training conducted by the respective training unit or organizational units.

The Training Section of DSD will forward a list of all corrections officers who have not completed the training/proficiency testing in the area of defensive tactics, showing the acceptable excuses and/or corrective actions for those with non-acceptable excuses, to Nevada P.O.S.T. This list will be due no later than January 15 each year.

Supervisors shall ensure information pertaining to classes completed outside of the Training Bureau/DSD Training Section is forwarded to their training unit within ten working days to update their subordinates' training records. The information shall include the date and type of training, copies of any certificates, diplomas, etc., received (members will retain the originals, as copies sent to Training Bureau will be destroyed after data entry), and test scores.

All records will be maintained in a secure location. Access to the records will be controlled by the Training Bureau Commander and Training Section Manager in DSD. The name, date and P# of those persons reviewing training files will be recorded on the document reviewed. Training records will not be released to anyone outside the department except with a court order subpoena OR a properly signed and dated waiver requesting release of the information. The release must be signed by the member named in the training record.

Upon termination, resignation, or retirement of an employee, the respective training unit will maintain the original records for eighteen (18) months, at which time they will be forwarded to the Records Bureau for microfilming.

The Training Bureau Commander or DSD Training Section Manager will also be responsible for maintaining class schedules, student rosters, copies of handouts, and class outlines or information sources for all classes conducted. For storage purposes, those records will be reduced to microfilm as soon as practical. For police officers, the field training coordinators will forward all training records of employees to the Training Bureau when the employee successfully completes or fails to complete the Field Training Program. (6/98, 6/07) ■

5/108.05 NEVADA P.O.S.T. CERTIFICATIONS

It is the policy of this department that all Nevada Police Officer Standards and Training (P.O.S.T.) certification requests will be submitted to the LVMPD P.O.S.T. single point of contact (SPOC) for evaluation. The SPOC (Training Support Sergeant) will then forward approved requests to Nevada P.O.S.T. for awards of certification. Officers will not coordinate their certification requests directly with Nevada P.O.S.T.

GENERAL

Las Vegas Metropolitan Police Department Partners with the Community

Nevada P.O.S.T. has developed certification levels for peace officers that can be applied for throughout the officer's career. Following the basic level which is awarded upon academy graduation, there are the intermediate, advanced, management, and executive levels. Each level is based on training, education, and experience. It is the responsibility of requesting officers and the department to follow the criteria set forth in chapter 481 of the Nevada Administrative Code when certification requests are submitted. To become certified, the requirements for each level of certification must be met or exceeded.

The LVMPD P.O.S.T. SPOC serves as the Sheriff's designee in evaluating certification request.

Officer

1. Contacts the Training Support Sergeant for a certification application package.
2. Prepares the package for the appropriate certificate with proof of satisfactory completion for each category.
3. Forwards the completed application package to the Training Support Sergeant for review. (5/97, 3/02) ■

5/108.06 *ADVANCED TRAINING PROGRAM* ***A.S. 33.1.2, 33.5.1, 33.5.2., 33.7.2, 33.8.1, 33.8.2, 41.2.5***

It is the policy of this department to provide training opportunities to assist members in meeting job requirements, updating skills and increasing knowledge for new job responsibilities. This training does not guarantee advancement or promotion, nor in and of itself, grant any rights or preferment relative to selection, transfer or promotion.

TRAINING OPPORTUNITIES

The Training Bureau, Advanced Training Programs Detail, is responsible for facilitating mandatory and continuing education training to meet the needs of the department. Detention Services Division (DSD), In-Service Training, will augment department training for corrections specific classes. As part of career development, supervisors should include a training plan when developing an employee's performance plan. Selected classes should be those that will enhance the employees opportunity for growth and development and provide beneficial results for the department. Supervisors, when completing a member's performance evaluation, will review with the member his/her training record for the evaluation period.

Supervisors of commissioned personnel should make every effort to schedule their subordinates as early as possible so they may complete their minimum required hours of training within the calendar year. Officers completing an academy during the calendar year are exempt from the minimum hour requirements, however, firearms and defensive tactics proficiency testing will be required for the quarter following graduation from an academy (for all police personnel and as appropriate for corrections personnel).

The department recognizes the need for advanced training for management and supervisory level employees. This training satisfies mandatory training requirements designed to improve the professional competence of employees who have demonstrated leadership capabilities. Supervisory and management training will be developed through the use of an in-house training network whenever possible. In the event specific training is needed and an in-house facilitator is not available, resources outside the department will be identified and made available. Advanced Training will maintain an annual listing of available outside training resources that will be available through the career counselors.

Any intermediate, advanced, management, or executive training provided, within or outside this jurisdiction by budgetary or staff approval, may be supported financially with per diem, registration, travel, lodging expenses, and other costs as required to complete the training.

Nevada P.O.S.T. requires Training Bureau to report no later than January 15th of each year, a list of all commissioned officers not completing the mandatory training requirements. Upon written notification from Nevada P.O.S.T., any commissioned officer deficient in their mandatory training will have a period of 90 days to complete the deficient training (waivers can be requested for medical, family and military leave upon approval of the Sheriff). Any training used to complete the deficient training will not be used as credit towards the current year. Failure to complete the required training could result in the officer's basic certificate being suspended.

**Las Vegas Metropolitan Police Department
Partners with the Community**

		Commissioned Police Personnel	Commissioned Corrections Personnel	Civilian Personnel
ENTRY	Entry Level Training ⁴	Police Academy	Corrections Academy	Civilian Orientation ¹ (See listing below for positions requiring additional entry level training).
	Specialized Assignment Training (5/108.08)	May be required to enhance skills, knowledge and abilities.	May be required to enhance skills, knowledge and abilities.	May be required to enhance skills, knowledge and abilities.
CONTINUING EDUCATION	Nevada P.O.S.T. ⁵	24 hours training annually.	24 hours training annually.	n/a
	Advanced Officer Skills Training	Mandatory for all officers in the rank of lieutenant and below. Will be conducted during their birth month.	n/a	n/a
	Defensive Tactics ⁶ (5/108.16)	Two hours of DT training per quarter for lieutenants and below.	Proficiency Test twice annually for lieutenants and below	n/a
	Firearms (5/108.14)	Quarterly qualification for lieutenants and below; semi-annual qualification for captains and above.	Weapons carriers only. Quarterly qualification for lieutenants and below; semi-annual qualification for captains and above.	Quarterly qualification for weapons carriers.
	Drivers Training (5/108.18)	Every two (2) years for Class I drivers; every 3 years for Class II drivers	Every two (2) years for Class I drivers; every 3 years for Class II drivers	Every two (2) years for Class I drivers; every 3 years for Class II drivers
	Critical Procedures (6/000.00)	Officers below the rank of lieutenant must complete annually. Testing will be conducted on UMLV.	Officers below the rank of lieutenant must complete annually as they pertain to job assignment	Completed annually as they pertain to job assignment

⁴Bureau/Area Commanders and immediate supervisors must ensure that new members attend this mandatory training at the next scheduled orientation after the employee's hire date. OA and LEST assigned to Police Records and Area Commands; communications specialists; communications operators and PBX operators; crime scene analysts; crime prevention program specialists; personnel analysts and technicians; fingerprint technicians; school crossing guards require additional training.

⁵Training must be related to law enforcement and/or P.O.S.T. certified. Twelve of the 24 hours can be re-certification (firearms, defensive tactics, etc.) but a minimum of twelve hours must be new. Officers on light duty are NOT exempt from this requirement. If unable to attend training due to medical leave or extenuating circumstances, the respective supervisor must forward a memo to Advanced Training Programs Detail with the expected date the training can continue.

⁶Required for lieutenants and below whose duties may require the use of defensive tactics/impact tools. Completed during the first and third quarter of the calendar year (see 5/108.16). If assigned to light duty, the respective supervisor must forward a memo to the Advanced Training Programs Detail describing the nature of the injury, date of injury and expected date of recovery.

**Las Vegas Metropolitan Police Department
Partners with the Community**

		Commissioned Police Personnel	Commissioned Corrections Personnel	Civilian Personnel
CONTINUING EDUCATION	Victim/Witness Program (5/107.38)	Every two (2) years, generally video tape, training bulletin or other appropriate means	Every two (2) years, generally video tape, training bulletin or other appropriate means	Every two (2) years, generally video tape, training bulletin or other appropriate means
	Occupational Exposure to Infectious Materials (5/110.10)	As needed, can be video tape, training bulletins, etc.	As needed, can be video tape, training bulletins, etc.	As needed, can be video tape, training bulletins, etc.
	ACA Standards; Special Emergency Response Team (SERT); CPR	n/a	ACA 40 hours (can include the 24-hour P.O.S.T. requirement; 16 hours for officers assigned to SERT; CPR bi-annually	n/a
	Handling of the Mentally Ill (5/105.12)	Every three (3) years, generally METS, video tape, or other appropriate means.	Every three (3) years, generally METS, video tape, or other appropriate means.	Every three (3) years, generally METS, video tape, or other appropriate means.
SUPERVISORY/MANAGEMENT	New Sergeant's Training/ Indoctrination ⁷	Mandatory training upon certification of the sergeants promotional list.	n/a	n/a
	Supervisory Training	Eight hours of advanced training annually.	Eight hours of advanced training annually.	n/a
	Advanced Supervisory Training (Can be used to satisfy the supervisory training)	May be held internally or externally and includes attendance at the FBI National Academy (5/108.07) or other seminars. Designed to impart higher level supervisory and management skills to participants.	May be held internally or externally and includes attendance at seminars. Designed to impart higher level supervisory and management skills to participants.	n/a
OTHER	Video Training Tapes	Upon viewing an approved video (checked out from Training) and passing a written exam, up to four hours maximum training credit allowed.	Upon viewing an approved video (checked out from Training) and passing a written exam, up to four hours maximum training credit allowed.	Upon viewing an approved video (checked out from Training) and passing a written exam, one hour training credit allowed for each video.

⁷ The training course is mandatory for officers on the promotional list. The indoctrination is to be conducted by bureau of assignment prior to the new sergeant taking responsibility for a squad, when feasible.

**Las Vegas Metropolitan Police Department
Partners with the Community**

		<i>Commissioned Police Personnel</i>	<i>Commissioned Corrections Personnel</i>	<i>Civilian Personnel</i>
OTHER	Computer Based Training	Available through Training Support Section.		
	Roll-Call Training	Individual supervisors are encouraged to conduct training which can be developed with assistance from the Training Support Section. Such training can consist of firearms training, classroom instruction, role playing, etc. Instructors and lesson plans can be coordinated with the Training Support Section. Lesson plans must be developed/used and a class critique must be completed by participants to be used for P.O.S.T. credit. Evaluation and feedback will be forwarded to the Training Support Section within five working days.		

TRAINING RECORDS

Training records will be maintained in accordance with the requirements of 5/108.04. The Training Bureau shall maintain records to verify training attendance. A record of attendance and scores received will be maintained by the Training Support Section (DSD In-Service Training will maintain training records for the employees assigned to DSD). Training records will not be released to anyone outside the department without a properly signed and dated waiver requesting release of this information. The release must be signed by the subject named in the training record.

DRESS CODE FOR ADVANCED TRAINING CLASSES

Personnel attending advanced training classes will be dressed appropriately. Attire is described in 4/107.03. Attendees not meeting the dress code will not be permitted to attend the class. The only exceptions to this will be those students attending defensive tactics training. (3/02, 4/05) ■

***Las Vegas Metropolitan Police Department
Partners with the Community***

**5/108.07 SELECTIONS FOR THE FBI NATIONAL ACADEMY
A.S. 33.1.2**

Generally, this department is authorized four (4) positions in the FBI National Academy each year. Preference will be given to captains over lieutenants. Members selected to attend must agree to work as a full time police officer for at least four (4) years following graduation and must sign a Letter of Intent (available in the Human Resources Division Commander's Office).

The department will establish a list of at least ten (10) members to attend the FBI Academy. By March 31 of each year, eligible captains and lieutenants must submit a memo to the Sheriff explaining why they should be selected to attend. In April, a committee, headed by the Sheriff, will meet to select sufficient members to fill the list. Members remaining on the list at year's end will retain their position and need not apply the next year.

Should an officer refuse a spot, once the invitation is extended, they will be removed from the list and be required to reapply when again desiring to be considered for the selection process. (3/95, 3/97) ■

**5/108.08 SPECIALIZED TRAINING
A.S. 33.1.2, 33.6.1, 33.6.2**

It is the policy of this department to provide training to commissioned and civilian personnel serving in specialized assignments for the development and enhancement of skills, knowledge, and abilities. Such training may be technical, job-specific, supervisory, management and/or executive development training.

PROCEDURE

Specialized Training, for the purpose of this manual, is defined as that formal training required to enhance skills, knowledge, and abilities beyond the level taught in either recruit or advanced training.

The following positions within the LVMPD are required to receive specialized training:

- Officers in investigative units
- Helicopter Pilots
- Polygraph Operators
- Academy Training Instructors
- Motorcycle Officers
- Officers upon promotion
- Mounted Patrol Officers
- Risk Manager
- Safety Manager
- SWAT Officers
- Canine Officers
- DARE Officers
- Abuse and Neglect Specialists
- PEAP Officers
- FTPE Officers
- Bicycle Patrol Officers
- Advanced Training Officers
- Any other position the Sheriff may deem necessary

Specialized training is required for all assignments for which skills are required in addition to the skills, knowledge, and abilities:

1. Gained by commissioned members in recruit or other advanced training, and
2. Possessed by civilian members at the time of employment, upon promotion, and/or reassignment.

Specialized training, normally provided by the department, does not exclude training provided by outside agencies or institutions. Instead such training compliments the training provided by the department.

Bureau/Area/Unit Commander

1. Identifies positions that require specialized training.
2. Develops and initiates training program based on the appropriate job task analysis, including lesson plans with performance objectives, preferably within thirty days of the member's assignment to the position.
3. Provides training to members which includes, but is not limited to:
 - a. Development and/or enhancement of the skills, knowledge, and abilities particular to the specialization;
 - b. Management, administration, supervision, personnel policies, and support services of the function or component;
 - c. Performance standards of the function or component;
 - d. Department policies, procedures, rules, and regulations specifically related to the function or component; and
 - e. Supervised on-the-job training.

***Las Vegas Metropolitan Police Department
Partners with the Community***

4. Schedules, when appropriate, additional training through a program of advanced training, or through training opportunities available in the community.
5. Forwards attendance record to the Training Support Section within ten working days of the completed training. Record will indicate the instructor, hours of training, name and P. Number of persons attending and test scores (if applicable).

Training Bureau

6. Documents training received in the individual's training record. (2/93, 6/98) ■

**5/108.09 *ADVANCED OFFICER SKILLS TRAINING*
*A.S. 33.5.1***

The department provides new officers with the basic skills when they go through the police academy. Upon completion of the academy, the officers further developed these basic skills through one-on-one training and experience while actually involved in law enforcement activity. The Advanced Officer Skills Training provides classroom discussions and practical applications to further enhance training. The program will provide training in the areas of officer survival, defensive tactics, use of force issues and policy and other areas of interest as directed by the Command and Executive Staffs.

The program will provide blocks of training in three training categories: (1) classroom discussion; (2) defensive tactics, and; (3) reality-based training. The AOST Detail will provide a catalog with dates and times of the blocks of training being offered for the calendar year. The program will provide a minimum of 12 of the required 24 hours required by Nevada P.O.S.T. for annual training. Additional training hours will be obtained through the firearms training/qualification, eight hours of mandatory defensive tactics training (two hours each quarter as per policy), drivers training (EVO) advanced training classes offered by the Training Bureau and outside training classes.

REGISTERING FOR CLASSES

Patrol supervisors will ensure their officers register for 12 hours of AOST classes per calendar year. Four hours of the training must be in the area of knowledge, four hours in defensive tactics and four hours in reality-based training.

Specialized units will conduct their own advanced officer skills training based on their specialized training requirements for their unit. Bureau commanders will identify instructors and ensure they complete the AOST Instructor Course. The assigned instructors will develop the lesson plans for their reality-based training and advanced defensive tactics. Instructors will forward a copy of the lesson plan to the AOST Detail. The AOST Lieutenant will approve any lesson plans prior to being used by the specialized unit. AOST will maintain the master copy of all lesson plans. Whenever lesson plans are updated, they will be forwarded to the AOST Lieutenant for approval and filing.

The AOST Detail will provide the instructor course annually and will provide the lesson plans for the knowledge base class.

REQUIREMENT TO PARTICIPATE

The AOST Program is mandatory annual training for police officers. All police personnel in the rank of sergeant and below authorized to carry a firearm on duty will be required to attend.

In lieu the mandatory AOST Training, lieutenants will attend annual Incident Command System (ICS) Training. Scheduling for the ICS Classes is done by calling the Training Bureau at extension 7300. Completed training documents will be forwarded to the AOST Detail for data entry. Failure to participate without an acceptable excuse could result in disciplinary action.

Units that do not require normal police action (PEAP, Personnel, etc) can be exempt from this training with approval of the Training Bureau Commander. AOST will also provide all units the opportunity to register squads for optional specific training geared toward their special needs if prior arrangements are made. To register squads, call ext. 3848 or 4571.

REPORTING FAILURE TO PARTICIPATE

The Advanced Officers Skills Training Detail Sergeant will, at the end of the year, prepare for the Training Bureau commander a list of the names of those members who did not participate in the training. This list will be forwarded to the appropriate bureau/area commanders and division commanders. (2/06, 7/06) ■

***Las Vegas Metropolitan Police Department
Partners with the Community***

5/108.10 BACK TO BASICS TRAINING PROGRAM
A.S. 33.1.1, 33.1.6, 33.1.7

The department provides Back to Basics Training on a monthly basis to refresh police and corrections officers, sergeants, and lieutenants in various critical topics with the goal of maintaining safety and efficiency in job performance.

Back to Basics Training curriculum will be determined by the Back to Basics Training Committee and instructed monthly by department supervisors, who will be responsible for ensuring department members under their supervision receive the training. Back to Basics Training is intended to create robust discussion on critical topics in the daily performance of law enforcement operations, therefore, ideally this training will be conducted as squad level training or as group training. Department members may submit feedback on the training and/or subjects of interest for future training to the FTEP Lieutenant.

BACK TO BASICS TRAINING COMMITTEE

The Back to Basics Training Committee will consist of the Risk Manager, or his designee, as well as supervisors and/or officers representing the Patrol Divisions, Detention Services, Training Bureau, FTEP, SWAT, Investigative Services Division, Traffic, and Internal Affairs, each of which will be appointed by their respective bureau/area commanders. The committee will be chaired by a FTEP Lieutenant.

PROCEDURE

Back to Basics Training Committee

1. Conducts monthly meetings to develop/review monthly lesson plans.
2. Submits lesson plans to the Patrol Division Commanders.
3. Submits training program to Information Technologies Bureau to be placed on the LVMPD Intranet.

Supervisors

4. Ensures that all officers in their chain of command receive each of the 12 monthly training sessions and tracks attendance and completion information.
5. Provides the designated training during the assigned month.
6. Ensures officers sign the Training Sign-In Roster, signs the roster themselves, and submits the roster to both the bureau/area commander and the Advanced Training Detail (Mojave).

Commissioned Members Below the Rank of Captain (Police and Corrections)

7. Participates in the 12 monthly training sessions and signs the Training Sign-In Roster.

Immediate Supervisors

8. Identifies officers who miss the monthly Back to Basics training and facilitates a make-up training session to be conducted by the immediate supervisor or his/her designee.
 - a. Ensures that the make-up training session is conducted no later than the 15th day of the following month. Make-up training conducted after that date will not be credited toward POST training credit hours.
9. Ensures officers sign the Training Sign-In Roster and submits both the original training roster and the make-up training roster to the bureau/area commander and the Advanced Training Detail.

Training Bureau

10. Enters the training into the database.
11. Maintains all Training Sign-In Rosters
12. Provides a quarterly list of officers who have not completed Back to Basics Training to the respective bureau/area commander.

Bureau/Area Commander

13. Ensures officers on the list provided by the Training Bureau make-up the appropriate Back to Basics Training Course. (Make-up training will not be credited toward POST training credit hours.) (5/07) ■

5/108.11 TERMINAL OPERATOR CERTIFICATION PROGRAM
A.S. 82.1.1, 82.1.7

**Las Vegas Metropolitan Police Department
Partners with the Community**

All personnel who utilize the NCIC, NCJIS, and NLETS information either directly or indirectly must be included in the Certification Training Program.

PHASES OF TRAINING

A complete list containing an employee's phase of training and the date their certification expires is available on the LVMPD Intranet at <http://intranet.lvmpd.int/certification/>.

	Commissioned Police Personnel	Commissioned Corrections Personnel	Civilian Personnel	
Phase II	This phase of training is designed for all employees (full and part-time) who have access to the NCIC, NCJIS or NLETS. This includes those individuals (such as LEST, police officer, investigative specialist, management assistant, corrections assistant, temporary employees, contractors, etc.) who make inquiries, as well as those who make entries, modifications, cancellations, etc. Current employees who transfer into a classification or assignment that is considered Phase II, will be required to attend the next NCIC/NCJIS proficiency course.			
	Initial Certification	Attend a 1 hour Privacy & Security class during the Academy. - and - Attend an 8 hour NCIC/NCJIS proficiency class during field training. Patrol officers receive a Patrol Guide during this class.	Attend a 1 hour Privacy & Security class during the Academy. - and - If transferred to a specialized unit, will be required to take an 8 hour NCIC/NCJIS proficiency class and test.	Attend an 8 hour NCIC/NCJIS proficiency class during orientation or the communications academy. This class includes Privacy/Security training. PSR/Cadets: Attend a 1 hour Privacy & Security class during the Academy and an NCIC/NCJIS proficiency class as scheduled by the NCIC Certification Section.
	Bi-Annual Re-certification	Patrol officers: Receive a Patrol Guide and take a re-certification test on UMLV. All other officers: Take a recertification course and test on UMLV.	Corrections officers in specialized assignments designated as Phase II will be required to take a recertification course and test on UMLV.	Take a re-certification course and test on UMLV. PSR/Cadets: Receive a Patrol Guide and take a recertification test on UMLV.
Phase I	The target group for this phase of training is individuals who may have very minimal terminal access with strict supervision (i.e. volunteers, temporary employees, contractors, etc.)			
	Initial Certification	N/A	N/A	Attend an NCIC/NCJIS proficiency class.
	Bi-Annual Re-certification	N/A	N/A	Take a re-certification course & test on UMLV.

	Commissioned Police Personnel	Commissioned Corrections Personnel	Civilian Personnel
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Privacy & Security	This phase of training is designed for all department employees who do not have access to NCIC, NCJIS or NLETS, however, may come in contact with confidential information in the course of their normal job duties (i.e. corrections officers, accounting technician, volunteer, temporary employee, explorer, vendors, contractors, etc.). Employees in this phase will not be granted access to local, state, or federal systems.		
	Initial Certification	N/A	Complete a Privacy & Security certification course on UMLV within 6 months of employment
	Bi-Annual Re-certification	N/A	Re-certified by e-mail updates or other methods as determined by the Certification Specialist. IT Personnel: Must take a bi-annual re-certification course and test on UMLV.
Staff	This phase includes all commissioned Staff (lieutenants and above, including the Sheriff) and civilian Staff (manager level and above). Bi-annual re-certification will be accomplished by providing staff with a document highlighting pertinent information applicable to their responsibilities . This document must be signed and returned to the Certification Section upon review.		

CLASS, COURSE AND TEST REQUIREMENTS

All employees will be required to take and pass a proficiency test as specified by the Certification Section.

- **Failure to Complete:** Notification sent to employee’s supervisor, employee’s access inactivated, and employee must take and pass a makeup exam. Employee’s access will be reactivated upon successful completion of the makeup exam.
- **Passing Score for Test:** 70%
- **Failure to Pass Test:** Must pass a makeup test within 10 days.

Employees must attend the class or UMLV course they are scheduled for unless they receive an exemption. Failure to receive an exemption will be considered “Failure to Complete”. Exemptions may be granted under the following circumstances:

- The employee’s direct supervisor must send a request to certification@lvmpd.com prior to the scheduled date of the class.
- The employee’s supervisor will be sent an e-mail upon approval and will be notified of the next available class. The employee will not be exempt from the make-up class.
- If an employee’s supervisor is unable to contact the Certification Section or the employee is unable to attend due to unavoidable circumstances, the employee’s direct supervisor must contact the Certification Section. The employee must attend the next makeup class in order to maintain systems access.

TRAINING REQUIREMENTS FOR RE-EMPLOYED PERSONNEL

Employees who have left the department and have returned to duty must follow these guidelines to remain in compliance. The Certification Section will notify the employee which requirements they must meet based on their certification date:

Prior to Expiration of Certification Date	<ul style="list-style-type: none"> • At least 3 days prior to returning to duty, employee or supervisor must contact Certification Section during normal business hours to reactivate access • Does not need to attend next class or take UMLV course • Must take next recertification test
After Expiration of Certification Date	<ul style="list-style-type: none"> • At least 3 days prior to returning to duty, employee or supervisor must contact Certification Section during normal business hours to reactivate access • Must attend next class or UMLV course to maintain access

NOTIFICATION THAT RE-CERTIFICATION IS DUE

A complete list containing an employee’s phase of training and the date their certification expires is available on the LVMPD Intranet at <http://intranet.lvmpd.int/certification/>. You may view this list at any time to determine when your next

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Partners with the Community***

recertification is due. Employees will be sent a letter 90 days prior to the expiration of their certification. The letter will include the name of the course and/or test, the due date and instructions on accessing UMLV.

All employees may take a recertification course and/or test at any time prior to the expiration of their certification. If a course and/or test is completed early, the employee's recertification date will change and the employee's bi-annual recertification will be due two years from the date the course and/or test was successfully completed.

MULTI-SYSTEM GUIDES

The Multi-System Guide will be incorporated into an online version located on the Certification Section website at <http://intranet.lvmpd.int/certification/>. Commissioned officers in the Patrol Division will receive a printed ***Patrol Guide*** which is pertinent to their job duties. Upon transfer to any area outside of Patrol Division, the ***Patrol Guide*** must be returned to the Certification Section. (11/01, 6/06) ■

5/108.12 ROLL CALL TRAINING A.S. 12.1.4, 33.5.2, 41.1.3

It is the policy of this department to periodically provide training or informational sessions of short duration immediately before or after a shift as a method of keeping officers up-to-date on current issues between formal retraining sessions.

PROCEDURE

Roll-call training is a technique to supplement all other officer training and is an important component of department training. Roll-call training, as any training, is enhanced when supervisors provide useful information through proper planning, and use of appropriate and effective training techniques and methods.

Supervisors are encouraged to use materials developed by the Training Bureau for roll-call training. Such materials include Training Bulletins and Training Tips, developed by the Advanced Training Programs Detail, Academy Staff, and others, and appropriate for presentations by supervisors and select officers. Training tapes are provided for officer instruction. Additionally, supervisors may augment their training efforts by planning short training sessions consisting of officer role playing, demonstrations of tactics and equipment, or scheduled briefings by specialized assignment members.

In order to meet training objectives, supervisors must continually evaluate roll-call-training content, and methods and techniques of instruction, as determined by performance factors, officer feedback, and other information.

Supervisors are encouraged to contact the Training Support Section for the development of any training information or materials to address unique or specific needs as may be dictated by their assignment.

The Resident Officer Supervisors should regularly coordinate with the Training Bureau Advanced Training Programs Detail and the Academy Staff to ensure that timely training information is provided to Resident Officers in the absence of the regular roll-call setting.

Roll-call training must be properly documented using the Nevada P.O.S.T. approved student sign-in form and documentation showing the material covered in the roll call training. A copy of the material covered must be submitted with the sign in sheet. The Training Bureau will maintain on file all sign-in sheets. (5/89, 3/02) ■

***Las Vegas Metropolitan Police Department
Partners with the Community***

5/108.14 FIREARMS TRAINING

A.S. 1.3.9, 1.3.10, 1.3.11, 1.3.12, 33.1.2, 33.1.5, 33.5.1, 33.6.1, 33.6.2, 72.1.1

Firearms training will be conducted under the direction of the Firearms Training and Tactics Unit (F.T.T.U.), SWAT Rangemaster or other certified firearms training instructors that have been approved by the F.T.T.U. supervisor. Approval for firearms certification from anyone other than the F.T.T.U. staff will be obtained from the Training Bureau Commander before receiving the firearms certification.

Department Firearms Instructors are trained and skilled in the dynamics of teaching safety, manipulation, basic marksmanship and tactical survival skills. In the interests of safety to personnel and protection of equipment, instructors will have complete authority over department members during the course of instruction or qualification.

The Training Bureau will ensure that courses conducted by the F.T.T.U. and Department Firearms Instructors will have as a minimum:

1. A review of firearms safety rules
2. A review of guidelines for safe and proper storage or agency authorized firearms
3. A review of the Department Use of Force Policy (Nevada POST requirement)
4. A review of marksmanship skills
5. A written lesson plan for each training session that describes the course of fire and learning objectives for the course of fire.

To maintain an effective instructor-to-student ratio, Firearms Instructors will be assigned to augment the F.T.T.U. staff during Academy instruction. When authorized by the Sheriff, Firearms Instructors will be relieved of their regular duties and assigned TDY to the F.T.T.U. staff.

The firearms training program consists of 3 training programs conducted by the Training Bureau. They are:

USE OF FORCE POLICY TRAINING

Use of Force Policy training will occur in both the Firearms/Qualification training and the Use of Force Simulation training. (Nevada POST requirement). Nevada POST requires that Use of Force Policy training is received twice each year. To satisfy these requirements, members will complete the written test portion during annual Use of Force Simulation training.

FIREARMS/QUALIFICATION TRAINING

All department members required or authorized to carry a firearm are required to participate in the department's mandatory quarterly Firearms/Qualification training program and must demonstrate proficiency with all firearms carried by the department member. Captains and above will qualify semiannually. The qualification standard is 75% for handguns, 75% for shotguns and 85% for rifles and shotguns using slug ammunition.

Department members carrying shotguns, tear gas guns, automatic rifles, submachine guns, etc., must demonstrate semiannual proficiency by achieving minimum scores on prescribed courses, attaining and demonstrating a knowledge of the laws concerning the use and recognized safe-handling procedures for these firearms. In addition, any department member carrying a backup or off-duty firearm must qualify semiannually with that firearm.

Upon successful completion of Firearms/Qualification training a written record will be completed by the F.T.T.U. staff or Firearms Instructor. A copy will be retained by the Training Bureau and a copy will be provided to the qualifying member.

Firearm qualifications are valid for 3 months from the end of the quarter the member successfully completed for handguns, shotguns and rifles and 6 months for shotguns using slug ammunition. Firearms qualifications for captains and above are valid for 6 months from the end of the semi-annual qualification period successfully completed.

USE OF FORCE SIMULATION TRAINING (FATS or Simunitions)

Members will complete annual Use of Force Simulation training using F.A.T.S. or Simunitions. Use of Force Simulation training will expose members to decision making under stress and current tactical skills. Department

***Las Vegas Metropolitan Police Department
Partners with the Community***

members are also required to achieve a passing score on a “what, when, where and how” type of written test based on training provided. Use of Force Simulation training will take place during the month scheduled for the department members annual physical examination and is in addition to quarterly Firearms/Qualification training. Notice of the training will be sent to members with the information concerning their annual physical. For personnel who are required to participate in firearms training and are not required to have an annual physical, notice will be sent during January by the Training Bureau.

FAILURE TO QUALIFY

Department members who fail to attain the minimum acceptable score on the prescribed course of fire during participation in the quarterly/semiannual Firearms/Qualification training, or fail to participate in the quarterly/semiannual Firearms/Qualification training will be prohibited from carrying a firearm and assigned duties not requiring the use of a firearm until successfully qualifying.

If during the course of Firearms/Qualification training a Department member is unable to attain the minimum acceptable score on the prescribed course of fire, the following actions will be taken:

1. The member will receive instruction and/or instructional material from the F.T.T.U. staff on basic marksmanship techniques, safety practices, and/or weapons manipulation skills, as appropriate.
2. The member will be provided with practice ammo and access to a range for additional practice.
3. The member will be given the opportunity to attend regularly scheduled remedial firearms training sessions to receive personalized firearms training by the F.T.T.U. staff or a Department Firearms Instructor.

At the completion of each quarterly Firearms/Qualification training period the F.T.T.U supervisor will forward to the Training Bureau Commander a list of department members who were unable attain the minimum acceptable score on the prescribed course of fire during that quarter, along with a record of the remedial firearms training received by each member. The Training Bureau Commander will consult with the members bureau/area commander as to the course of action to be taken concerning the member.

FAILURE TO PARTICIPATE

Failure to participate results when a department member fails to attend Firearms/Qualification training.

At the end of each quarterly qualification period the following actions will be taken:

Training Bureau Administrative Support Section

1. Immediately develops a list of names of department members who did not participate in the Firearms/Qualification training and notifies the appropriate division commanders, via interoffice memorandum through the Training Bureau Commander, of those department members under their command who failed to participate in quarterly Firearms/Qualification training.

Division Commander

2. Directs the chain of command of a department member failing to participate in Firearms/Qualification training to:
 - a. Assign the department member duties, during normal working hours, not requiring the use of a firearm until successfully qualifying during the current quarter qualification.
 - b. Ensures that the immediate supervisor initiates an internal investigation into the circumstances surrounding the department members failure to participate in Firearms/Qualification training and apply appropriate disciplinary measures when appropriate.

Note: In the event the department member fails to participate in qualification for an optional rifle or shotgun slug, the only action required is to prohibit the member from carrying that weapon or ammunition.

Department Members Supervisor

3. Assign the department member duties, during normal working hours, not requiring the use of a firearm until successfully qualifying.
4. Contacts F.T.T.U. Supervisor or Department Firearms Instructor to schedule a make-up Firearms/Qualification training session for the department member.

***Las Vegas Metropolitan Police Department
Partners with the Community***

Department Member

5. Participates in the current Firearms/Qualification training session.
 - a. If the department member successfully qualifies, their supervisor will be immediately notified that the department member can return to full duty.
 - b. If the department member fails to qualify, the failure to qualify protocol listed above will be followed.

For department members ultimately determined by the F.T.T.U. staff as unable to respond to training and to qualify, the F.T.T.U. Supervisor will notify the department member's chain of command to include Division Commander and the Training Bureau Commander. The department member will be prohibited from carrying a firearm and will be assigned duties not requiring the use of a firearm.

The non-qualifying department member's Division Commander will cause the department member to be evaluated for continued employment and may recommend reclassification to a position which does not have a requirement to be armed.

EXEMPTIONS

Adequate time is allowed each department member to participate in Firearms/Qualification training. Therefore, exemptions from participation are extremely rare and atypical. Members wishing to be exempt must provide the Training Bureau Commander written authorization from their division commander exempting them from participating in Firearms/Qualification training prior to the end of that qualification period. Failure to obtain an exemption prior to the end of the qualification period will be considered a failure to participate.

ILLNESS/INJURY

A short term medical waiver, of less than one-half of a quarter, does not exempt a member from quarterly firearms qualification.

Department Member

1. Contacts the Health and Safety Services Section of the Personnel Bureau to obtain the necessary forms for the treating physician to review and complete.
2. Returns the Medical Evaluation Form (LVMPD 74) and approved range qualification standards form completed by the treating physician prohibiting them from participating in Firearms/Qualification training or allowing participation with designated modifications to the Health and Safety Section.

Health and Safety Services Section

3. Notifies the department member's bureau/area commander, the Training Bureau Commander and the F.T.T.U. staff that the department member has been prohibited from participating in Firearms/Qualification training or requires a modification to the Firearms/Qualification training course due to an illness or injury.

Members Supervisor

4. If the department member is prohibited from participating in Firearms/Qualification training, assign the department member duties, during normal working hours, not requiring the use of a firearm until released by the Health and Safety Services Section.
5. Upon release by the Health and Safety Services Section
 - a. If occurrence is within a qualification period ensures the department member participates in the Firearms/Qualification training.
 - b. If occurrence extends beyond a qualification period contacts F.T.T.U. Supervisor to schedule a make-up qualification session for the member.

Member

6. Participates in the current qualification session.

FTTU Staff

7. If the member successfully qualifies, notifies their supervisor that they can return to full duty, or if they fail to qualify, follows the protocol listed above.
8. If the member can participate in Firearms/Qualification training with modifications, allows the member to participate in Firearms/Qualification training, modifying the course to eliminate any prohibited movement and noting modifications on department members training record.

***Las Vegas Metropolitan Police Department
Partners with the Community***

FIREARM INSTRUCTOR CERTIFICATION

Only Department certified Firearms Instructors may conduct firearm training and qualification for department members. The only exception will be firearm instruction provided by another recognized police agency or recognized firearms training organization or company on a contractual basis with the department. Modern firearms training requires that instructors are properly trained and familiar with current training practices. Instructors must perform in a professional manner and at a high level of competence. As such, certified Firearm Instructors will be decertified if they fail to conform to the minimum training requirements, or for cause based on poor performance.

For certification as an LVMPD Firearms Instructor, member must meet the following requirements:

1. Successfully complete the LVMPD 40-hour Firearm Instructor Course, or similar course of instruction as approved by the FTTU Supervisor.
2. Participate as an instructor during one complete 40 hour basic block of academy firearms training annually.
3. Successfully complete the four-hour block of firearm instructor qualification every quarter.
4. Successfully complete the LVMPD three-day Firearm Instructor Refresher Course every two years. The refresher course will be held at least twice per year. (11/04, 4/05) ■

Las Vegas Metropolitan Police Department
Partners with the Community

5/108.16 DEFENSIVE TACTICS
A.S. 1.3.4, 1.3.10, 1.3.11, 33.1.2, 33.1.5, 33.5.1, 72.1.1

It is the policy of this department to train personnel in the area of defensive tactics to ensure proficiency in their application.

Department personnel are not authorized to train or otherwise demonstrate the use and techniques of defensive tactics to any person outside the LVMPD without the express written permission of the Sheriff or his designee.

DEFINITIONS

Defensive Tactics	Includes batons, weaponless defense, (weaponless defense includes but is not limited to handcuffing techniques, holds and ground defense) lateral vascular neck restraint (L.V.N.R.) For police/corrections officers and any special training for corrections officers.
Intermediate Instructor	A person qualified and approved by the Defensive Tactics Committee to certify others as defensive tactics instructors.

DEFENSIVE TACTICS COMMITTEE

The Defensive Tactics Committee oversees the defensive tactics and associated training throughout the department. The committee considers key issues regarding defensive tactics, such as standardized training and instructor certification; classroom and practical training; selection of new defensive tactic techniques and equipment; and modifications to the defensive tactics lesson plan. It will not address firearms or firearms training.

Committee members are appointed by the Sheriff from the department's intermediate defensive tactics instructors. The committee will have ten (10) members, with at least one member from each of the Detention Services, Investigative Services, Patrol, and Special Operations Divisions, and two members from the Training Bureau (Field Services and Training Support). The chairman will be appointed from within the committee annually. The committee will meet quarterly, or at the call of the chairman.

The Training Bureau Commander will submit the minutes, findings and recommendations of the Defensive Tactics Committee through the chain of command to the Human Resources Division Commander. The Training Bureau will be responsible for the timely implementation of changes approved by the HRD Commander.

DEFENSIVE TACTICS INSTRUCTORS

For certification as an LVMPD defensive tactics instructor, commissioned members must meet the following requirements:

1. Be certified in all areas of defensive tactics for one (1) year and have successfully completed probation.
2. Successfully complete the Defensive Tactics Basic Instructor Course.
3. Attend an eight (8) hour Instructor Refresher Course every three (3) years.
 - a. The certified instructor must instruct in each area of defensive tactics annually to remain proficient as an instructor.
 - b. If instructors fail to comply with the above, they must take the initial instructor course again or be de-certified.

INTERMEDIATE DEFENSIVE TACTICS INSTRUCTORS

All intermediate defensive tactics instructors will meet the following qualifications:

1. Instruct the subject matter at the basic certification level in at least two Academy classes or to 100 individuals, OR
2. Instruct 200 hours in defensive tactics with a minimum of the 120 hours of instruction being in the monthly training sessions.
3. Complete one year as a defensive tactics instructor and then assist an intermediate defensive tactics instructor during an 80 hour defensive tactics instructor school. (Assisting in this class does not have to be done at one time. However, the instructor must assist in teaching all areas of defensive tactics - batons, friction lock batons, handcuffing, weaponless defense, and lateral vascular neck restraint L.V.N.R.), AND
4. Complete the LVMPD Instructor Development Course.
5. Complete the Intermediate Defensive Tactics Instructor Form and forward it to the Defensive Tactics Committee for approval at the next quarterly committee meeting.

***Las Vegas Metropolitan Police Department
Partners with the Community***

6. Attend an eight (8) hour Instructor Refresher Course every three (3) years.
 - a. The certified instructor must instruct in each area of defensive tactics annually to remain proficient as an instructor.
 - b. If instructors fail to comply with the above, they must take the initial instructor course again or be de-certified.

TRAINING PARAMETERS

All officers, in the rank of lieutenant and below, shall complete the following requirements (except corrections officers who do not routinely carry a baton in their official duties):

1. Receives baton training in the academy; OR
2. Receives a minimum of eight (8) hours of initial PR-24 (AL or FX) or a minimum of four (4) hours of initial expandable straight baton training by an LVMPD certified defensive tactics instructor, with certification by the Training Bureau;* AND
3. Completes 2 hours of defensive tactics training each quarter (refresher training not required for helicopter pilots). Defensive Tactics Instructors, who are currently training others and instruct each component at least once annually, are exempt from the annual requirements but will complete a Defensive Tactics Instructor refresher course every three years. Failure to complete the training will result in decertification.

All commissioned officers below the rank of captain (with the exception of helicopter pilots and corrections officers who do not carry weapons) will successfully pass a proficiency test twice annually in weaponless defense, baton and LVNR techniques. The proficiency testing will be conducted during the first (January-February-March) and third (July-August-September) quarter. If an individual fails the proficiency test, they will be required to do four (4) hours refresher training in the area they failed. The retraining will be completed prior to the next proficiency test. This training will be conducted by LVMPD certified defensive tactics instructors. Commissioned helicopter pilots and corrections officers who do not carry a baton in their official duties will be exempted from the baton requirement. Plainclothes officers are required to carry either OC spray or an expandable straight baton (see 6/002.00). Plainclothes officers who choose to carry the expandable straight baton must become certified to carry it prior to carrying it on duty.

Officers changing from one SIDE-HANDLE baton model to another must complete 30 minutes additional training by a certified defensive tactics instructor if not previously certified on the new baton.

TRAINING SESSIONS

Members who are not certified will not be authorized to carry batons or use the lateral vascular neck restraint until they have satisfactorily met the training requirements.

REMEDIAL TRAINING

If an employee cannot demonstrate proficiency in an area of defensive tactics, the defensive tactics instructor will provide training in the deficient area and will forward a defensive tactics training form to the Training Bureau showing the training received and reflect that the employee has demonstrated proficiency. If the employee fails to demonstrate proficiency after additional training has been given, the employee and/or the employee's supervisor will contact the Training Bureau for assistance in formulating a remedial training program.

REPORTING DEFENSIVE TACTICS TRAINING

Each bureau/area commander will track officer training and will forward the form to the Training Bureau within ten (10) working days of the completed training. Proficiency testing will be conducted during the mandatory Advanced Officer Skills Training course and documented on the Defensive Tactics Proficiency Testing Report, LVMPD 171a. Retraining will be documented on the Defensive Tactics Report, LVMPD 171. The Training Bureau will enter the information into the officer's computerized training file.

NEGATIVE SANCTIONS

At the end of the calendar year, the Training Bureau Commander shall develop from the list of names a memorandum to the appropriate office, division, or bureau/area commander advising them of the personnel under their command who failed to participate in the required defensive tactics training.

***Las Vegas Metropolitan Police Department
Partners with the Community***

Each commander shall, upon receipt of the memorandum from the Training Bureau Commander, determine whether or not there is an acceptable excuse for those who did not participate, and will arrange training as soon as possible for those who did not participate. The commander shall identify by memorandum directed to the Training Bureau Commander the names of members with acceptable excuses for not participating and/or corrective action taken for those with no acceptable excuses. Those without acceptable excuses will have ninety (90) days to comply and recertify in accordance with this procedure as part of the negative sanctions. Note: Training completed during this ninety (90) day period does not count toward the next quarter's two hour mandatory defensive tactics training. (8/99, 3/02) ■

***Las Vegas Metropolitan Police Department
Partners with the Community***

5/108.18 DRIVER'S TRAINING

A.S. 33.1.2, 33.1.5, 33.5.1, 33.7.2, 72.1.1

It is the policy of this department that all personnel are responsible for practicing and promoting safe driving to help save lives and conserve valuable resources.

The Advanced Training Section will make information concerning driving safety, such as written articles, videos, slogans, and posters available to unit safety officers for their dissemination to other members.

INITIAL TRAINING

All personnel who will drive a department vehicle are required to successfully complete an initial driver's training course upon employment with the department. Commissioned employees will receive their initial training in the academy. New civilian employees will be scheduled by their unit commander through the Defensive/Pursuit Driving School for the next available training class.

PERIODIC TRAINING

Following the initial training, certain categories of employees will be required to complete periodic training. Periodic training will be mandatory for the following classes of drivers at the indicated training intervals:

CLASS I DRIVER (Training interval is every 24 months.)

1. Commissioned police employees, through the rank of lieutenant, assigned to the Patrol Division.
2. Commissioned police employees, through the rank of lieutenant, assigned to the Resident Officer Section and K-9 Detail.

CLASS II DRIVER (Training interval is every 36 months.)

1. Commissioned police employees, through the rank of lieutenant, assigned to units other than the Patrol Division, Resident Officer Section, or K-9 Detail.
2. Commissioned corrections employees who drive department vehicles as a primary function of their job classifications.
3. Noncommissioned employees who drive department vehicles as a primary function of their job classifications.

Additionally, any member involved in an accident or cited for a moving violation while driving a department vehicle may be directed to attend additional driver training.

Office, division, or bureau/area commanders will be responsible for classifying employees directly under their command and providing a list to the driving school. They will coordinate class schedules with the driving school and issue negative sanctions when warranted.

FAILURE TO PARTICIPATE/PASS

Failure to participate in this training when scheduled, without an acceptable excuse, or failure to pass minimum course standards, could lead to disciplinary action and/or not being allowed to drive department vehicles. For uniformity, the following sanctions are recommended for those employees who fail to participate or pass scheduled driver's training:

Failure to Participate

1. 1st Failure - Written reprimand and rescheduled in next available class.
2. 2nd Failure - Eight hour suspension, without option, and suspension of privilege to drive a department vehicle until participating and passing the course.

Failure to Pass Course

1. 1st Failure - Rescheduled in next available class.
2. 2nd Failure - Suspension of driving privilege to drive a department vehicle until passing the course.

DRIVING INSTRUCTORS

***Las Vegas Metropolitan Police Department
Partners with the Community***

Department driver training instructors are skilled in the theory and dynamics of vehicle operations. In the interests of safety to personnel and protection of equipment, instructors will have complete authority over trainees during the course of instruction.

To maintain an effective trainer-to-driver ratio, part-time instructors will be assigned when necessary to augment the driving instructor staff, such as during a recruit academy. When authorized by the Sheriff, part-time driving instructors will be relieved of their regular duties and assigned TDY to the Defensive/Pursuit Driving School. (6/95, 5/97) ■

***5/108.20 REPORTING EXTRA-DEPARTMENTAL TRAINING
A.S. 33.1.2, 33.1.7***

Any member attending a special school, seminar, institute, conference, workshop, or similar activity funded through the department or who attended at their own expense but wish to receive training credit, will submit an inter-office memo through his/her immediate supervisor to the Training Bureau within five (5) working days after returning to regular duty.

The report should include, but need not be limited to:

1. A synopsis of the training presented to include the total training hours received;
2. A summary of each of the major topics covered or a copy of the curriculum;
3. The relevancy of the training to the member's current assignment and the department's operations;
4. Any recommendations, for the department's consideration, for implementing any new ideas or methods presented during the training.
5. A copy of the certificate, if any, received from the training. Member will retain the original.

The individual receiving the training will forward a copy of the certificate to Personnel Bureau to be included in their personnel records. (6/98, 6/07) ■

5/108.24 ADVANCED TRAINING FOR MEMBERS OF OUTSIDE LAW ENFORCEMENT AGENCIES

It is the policy of this department to provide relevant training assistance to other law enforcement agencies when staff and space permit.

DEFINITIONS

Outside law enforcement agencies: Official full-time governmental entities for criminal law enforcement.

Training classes (Courses): Officially sanctioned presentations of information on the enforcement of criminal laws and the operation of law enforcement agencies.

Category I, II and III Peace Officers as classified by P.O.S.T.

Classes with high risk for liability: Classes dealing with use of force (including defensive tactics), search and seizure, survival tactics, etc. (Determination made by the Training Bureau in concert with legal counsel.)

Registration fee: Cost of presenting the class on a per seat basis - not to exceed actual cost.

GENERAL

Certain liability risks exist when a law enforcement agency assumes training responsibilities for members of another agency. For this reason, enrollment in training classes having a high risk of liability will be limited to full-time Category I Peace Officers. Registration for regular training classes will be prioritized in favor of Category I Officers, with Category II Officers second, Category III Officers third, and non-sworn employees last. LVMPD employees will be given priority over outside agencies.

Outside agencies bear the responsibility of registering their members in classes, making registration fee payments, and ensuring attendance and proper demeanor.

TRAINING PROVIDED BY THE TRAINING BUREAU

***Las Vegas Metropolitan Police Department
Partners with the Community***

Training Support Section

1. Develops, coordinates and advertises training classes.
2. Reviews training classes for liability concerns.
3. Confirms eligibility of outside officers requesting training.
4. Enrolls participants by priority - cancels enrollments by reverse priority
5. Collects any applicable registration fees from outside agencies and forwards to the Accounting Section. (Certificates of completion will be withheld until this payment is made.)
6. Ensures certificates are issued upon completion of courses.

TRAINING PROVIDED BY OTHER DEPARTMENTAL UNITS

Unit Training Coordinator

1. Determines need for class to train outside agency personnel.
2. Coordinates class with the Training Bureau.
 - a. Reviews training class for liability concerns.
 - b. Reviews lesson plan draft and instructor credentials.
 - c. Checks for scheduling conflicts.
 - d. Coordinates acquisition of needed resources.
 - e. Arranges registration fee collection.
3. Develops training class.
4. Enrolls students on a priority basis.
5. Conducts training class.
6. Sends lesson plan, attendance list (including agency names), and receipts of attendance fees to the Training Support Section. (10/91)■

**Las Vegas Metropolitan Police Department
Partners with the Community**

**5/109.00 USE OF FORCE
A.S. 26.1.1**

**5/109.01 USE OF FORCE
See Critical Policies/Procedures 6/002.00**

**5/109.02 USE OF FORCE REVIEW BOARD
A.S. 1.3.7**

It is the policy of the Sheriff to provide a process for the department and community for the critical review of use of force incidents involving department members. That process, the Use of Force Review Board, will be comprised of citizens from within the LVMPD jurisdiction who are not personally affiliated with the department or related to any of its members.

The Review Board will examine the individual member's actions, existing operational procedures, training, and supervision. It will be non-adversarial and will be closed to the public and non-involved department members.

DEFINITIONS

Case Investigator: The primary officer(s) assigned the responsibility to investigate the case under review.

Garrity Warning: An admonishment given to a department member when requested to make remarks concerning involvement in an incident under administrative review. Garrity prohibits any remarks being used against the member in criminal proceedings.

INCIDENTS/ACTIONS WHICH MAY BE EXAMINED BY THE REVIEW BOARD

1. Incidents when a person is seriously injured or killed by a department member using any type of force, except traffic accidents.
2. Actions by a member that could have resulted in death or injury.
3. Deliberate shootings by a member at another human being, regardless of injury or damage.

BOARD MEMBERS

The Use of Force Review Board shall consist of:

1. The Chairman, appointed by the Sheriff from the rank of deputy chief, serving as a non-voting member, with the deputy chief's management assistant serving as secretary;
2. One (1) commissioned department member from the rank of captain, or above;
3. The Training Bureau Commander, with the Training Bureau Admin Lieutenant serving as alternate;
4. One (1) peer member of the same classification of the member under review; and
5. Four (4) citizen members who reside in the jurisdiction serviced by the LVMPD.

SELECTION OF VOTING BOARD MEMBERS

Department Board Members

- Peer group board members will be randomly selected from volunteers through a computerized process, and shall serve a term of three (3) years.
- The Training Bureau Commander shall be a regular member on the board.
- One (1) commissioned member, from the rank of captain, shall be randomly selected through a computerized process.

Civilian Board Members

- The Fiscal Affairs Committee shall appoint a body of citizens to serve as board members for a term of two (2) years. A citizen may serve two (2) two-year terms or continuously for four years.

All citizen members of the board shall satisfactorily complete a prescribed orientation/ indoctrination training, and attend any additional training involving changes in related department rules and regulations. Civilian board members shall be randomly selected through a computerized process.

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It is recommended that board members review the investigative file before the formal review of the incident. An appointment can be made with the chairman of the board to view the file.

REVIEW BOARD RESPONSIBILITIES AND PROCEEDINGS

Primary Case Investigator(s)

1. Completes the use of force investigation and has the case reviewed by his/her supervisor, and in certain cases, by the District Attorney's Office.
2. Notifies the chairman of the board that the case is ready to be reviewed. If a Coroner's Inquest is convened, the Use of Force Review Board will meet after the inquest or disposition of any criminal indictment.
3. Ensures the physical evidence, photograph enlargements, diagrams, and other essential items are available at the Review Board meeting.
4. Presents the board with circumstances of the case.

Secretary of the Board

5. Prepares and distributes meeting notices to the involved members, board members, and Critical Incident Review Panel (CIRP), and arranges the meeting location.
6. Takes minutes of the meeting. These will be maintained in the Internal Affairs Section for three (3) years before being purged.
7. Provides minutes of the meeting to the employee if the employee so requests. Any other requests will be granted only by court order.
8. Prepares an annual summary of the Use of Force Review Board activities at the end of the fiscal year.

Involved Member

9. Receives formal notification fifteen (15) calendar days prior to the Review Board meeting, and has access to the complete investigative case file for review prior to the meeting.
10. Attends the Review Board meeting if he/she so desires. If attending, the member:
 - a. May select one person to accompany him/her. The person may be a representative of the respective bargaining association, attorney, supervisor, or peer, and serves only in an advisory capacity to the member.
 - b. May be admonished of Garrity prior to any remarks.
 - c. May be asked to give a personal account of the incident after other evidence has been presented, including a rebuttal of the circumstances established by the presenter.
 - d. Shall not be present during deliberation and vote of the board.

All Board Members

11. Advises the chairman if there is a conflict or bias in serving on a particular case. If practical, the Board member will be replaced with the approval of the member(s) whose actions are being reviewed.
12. Maintains confidentiality of all facts and circumstances concerning the incident.
13. Reviews reports and other information having a direct bearing on the incident.
14. Documents vote and appropriate comments on the Use Of Force Review Board Disposition Report, LVMPD 181.

Chairman Of The Board

15. Presides over the incident review and ensures that rules are adhered to and each Board member has an opportunity to participate.
16. Resolves any procedural conflicts during the review process.
17. Obtains the concurrence of the involved member before changes are allowed concerning notification times, agenda, rules, and regulations.
18. Vacates the meeting room of all non-voting members and CIRP members at the time of deliberation except for himself/herself and the secretary.
19. Moderates the deliberation to ensure each member is allowed to express himself.
20. Determines if there has been a violation of department policy by a vote of the board documented on the Disposition Report.
21. Notifies the member of the board's decision.
22. Reports in writing to the Sheriff, within three (3) working days, the board's recommendations.

Sheriff

23. Reviews the board's decision and its recommendations.
24. Agrees with, modifies, or reverses the decision and notifies the board chairman.

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Bureau/Area Commander

25. Initiates the prescribed corrective action upon receipt of an Adjudication of Complaint signed by the chairman of the board.

Involved Member

26. If desired, the member may file a grievance in accordance with their respective bargaining agreement or Civil Service Rule. (2/94, 4/97) ■

***5/109.03 LATERAL VASCULAR NECK RESTRAINT
A.S. 1.2.6, 1.2.7, 1.3.1, 1.3.2, 1.3.8, 1.3.13, 22.2.5, 22.2.6, 33.5.1, 71.3.1***

It is the policy of this department that the Lateral Vascular Neck Restraint (L.V.N.R.) is an approved defensive tactic to quickly and safely stop physical resistance. Officers shall receive L.V.N.R. certification training to aid in the control of combative subjects with the minimum amount of force.

Department members are authorized to use the L.V.N.R. within the guidelines of 6/002.00, Use of Force.

PARAMETERS FOR USE

The L.V.N.R. can be used as an alternative to the PR-24 or other means of physical restraint. It will not be used on subjects that have been sprayed with the aerosol defensive spray (oleoresin capsicum). When applying the L.V.N.R., only the amount of force necessary to bring the subject under control shall be used. Upon the subject being brought under control the L.V.N.R. will be relaxed.

The L.V.N.R. will be used in the arrest/control level of the force continuum, advancing to the self-defense level if the situation dictates. Department members shall assess each incident to determine, based on training and experience, if the L.V.N.R. is an option to de-escalate the situation with which the member is confronted.

CERTIFICATION AND TRAINING

No Department member shall use the L.V.N.R. without first completing the sixteen (16) hour certification course. Department members will not use any other arm bar technique that involves a neck restraint. Only the Lateral Vascular Neck Restraint authorized by the department will be used.

Training will be provided by certified L.V.N.R. instructors only. All commissioned members below the rank of captain will receive training in the Lateral Vascular Neck Restraint. Members certified in the L.V.N.R. will be required to complete an annual four (4) hour recertification course.

Any member requesting an exemption from L.V.N.R. training due to medical reasons must obtain a medical exemption from their physician. This exemption must be obtained immediately upon requesting the exemption and at the beginning of each calendar year thereafter, and be forwarded to the Risk Manager. The Risk Manager will notify the respective training section (Detention Training Coordinator or In-Service Training Supervisor). Upon notification, the member will be sent a form (LVMPD ASD 33) from the Defensive Tactics Committee, which will require the member to sign the form indicating his/her acknowledgment that the L.V.N.R. will not be used until proper training takes place.

PROCEDURE

Arresting or Transporting Officer

1. Notifies immediate Supervisor when the L.V.N.R. is attempted/used on an arrestee.
2. Summons medical assistance immediately when a subject is rendered unconscious as a result of the L.V.N.R.
3. Transports prisoner to the appropriate detention facility.
4. Informs the detention facility On-Duty Supervisor that the L.V.N.R. has been applied to a prisoner in the field.

Corrections Officer

5. Notifies immediate Supervisor anytime the L.V.N.R. is used during the booking process.

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Detention Supervisor

6. Ensures all prisoners on whom the L.V.N.R. has been applied, either in the field or in the detention facility, are examined by the Jail Nurse.
7. Ensures prisoners who have been unconscious due to the L.V.N.R. are monitored periodically for four hours after booking.

Jail Nurse

8. Conducts examination of the prisoner to determine if additional medical treatment is needed. Refers prisoner to the hospital if necessary.

Immediate Supervisor

9. Ensures all notification and reporting requirements of 6/002.00 are met. (3/93, 5/94) ■

***5/109.04 CRITICAL INCIDENT REVIEW PANEL
A.S. 1.3.7***

The Critical Incident Review will be conducted by a Critical Incident Review Panel (CIRP) who will review all uses of deadly force or other major uses of force as directed by the Sheriff.

Following a use of force incident, the Sheriff may activate the Critical Incident Review Panel. The purpose of the CIRP is to improve the way the Las Vegas Metropolitan Police Department serves the public. To accomplish this, the CIRP will: evaluate decision making, tactics used and the actual use of force; identify and recommend any training needs (on an individual, squad, unit, section or department basis) and/or any necessary changes to policies and practices, and; provide recommendations to the Sheriff. These findings will be reported to the Sheriff and all documentation will be maintained in the Office of the Sheriff. After reviewing the recommendations of the CIRP, the Sheriff will create and disseminate a report consisting of a summary of the incident facts (with names and identifiers redacted) and the lessons learned from the review so that all members of the department benefit .

The CIRP will complete its review and forward its findings following any Homicide/Violent Crimes Investigation, Coroner's Inquest, or Use of Force Board. The review is not to determine misconduct and, as such, employees will not be subject to discipline through this panel's findings. Since the review will not subject an employee to discipline/dismissal, NRS 289 is not relevant and members are required to cooperate in the review process as a matter of employment.

Employee interviews will be conducted only when necessary and for clarification purposes. Prior to completion of the final report, affected employee(s) and supervisor(s) will participate in a review of the panel's findings and provide feedback.

The CIRP Chairperson will be the Executive Lieutenant from the Office of the Sheriff. The Critical Incident Review Panel shall consist of: the Chairperson and four (4) additional lieutenants, one of which will be from the Training Bureau, appointed by the Sheriff who will collectively comprise the Chair Panel; members selected will be from a pool of officers, sergeants, and lieutenants; subject matter experts (SME's), select department employees providing expertise in training, firearms, tactics, traffic, investigations, legal, policy, patrol, K-9, defensive tactics, EVOG, etc. The panel will be assisted by an Executive Support Staff member, appointed by the Chair Panel, serving as clerical support. All appointees to the CIRP are subject to approval by the Sheriff.

Panel members will be selected by the Chair Panel considering the expertise, tenure, and credibility of the member and, ideally, represent a wide variety of experience throughout the department. The Chair Panel will determine the size and composition of each panel based on a preliminary review of the use of force incident. Subject matter experts serve on a voluntary basis and will be selected by the Chairperson/Chair Panel. The extent of the use and participation of SME's will be determined by the circumstances of the incident.

CIRP members may be selected to attend Coroner's Inquests or Use of Force Board reviews; collect and review criminal and internal investigation documentation and/or evidence regarding the incident, and have the authority to adjust shifts, RDO, etc. to facilitate CIRP's review. (4/07) ■

***5/109.05 CIVILIAN FIREARMS AND AEROSOL DEFENSIVE SPRAY (Oleoresin Capsicum)
A.S. 1.3.1, 1.3.4, 1.3.8, 1.3.9, 33.7.2***

It is the policy of this department to authorize designated civilian members to carry firearms while on duty as a part of their job classification. Civilian members may also carry concealed firearms and aerosol defensive spray while on duty for personal

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protection. However, the latter must be in the best interests of the employee and the department, and must be authorized by the member's division commander.

Deadly force is the highest level of the force continuum. As such, civilian members carrying handguns are subject to the provisions of 6/002.00, Use of Force, and 5/109.02, Use of Force Review Board.

Unless civilian members meet the authorization criteria, they are not permitted to carry a weapon on department property or while performing, in any manner, the department mission.

CLASSIFICATIONS AUTHORIZED TO BE ARMED

Civilian members in the following job classifications are authorized to carry personal department-approved firearms on duty after completion of the Civilian Use of Force and Firearm Training course:

Crime Scene Analysts	Firearm Specialists
Evidence Custodians	Abuse and Neglect Specialists

Other job classifications may be armed at the discretion of their division/office commander based on the threat environment in which the employee works and the need for self-protection.

Carrying a firearm on duty is not mandatory for civilian members. Members choosing to be armed must:

1. be thoroughly familiar with the provisions of 6/002.00, Use of Force;
2. participate in the quarterly firearm qualification and annual Firearm Training Simulator (FATS) training;
3. own a handgun and ammunition which meets the specifications for the optional handguns described in 5/208.02, Authorized Firearms and Associated Equipment; and
4. obtain a CCW Permit if planning to carry the firearm concealed.

AUTHORIZATION TO CARRY A CONCEALED FIREARM

Civilians, not authorized to be armed by job classification, but requesting approval to carry concealed firearms on duty must demonstrate the need to protect themselves from the imminent danger of great bodily harm or peril of death. A member requesting to carry a concealed firearm on duty must:

1. obtain written authorization from their division/office commander;
2. own a concealable firearm and ammunition; and
3. obtain a concealed firearm permit from the CCW Detail per NRS 202.350 after steps #1 and #2 are completed. A copy of the authorization obtained from the division commander must be presented to the CCW Detail when the application is submitted.

The Civilian Use of Force and Firearm Training courses fulfill the statutory requirements for training and qualification. The member must present the course completion certificate and a completed LVMPD Form 123, Request for Special Weapon, to the CCW Unit. The member must pay all fees associated with obtaining a concealed firearm permit.

AEROSOL DEFENSIVE SPRAY (OLEORESIN CAPSICUM)

Aerosol defensive spray (oleoresin capsicum) may be authorized by division commanders in work areas where civilian members feel their personal safety may be at risk because of location, hours, or public access. Upon approval, the spray will be provided to those specified locations by the department.

Oleoresin capsicum is a non-lethal aerosol agent derived from cayenne pepper. It is in level three (restraint/control) of the force continuum. The primary target area is the eyes, and it can cause temporary blindness and disrupt normal breathing. In the event it is used during the performance of duty, supervisory personnel must ensure the requirements of 5/109.06 are met.

Civilian members assigned to the areas where oleoresin capsicum spray is authorized and carried on-duty are required to attend the two-hour in-service training course "Oleoresin Capsicum Defensive Spray for Civilian Employees" initially and then every two years. Other civilian members who carry spray for off-duty protection are encouraged to attend this same class. It is the responsibility of supervisors of civilians authorized to carry pepper spray on-duty to ensure they meet this training requirement. (6/99, 7/03) ■

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**5/109.06 EXPOSURE TO PEPPER SPRAY
A.S. 1.3.5**

Pepper spray is a non-lethal aerosol agent which acts as an inflammatory and has a natural base as opposed to a chemical base. Pepper spray dissipates into the air and is dispersed as an aerosol as opposed to a stream. It should never be used inside a closed vehicle, and whenever possible, should be used upwind and relatively close to the subject.

Officer Using Pepper Spray

1. Requests medical response to the scene to wash and treat affected skin/eye area whenever a subject is directly exposed to pepper spray in the facial area.
2. Informs detention personnel of prisoner exposure during booking process.
3. Takes prisoner to the medical section.

Civilian Using Pepper Spray On-Duty

4. Requests medical response to the scene to wash and treat affected skin/eye area whenever a subject is directly exposed to pepper spray in the facial area.
5. Requests a field unit to respond and notifies immediate supervisor.

Field Unit Responding to Civilian Use of Pepper Spray

6. Takes appropriate enforcement action.
7. Assists the civilian in completing the appropriate paperwork, including a Use of Force Report.
8. Informs detention personnel of prisoner exposure during booking process.
9. Takes prisoner to the medical section.

Detention Medical Section

10. Washes and treats affected skin area, if necessary and accepts arrestee for booking;

OR

11. Rejects the arrestee for booking, on medical condition, until further medical treatment is obtained at a designated medical facility. (2/78, 7/03)■

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5/109.08 SAFE AND HUMANE DISPOSAL OF ANIMALS AT RESIDENT LOCATIONS

It is the policy of this department to allow resident officers to deviate from certain notification provisions of 6/002.00, Use of Force, to safely and humanely dispose of vicious and injured animals at resident locations.

PROCEDURE

Resident Officer

1. Responds to an incident involving a vicious or badly injured animal and determines that:
 - a. Animal Control is not readily available to handle the animal, and
 - b. shooting the animal is the only safe and humane course of action.
2. Notifies immediate supervisor if time and circumstances permit.
3. Ensures the immediate and surrounding areas are such that:
 - a. bystanders, campers, residences, etc. will not be endangered, and
 - b. the termination point of the round(s) is clearly predictable.
4. Takes appropriate action to humanely dispose of the animal.
5. Notifies immediate supervisor, if not previously contacted, and the resident lieutenant.
6. Contacts Animal Control for removal of the animal.
7. Completes the LVMPD 156, Use of Force Report, and an Officer's Report when appropriate.

Resident Lieutenant

8. Ensures, through coordination with the involved officer and immediate supervisor, that the situation was properly handled without procedural, safety, or liability concerns. Responds to the scene if necessary.
9. Notifies the Internal Affairs Section of the shooting. Requests an IAS investigation of the incident if circumstances so dictate. (6/96) ■

**Las Vegas Metropolitan Police Department
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5/110.00 HEALTH AND SAFETY PROCEDURES

5/110.02 HEALTH AND SAFETY IN THE WORKPLACE

It is the policy of this department to provide a safe and healthy work environment for all employees. The commitment to a proactive safety management program will be a shared responsibility by all department members. All federal, state and local occupational safety and health laws, regulations and ordinances will be followed while still performing the paramount functions of this department for the public.

In furtherance of this policy, a comprehensive safety program has been established under the supervision of the Health and Safety Manager. The department's safety program provides for a Health & Safety Committee chaired by a staff member appointed by the Sheriff. The Health & Safety Committee is established to monitor the functions of the department's safety program and make recommendations to the Sheriff. The day-to-day functions of the safety program are coordinated by the Safety Manager, assigned to the Health and Safety Services Section of the Personnel Bureau. The Safety Manager will provide support services to each department unit through the safety coordinator(s) appointed by the unit commanders. It is the responsibility of unit commanders to ensure that their respective safety coordinators are provided the opportunity to perform the function required by them as outlined in the Safety Manual. The Safety Manager will maintain the Safety Manual, providing copies and training to each safety coordinator. Overall guidelines on the department's safety program shall be provided to each employee. The Safety Manual contains the specific program requirements set forth by this policy as required by state and federal statutes and regulations. All inquiries concerning the department's safety program should be directed to the Safety Manager and/or the Health and Safety Manager. (7/94, 2/23)■

5/110.03 OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) INSPECTIONS

Due to various regulations concerning the Occupational Safety and Health Administration (OSHA), any inspections or other meetings initiated by OSHA must be referred to the Safety Manager or the Health and Safety Services Section of the Personnel Bureau. There are generally time frames which must be met and any delay in reporting inspections or other meetings could result in substantial fines or penalties. (10/96)■

5/110.04 REPORTING WORKPLACE HEALTH/SAFETY CONCERNS

It is the policy of this department that members will first attempt to report health/safety issues of concern to their respective safety coordinator and/or immediate supervisor prior to contacting any outside agency. Employees have the right to report potential health/safety concerns to the Nevada Division of Industrial Relations, Occupational Safety and Health Enforcement Section at any time.

PROCEDURE

Employee

1. Advises the respective safety coordinator and/or immediate supervisor of a potential health/safety concern as soon as possible and completes a Health/Safety Concern Report, LVMPD 261 (template on network).

Immediate Supervisor

2. Verifies condition with the safety coordinator and takes any necessary immediate action to ensure employee health and safety.

Safety Coordinator

3. Verifies the condition noted by the employee in conjunction with the immediate supervisor (as necessary).
4. Confers with the bureau/area commander (within five working days) to determine whether the concern can be addressed adequately at that level.
 - a. If so, completes the appropriate section of the Health/Safety Concern Report, LVMPD 261, noting what corrective action has been taken or will be taken and when.
 - b. If not, makes appropriate notations on the Health/Safety Concern Report and forwards to the appropriate person (division commander, facilities manager, health and safety manager, safety manager, etc.).
5. Upon approval of the bureau/area commander, forwards a copy of the Health/Safety Concern Report, with appropriate action noted, to the employee who initiated the report (usually within 10 working days).

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Bureau/Area Commander

6. Signs the form after ensuring employee concerns are addressed, whenever possible, or provides an additional explanation to the employee if it is determined that the concern is not a hazard.
7. Ensures employee is kept informed of progress on those issues not immediately addressed.

Safety Manager

8. Assists the safety coordinator and/or bureau/area commander in addressing concerns by identifying appropriate solutions, documenting/explaining “non-hazard” issues and assisting in implementation of solutions upon request. (9/00) ■

***5/110.06 TACTICAL MEDIC PROGRAM
A.S. 33.6.2, 41.2.1, 46.2.1, 46.2.2, 46.2.3***

It is the policy of this department to develop and maintain a Tactical Medic Program. This program will utilize commissioned officers trained as emergency medical technicians to provide emergency medical care to officers and/or citizens involved in high risk incidents. These officers will be trained to operate in a hostile tactical environment and typically be attached to the LVMPD SWAT team. Tactical medics called out to assist the SWAT team will function under the supervision of the on-scene SWAT commander or SWAT team leader.

It is the responsibility of the Search and Rescue Section to develop and maintain the Tactical Medic Program, maintain emergency medical technician certifications, training records, medical records and equipment. The procedures, protocols and quality assurance review of the tactical medic program will be established in accordance with the Clark County Health District regulations and procedures under the direction of the physician medical director for the tactical medic program. (9/94) ■

5/110.08 OCCUPATIONAL EXPOSURE TO TUBERCULOSIS

INTRODUCTION

Tuberculosis (TB) is a germ carried through the air in tiny infectious droplets. These droplets may be generated when a person with pulmonary and laryngeal TB disease coughs, speaks, sings, sneezes or spits. When inhaled by susceptible persons, the mycobacteria in these droplets may become established in the lungs and, in some cases, spread throughout the body. TB has been on the increase in this country since 1985 due in part to the high risk for TB among immunosuppressed persons, particularly those infected with Human Immunodeficiency Virus (HIV).

Some persons carry passive TB germs within their bodies for many years which may cause the typical skin test for detection of TB to show positive results. This does not mean a person is sick nor does it mean that the person can spread the disease to others. However, such germs can become active at some later date which may be due to aging, a serious illness, drug or alcohol abuse or HIV infection. Of all those people who have passive TB, only 10% will develop active TB.

The symptoms of active TB include a productive cough, coughing up blood, weight loss, loss of appetite, lethargy/weakness and sweats or fever.

TUBERCULOSIS SCREENING

In accordance with Nevada Administrative Code (NAC) 441A.370, certain personnel must be offered testing for TB upon initial employment and every twelve (12) months thereafter with the Mantoux Purified Protein Derivative (PPD) test, at department expense. Those personnel include all personnel assigned to Detention Services Division, all commissioned personnel, volunteer Search and Rescue personnel, Crime Scene Analysts, personnel assigned to the Forensics Lab, Abuse and Neglect Specialists and Firearms Specialists. Anyone with a documented positive TB skin test are exempt from the TB skin testing.

Generally, DSD personnel will have the test conducted by the medical provider at the detention facility. All other personnel must contact the Health and Safety Services Section for the current medical provider of the tests.

Tests will be conducted annually. All personnel listed above who must be offered the test, must complete a Tuberculosis PPD Skin Test form, LVMPD 220. This form must be completed whether you accept or decline the TB testing. If you accept, the form must be taken to the respective medical provider who will complete the test and maintain the form. Upon

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completion of the reading of the test (approximately 48-72 hours later) the employee will be provided a copy of the form, the medical provider will maintain a copy and the original will be forwarded to the Health and Safety Services Section for inclusion in the employee's health file. If you do not complete the entire TB testing requirements, you must return a form indicating you decline the test (failure to complete the process is the same as declining). If you decline the TB test, complete the form, keep the pink copy and forward the remainder of the form to the Health and Safety Services Section. You may elect to receive the test at a later date if you decline. Denial of the testing does not preclude workers compensation coverage if exposed on duty.

GUIDELINES FOR PREVENTION OF OCCUPATIONAL TRANSMISSION OF TB

Employees should be alert to persons with a noticeable cough and will instruct them to cover their mouth with their hand or a tissue during encounters. If the person is under arrest and handcuffed, a disposable, N-95, HEPA-type face mask respirator should be placed on the suspect to limit exposure. **DO NOT USE A FACE MASK** if the person is experiencing respiratory difficulty, is at risk for vomiting, or is intoxicated and may vomit.

Because TB is transmitted by the airborne route, persons at highest risk for acquiring infection are "close contacts"; those that have shared air with an infectious person through common ventilation. Encounters of under one hour in enclosed spaces rarely result in transmission. A HEPA filter mask (available in each PPE kit) should be used by employees when encountering a person with suspected or confirmed TB. When transporting persons with suspected or confirmed TB, the suspect should also be provided with a small dust-type mask. The rear windows of the vehicle should be open and the air conditioner should be on "max" setting to force the air flow out and provide adequate ventilation (not recirculating). If any other contagious disease is suspected, eye protection should also be considered.

DETENTION/BOOKING OF SUSPECTS

All suspects booked at the Clark County Detention Center that identify themselves as having TB or those suspects exhibiting the signs and symptoms of TB will be taken directly to the on-duty nurse at the jail. The booking officer will remain at detention while the nurse determines the suspects condition. The suspect will then be booked by the officer (using the appropriate personal protective equipment) and corrections personnel (also using the appropriate personal protective equipment) will ensure the suspect is kept in isolation.

All other inmates/suspects who are booked into the Clark County Detention Center will be screened for signs and symptoms of TB within three hours by the medical contractor. This does not relieve corrections personnel from reporting symptoms consistent with TB (productive cough, coughing up blood, weight loss, loss of appetite, lethargy/weakness, sweats or fever) to medical personnel.

Persons with active or suspected TB must be segregated in isolation rooms as well as from persons who are HIV positive. Such rooms will be identified by signs/placards indicating that the room is a biological hazard and what precautions must be taken.

If the medical director determines further testing/evaluations are required, he/she will notify the duty sergeant. Persons with active cases of tuberculosis will be immediately transferred to a facility with appropriate housing utilizing infection control measures as described by the CDC. In addition, the Clark County Health District **MUST** be notified by the medical personnel and the DSD Commander or his designee.

RESPIRATORY PROTECTION PROGRAM

Any member required to enter an isolation room housing a person with suspected or confirmed TB must wear particulate respirators (HEPA, N-95 filtration mask). Such persons must be trained on the use of respirators, their limitations, be medically evaluated and fit-tested, and ensure periodic inspection of the respirators. ***See the Respiratory Protection Program in the LVMPD Safety Manual or contact the Health and Safety Services Section for further information.***

EXPOSURES

All suspected exposures to an infectious case of tuberculosis will be immediately reported to the employee's supervisor who will advise and direct the employee on the requirements of reporting an on-duty exposure (5/110.14). Further testing and evaluations will be determined by the medical provider designated in the Medical Evaluation Packet available from the supervisor.

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TRAINING

All employees will participate in a training program that will be accomplished by video-tape, written hand-outs and lectures. The training should include the basic concept of TB transmission, diagnosis, including the difference between latent TB infection and active TB disease, the signs and symptoms of TB and the possibility of reinfection in persons with a positive PPD test. Records of such training will be forwarded to the Health and Safety Services Section.

CONFIDENTIALITY AND RECORD KEEPING

All information concerning the results of PPD tests, confirmation of the existence of a communicable disease, exposures or any other health-related issues are considered confidential. This does not, however, restrict disclosure to emergency responders or health care workers. Any employee who becomes aware of the health status of any individual will use that knowledge for health protection purposes only.

Information concerning employees will be maintained for the duration of employment plus thirty (30) years in confidential files within the Health and Safety Services Section and may only be released to the appropriate attending medical providers and/or the Clark County Health District. Tracking and assessment of the status of persons with TB will also be accomplished by the detention medical provider and the Health and Safety Services Section. The method and system used will be coordinated with the Clark County Health District. (2/98) ■

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5/110.10 OCCUPATIONAL EXPOSURE TO BLOOD OR OTHER POTENTIALLY INFECTIOUS MATERIALS
A.S. 22.3.2, 72.1.1, 83.2.1, 83.3.2

The risk of contracting a communicable disease in the course of duty is minimal. This risk does not relieve an employee from the obligation of performing his/her duties. There have been few documented cases in which law enforcement personnel have contracted a contagious disease in a duty-related incident, however, precautions must be taken to avoid exposure.

The complete LVMPD Exposure Control Plan as well as the Bloodborne Pathogens Standard is available to personnel within each bureau/area command in the same manual with the Material Safety Data Sheets. All personnel should be aware of the location of this manual within their bureau/area command and be familiar with its contents.

DEFINITIONS

INFECTIOUS MATERIALS: To include human body fluids:

- | | | |
|------------------------|--------------------|---------------------------------|
| (a) semen | (d) urine | (g) pericardial fluid |
| (b) vaginal secretions | (e) stool | (h) cerebrospinal fluid |
| (c) vomitus | (f) amniotic fluid | (i) saliva in dental procedures |

- (j) Any body fluid that is visibly contaminated with blood, and all other body fluids in situations where it is difficult or impossible to differentiate between body fluids.
- (k) Any unfixed tissue or organ (other than intact skin) from a human (living or dead).
- (l) HIV-containing cells or tissue cultures, organ cultures, and HIV- or HBV- containing culture medium or other solutions.
- (m) Blood, organs, or other tissues from experimental animals infected with HIV or HBV.

*Perspiration is not considered a body fluid

BLOODBORNE PATHOGENS - means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens may include but are not limited to hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

OCCUPATIONAL EXPOSURE - reasonably anticipated skin, eye, mucous membrane, or parental contact with blood or other infectious materials that may result from the performance of an employee's duties.

EXPOSURE INCIDENT- means a specific eye, mouth, other mucous membrane non-intact skin, or parenteral contact with blood or other infectious materials that results from the performance of an employee's duties.

CONTAMINATED - means the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

DIRECT CONTACT - When a body fluid of one person comes into contact with the mucous membrane, body fluid, or broken skin of another.

HIGH RISK GROUP - Those groups of people who are highly susceptible to contracting a communicable disease, to include: homosexual or bisexual men, intravenous drug users, and male or female prostitutes.

UNIVERSAL PRECAUTIONS - is a concept in which all human blood and certain human body fluids are treated as if known to be infectious.

LEVEL 3 EXPOSURE - Whenever there is contact with infected blood or body fluids through open wounds, mucous membranes, or parenteral routes. Any of the following is a Level 3 exposure:

- Contaminated needle-stick injury.
- Blood or body fluid contact with mucous membrane of eyes, nose, or mouth.
- Blood or body fluid in contact with non-intact skin.
- Cuts with sharp instruments covered with blood or body fluids.

***Las Vegas Metropolitan Police Department
Partners with the Community***

- Any of the above types of contact sustained while cleaning contaminated equipment.

POLICY

It is the policy of this department to make available the Hepatitis B vaccination to all members of the department.

It is also the policy of this department to safeguard employees who may be exposed to a serious or life threatening communicable disease while still providing essential services to the community. Therefore, the department may provide confidential serological testing of employees for communicable diseases when there exists a reasonable belief that the employee was exposed.

The department will exercise personnel practices allowed by law in the hiring, termination, or reassignment of employees who have communicable diseases as described within this procedure.

WORK ENVIRONMENT

This department mandates the use of universal precautions and to protect the safety and well-being of all members, the following work practice controls will be implemented:

- a. The hepatitis B vaccination will be made available to all employees. Such vaccinations are offered free of charge and in amounts and at times prescribed by standard medical practices. Personnel are encouraged to contact their own personal physician to determine the effectiveness of this voluntary vaccination.
- b. All employees must use appropriate personal protection equipment such as approved disposable latex gloves, gowns, masks, mouthpieces, and pocket CPR masks. Such equipment will be provided, cleaned, repaired and replaced when necessary by the department.
- c. Universal precautions will be followed to ensure the minimization of needle sticks, splashing and spraying of blood. Appropriate packaging will be used including vials which are available for placing needles or other sharps into. The Criminalistics Bureau will not accept substances for analysis unless they are appropriately packaged.
- d. Universal precautions will also be followed to ensure proper cleaning following contact with blood or other potentially infectious materials, and the proper methods for disposing of contaminated sharps and laundry

Employees with AIDS and some other contagious diseases may be considered handicapped under Section 503 and 504 of the Rehabilitation Act of 1973. Therefore, reasonable accommodations may be made to keep handicapped employees working who are able to perform the duties of their position. If a bureau commander has a reasonable cause to believe that an employee with a communicable disease is unable to perform his/her duties and/or may be putting fellow employees or the public at risk, he/she (after consultation with the Health & Safety Control Board) may request a Certificate of Fitness by the employee's physician or a physician selected to do so by the department.

The Surgeon General and all major medical experts in this field state that AIDS is not transmitted through casual contact in the workplace. If an employee refuses to work with a co-worker who has or is believed to have AIDS, ARC, or AIDS Virus Antibodies, the department must determine if there are valid reasons for concern. Employees who have been informed regarding the AIDS policy and continue to refuse to work with the person will be subject to disciplinary action.

GENERAL PRECAUTIONS

- A. Approved "Personal Protective Equipment" including disposable latex gloves and, if indicated, masks and other protective items will be worn when physically handling a person known to have, or reasonably suspected of having, a communicable disease.
 1. Employees will wear approved disposable latex gloves while processing prisoners or other persons for fingerprinting, or while searching persons suspected of having a contagious disease. Caution should be used when reaching into areas such as under car seats that are not visible, to avoid needle sticks or cuts. Personnel who sustain a needle stick or puncture wound should immediately "milk" it to induce bleeding (as with a snakebite), and wash it thoroughly with soap and water.

***Las Vegas Metropolitan Police Department
Partners with the Community***

2. Any time an employee is making contact with the body fluids of another individual (such as when rendering first aid or gathering bloody evidence), approved disposable latex gloves or other protective items will be worn. It is also recommended that a disinfecting “gel” be used underneath the gloves to provide additional protection (i.e., Pro-Care or Alto San).
 3. Employees should be aware that items such as pens, clipboards, toothpicks, telephone receivers, etc., may become contaminated if touched while wearing gloves contaminated with body fluids. In addition, employees must ensure that rings, jewelry, and fingernails do not compromise the integrity of the disposable latex gloves.
- B. During the collection and preservation of biological evidence, a high risk of exposure to contaminated body fluids exists- Additional preventive measures will be utilized.
1. During the collection of biological evidence (wet or dry), approved disposable latex gloves will be worn. It is also recommended that a disinfecting “gel” be used underneath the gloves to provide additional protection (i.e., Pro-Care or Alco San).
 2. When scraping dried samples of biological evidence eye protection and surgical masks or face shields will be worn.
 3. Employees should avoid stepping in any body fluids as shoes and other clothing may become contaminated.
 4. Sharp objects that may be contaminated (needles, razor blades, etc.) will be placed in a puncture proof container prior to impounding.
 5. Biological evidence will be clearly marked as such by placing an orange/red “biohazard” label on the outside of the evidence envelope or package.
 6. Biohazard property and evidence will be stored in a separate and secure location within the Evidence Vault. This area will be indicated by signage prior to entering and approved personal protective equipment (disposable latex gloves, gowns, masks, etc.) will be worn based on the anticipated occupational exposure.
- C. Frequent hand-washing is an important safety precaution. Soap and warm water is adequate, but employees should also consider utilizing the disinfectants provided by the department.
- D. After coming into contact with a known or suspected carrier of a communicable disease employees should not eat, drink, chew gum, or smoke until they have disinfected their hands.
- E. When dealing with a subject who has a chronic cough (which may be indicative of a contagious disease; not a simple cold), employees should minimize close contact, wear a surgical mask and request that the source individual wear a surgical mask. If it is necessary to transport such a subject, the vehicle should be adequately ventilated while in transit.
- F. In order to reduce the possibility of exposure to a contagious disease, other persons coming into contact with the person suspected of having a contagious disease or one who makes a voluntary statement that he/she has a contagious disease, should be advised (i.e., paramedics, ambulance or hospital personnel, detention employees, etc.).
- G. Prisoners suspected of having a communicable disease will not be transported or housed with other prisoners.
1. If the interior of a vehicle becomes contaminated, no other persons will be transported in that vehicle until it is decontaminated. A copy of the Vehicle Condition Report indicating the potential contamination will be delivered to the bureau/area commander who will ensure the vehicle is decontaminated. (An appropriate solution for decontamination of a vehicle or any other item is a mixture of 9 parts water and one part common household bleach, 1:10. The shelf life of the diluted mixture is one week.) See appropriate Division procedures for handling contaminated items.
 2. Detention cells and/or other items will also be decontaminated with the appropriate solution of bleach and water.

***Las Vegas Metropolitan Police Department
Partners with the Community***

- H. Upon completion of a task or search where protective clothing or disposable latex gloves were utilized, they must be removed with caution, placed in an orange/red biohazard disposal bag that has been pre-printed to indicate "contaminated items" and securely sealed. Once securely sealed in a protective bag/container, the container will be placed in a receptacle indicated for disposal of such items.
 - 1. Equipment, including radios, etc., that is contaminated may be decontaminated by the employee either on-site or at the Decontamination Center (garage located behind 601 E. Fremont - AdTech Building). If decontamination cannot be accomplished by the employee, such property will be appropriately packaged and delivered to the Decontamination Center. An Officer's Report will be required to advise the appropriate unit that a particular item is in need of thorough decontamination. Upon completion of the decontamination, employees will be notified. Firearms will NOT be left in the Decontamination Center, but will be impounded with appropriate notations for decontamination. (Note: If it is necessary to obtain replacement leather gear or a firearm, Supply Section personnel may be called out upon the approval of the Senior Field Lieutenant.)
 - 2. Personal clothing or uniforms belonging to an employee can be decontaminated by the individual employee by normal cleaning methods, including home washing machines or dry cleaning. Contaminated items must be sealed in orange/red biohazard bags for transport and it is recommended that they be cleaned separately. Use warm or hot water temperature setting for the most effective cleaning. (Note: If contaminated clothing is sent to the cleaner, notification should be made to indicate the items are contaminated.)
- I. The garage located behind the 601 E. Fremont, Ad-Tech Building has been designated as a Decontamination Center. This Center is secure, however, accessible 24 hours per day. Equipment and other property (with the exception of impounded evidence/property) may be cleaned and disinfected at this location. MSDS for each disinfectant will be posted in this Center. The Services Aides assigned to the Ad-Tech Building will be responsible for ensuring decontamination supplies and equipment are available, the facility is properly maintained and decontaminated, and biohazard waste is disposed of when necessary and in the appropriate manner.
- J. Biohazard waste will be disposed of according to EPA and other health regulations. Such wastes will be placed in receptacles available throughout the Department that are marked with orange/red "biohazard" labels. When the receptacles are emptied the appropriately labeled plastic bags or burn box will be transported to the Decontamination Center for pickup and disposal.

VACCINATIONS

The Hepatitis B vaccination series will be offered, free of charge, to all employees. If an employee chooses not to be vaccinated he/she will sign a Hepatitis B Vaccination Refusal form, LVMPD 176. An employee may later opt to receive the vaccination at no cost if he/she wishes. Booster doses will be offered as recommended by the United States Public Health Service. Training will be conducted on vaccinations during the academy as well as during the Civilian Employee Orientation. Refusal or acceptance of the vaccination will be made at that time, however personnel who choose to receive the vaccination at a later date can receive the appropriate paperwork and instructions by contacting the Health and Safety Services Section. In order to receive the vaccination, the Hepatitis B Vaccine Information Sheet (LVMPD 177) must be read, understood and signed. After signature by the person providing the injection, the form will be forwarded to the Safety Manager, who will have it entered into the computer then forwarded to the Health and Safety Services Section for filing in the employees confidential medical file.

HAZARD COMMUNICATION

Warning labels (orange or orange/red biohazard labels) will be affixed to containers of regulated wastes, refrigerators, freezers, or other containers which are used to store or transport blood or other potentially infectious materials. This includes evidence envelopes or storage bags.

INFORMATION AND TRAINING

All employees will participate in a training program that will be provided by the Health and Safety Services Section generally during working hours. Such training will include:

- a. regulatory text of the OSHA Bloodborne Pathogen Standard and explanation of its contents

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- b. general discussion on bloodborne diseases and their transmission
- c. contents of this Exposure Control Plan, including work practice controls
- d. use and availability of personal protective equipment
- e. hepatitis B vaccination
- f. response to emergencies involving blood
- g. how to handle exposure Incidents, including post exposure evaluation and follow-up program
- h. signs/labels/color coding

RECORDKEEPING

Medical records of employees who have occupational exposure will be maintained for the duration of employment plus thirty (30) years in the Health and Safety Services Section. These records will be confidential and will include name, social security number, hepatitis B vaccination status (including dates), results of any examinations, medical testing and follow-up procedures, a copy of the health care professionals written opinion and a copy of information provided to the health care professional. Medical records will be made available to the subject employee and anyone with written consent of the employee.

Training Records will be maintained for three years within the Health and Safety Services Section. Such records will include the dates, times, and contents of the training program, trainer's name and qualifications, name, P# and job title of all persons attending the session.

EXPOSURE

Any employee experiencing a level 3 exposure will notify his/her supervisor immediately and wash the exposed skin with soap and water or waterless sanitizer. The employee will complete an Occupational Injury/Illness/Exposure Report (LVMPD 26), and FAX a copy to the Health and Safety Services Section immediately. The Occupational Injury/Illness/Exposure Report should indicate the route of exposure, identity of the source individual, and any other pertinent details. The remainder of this process will be handled as directed in Department Manual section 5/110.14, Reporting On-Duty Injury, Job Related Illness and Exposure to Communicable Disease. When the exposure level is uncertain, the incident should be treated as a level 3 exposure.

With the employee's consent, his/her blood will be tested for baseline HBV or HIV as soon as possible (within 48 hours) after an uncertain level or level 3 exposure. If hospitalization was required due to this incident the testing can be done at that time at that facility.

When medically indicated, the employee will be provided counseling and evaluation of the reported illness by the Safety Manager. The Safety Manager will also notify the employee of the status of the source individual as soon as the information is available. The American Medical Association's recommendations for testing and diagnosis will be followed when testing is determined necessary. The expenses associated with the original diagnosis and treatment, as well as follow-up will be borne by the department. Any second opinions the employee chooses to pursue will be done at the employees own expense. If or when it is determined that a contagious disease has been contracted by the employee in the line of duty, Worker's Compensation will be initiated.

IDENTIFICATION AND TESTING OF SOURCE INDIVIDUAL

(Source individuals already known to be infected with HIV or HBV need not be retested.)

SOURCE NOT ARRESTED

If the source individual is not arrested, the employee/supervisor will attempt to obtain a signature on the Consent Form, LVMPD 175, which will allow this department to obtain the results of blood tests to determine their status with regard to a communicable disease. They will be contacted by the Safety Manager at a later date to arrange for testing at the department's expense. If the person refuses to sign the Consent Form, they cannot be forced to and the employee will be advised of such and documentation will be made in an Officer's Report and forwarded to the Health and Safety Services Section.

SOURCE ARRESTED AND TRANSPORTED TO CLARK COUNTY DETENTION FACILITY

***Las Vegas Metropolitan Police Department
Partners with the Community***

If the source individual is arrested, CCDC personnel will be advised and will request the individual sign a Consent Form, LVMPD 175, and have blood drawn for HIV and HBV testing. If the person will sign the Consent Form, blood will be drawn by the on-duty nurse and an analysis conducted for the suspected communicable disease by the appropriate laboratory. If the person refuses to sign the Consent Form, they cannot be forced to and the employee will be advised of such and documentation will be made in an Officer's Report and forwarded to the Health and Safety Services Section.

SOURCE ARRESTED AND TRANSPORTED TO CITY DETENTION OR CLARK COUNTY JUVENILE HALL

The employee/supervisor will request the individual (or the parent or guardian of a juvenile) sign a Consent Form, LVMPD 175, and have blood drawn for HIV and HBV testing. If the person will sign the Consent Form, the on-duty facility nurse will be requested to draw two RED top or GRAY and RED top tubes of blood for HBV and HIV testing. Medical Staff will be advised that both copies of the Consent Form will be directed to LVMPD Health and Safety Services Section so that a copy may be placed in the medical record of the employee and one may be given to the testing facility for release of the information. (Copies may be made if the nurse requests one.)

The employee/supervisor will then transport the specimens, in a marked biohazard container, to the Clark County Detention Center and turn tubes over to the medical staff. (Note: The blood specimens must be handled carefully and quickly transported to CCDC. There is a "zip lock" plastic bag in each PPE kit that is marked "biohazard". The tubes of blood are to be placed in one of these bags and transported directly to CCDC. Do not place the tubes on the dashboard or in direct sun while transporting.)

SOURCE TRANSPORTED TO ANY AREA HOSPITAL

If the person is transported to a medical facility due to injuries, the blood can be drawn there. The employee/ supervisor will attempt to obtain a signature on the Consent Form, LVMPD 175, which will allow this department to obtain the results of blood tests to determine their status with regard to a communicable disease. Both copies of the Consent Form must be forwarded to the Health and Safety Services Section, and they will provide the hospital staff with a copy when the test results are available. (8/92, 8/93) ■

***Las Vegas Metropolitan Police Department
Partners with the Community***

5/110.12 HAZARD COMMUNICATION PROGRAM

It is the policy of this department to comply with Federal and State guidelines regarding "Hazard Communications" by: 1) ensuring all employees are aware of the safety and health hazards associated with chemical substances used throughout the department; 2) providing training on the handling and use of such chemicals; and 3) ensuring the appropriate information and labels accompany each product.

DEFINITIONS

Hazardous Material - In a broad sense, a hazardous material is any substance or mixture of substances having properties capable of producing adverse effects on the health or safety of a human being.

Material Safety Data Sheet (MSDS) - A data sheet that accompanies chemical substances and includes the following information: material identity (chemical and common names); ingredients in mixtures, if they are hazardous; physical and chemical characteristics; physical hazards (fire, reactivity); health hazards (signs and symptoms of exposure); medical conditions aggravated by exposure; primary route(s) of entry into the body; general precautions for safe handling and use; emergency-response procedures and first aid; and appropriate work practices.

RESPONSIBILITIES

The Hazard Communication Coordinator will be the Department Safety Manager. It is the responsibility of this coordinator to ensure a master listing of Material Safety Data Sheets is maintained on all hazardous chemicals or substances used throughout the department and a duplicate of that file is maintained in the Communications Bureau (to ensure 24 hour access). This information is obtainable from the Supply Section and any other bureau commanders who receive such substances directly, i.e., Criminalistics Bureau. In accordance with OSHA requirements, this master listing must be maintained and current for 30 years.

The Safety Manager will complete bi-annual inspections of all units to ensure they are in compliance with this procedure. Such inspections will include proper maintenance of Material Safety Data Sheets, employee training, and proper labeling of all hazardous materials used in the unit.

Bureau commanders or their designated unit safety coordinator(s) are responsible for ensuring the MSDS on all substances used within their command is filed in an orderly manner and maintained in an area readily accessible to all employees.

Any bureau commander who obtains hazardous chemicals from any source other than the Supply Section, is responsible for ensuring that all containers are properly labeled and copies of the Material Safety Data Sheets are forwarded to the Safety Manager. [In addition, the Criminalistics Bureau Commander is responsible for ensuring the respective fire department serving their location (city or county) is provided with a copy of all Material Safety Data Sheets on substances used/stored within the Bureau.]

Bureau commanders will ensure that employees exposed to hazardous chemicals will be trained prior to use of any hazardous chemical. Such training will consist of the following (at a minimum):

1. Information contained in the State of Nevada, Hazard Communication Regulation.
2. Information on safety and operating procedures in their work areas where hazardous chemicals are present.
3. An explanation of Material Safety Data Sheets with respect to the physical and health hazards of the chemicals and the container labeling system.
4. Methods the employees can use to protect themselves, such as work practices and the use of personal protective equipment, if necessary.
5. The location and availability of this procedure.
6. Information on how to read the Material Safety Data Sheets and observations that may be used to detect the presence or release of a hazardous chemical in the workplace.
7. An explanation of the existing safety rules and the disciplinary actions which will be taken for any employee violations.

A record of training received by employees will be forwarded to the Health and Safety Services Section. Such training records will consist of the employee's name, P. No., job title, description of training received, date of training and the supervisor's

***Las Vegas Metropolitan Police Department
Partners with the Community***

signature attesting to the training. Training records will be microfilmed by the Training Bureau as they must be maintained for at least 30 years (per OSHA requirements).

The Supply Section Commander is responsible for ensuring that Material Safety Data Sheets accompany every hazardous chemical distributed to any unit by the Supply Section. In addition, all containers will be labeled with the appropriate information prior to delivery and a copy of the MSDS, when obtained from the supplier, will be forwarded to the Safety Manager. (1/90) ■

***5/110.13 RESPIRATORY PROTECTION PROGRAM
A.S. 46.1.2, 46.1.5***

In accordance with OSHA regulation 29 CFR 1910.134, the LVMPD Respiratory Protection Program covers all forms of respirators including all varieties of air purifying respirators, supplied-air respirators, half-mask respirators and certain disposable dust masks.

FIT TESTING AND TRAINING

Prior to the use of any type of respirator, an employee MUST:

- Complete a "Respirator User Medical Questionnaire" prior to training and annually thereafter.
- Receive training and be fit-tested on the specific size and type or respirator

All completed fit-testing and medical forms must be forwarded to the Health and Safety Services Section, Personnel Bureau, for record keeping purposes.

USE

Each employee must take responsibility in deciding when to use a respirator to ensure their safety and well-being. If directed to wear a respirator by a supervisor or other competent individual, the employee must do so. (Note: When confronted with a clandestine laboratory/drug processing site, personnel are reminded to comply with Department Manual section 5/206.15 concerning entry into such a location.)

MAINTENANCE AND INSPECTION

Respirators must be inspected and maintained to ensure their effectiveness. This includes replacement of cartridges based on the following conditions:

- Cartridges should be kept sealed in the foil package until needed.
- Cartridges opened but not used, should be disposed of after one month.
- Cartridges exposed to contamination must be disposed of after use.
- Cartridges exposed to contamination more than once per shift may be replaced at the end of the shift provided the total exposure time is less than 8 hours. The respirator face piece should be cleaned each time.
- If you notice any odor or penetration into the respirator face piece, exit the hazard area immediately. Conduct pressure checks to make sure the seal is adequate. If the seal is good, replace the respirator cartridge.

Any questions or concerns about the Respiratory Protection Program or occupational respirator use can be directed to the Safety Manager. (2/00) ■

Las Vegas Metropolitan Police Department
Partners with the Community

5/110.14 REPORTING ON-DUTY INJURY, JOB-RELATED ILLNESS, AND OCCUPATIONAL EXPOSURE TO COMMUNICABLE DISEASES
A.S. 22.2.4

It is the policy of this department to provide a comprehensive disability management program to assist employees when recovering from occupational and non-occupational injury/illness. This program encompasses the requirements of appropriate federal laws, the Americans with Disabilities Act (ADA) and the Family and Medical Leave Act (FMLA).

PROCEDURE

Employee

1. Advises his/her immediate supervisor as soon as possible of injury, illness or possible exposure to a communicable disease.
 - a. All on-duty injuries will be reported, even if medical treatment is not needed.
 - b. If medical treatment is necessary, obtains a Medical Evaluation Packet from supervisor. Medical treatment for occupational injuries is contracted by LVMPD and the packet lists appropriate providers and employee instructions. In case of extreme emergency, the closest emergency medical facility should be used.
 - c. Diseases of the lung, heart, or hearing impairment covered under NRS 617.454, 617.455, and 617.457, are to be reported. An employee does not necessarily have to suffer the lung or heart disease while on duty for a claim to be submitted.
 - d. Contact with suspects or prisoners with communicable diseases, such as hepatitis or HIV, are required to be reported.
2. Completes Part I of the Occupational Injury/Illness Report, LVMPD 26, during the same tour of duty which the injury/illness occurred (if the employee is unable to complete, supervisor will ensure this report is completed).
3. Lost time because of work related injury/illness:
 - a. If time is lost from work because of the injury or any subsequent medical treatment, at any time during the life of the claim, obtains a Disability Authorization and/or Release to Duty Authorization from attending physician and forwards directly to immediate supervisor.
 - b. Contacts the Health and Safety Manager as soon as possible and maintains weekly contact with him/her for the life of the claim.
 - c. Complies with requirements of Department Manual section 4/103.07, Sickness, Malingering by "remaining at their residence or place of confinement, unless otherwise authorized by a physician".
 - d. Upon release to return to duty, completes an Application for Leave form, LVMPD 2, and attaches a Release to Duty Authorization from attending physician.
4. Upon receipt of a temporary disability compensation check or when notified that a check has been received by the department, immediately endorses the workers compensation check (made payable to the employee) over to LVMPD, as outlined in the respective collective bargaining agreement).
5. Upon receipt of a disability slip from treating physician indicating temporary modified duty restrictions, follows instructions in 5/110.15 concerning the Return to Work Program.

Supervisor

6. Ensures that the employee completes Part I of the Occupational Injury/Illness/Exposure report, LVMPD 26, OR ensures entire form is completed if employee is unable to complete.
7. Completes Part II of the Occupational Injury/Illness Report, LVMPD 26, during the same tour of duty which the injury/illness occurred.
 - a. Immediately notifies the department safety officer of a work related fatality, three or more employees to be transported to the hospital, or the in-patient hospitalization of an employee.
 - b. Includes analysis of the cause of injury to prevent recurrence of this type of injury. This may be done on the Occupational Injury/Illness/Exposure Report itself or may be contained in an Officer's Report or memo.
 - c. Immediately faxes a copy of the Occupational Injury/Illness/Exposure Report, ANY MEDICAL/DISABILITY SLIPS, and any accompanying reports or memos, signed by the supervisor, to the Health and Safety Services Section.
 - d. If the incident poses a continued risk to the employee(s), the department safety officer must be advised of the situation as soon as possible.
8. Forwards completed Occupational Injury/Illness/Exposure Report, all original slips, Officer's Report, and Traffic Accident Report (if appropriate) through the chain of command to the Health and Safety Services Section as they become available.

***Las Vegas Metropolitan Police Department
Partners with the Community***

9. Signs the Application for Leave form and forwards through chain of command to the Health and Safety Services Section.
10. Refers to 5/110.15, Return to Work Program, when employee receives slips indicating "Temporary Work Restrictions", "Temporary Modified Duty", or "Return to Full Duty".

Health and Safety Manager

11. Receives faxed copy of the Occupational Injury/Illness/Exposure Report.
12. Pursuant to appropriate NRS, provides all required reports and information to the Workers Compensation Administrator and the employee.
13. Initiates case management activities and reports to the affected bureau/area commander regularly.
14. Verifies annual physical requirements for commissioned personnel have been met when injured employee returns to duty.
15. Ensures that all compensation checks are endorsed over to the department. If employee has returned to duty, notifies the employee's immediate supervisor that employee must return to the Health and Safety Services Section to endorse any checks.
16. Logs and forwards signed checks to the Accounting Section.
17. Notifies workers compensation administrator when employee returns to duty.
18. Within eight hours of a work-related fatality or the in-patient hospitalization of three or more employees due to a single incident, notifies the Nevada Division of Industrial Relations, Occupational Safety and Health Enforcement Section.
19. Authorizes all leave slips prior to being forwarded to Payroll.
20. Coordinates a return to work program if the employee is able to return to work at less than full duty assignment. (see 5/110.15)

Insurer

21. Makes determination whether department employee is eligible for temporary disability compensation.
 - a. Whenever an employee is absent from duty for five or more days, including regular days off, as a result of an occupational injury/illness/exposure, the employee is entitled to workers compensation salary continuance for that period of time.
22. Upon approval, forwards temporary disability compensation check to the Health and Safety Services Section. (10/94, 7/95)■

***5/110.15 RETURN TO WORK PROGRAM
A.S. 22.2.4***

It is the policy of this department to provide a structured return to work program for employees who are released for modified duty following an occupational or non-occupational injury/illness.

PROCEDURE

When an employee is released by a treating physician due to an occupational or non-occupational injury/illness, the employee will be provided with a Medical Evaluation Form, LVMPD 74, to be completed by the treating physician, indicating either return to full duty or return to a temporary modified duty job with work restrictions. Employees will make no representations to the treating physician as to the temporary modified duty jobs that the department may or may not have available for them. Numerous temporary work assignments (TWA's) have been identified and all coordination regarding temporary modified duty job placement will be referred to the Health and Safety Manager.

1. If an employee is off work due to an injury or illness and the employee is in an assignment with Assignment Differential Pay (ADP), the employee will continue to receive ADP. When the employee has returned to work in a temporary work assignment, the department will attempt to accommodate the employee with another ADP position. If a commensurate position cannot be located, the employee will continue to receive ADP as long as they are in a temporary work assignment.
2. The above listed policy regarding ADP pay also applies to shift differential pay.
3. If an injury or illness occurs while employee is not in an ADP assignment and the employee is assigned to a section where assignment differential pay is received, no assignment differential pay will be received.
4. If an injury or illness occurs while an employee is not in an ADP assignment, but the employee competitively tests, is selected for, can and is cleared by the treating physician to perform the essential functions of that assignment while in a modified duty capacity or permanent duty with restrictions, the employee will receive ADP.

***Las Vegas Metropolitan Police Department
Partners with the Community***

5. If treatment can only be obtained during the employee's normal work hours, employees are encouraged to schedule physical therapy or doctor's appointments at the beginning or end of their shift. Shift adjustments will not be authorized for physical therapy and doctor's appointments unless authorized by Health and Safety.
6. Overtime will not be authorized for physical therapy, doctor's appointment, or any other medical treatment.

Employee

1. Provides supervisor with original Medical Evaluation Form when received from treating physician.
 - a. If the Medical Evaluation Form is received prior to actually being released, the form must be submitted to the supervisor at that time; do not wait until the actual return to duty date.
2. Completes an Application for Leave Form, LVMPD 2, as necessary.
3. Notifies the Health and Safety Manager immediately of any problems relating to ability to perform the temporary work assignment.
4. Updates the Medical Evaluation Form every thirty days, or as directed by Health and Safety, to retain a temporary work assignment.

Supervisor

5. Contacts the Health and Safety Manager to coordinate the employee's return to work including the temporary work assignment selection, duration, shift, RDO's, etc.
6. Notifies the employee of his or her return to work date and ensures that the employee submits a Medical Evaluation Form indicating the release to duty date and the requirement for temporary modified duty.
7. Ensures that the employee understands the restrictions listed on the Medical Evaluation Form and works within the temporary modified duty job.
8. Signs and ensures the employee signs the Modified Duty/Return to Work Agreement Form, LVMPD 329.
9. Forwards all original Medical Evaluation Forms and Modified Duty/Return to Duty Work Agreement Forms to the Health and Safety Manager.
10. Completes a Personnel Assignment Change Log, LVMPD 252, indicating the employee is in a modified duty status. Include any changes to the employee's assignment, shift or schedule.
11. Signs the Application for Leave Form when submitted by the employee and forwards through the chain of command to the Health and Safety Section.
12. Reports any problems related to the employee's injury/illness to the Health and Safety Manager.
13. Forwards any subsequent medical evaluation forms that either continue temporary modified duty or authorize return to full duty without restrictions to Health and Safety Manager.
14. Ensures the employee is placed on regular duty status when indicated by the Medical Evaluation, notifies the Health and Safety Manager immediately and forwards a copy of the form to Health and Safety.
15. Complete a Personnel Assignment Change Log indicating the employee has returned to a full duty status. Include any changes to the employee's assignment, shift or schedule.

Health and Safety Manager

16. Coordinates work restrictions and selection of temporary work assignment with supervisor of employee.
17. Obtains treating physician's approval of job description.
18. Sends Modified Duty/Return to Work Agreement Form along with temporary work assignment to supervisor and employee for signature for their return to the Health and Safety Section.
19. Signs the Application for Leave Form and approves or denies the taxable and/or non-taxable worker's compensation allotment, if applicable.

Temporary modified duty shifts must be based on an 80 hour pay period. Temporary modified duty shall not be performed in a marked police unit or in a police uniform, unless approved by the Health and Safety Manager. Employees will not be allowed to work overtime without the approval of the Health and Safety Manager or by the direction of the Sheriff. (Exception: Personnel who are in an ADA accommodated position, in accordance with 5/110.17, may work overtime under certain conditions with the approval of the Health and Safety Manager or by the directions of the Sheriff.)

Temporary modified duty status will terminate under the following conditions:

- The employee is released to return to full duty or medically permanent work restrictions preclude the employee's ability to perform essential job functions.
- When temporary work assignments are not available. LVMPD reserves the right to determine availability of temporary modified duty assignments.

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- Within 45 days of the employee receiving permanent work restrictions. This allows sufficient time to determine appropriate options and to complete an ADA Reasonable Accommodation Evaluation, as appropriate.

RETURN TO FULL/REGULAR DUTY STATUS

Supervisors must receive a full/regular duty slip from the employee and forward that slip to the Health and Safety Manager prior to an employee returning to regular duty. The Health and Safety Manager will coordinate the return with the attending physician and notify the supervisor and the employee when return is authorized. (12/02, 7/04) ■

5/110.16 DISABILITY REVIEW BOARD A.S. 22.2.4, 22.2.5

The function of the Disability Review Board is to evaluate the work status of individuals who are unable to perform essential or marginal functions of their job due to an occupational or non-occupational disability. This evaluation will comply with the requirements of ADA and worker's compensation laws. In addition, the board will periodically review all accommodations and staff assignments related to employee disabilities.

The Board shall be comprised of the Deputy Chief of Human Resource Division (serving as permanent Board chair), Personnel Bureau Commander, Director of Employment Diversity, Director of Risk Management, and the Health and Safety Manager. Also present at meetings will be the division/bureau commander of the concerned employee, employee representative and the concerned employee. In addition, the Board may occasionally utilize other selected members to assist in the decision making process, i.e., safety officer, vocational and industrial rehabilitation specialists and medical providers.

All of the following criteria must be met for referral to the Disability Review Board:

- The employee sustains injury/disability resulting in work restrictions which preclude them from performing essential or marginal job functions.
- The Health and Safety Manager has completed a medical/vocational evaluation to determine if the employee is qualified under ADA and if so follows procedures outlined in the departments Disability Accommodation Policy.
- The Health and Safety Manager and Personnel Bureau Commander have met with the employee and completed an evaluation to determine if the department can make reasonable accommodation to assist the employee in performing job functions.
- The Health and Safety Manager prepares all case materials under applicable federal and state guidelines to present to the Disability Review Board.

Employees requesting disability retirement must obtain the required paperwork from the Public Employees Retirement System. Reports requiring both supervisor and department evaluation will be given to the employees division commander.

The division commander shall be responsible for ensuring that these documents are completed in a timely and proper manner through coordination with the Personnel Bureau Commander and/or the Health and Safety Manager before submitting to PERS. A copy of the completed Disability Retirement request will be maintained by the Health and Safety Services Section. (4/99, 2/00) ■

5/110.17 DISABILITY ACCOMMODATION A.S. 22.2.5

It is the policy of this department to fully comply with the American's with Disabilities Act (ADA) provisions and make reasonable accommodation for known physical and mental limitations of qualified individuals with disabilities. The intent of this policy is to assist disabled individuals with employment within the department.

TERMS/DEFINITIONS

QUALIFIED INDIVIDUAL WITH A DISABILITY: An individual with a disability, as defined by the ADA, who meets the skill, experience, education, and other job related requirements of a position held or desired, and who with or without reasonable accommodation can perform the essential functions of the job.

DISABILITY: An individual has a "disability" for purposes of the ADA if s/he 1) has a physical or mental impairment that substantially limits one or more major life activities; 2) has a "record of" such an impairment, or 3) is "regarded as"

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having such an impairment. Individuals must satisfy at least one of these three parts of the definition to be considered an individual with a disability.

REASONABLE ACCOMMODATION: is a reasonable modification or adjustment to the work environment that effectively removes workplace barriers that are either 'procedural' or 'physical' for an individual with a disability.

ACCOMMODATED POSITION: Re-assignment to a job in which the employee can perform the essential job functions either with or without an accommodation, and equal in terms of pay and status. If none is available, re-assignment to a lower level 'qualified' job will be made.

TEMPORARY LIGHT DUTY POSITION: Conversion of an existing position into a light duty assignment utilizing an employee's knowledge, skills and abilities as much as possible. Individuals who are occupationally disabled and whose disabilities cannot be otherwise accommodated will be considered for such position.

LEVELS OF DISABILITY ACCOMMODATION

Accommodating an individual with a disability may proceed through three levels of accommodation. The first two levels are mandated by the ADA. The third level may be utilized by the department to reasonably accommodate disabled employees performing meaningful functions which enhance the Department's mission.

LEVEL 1 A reasonable modification or adjustment to the work environment that effectively removes workplace barriers that are either 'procedural' or 'physical' for an individual with a disability in order for them to perform essential job functions.

Benefits/Terms/Conditions of Employment: No Change

LEVEL 2 Re-assignment to a job in which the employee can perform the essential job functions either with or without an accommodation, and equal in terms of pay and status. If none is available, re-assignment to a lower level job will be made if the individual can perform the essential functions of that job with or without an accommodation.

Benefits/Terms/Conditions of Employment: Will depend on the position in which the employee is placed.

LEVEL 3 Temporary creation of a light duty assignment utilizing an employee's knowledge, skills and abilities as much as possible. Individuals who are occupationally disabled and whose disabilities cannot be otherwise accommodated will be considered for such position. Consideration for a Temporary Light Duty position is not automatic, but rather, will be made on a case by case basis based upon the needs of the department at the time the request for consideration is made.

Benefits/Terms/Conditions of Employment:

COMMISSIONED PERSONNEL:

- Retains commission and salary level range of classification at time of disability if initial probation with the department has been completed. (PO II / CO II / Sergeant / Lieutenant etc.)
- Eligible for cost of living and merit/step increases based on meeting performance criteria of Temporary Light Duty or reassigned position.
- Probation must be completed if re-assigned to alternate job classification.
- Probationary requirement of regularly assigned position, if not satisfied, will be continued in Temporary Light Duty position.
- Required training appropriate to the Temporary Light Duty or re-assigned position will be completed.
- Eligible for promotional opportunities when:
 - 1) Competing in other job classifications in which s/he is qualified and able to perform the essential job functions.

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Partners with the Community***

EXAMPLE: POII to Questioned Documents Examiner.

OR:

- 2) Within the employee's respective commissioned classification s/he can perform the essential functions of a Full duty officer either with or without accommodation at the time of appointment.

CIVILIAN PERSONNEL:

- Retains Classification and salary level range of the classification held at time of disability if initial probation with the department has been completed.
- Eligible for cost of living and merit step increases based on meeting performance criteria of Temporary Light Duty or re-assigned position.
- Probation must be completed if re-assigned to alternate job classification.
- Probationary requirement of regularly assigned position, if not satisfied, will be continued in Temporary Light Duty position.
- Required training appropriate to the Temporary Light Duty or re-assigned position will be completed.
- Eligible for promotional opportunities when:
 - 1) Competing in other job classifications in which s/he is qualified and able to perform the essential job functions.

EXAMPLE: Courier to Communications Specialist.

OR:

- 2) Within the employee's classification s/he can perform the essential functions as that of a full duty employee either with or without accommodation at the time of promotion.

PROCEDURE

The Health and Safety Manager will coordinate job accommodations for matters involving ADA.

Employee

1. If a job accommodation is needed, advises the Health and Safety Manager through his/her immediate supervisor or division/office commander of limitations affecting work performance.
2. Assists the Health and Safety Manager in clarifying medical issues related to ability/inability to perform job functions.
3. Participates in evaluating necessary reasonable accommodations to perform regularly assigned duties, or change of assignment.

Division/Office Commander and/or Supervisor

4. Notifies the Health and Safety Manager immediately of any employee requesting a job accommodation related to a disability, OR if the supervisor knows the individual needs an accommodation because of a known disability. SUPERVISORS WILL NOT INQUIRE AS TO NATURE OR CAUSE OF THE DISABILITY, ONLY HOW DISABLING CONDITIONS AFFECT THE EMPLOYEE'S ABILITY TO PERFORM FUNCTIONS OF THEIR REGULARLY ASSIGNED JOB.
5. As requested, assists the Health and Safety Manager and employee in evaluating possible job accommodations or change of assignments.

Health and Safety Manager

6. Upon notification by employee or supervisor of request for accommodation, contacts employee to advise of reasonable accommodation evaluation.
7. Meets with employee to clarify medical condition to determine if s/he qualifies under ADA as disabled.
8. Discusses requested accommodation to evaluate employee's ability to perform essential job functions within level 1, 2 or 3.
9. Notifies the Director of Employment Diversity when an individual has requested a disability accommodation and maintains a liaison during the process.
10. Works with employee to gather required medical documentation of disability.
11. Utilizes expertise of medical and vocational specialists to assist in completing reasonable accommodation evaluation.

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Partners with the Community***

12. Documents necessary medical data relevant to the aforementioned return-to-work priorities and steps the department has taken in evaluating a request for reasonable accommodation.
13. Facilitates accommodation with employee's supervisor when modification to the work environment is needed.
14. Facilitates Level 2 and 3 accommodations with employees division and through the Executive Director of Personnel.
15. Monitors employee's return-to-work progress as needed, ensuring the accommodation made is effective.
16. Periodically re-evaluates the employee's continued need for a job accommodation or change of assignment and determines if modifications are necessary. (4/99, 2/00)■

5/110.19 MEDICAL SUPPLIES AND EQUIPMENT

General first aid supplies as well as medical equipment necessary to assist injured persons prior to the arrival of emergency medical services are provided by this department. In addition, intermediate and specialty medical equipment is provided for use by Search & Rescue personnel consistent with the level of care required by the Clark County E.M.S. Regulations.

Logistics Bureau, Supply Section, will maintain a list of general first aid supplies and medical equipment that has been approved by the Health and Safety Control Board for department-wide use. Such supplies/equipment may be requested through normal supply procedures. Any requests for advanced supplies or specialty equipment must be approved by the Health and Safety Control Board to ensure that such items provided are commensurate with the knowledge, skills and abilities of the requesting employee/unit. Requests for advanced equipment/supplies will be forwarded through the Department Safety Manager to the Chairman of the Health and Safety Control Board for approval. Upon approval, the Supply Section will ensure the procurement of the appropriate supplies/equipment. (7/94, 2/98)■

***5/110.20 ANNUAL PHYSICAL EXAMINATIONS FOR COMMISSIONED EMPLOYEES
A.S. 22.3.1, 22.3.2***

Health and Safety Services Section

1. Coordinates the annual physical examination program and maintains associated records.
2. Forwards physical examination package to employee's office/bureau/area commander, as appropriate, prior to their date of birth month.
3. Unless otherwise directed by the employee's office/bureau/area commander, schedules physical exam for employee during birth month, on-duty hours, making every effort to accommodate the officers schedule.

Office/Bureau/Area Commander

4. Ensures the employee receives physical exam package and understands the scheduling process.
5. Notifies the Health and Safety Services Section within seven days, in writing, if the employee is unable to schedule an annual physical during their birth month.
6. Upon notification by Health and Safety Services Section, determines whether or not there is an acceptable excuse for those who fail to schedule, reschedule or complete any portion of the annual physical exam within the specified time frame.
 - a. For those employees without an acceptable excuse, imposes appropriate negative sanctions (see Department Manual section 5/101.26).
 - b. Returns the list of names to Health and Safety Services Section indicating whether or not an acceptable excuse was provided for failure to schedule, reschedule or complete the physical exam and noting any negative sanctions that have been imposed.

Commissioned Employee

7. Schedules appointment during birth month by contacting Health and Safety Services Section within seven days of receipt of package and notifies the supervisor of date and time of physical exam. (Whenever possible appointments will be made for on-duty hours. If overtime is absolutely necessary to complete the physical exam, it must be approved by the office/bureau/area commander.)
8. Follows all directions given in the Annual Physical Exam Package, completes Periodic Health Questionnaire, LVMPD ED 34, and reports to the physician's office on scheduled date and time. (See appropriate section reference missed, canceled or rescheduled appointments.)
9. Takes suitable clothing, i.e., shorts, sweat pants and tennis shoes, if desired, to be more comfortable during the cardiac (stress) test.
10. If unable to perform all portions of the physical exam due to an injury or disability, signs the yellow Non-Participation Form in the physical exam package thereby relieving the department of future liability.

***Las Vegas Metropolitan Police Department
Partners with the Community***

11. Forwards completed physical appointment sheet to the Health and Safety Services Section, within seven days of completion of the physical examination.
12. Upon receipt of the physical results, signs the Acknowledgment of Receipt form and returns it to the immediate supervisor.

Health and Safety Services Section

13. Upon receipt of physical results, forwards a copy to the employee, via his/her immediate supervisor, along with the Acknowledgment of Receipt Of Annual Physical Examination Results, LVMPD ED 33.
14. Forwards a list of all employees who have not scheduled, rescheduled, missed, canceled or not completed any portion of the physical exam to the office/bureau/area commander monthly.

Employee's Immediate Supervisor

15. Ensures the employee receives the annual physical results and signs and dates the Acknowledgment of Receipt form.
16. Upon obtaining the employee's endorsement, signs the form to indicate service of the results to the employee and returns the form to the Health and Safety Services Section.

RESCHEDULING MISSED OR CANCELED APPOINTMENTS

DO NOT CONTACT THE MEDICAL FACILITY TO CANCEL OR RESCHEDULE APPOINTMENTS (other than when notified to do so for a hearing evaluation). ALL RESCHEDULING MUST BE DONE THROUGH HEALTH AND SAFETY SERVICES SECTION. The Health and Safety Services Section should be notified as soon as possible when an employee knows in advance that an appointment will need to be rescheduled. If an appointment is missed after normal work hours and without prior notification to Health and Safety Services Section (last minute emergency, illness, etc.), Health and Safety Services Section must be notified the following business day. If the contracted facility is unable to perform any portion of the exam for any reason, the Health and Safety Services Section must be contacted for rescheduling.

In addition to immediate verbal notification to Health and Safety Services Section when an appointment is missed, the employee must, within seven days, submit a memo to the office/bureau/area commander citing the reason for the missed appointment, noting the rescheduled date and time, and forward a copy of the memo to Health and Safety Services Section.

CONDUCT

Due to the nature of the services provided by medical facilities, emergencies may arise that could cause cancellation or delays in accomplishing a physical exam. Employees shall cooperate fully and conduct themselves in a manner consistent with the policies and procedures of the LVMPD. Health and Safety Services Section will notify the employee's office/bureau/area commander, in writing, of any complaints alleging conduct unbecoming an officer.

Any complaints or suggestions concerning the physical exam process should be directed to Health and Safety Services Section, in writing. Employees will NOT make complaints or suggestions to the contracted facility.

NEGATIVE SANCTIONS

Negative sanctions will be imposed, in accordance with the appropriate contract or Civil Service Rules, when employees fail to comply with any portion of this procedure.

CORRECTIVE ACTION

Whenever an employee is notified of the need for corrective action based on the results of the physical exam, it is imperative that the employee take the recommended corrective action. Failure to obtain or make progress toward taking the recommended corrective action may constitute a predisposing condition that may make the employee ineligible for coverage for a worker's compensation claim related to that condition (i.e., heart and lung bill). Corrective action taken must be accomplished at the employee's expense and must be documented. Such documentation should be provided to the Health and Safety Services Section along with any continuing follow-up related to the corrective action. (1/92, 7/95) ■

Las Vegas Metropolitan Police Department Partners with the Community

5/110.21 VOLUNTEER POLICE CHAPLAIN PROGRAM A.S. 22.2.10

It is the policy of this department to maintain a Volunteer Police Chaplain program to provide emotional, moral and spiritual support to all employees, and to assist the department with victims and the families when deemed necessary. This program will function in support of services currently provided by the Police Employees Assistance Program. PEAP members will continue to be the primary responders in crisis situations involving department employees and their families.

BACKGROUND

On call 24-hours a day, the chaplains offer comfort, advice, spiritual support, or just a shoulder to cry on when lives are affected by crime or tragedy. They spend many hours riding in cars with police officers, ready to help save a life, intervene to resolve conflicts, pray with accident victims and their families, help troubled citizens such as runaways, or simply provide a calming influence when tensions arise. ***A chaplain will not intervene unless requested to do so by a department member.*** Though they come from various religious backgrounds, when chaplains are working, each is "chaplain" for any person, regardless of faith or religion. The Volunteer Police Chaplain program is assigned to the Police Employees Assistance Program (PEAP).

The program will consist of seven volunteer chaplains, each assigned to an area command. While their work is not limited to that particular area command; that is their "home base". Their work schedule will vary, however, one chaplain will be on-call 24-hours a day through the Communications Bureau. Chaplains will wear a designated shirt and display an identification card that will identify them as a chaplain.

LVMPD chaplains will work in conjunction with PEAP in providing the following services:

- counsel members of the department
- counsel family members of any LVMPD employee
- visit sick or injured employees in homes and hospitals
- be available for assistance with death notifications
- be available to respond to any crisis involving employees and their families

LVMPD chaplains will provide primary service in the following areas:

- provide support to victims in any crisis requested at the discretion of officers
- serve as liaison with other clergy in the community
- furnish guidance and feedback in response to religious questions
- offer prayers at special occasions such as recruit graduations, awards ceremonies, and dedication of buildings
- upon request, conduct funeral or memorial services for deaths of Metro employees

PROCEDURE

EMERGENCY REQUESTS

Department Member

1. Requests the police chaplain through Communications Bureau, when the situation dictates (i.e., victim in crisis or department member in crisis and that person has requested spiritual support).

Communications Bureau

2. Advises the nearest police chaplain of the situation. If no chaplain is on duty, contacts the on-call PEAP representative to determine if a chaplain should be called-out.
3. Notifies the requesting department member if a chaplain is en-route or will be called-out.

NON-EMERGENCY REQUESTS

Any department member can contact any police chaplain to seek advice, guidance or counsel directly. If unable to contact the chaplain such a request can be directed to the PEAP office who will put the member in touch with a chaplain as soon as possible.

CONFIDENTIALITY

***Las Vegas Metropolitan Police Department
Partners with the Community***

Any and all communications with a Volunteer Police Chaplain will be considered confidential, with the exception of individuals who pose an immediate threat to themselves or others. (9/05)■

**5/110.22 POLICE EMPLOYEES ASSISTANCE PROGRAM (PEAP)
A.S. 22.2.5, 22.2.6, 22.2.10, 35.1.15(f)**

It is the policy of this department to provide the Police Employees Assistance Program to help employees who are experiencing personal or job-related problems. The program offers all employees an objective and non judgmental resource to contact for advice and assistance to deal with problems which may or may not affect job performance.

The Police Employees Assistance Program is under the direction of the Office of the Undersheriff. The program is available to all department employees and their immediate families. All information regarding voluntary participation is confidential.

PROGRAM ESTABLISHMENT

It has been recognized that employment in the police field creates a unique set of stressors peculiar to the work. Many officers, during the course of their careers, experience problems for which professional intervention could be helpful. The problems may be personal in nature, common to other occupations, or unique to the demands, stresses and dangers of police work. When problems like these are ignored, they often grow more serious and may develop any number of destructive and dangerous side effects. With this in mind, this program has been established to provide voluntary, short-term, confidential counseling when needed.

STAFFING

The program is staffed by LVMPD employees who serve as full-time peer counselors/peer contact officers. These peer counselors are not psychologists, nor do they replace professional counseling. They will assist employees with referrals, coordinate professional counseling resources, and maintain the anonymity and confidentiality of participants (exceptions are listed under the section headed "CONFIDENTIALITY"). Various organizations and professionals will be utilized for immediate, intermittent, and aftercare of participants as needed.

PROGRAM PARTICIPATION

- A. Voluntary self-contact - Any employee seeking help with any problem may obtain assistance by calling the PEAP office and making an appointment.
- B. Employee referral - Occasionally, an employee may become aware of a fellow employee's need for assistance. A phone call to the PEAP office will result in a tactful approach to the employee in need by one of the peer counselors.
- C. Supervisory referral - When a supervisor becomes aware of unusual behavior in a subordinate, the supervisor may recommend that the employee seek the assistance of the PEAP. The specifics of the subordinate's situation will remain confidential once contact is made with a peer counselor. The use of supervisory authority to make referrals to the program must be done in a fair and constructive way to ensure that the employee is not being singled out for unjust reasons.

CRISIS INTERVENTION CONTACT

Should an employee experience a significantly stressful event or crisis situation, at least one of the peer counselors will be available for immediate response to the affected employee's location to provide intervention assistance, if desired. Examples of these type situations are officer-involved shootings, death in the family, serious on-duty injury, etc.

CONFIDENTIALITY

Information discussed with participants of the program will be considered privileged and confidential with the following exceptions:

- A. The participant is an immediate threat to self or others.
- B. The participant admits to the commission of a felony crime.

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ANONYMITY

All participants of the program will remain anonymous, and those referred to professional counseling will be provided with a numerical identifier for administrative purposes.

RECORDS KEEPING

Only those records of participation that are essential to the orderly administration of the program will be maintained, and all data will be kept secure at all times.

SERVICES AVAILABLE

The Police Employees Assistance Program will provide individual and/or group peer counseling to all members of the department. Some of the services available through the program are as follows:

- Training - Recruit, advanced, supervisory, staff and spouses.
- Counseling - General stress, post-shooting stress, crisis intervention, violence reduction, family relations, grief issues, and alcohol and/or drug dependency.

Other types of assistance will be made available to members of the department if a specific need is recognized or requested.
(10/84, 6/02) ■

***Las Vegas Metropolitan Police Department
Partners with the Community***

5/110.23 COMMISSIONED OFFICER DEATHS
A.S. 22.2.4, 22.2.5, 22.2.6

It is the policy of this department to provide caring assistance to the immediate survivors of present and past commissioned officers of the Las Vegas Metropolitan Police Department. The department will provide all available support during this traumatic period of readjustment for the surviving family.

LINE OF DUTY DEATHS

The coordination of events following a line of duty death is an extremely important and complex responsibility. Professionalism and compassion must be exhibited as an obligation to the officer's family and the law enforcement community. The wishes of the family are of great importance and take precedence over those of the department. The department is committed to providing the best possible support for the officer's family.

PEAP Officers

1. Ensures the officer's immediate family is notified in person of the officer's line of duty death or life-threatening injuries, whether the death or injuries were felonious or accidental, while performing a work-related function, either on or off duty.
2. Provides transportation to the hospital for immediate family members in the case of life-threatening injuries.
3. Contacts the Honor Guard Commander in the event of death, or imminent death, to alert the Honor Guard members.

Sheriff

4. Responds as soon as possible to meet with the officer's family.

Designated Ranking Officer (for life-threatening injuries)

5. Responds as soon as possible to the hospital.
6. Serves as liaison between the officer's family and the hospital staff.
7. Remains at the hospital as long as the family is present, and ensures along with PEAP, that the family's needs are met.

Bureau/Area Commander (Officer's Chain of Command)

8. Functions as the liaison between the department and the officer's family regarding the funeral process.
9. Coordinates with the family, PEAP, the Honor Guard Commander, and others in ensuring the needs of the family are met.

PEAP

10. Provides a source of continuous emotional support of the officer's family.
11. Remains readily available and continues to contact and follow up with the family in the period following the death.
12. Coordinates with the sheriff regarding department representation and family support during any out-of-town dedications or ceremonies pertaining to the officer's death.
13. Ensures the family receives appropriate support during any subsequent trial or hearing pertaining to the officer's death.

Office of Public Information (PIO)

14. Makes appropriate notifications to department members, including the announcement of the period of symbolic display of mourning upon direction from the Sheriff. (See 4/107.05)
15. Makes appropriate media releases.
16. Attends, with approval of the family, any family interviews with the media to assist the family so as not to jeopardize any future legal proceedings.

Honor Guard

17. Renders Police Honors as appropriate. (See 5/102.42)

Communications Supervisor

18. Secures the officer's P number at the appropriate time.

***Las Vegas Metropolitan Police Department
Partners with the Community***

Health and Safety Manager

19. Meets with the family, at an appropriate time following the funeral, to explain the various benefits due to them, and to assist in obtaining those benefits.
20. Contacts OSHA within eight hours of any occupational-related death.

OTHER DEATHS - PRESENT AND RETIRED OFFICERS

The Sheriff or his designee may institute any part of this procedure, or other support, for the natural or accidental deaths of present and retired commissioned officers. The degree of the department's involvement in the funeral will largely depend upon the wishes of the officer's immediate survivors.

PEAP Officers

1. Contacts the officer's family to determine the degree of department involvement desired by the family.
2. Coordinates the department's participation in the funeral with the Honor Guard Commander and other members as appropriate.

CONTINUED SUPPORT FOR THE FAMILY

Officers of PEAP will provide a source of continuous emotional support for the officer's family. These officers will be readily available to the family and will continue to contact and follow-up with them in the period following the death.

These officers will also coordinate with the Sheriff regarding department representation and family support during any out-of-town dedications or ceremonies pertaining to the officers death.

During the year that the fallen officers name is added to the Police Memorial in Washington, DC, two (2) members of the department will escort the immediate survivors and act as the official representatives of the department during the ceremonies. The two members are to be selected by the immediate survivors in an effort to bring comfort and give support to them during the ceremonies. (2/95, 11/98) ■

Las Vegas Metropolitan Police Department
Partners with the Community

5/110.24 DRUG FREE WORKPLACE; USE OF CONTROLLED SUBSTANCES, DANGEROUS DRUGS AND MEDICATIONS
A.S. 22.2.5, 26.1.1

USE OF CONTROLLED SUBSTANCES AND DANGEROUS DRUGS

Members of this department will not manufacture, distribute, dispense, possess or use any controlled substances or dangerous drugs unless properly prescribed by a physician for an injury or illness. Members who unintentionally ingest or who are made to ingest a controlled substance or dangerous drug will immediately report the incident to their supervisor so that appropriate medical steps may be taken to ensure the member's health and safety.

Members having a reasonable suspicion to believe that another member is illegally manufacturing, distributing, dispensing, possessing or using any controlled substance or dangerous drug will immediately report the facts and circumstances to their supervisor.

REPORTING MEDICATIONS THAT MAY IMPAIR PERFORMANCE

Department members must notify the Health and Safety Manager when required to use prescription medication which they have been informed has the potential to impair job performance. The member will then take a copy of their job description and a Medical Evaluation Form, LVMPD 74, to the treating physician. The physician will determine if the use of the prescribed medication has any side effects and the prescribed period of use.

The treating physician will also determine if the use of the prescribed medication will pose a direct threat to the health and safety of the department member or other person in the workplace. If such a determination is made, the member may be temporarily reassigned to other duties following the Return to Work Program (5/110.15).

OVER-THE-COUNTER MEDICATIONS

No member will ingest any over-the-counter medication in amounts beyond the recommended dosage.

CALL-OUT WHEN TAKING PRESCRIPTION OR OVER-THE-COUNTER MEDICATIONS

On a call-out, if the off-duty member is impaired or otherwise unfit for duty due to the use of prescribed or over-the-counter medication, the member must advise their supervisor of that fact before reporting for duty. A supervisor will not assign a subordinate to duty in an unfit condition.

DRUG FREE WORKPLACE

The Police Employees Assistance Program (PEAP) conducts a drug-free awareness program to inform employees about:

1. The dangers of drug-abuse in the workplace
2. The department's policy of maintaining a drug-free workplace
3. Drug counseling and rehabilitation programs available to employees through PEAP and private resources
4. Penalties for employee drug abuse violations in the workplace

Notification of citation, arrest or charge with drug-related criminal violations will be made in accordance with 5/101.52. Upon conviction of drug-related criminal violations by an employee, the department will take appropriate personnel action against such an employee, up to and including termination. (5/89, 3/04) ■

5/110.26 DEPARTMENT DRUG TESTING PROGRAM
A.S. 26.1.8, 52.2.6, 52.2.7

The law enforcement profession has uniquely compelling interests, supported by United States Supreme Court decisions, to implement the use of member substance abuse testing. The department's workplace testing program allows for testing under the following circumstances: (1) Applicants for employment by the LVMPD may be tested as a condition of employment; (2) recruits attending the police and corrections training academies may be tested as a condition of continued employment; (3) members may be tested based upon reasonable suspicion of drug use or alcohol impairment; (4) members will participate in random drug testing as a result of collective bargaining; (5) members will be subject to random drug testing as a condition of assignment to a specialized unit involved in the performance of safety or security sensitive functions, drug

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interdiction or the handling of drugs; (6) Members will be subject to drug testing upon transfer into a specialized unit directly involved in the performance of safety or security sensitive functions, drug interdiction or the handling of drugs; (7) Non-commissioned members currently employed by the Department, who are applying for commissioned positions within the Department may be tested by the Personnel Bureau to determine their eligibility as a commissioned applicant. (8) Members may volunteer to be drug tested during an official investigation; (9) designated appointed members of the Sheriff's staff (as determined by the Sheriff and including himself) will participate in random drug testing.

All members must present photographic identification (driver's license, department identification, etc.) at the time of collection. Members will be entitled to representation by their bargaining association anytime during the drug testing process. Refusal to test or evidence of sample tampering/alteration will be dealt with according to department policies and bargaining association contracts.

DEFINITIONS

Member	A commissioned or civilian employee of department.
Supervisor	A person having day-to-day responsibilities for supervising subordinates, or who is responsible for commanding a work element.
Sample Collector	Personnel responsible for the collection, preservation, and impounding of drug test samples.
Drug Test	A test of urine or blood, or a combination thereof, selected by the department and conducted under approved conditions, to detect the common drugs of abuse.
Medical Review Officer (MRO)	A licensed physician, holding either a Doctor of Medicine (M.D.) or Doctor of Osteopathy (D.O.) degree, certified by an approved MRO certification board. The MRO reviews collection information and laboratory reports, interviews members/donors, and interprets test results on reasonable suspicion tests, positive random tests, and other tests deemed appropriate by the department. The MRO will be provided formal lab reports detailing specific drug concentration levels when they exceed prescribed cutoffs as positive findings. Those with drug concentration levels below prescribed cutoffs, will be reported as "Negative". Neither positive or negative reports provided to the MRO will include analytical data which was generated during the analysis.
Reasonable Suspicion	A quantity of proof or evidence that is more than a hunch, but may be less than probable cause. Reasonable suspicion of prohibited drug use will be based upon, among other things: <ol style="list-style-type: none"> a. Observable phenomena, such as direct observation of drug use or possession and/or the physical symptoms of being under the influence of a drug. b. A pattern of abnormal conduct or erratic behavior. c. Arrest or conviction for a drug-related offense, or the identification of an employee as the focus of a criminal investigation into illegal drug possession, use, or trafficking. d. Information provided either by reliable and credible sources or independently corroborated, including a positive result on any department-administered drug test. e. Newly discovered evidence that the employee has tampered with a previous drug test.

PROHIBITED ACTIVITY

The following will apply to all members.

1. No member will illegally possess any controlled substance.
2. No member will ingest any controlled substance or other dangerous substance, unless prescribed for the member by a licensed medical practitioner.
3. No member will ingest any prescribed or over-the-counter medication in amounts beyond the recommended dosage and may be required to report some prescribed medications to the Health and Safety Services Section per Department procedure, 5/110.24, Drug Free Workplace.
4. Members who unintentionally ingest, or who are made to ingest a controlled substance will immediately report the incident to their supervisor so that appropriate medical steps may be taken to ensure the member's health and safety.

***Las Vegas Metropolitan Police Department
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5. Members having a reasonable suspicion to believe that another member is illegally using or possessing any controlled substance will immediately report the facts and circumstances to their supervisor.
6. Members should be aware that the use of hemp oil products will not be an acceptable defense for a positive tetrahydrocannabinol (THC) drug test.

APPLICANT DRUG TESTING

1. Applicants for employment may be required to take a drug test as a condition of employment. (Applicants include non-department employees as well as non-commissioned employees applying for commissioned positions and corrections officers applying for police officer positions.)
2. A single urine sample will be collected by an approved contractor chosen by the department. The applicant will provide a urine sample within twenty-four hours after being notified of the requirement by the Personnel Bureau.
3. A number will be used to identify and label the testing sample. The identifying number will begin with a "PE" (designating pre-employment sample) followed by a successive number assigned by the department/sample collector. **NO SAMPLES WILL BEAR THE APPLICANT'S NAME.**
4. A Chain of Custody and Control Form, LVMPD ISD 83, will be completed by the sample collector.
5. A sample collector will be present for the collection by listening, not visual observation, to ensure that the sample is from the recruit and actually passed at the time recorded.
6. The urine sample will be transported to the Forensic Laboratory by the sample collector or by Forensic Laboratory personnel for testing which will be conducted according to the protocol delineated in Drug Testing Methodology. Tests for the presence of illicit, prescription, or over-the-counter drugs may be performed.
7. Following the analysis, written reports of all results will be forwarded to the MRO for review. The MRO will conduct a verification process on any reported positive results and will notify the Personnel Bureau of any verified positives.
8. Applicants will be discontinued in the application process for:
 - a. refusal to submit to a required drug test
 - b. evidence of sample tampering or alteration, or
 - c. a positive drug test indicating drug use prohibited by this procedure.

RECRUIT DRUG TESTING

1. Recruits attending the corrections or police training academy may be required to take a urine drug test as a condition of continued employment during the training period.
2. A number will be used to identify and label the testing sample(s). The identifying number will begin with an "ACA" (designating that the individual is attending a patrol academy) or "DSD" (designating that the individual is attending a corrections academy) followed by a successive number assigned by the department/sample collector. **NO SAMPLES WILL BEAR THE RECRUIT'S NAME.**
3. A Chain of Custody and Control Form, LVMPD ISD 83, will be completed by the sample collector.
4. A sample collector will be present for the collection by listening, not visual observation, to ensure that the sample is from the recruit and actually passed at the time recorded.
5. The urine sample will be collected and then split into two containers provided by the department/sample collector. A sufficient amount of the biological fluid must be provided to split the sample into the Department fraction (D) and the Employee fraction (E). The "D" sample will be tested by the Forensic Laboratory. The "E" sample will be retained by the Forensic Laboratory in the event of a positive test and subsequent testing at the request of the recruit. All samples will be sealed in the presence of the recruit.
6. The urine sample will be transported to the Forensic Laboratory by the sample collector or by Forensic Laboratory personnel for testing which will be conducted according to the protocol delineated in Drug Testing Methodology. Tests for the presence of illicit, prescription, or over-the-counter drugs may be performed.
7. Following the analyses, written reports of all results will be forwarded to the MRO for review. The MRO will conduct a verification process on any reported positive results and will notify the Office of Internal Affairs (OIA) of any verified positives. As part of the verification process, the MRO will attempt to contact the recruit to discuss the test results. If the recruit does not respond to the MRO's request for contact within 24 hours, the MRO will notify OIA, who will then be responsible for making the contact. OIA will conduct an investigation as outlined in Department Manual Section 5/101.26 on all verified positive results. As a result of a verified positive drug test, the recruit will be placed on administrative leave per 5/101.28, Authority to Relieve from Duty.
8. In the event of a positive test, the recruit may elect to have the "E" sample tested by an independent laboratory. Following the initial notification of a positive result, the recruit has 72 hours to inform the MRO of a request to

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have the “E” sample tested by an independent laboratory specified by the department. The MRO will advise the Forensic Lab of the request in written form. To maintain the appropriate chain of custody, split samples will not be released to recruits. The Forensic Laboratory will release the sample to a representative of the independent testing laboratory or mail the sample to the independent laboratory. Results obtained by the independent testing laboratory will be provided to the Forensic Laboratory and then provided to the MRO.

9. A recruit’s employment and participation in the training process may be discontinued for:
 - a. refusal to submit to a required drug test
 - a. evidence of sample tampering or alteration, or
 - c. a positive drug test indicating drug use prohibited by this procedure.

REASONABLE SUSPICION DRUG TESTING

1. Members are required to take drug tests on the basis of reasonable suspicion (as defined above) as a condition of continued employment in order to ascertain prohibited use. Upon determination that a reasonable suspicion drug test is necessary, the investigating supervisor will notify and coordinate with Office of Internal Affairs (OIA) prior to proceeding with sample collection.
2. The OIA and the investigating supervisor will document the reasonable suspicion on a Statement of Complaint, LVMPD 272, and ensure that the proper drug test(s) are conducted. Documentation of the reasonable suspicion will be provided to the member prior to the actual test.
3. Articulable or observable occurrences which may be relied upon in determining whether reasonable suspicion exists may include, but not be limited to:
 - a. Information from a reliable source regarding use, possession, or sale of drugs by a department member.
 - b. The use of force, or serious on-duty injury to the member or another person.
 - c. Vehicle accident(s).
 - d. Reduced productivity, high absenteeism, or other incident(s) or behavior inconsistent with previous behavior or desirable performance.
 - e. Visual observation of physical manifestations, such as track marks, slurred speech, dilated pupils, or staggering. (With such symptoms, the supervisor should have the member perform sobriety tests before at least two witnesses and have the drug test as soon as possible.)
4. Members to be tested will be required to provide a sample of urine, blood, breath or combination thereof, as determined by the department. Reasonable suspicion sample collection will occur at a facility/location or by a sample collector deemed appropriate by the department, ensuring that the nature of the collection remains confidential.
5. A number will be used to identify and label the testing sample(s) The identifying number will begin with RS for Reasonable Suspicion, followed by a number assigned by the department/sample collector. **NO SAMPLES WILL BEAR THE MEMBER’S NAME.**
6. A Chain of Custody and Control Form , LVMPD ISD 83, must be completed at the time of collection.
7. Sample collection will be visually monitored by a sample collector. The observer will be same gender as the member being tested.
8. Samples of both urine and blood may be taken and will be collected in the urine collection containers and/or blood alcohol kits provided by the department/sample collector. A sufficient amount of the biological fluid(s) must be provided to split the sample into the Department fraction (D) and the Employee fraction (E). The “D” sample will be tested by the Forensic Laboratory. The “E” sample will be retained by the Forensic Laboratory in the event of a positive test and subsequent testing at the request of the member. All samples will be sealed in the presence of the member.
9. Refusal to submit to a required drug test or evidence of sample tampering or alteration will be deemed evidence of willful misconduct by the member, and the member will be subject to termination.
10. Upon completion of the sample collection, the member will be released to the custody of a supervisor in his/her chain of command who will then place the member on Administrative Leave, pending the results of the drug test, by completing LVMPD 117, Notice of Relief of Duty (see 5/101.28).
11. The sample(s) will be transported to the Forensic Laboratory by the sample collector or by Forensic Laboratory personnel for testing which will be conducted by the Forensic Laboratory according to protocol delineated in Drug Testing Methodology. Tests for the presence of alcohol, illicit, prescription, or over-the-counter drugs may be performed on any reasonable suspicion sample. Testing of the samples collected from members assigned to the Forensic Laboratory will be conducted by an independent testing laboratory chosen by the department.
12. Following the analyses, written reports of all results will be forwarded to the MRO for review. The MRO will conduct a verification process on any reported positive results, will ensure a Garrity Advisory is completed and will notify OIA of any verified positives. As part of the verification process, the MRO will attempt to contact the

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member to discuss the test results. If the member does not respond to the MRO's request for contact within 24 hours, the MRO will notify OIA, who will then be responsible for making the contact. OIA will conduct an investigation as outlined in Department Manual Section 5/101.26 on all verified positive results.

13. In the event of a positive test, the member may elect to have the "E" sample tested by an independent laboratory. Following the initial notification of a positive result, the member has 72 hours to inform the MRO of a request to have the "E" sample tested by an independent laboratory specified by the department. The MRO will advise the Forensic Lab of the request in written form. To maintain the appropriate chain of custody, split samples will not be released to members. The Forensic Laboratory will release the sample to a representative of the independent testing laboratory or mail the sample to the independent laboratory. Results obtained by the independent testing laboratory will be provided to the Forensic Laboratory and then provided to the MRO.

RANDOM DRUG TESTING

1. Random testing will be conducted by squad and supervisory personnel will ensure members under their command comply with the provisions of this section.
2. Random urine drug testing will be performed on:
 - a. commissioned and civilian members as provided in their collective bargaining agreement;
 - b. Members of units which performs security or safety sensitive functions, as determined by the Sheriff.
3. Members to be drug tested will:
 - a. undergo random drug testing as provided in their collective bargaining agreement and/or as a condition of continued assignment to a specialized unit, and
 - b. be selected for testing by means of a computerized program based on their squad assignment and maintained by the Office of Internal Affairs (OIA) .
4. A number will be used to identify and label the testing sample(s). The identifying number will begin with RA, for RANDOM, followed by a successive number assigned by the department/sample collector. NO SAMPLES WILL BEAR THE MEMBER'S NAME.
5. A Chain of Custody and Control Form, LVMPD ISD 83, must be completed at the time of the collection.
6. A urine sample will be collected by a sample collector chosen by the department. The sample collector will be present for the collection, outside the restroom door, with no visual observation, to ensure that the samples are from the member and were passed at the time recorded.
7. A urine sample will be split into two containers provided by the department/collector. A sufficient amount of the biological fluid must be provided to split the sample into the Department fraction (D) and the Employee fraction (E). The "D" sample will be tested by the Forensic Laboratory. The "E" sample will be retained by the Forensic Laboratory in the event of a positive test and subsequent testing at the request of the member. All samples will be sealed in the presence of the member.
8. A member's refusal to provide a sample or evidence of sample tampering/alteration will be dealt with according to department policies and bargaining association contracts.
9. A member will be permitted, at the conclusion of the department's random drug testing process, to leave the workplace in order to provide a sample for their own independent test. This will require both supervisory approval based on Department manpower needs and the submittal of the appropriate leave request. The independent test will be at the member's own expense.
10. The urine sample will be transported to the Forensic Laboratory by the sample collector or by Forensic Laboratory personnel for testing. Testing will be conducted by the Forensic Laboratory according to protocol delineated in Drug Testing Methodology. Tests for the presence of illicit drugs will be performed. Testing of urine samples collected from members assigned to the Forensic Laboratory will be conducted by an independent testing laboratory chosen by the department.
11. Following the analyses, written reports of all results will be forwarded to the MRO for review. The MRO will conduct a verification process on any reported positive results, will ensure a Garrity Advisory is completed and will notify OIA of any verified positives. As part of the verification process, the MRO will attempt to contact the member to discuss the test results. If the member does not respond to the MRO's request for contact within 24 hours, the MRO will notify OIA, who will then be responsible for making the contact. OIA will conduct an investigation as outlined in Department Manual Section 5/101.26 on all verified positive results. As a result of a verified positive drug test, the member will be placed on administrative leave per 5/101.28, Authority to Relieve from Duty.
12. In the event of a positive test, the member may elect to have the "E" sample tested by an independent laboratory. Following initial notification of a positive result, the member has 72 hours to inform the MRO of a request to have the "E" sample tested by an independent laboratory specified by the department. The MRO will advise the Forensic Lab of the request in written form. To maintain the appropriate chain of custody, split samples will not be released

***Las Vegas Metropolitan Police Department
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to members. The Forensic Laboratory will release the sample to a representative of the independent testing laboratory or mail the sample to the independent laboratory. Results obtained by the independent testing laboratory will be provided to the Forensic Laboratory and then provided to the MRO.

TRANSFER DRUG TESTING

1. Transfer drug testing will be performed on members as a condition of entrance into specialized units which are directly involved in the performance of safety or security sensitive functions, drug interdiction or the handling of drugs. These specialized units include, but are not limited to, Gang Crimes Bureau, Homeland Security Bureau, Vice-Narcotics Bureau, Support Services Bureau, Forensic Laboratory, Evidence Vault, helicopter pilots and mechanics, and motorcycle mechanics. (NOTE: It is the responsibility of the respective bureau/area commander to ensure personnel transferring into the unit are required to take this initial transfer drug test.)
2. The member will provide a urine sample within twenty-four hours after being notified of the requirement by their newly assigned bureau/area commander or his/her designee.
3. A number will be used to identify and label the testing sample(s). The identifying number will begin with TR, for TRANSFER into a specialized unit followed by a number assigned by the department/sample collector. NO SAMPLES WILL BEAR THE MEMBER'S NAME.
4. Steps 5 thru 12 outlined above in the Random Drug Testing section will apply to this section.

VOLUNTARY DRUG TESTING

1. An individual may volunteer to be drug tested during an official investigation. These individuals will not be placed into the random rotation and will only be considered to be a volunteer during the course of that particular investigation.
2. A number will be used to identify and label the testing sample(s). The identifying number will begin with VO, for VOLUNTARY testing followed by a number assigned by the department/sample collector. NO SAMPLES WILL BEAR THE MEMBER'S NAME.
3. Steps 5 thru 12 outlined above in the Random Drug Testing section will apply to this section.

DRUG TESTING METHODOLOGY

1. The Forensic Laboratory will receive specimens and ensure that all samples are suitable for testing. If it is determined that the Lab is unable to perform tests on the samples, the MRO will be notified in writing stating the reasons (insufficient sample, leakage, adulteration, etc...)
2. Laboratory drug testing will consist of a two-step procedure - an initial screening test and a confirmation test.
3. The samples will be tested for indications of alteration or substitution.
4. The sample will then be tested using the initial drug screening procedure. An initial positive test result will not be considered conclusive; rather it will be classified as "confirmation pending." Notification of test results will be held until the confirmation test results are obtained.
5. A specimen testing positive will undergo an additional gas chromatograph/mass spectrometry confirmatory test that is technologically different and more sensitive than the initial screening test.
6. Reasonable suspicion, applicant, voluntary and recruit samples will be screened for THC, cocaine/benzoylcegonine, amphetamine/methamphetamine, MDMA (methylenedioxymethamphetamine) opiates, PCP, benzodiazepines, and any other substance specifically requested. Information on current sensitivity (the ability to eliminate false negatives) and specificity (the ability to eliminate false positives) will be available upon request.
7. Random and transfer samples will be tested for tetrahydrocannabinol (THC), cocaine/benzoylcegonine, amphetamine/methamphetamine, MDMA (methylenedioxymethamphetamine), opiates, and PCP. Information on current sensitivity (the ability to eliminate false negatives) and specificity (the ability to eliminate false positives) will be available upon request. The following tables outline the cutoff concentrations for the screening and confirmation tests. All concentration amounts found below the listed cutoff concentration will be reported as negative.

<i>TYPE OF DRUG</i>	<i>SCREENING TEST CUT-OFF</i>
<i>Marijuana metabolite (Delta-9-tetrahydrocannabinol-carboxylic acid)</i>	<i>50 ng/ml</i>

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<i>TYPE OF DRUG</i>	<i>SCREENING TEST CUT-OFF</i>
<i>Cocaine and Cocaine metabolite-benzoyllecgonine</i>	<i>300 ng/ml</i>
<i>PCP - Phencyclidine</i>	<i>25 ng/ml</i>
<i>Methamphetamine/Amphetamine⁸</i>	<i>1000 ng/ml</i>
<i>Opiate Metabolites</i>	<i>2000 ng/ml</i>

<i>TYPE OF DRUG</i>	CONFIRMATION TEST CUT-OFF
Marijuana metabolite (Delta-9-tetrahydrocannabinol-carboxylic acid)	15 ng/ml
Cocaine/Cocaine metabolite-benzoyllecgonine	150 ng/ml
PCP - Phencyclidine	25 ng/ml
Methamphetamine ⁹ & metabolite amphetamine	500 ng/ml ²
Methylenedioxymethamphetamine (MDMA)	250 ng/ml
Opiates (codeine and morphine) ¹⁰	2000 ng/ml ³
6 - monoacetylmorphine (6-MAM) ³	10 ng/ml ³

CHAIN OF CUSTODY/STORAGE

Each step in collecting and processing specimens will be documented to establish procedural integrity and the chain of custody.

DRUG TEST RESULTS/CONFIDENTIALITY

1. The drug testing results will be provided to the member by the Office of Internal Affairs
2. All records pertaining to department required drug tests will remain confidential, and will not be provided to other employers or agencies without the written permission of the person whose records are sought.

DISPOSAL OF SAMPLES

1. Positive Test - In the event of a positive test, the samples and reports generated will be maintained until all appeals are adjudicated. Prior to destruction of a positive test sample, the Forensic Lab will provide a destruction notice to both Office of Internal Affairs (OIA) and Risk Management.
2. Negative Test - In the event of a negative test, the samples and reports generated will be destroyed as soon as practical.

⁸Target analyte of the screening process must be d-methamphetamine and test kit must significantly cross-react with methylenedioxymethamphetamine (MDMA or ecstasy).

⁹Specimen must also contain amphetamine at a concentration greater than or equal to 200 ng/ml or it is reported as a negative.

¹⁰Test for 6-monoacetylmorphine (6-MAM) in the specimen is conducted only when specimen contains morphine at a concentration greater than or equal to 2000 ng/ml. The presence of 6-MAM confirms that the substance ingested was heroin.

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3. The Forensic Lab will dispose of appropriate samples based upon established protocol for the destruction of blood and urine.

AMNESTY PROVISION FOR SELF-REPORTING

An employee may voluntarily identify himself/herself as a user or an abuser of prescription drugs prior to being identified through other means. Such self-identification may occur through any person in the employee's chain-of-command or an Association representative. Under these circumstances, the employee will participate in a mandatory rehabilitation program paid for by the employee and/or the appropriate health insurance carrier. The employee will also be subject to the conditions of a Last Chance Agreement which will include unannounced testing for a two (2) year period.

This Last Chance Agreement is not subject to any purge provisions set out by contract or policy and will remain as an employment record throughout the employee's employment or subsequent re-employment. However, as a special condition of the amnesty program, the Last Chance Agreement will only remain in the employee's personnel file consistent with the department's purge policy for a major suspension. Thereafter, the document will be maintained in a separate file and can be acted upon if any other subsequent drug related offenses arise.

Any failure on the part of the employee to meet the provisions of the Last Chance Agreement will be cause for termination.

At any time after self-identification, wherein the employee tests positive for a prescription drug that is being abused, the department will have cause for termination. (6/04 6/06) ■

***Las Vegas Metropolitan Police Department
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**5/110.28 ACCIDENT REVIEW BOARD
A.S. 26.1.4, 26.1.8**

It is the policy of this department for the Accident Review Board to evaluate the causes of accidents involving department vehicles. The board will determine if department policies, procedures, training standards, or traffic laws have been violated, and assess appropriate disciplinary action when warranted.

DEFINITIONS

- Excusable A finding that an employee involved in an accident may be at fault, however, the accident was unavoidable or excusable considering all of the circumstances.
- Non-negligent A finding that an employee, involved in an accident, performed in accordance with department policies, procedures, training standards, and traffic laws.
- Negligent A finding that an employee, involved in an accident, violated department policies, procedures, training standards, or traffic laws.

TRAFFIC SECTION RESPONSIBILITY

The Traffic Section, Transportation Safety Bureau, will maintain both electronic and paper files and statistics on all department vehicles and department employees involved in traffic accidents. In addition, the Accident Review Board Chairperson will submit an annual summary report to the Training Bureau, outlining the causes of department accidents, for their use in determining if additional driver training is needed. A copy of the annual summary will be sent to the Patrol Division Commanders. Monthly summaries will be distributed to involved units.

REVIEW BOARD COMPOSITION

The members of the Accident Review Board will be recommended to the Patrol Division Commanders. Upon approval by the Patrol Division Commanders, the board will be composed of the following:

1. A Traffic Section lieutenant who will serve as board chairperson.
2. A Patrol Division lieutenant
3. An Investigative Services Division lieutenant
4. A civilian member in Pay Schedule 49 or higher (required only for accidents involving civilian employees)
5. The Risk Manager (non-voting member)
6. The sergeant in charge of the Driver Training Section (non-voting member)

All voting members of the board must be present for the Accident Review Board to meet, except the civilian member who will only be present for those accidents involving civilian employees. For each position on the board, alternates can be appointed by the Patrol Division Commander.

Bureau/area commanders may, at their discretion, attend Accident Review Board hearings involving employees under their command. Commanders may provide recommendations to the board; however, they will not be present during the voting process.

REVIEW BOARD RESPONSIBILITY

The Accident Review Board will convene to determine the cause of department vehicle accidents, with findings that the actions of drivers were excusable, non-negligent, or negligent. The board may require an employee, and in some cases the employee's immediate supervisor and/or the employee's Field Training Officer (FTO), if applicable, to attend the hearing according to the following guidelines:

1. Minor or moderate damage to all property or minor injury as a result of the accident, the board may require the employee to attend, as well as the employee's FTO, if applicable.
2. Major damage to all property or minor injury as a result of the accident, the board will require an appearance by the employee and may require the attendance of the employee's immediate supervisor as well as the employee's FTO, if applicable .

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3. Substantial bodily injury or death, as a result of the accident, the board (Alternate Board) will require an appearance by the employee, the employee's immediate supervisor, the employee's FTO, if applicable, and an employee representative if the employee so chooses.

Failure to appear before the Accident Review Board, when so directed, will subject the member to department discipline, and does not prevent the board from rendering a decision.

PROCEDURE

Accident Review Board Chairperson

1. Obtains accident reports from the Records Bureau and ARB file information.
2. Obtains information on vehicle accident costs (by member's name, event number, and vehicle number) from Risk Management.
3. Meets with other board members to select those accidents to be heard by the board.
4. Determines, with other board members, if there has been a possible violation relating to vehicle operation.
 - a. When no violation is found, notifies the employee and the employee's bureau/area commander that the accident is not in violation of department policies, procedures, training standards, or traffic laws.
 - b. When a violation is suspected, establishes an Accident Review Board hearing date and notifies the board members.
5. Notifies the employee and the employee's bureau/area commander of the hearing date and time in writing. This notification will also inform the employee if attendance is required or not, and that the employee may bring witnesses on/or representation.
6. Completes required reports after the board hearing and forwards them through the chain of command to the appropriate division/office commander.

Accident Review Board

7. Ensures the "Garrity Warning" is read to the employee whenever the appearance before the board is mandatory.
8. Determines after the hearing, if there has been a possible violation of department procedures, training standards, or traffic laws relating to vehicle operation.
9. Assesses disciplinary action, when appropriate, via the LVMPD PD 2E, Accident Review Board Adjudication, to the employee's supervisor for implementation.

ALTERNATE ACCIDENT REVIEW BOARD

The alternate board will be composed of three deputy chiefs, with the Patrol Division Commander serving as chairman.

When serious bodily injury (as defined in 6/000.02) or death occurs, and in cases involving captains and above, the alternate Accident Review Board will evaluate the cause of the accident and determine if disciplinary action is appropriate. In these instances, the board will require an appearance by the employee, the employee's immediate supervisor, and an employee representative, if the employee so chooses.

The chairman of the primary board will serve as administrative liaison to the alternate board. Liaison duties will include making employee notifications, providing information, and maintaining reports.

ADMINISTRATIVE DISCIPLINE

In determining the appropriate discipline for members found negligent in department vehicle accidents, the Accident Review Board will consider the following factors:

1. Severity and circumstances relating to the accident.
 1. Injuries and/or property damage.
 2. Private property vs. public roadway.
 3. Single vehicle only vs. collision with another vehicle.
 4. The driving actions of employee, (i.e., reckless driving behavior, excessive speeds, negligent Code 3 driving, policy violations, etc.) employee behavior and performance immediately preceding and during the accident.
 5. Routine patrol and/or driving vs. "Code 3" or Vehicle Pursuit driving.
2. Violation of state, county, and city traffic laws and regulations.
3. Failure to comply with department policies, rules/regulations, procedures, and/or training standards.
4. Accident history of the involved member.

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All adjudication of discipline will be completed on the LVMPD PD 2E, Accident Review Board Adjudication, and a copy provided to the Accident Review Board Chairperson.

The Accident Review Board will review and take into consideration an employee's driving history for a two-year period. If the employee has any formal driving related discipline on file (written reprimand and above) the employee's driving history will be considered for the span of that discipline.

The following actions will be taken by the board, with consideration to any mitigating or aggravating circumstances presented during the administrative hearing:

1. The first negligent accident/incident in a two-year period will result in written reprimand or discipline up to and including termination.
2. A second negligent accident/incident finding within a two-year period will result in additional drivers' training and discipline ranging from a written reprimand to termination.
3. A third negligent accident/incident finding within a two-year period will result in discipline ranging from a minor suspension to termination.
4. A fourth or any subsequent negligent accident/incident finding within a five-year period will result in discipline ranging from a major suspension to termination.

Recommendations for termination or for a suspension of more than 80 hours will be forwarded to the Alternate Accident Review Board for final adjudication.

INCIDENT REPORTING/RECORD KEEPING

It is the policy of this department to investigate all minor vehicle collisions that do not meet the definition of an accident, as outlined in NRS 484.229. All vehicle incident reports will be forwarded to ARB, Traffic Section. The ARB will maintain the vehicle incident reports. Refer to department policy on "Reporting Vehicle Accidents," 5/103.29.

DECISIONS ON RECOMMENDED ADMINISTRATIVE DISCIPLINE

An employee receiving discipline as the result of a department vehicle accident may file a grievance according to PPA, PMSA, PPACE, or Civil Service Rules, whichever is appropriate to the employee being disciplined.

Prior to changing or reducing discipline which was administered by the ARB, bureau commanders will contact the ARB chairperson to receive input and an explanation as to why the discipline was given. Bureau commanders may review the employees ARB file maintained at the Transportation Safety Bureau.

Bureau commanders who choose to change discipline administered by ARB will contact their respective division commander for approval.

Once all grievances and/or disciplinary steps have been taken, copies of the final dispositions will be forwarded to the ARB for inclusion in the employee's file.

PURGING OF ACCIDENT HISTORY INFORMATION

The purging of disciplinary records for on-duty department vehicle accidents will be accomplished in accordance with the guidelines provided in 5/101.42. Any subsequent negligent incidents involving department vehicles will extend the ARB file maintenance period by 12 or 24 months, in accordance with the guidelines provided in 5/101.42. (10/02, 2/06) ■

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5/110.30 EMPLOYEE CRISIS INTERVENTION
A.S. 22.2.5

It is the policy of this department to identify and support the employee whose articulable behavior on or off duty provides evidence that he/she may be a threat to him/herself or others to ensure safety in the workplace.

DEFINITIONS

Overt Acts	Any actual attempt that could result in injury or death to self or others OR verbalization of an intent WITH a plan for action.
Intervention Committee	A committee that will make the final determination if a member can return to duty. This committee will consist of the respective Division Commander and Assistant Sheriff in the member's chain of command and the Metro Counsel.
At Risk Employee	This may include (but is not limited to) an employee whose actions, verbalizations, suspected abuse of prescribed or over-the-counter medications, misuse of alcohol, etc. may pose a danger to himself or others.

GENERAL

An employee may be considered at-risk and unsuitable for duty if his/her physical or emotional condition and actions might result in or may have resulted in danger to self or others. In events in which there have been overt acts to harm oneself or others, this procedure is mandatory.

In the event the behavior is in violation of any department policy, rule, regulation or procedure, this procedure does not preclude the chain of command from initiating an investigation in accordance with 5/101.26 Complaints/Commendations Involving Department Employees. The Employee Crisis Intervention Form, supervisor's memorandum and professional assessment reports generated during the course of an employee intervention will be used for the administration and application of this procedure only and will be maintained in a confidential file in the Health and Safety Services Section.

PROCEDURE

Immediate Supervisor

1. Becomes aware of an incident or situation affecting an employee which represents a potential risk of harm to self or others.
2. Evaluates the information and conducts a preliminary investigation.
3. If it is determined that a potential risk of harm to self or others exists, the employee will be relieved of duty in accordance with Department Manual section 5/101.28. The respective bureau/area commander will be consulted and advised of the circumstances prior to relieving the employee from duty. If the bureau/area commander is unavailable, the watch commander will be consulted. If imminent danger exists to self or others, refer to Department Manual section 5/105.12.
4. Contacts PEAP (Police Employee Assistance Program) and the appropriate employee association for immediate response to the scene and to ensure the employee receives proper support. The only information that is to be provided to PEAP and the applicable association is that an incident as defined by this procedure has occurred.
5. Completes Employee Crisis Intervention Form, LVMPD 278, and additional memo with supporting information (if appropriate) and forwards through the chain of command to the bureau/area commander.

Bureau/Area Commander

6. Reviews the Employee Crisis Intervention Form in consultation with Health and Safety Services Section, and determines if a mandatory risk assessment is warranted before the employee is authorized to return to duty.
7. If an assessment is warranted, notifies the employee that a mandatory risk assessment must be completed before the employee is authorized to return to duty.
 - a. Requires the employee to sign an Employee Crisis Intervention Release form, LVMPD 279, authorizing the assessment professional to contact Health and Safety Services Section with the assessment conclusions, intervention program, and supporting documentation and forwards to Health and Safety Services Section. Refusal to sign the release form will be considered insubordination and handled accordingly (see 4/104.04).
 - b. Advises the employee to contact Health and Safety Services Section within two working days.

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Partners with the Community***

- c. Advises the division commander of the circumstances and action taken.
- 8. If an assessment is not warranted, notifies the immediate supervisor of the decision and determines what, if any, action is to be taken.

Employee

- 9. Signs the release form authorizing a professional assessment, if required.
- 10. Contacts Health and Safety Services Section to schedule an appointment with the assessment professional, selected by the employee from a department approved list of professionals, to conduct a risk assessment evaluation.
- 11. Remains available for assessment and evaluation appointments and complies with the requests of the assessment professionals.

Health and Safety Services Section

- 12. Schedules an appointment with the selected assessment professional and provides information regarding the incident including the Employee Crisis Intervention Form and release form to assist the doctor with the assessment.
- 13. Evaluates the assessment professional's reports and monitors any intervention program requirements. If follow-up is necessary, schedules appointments as required.
- 14. Notifies the respective division commander upon receipt of the assessment professional's final report if an overt act initiated this crisis intervention.
 - a. If no OVERT act was involved, proceed to step 20 of this procedure.

Respective Division Commander

- 15. Schedules a meeting for the Intervention Committee within 48 hours of notification by the Health and Safety Section and notifies Health and Safety Section of the date, time and location of the meeting.

Health and Safety Services Section

- 16. Forwards copies of the assessment professional's final report and any other pertinent paperwork to the members of the committee in a marked confidential envelope as soon as possible upon receipt of the report.

Intervention Committee

- 17. Reviews all reports and information and makes a final determination as to the member's fitness for duty. This decision will be based on a review of a medical professional's report which describes the professional's opinion concerning the member's fitness for duty and consideration of the potential risk of harm to self or others.
- 18. If a consensus cannot be reached, confers with the Undersheriff and/or Sheriff to make a final decision.
- 19. Notifies the Health and Safety Services Section of final decision.
- 20. Ensures all written documents provided by Health and Safety are immediately and confidentially disposed of.

Health and Safety Services Section

- 21. Notifies the bureau/area commander and supervisor of the employee's status once the assessment is completed and/or the Intervention Committee has made a final determination as to fitness for duty.
- 22. Maintains Employee Crisis Intervention Form and professional assessment reports in a confidential file to be purged after 5 years from the date of the last incident.

Bureau/Area Commander

- 23. When an employee is released to work, informs the supervisor to return the employee to regular status and schedule return to work.
- 24. If employee is unable to return to work, informs the supervisor to change the employee's status from administrative leave to sick leave or other as directed by Health and Safety Services Section.

Supervisor

- 25. If employee is unable to return to work, maintains communication with the Health and Safety Services Section and monitors employee progress and status.
- 26. In the event the employee's leave is extended beyond 12 weeks as allowed in the Family Medical Leave Act, or termination is recommended, communicates with labor relations regarding appropriate administrative action thereafter.

Labor Relations

- 27. Coordinates with the Health and Safety Services Section and informs the respective employee association of actions where applicable. (7/01, 12/05) ■

**Las Vegas Metropolitan Police Department
Partners with the Community**

5/111.00 OPERATIONS SECURITY

5/111.02 OPERATIONS SECURITY MANAGEMENT (OPSEC)

It is the policy of this department to maintain Operations Security (OPSEC) to control sensitive, unclassified information about the department's capabilities and intentions and to keep them from being exploited by adversaries.

DEFINITIONS

Operations Security (OPSEC)	An analytic process used to deny an adversary information - generally unclassified - concerning our intentions and/or capabilities by identifying, controlling, and protecting indicators associated with our planning processes or operations.
Adversary	An individual, group, organization or government that must be denied critical information. Synonymous with competitor/enemy.
Indicators	Any detectable activity and open source information that, either by itself or when aggregated, gives an adversary insight into critical or sensitive information.
Risk Assessment	The process of evaluating security risks based on analysis of threats and vulnerabilities of a system or operation.
Threat Analysis	An examination of an adversary's technical and operational capabilities, motivation, and intentions to detect and exploit security vulnerabilities.
Countermeasure	Anything that effectively negates or reduces the risk from an adversary's ability to exploit vulnerabilities.
OPSEC Assessment	An evaluation of the effectiveness of the OPSEC Program and any associated security or counterintelligence programs deemed appropriate by Executive Staff, Command Staff or the Program Manager. An OPSEC assessment generally involves a team of OPSEC specialists, analysts and other security experts and assesses the OPSEC program in regards to a specific activity or operation. The OPSEC Working Team uses the OPSEC process to give the requesting authority a report on risks associated with identified vulnerabilities, and recommended countermeasures.

GENERAL

Operations Security (OPSEC) is a systematic process to identify, control and protect generally unclassified information about a mission, operation or activity, and, thus, denying or mitigating an adversary's ability to compromise or interrupt that mission, operation or activity.

The OPSEC process consists of an assessment followed by improvements that minimize risk in each functional unit of the department. The assessment consists of five steps:

- Identify Critical Information
- Analyze the Threat
- Assess Risk
- Apply Countermeasures
- Analyze Vulnerabilities

A necessary condition for maintaining essential security is protection of critical information. This protection ensures that the department maintains a heightened awareness of potential threats beyond the application of traditional security measures. The purpose of this heightened awareness is to prevent adversaries from taking advantage of publicly available/open source information or other detectable law enforcement sensitive activities to discover indicators of the department's intentions, capabilities, operations and activities.

**Las Vegas Metropolitan Police Department
Partners with the Community**

OPSEC ORGANIZATIONAL STRUCTURE

OPSEC Advisory Board	Appointed by the Deputy Chief of Special Operations Division with a cross-section of representatives from the department. The board is responsible for overseeing the development, implementation and monitoring of the OPSEC program. The Chairman of the Advisory Board is the Homeland Security Bureau Captain.
OPSEC Program Manager	Operations director of the OPSEC program with the authority to implement and maintain the OPSEC process. Appointed by the Chairman of the Advisory Board.
OPSEC Advocates	Members from each bureau/area/office assigned responsibilities to implement the OPSEC Program within their functional area.
OPSEC Working Team	A bureau/area/office level team selected by the OPSEC Advocate to develop, implement and monitor an OPSEC program for the unit.

PROCEDURE

Bureau/Area/Office Commander

1. Ensures all lieutenants, sergeants, managers and supervisors receive awareness briefing and training in OPSEC principles and all employees receive awareness training.
2. Identifies an employee to serve as an OPSEC Advocate who will perform OPSEC related actions and be a focal point for OPSEC matters.
3. Coordinates identification of critical information that they want to protect from an adversary and plans how to control the handling, dissemination and destruction of this information.
4. Plans and implements specific OPSEC requirements for all unit operations as directed by the OPSEC Advisory Board Chairman.
5. Establishes measures to ensure that all personnel in relation to their position and functions are aware of hostile intelligence threats and understand the OPSEC process.
6. Establishes provisions for inter and intra-bureau support and cooperation with respect to OPSEC programs.
7. Ensures OPSEC requirements and PO-xx-04 for contractors are made known to them and are followed.
8. Recommends to the OPSEC Program Manager changes to policies, procedures or practices to the OPSEC Program.
9. Establishes, as necessary, specific unit policies and procedures to supplement those developed by the OPSEC Program Manager or department policies.
10. Ensures that adequate capabilities to execute OPSEC measures are available.

Training Bureau

11. In conjunction with the OPSEC Advisory Board, schedules all training and awareness for OPSEC programs targeted to LVMPD personnel.

Office of Quality Assurance

12. Coordinates with OPSEC Advisory Board for criteria to be included in periodic quarterly inspections.
13. Informs OPSEC Advisory Board of any OPSEC related deficiencies from the inspections.
14. Retains inspection results for three years.

OPSEC Advisory Board

15. Prepares an annual review of the OPSEC program after the annual line inspection of facilities and security.
16. Updates the OPSEC Program Plan annually based on results of annual review.
17. Provides OPSEC support to all staff components to include consultation on the development of OPSEC programs and plans, and the conduct of OPSEC surveys.
18. Coordinates the development of a curriculum of formal OPSEC courses including, as a minimum, an OPSEC Fundamentals course and an OPSEC Practitioner's Course. (7/04) ■

5/111.03 VIOLENT GANG AND TERRORIST ORGANIZATION FILE

The FBI has established a notification system in NCIC to alert officers of individuals who are subjects of terrorism investigations. The Terror Screening Center has been established to offer direction and assistance when an officer receives

***Las Vegas Metropolitan Police Department
Partners with the Community***

a “hit” on a suspected terrorist. Officers will receive NCIC hits on terror related subjects via the VGTOF (Violent Gang and Terrorist Organization File) database system within NCIC. When an officer receives a “hit”, indicating that the subject has been entered into the VGTOF, one of four separate classifications or codes will appear on the hit. The different codes each provide a specific course of action to follow when a hit occurs.

The Homeland Security Bureau Operations Section/JTTF will be the focal point for all such contacts. HSB Operations/JTTF has officers assigned to various functions concerned with terrorism, which not only includes the Joint Terrorism Task Force, but TDY assignment at the Terror Screening Center.

PROCEDURE

When an officer receives a hit in the VGTOF:
Communications or officer

1. Contacts the Homeland Security Bureau Operation Section/JTTF at 229-8386.

Homeland Security Bureau Operations Section

1. Facilitates the contact with the federal agency involved to rapidly determine the proper course of action;
2. Advises the officer (via Communications, if necessary).

Note: It is not within the authority of the LVMPD to remove subjects from the VGTOF, regardless of the number of times they may be stopped within the department’s jurisdiction.

CODE DEFINITIONS

Code 1

Reserved for individuals subject to formal criminal charges or indictments. To be listed in this category the subject must have a warrant active in NCIC. The hit will list the following warnings and actions:

Warning - approach with caution

Arrest this individual. This subject is associated with terrorism. Once the subject is arrested, immediately contact the Terrorist Screening Center at 866-872-9001 for additional information and instructions.

Code 2

Reserved for individuals who meet one of the following criteria.

1. Reasonable, articulable suspicion of criminal domestic or international activity;
2. A commitment from Department of Homeland Security that they will issue a “Detainer” should the subject be encountered by law enforcement;
3. Exigent circumstances which require immediate entry of a record.

Subjects entered under this classification have been reviewed by the Office of General Counsel and the Chief Division Counsel prior to entry. The hit will list the following additional warnings and/or actions:

Warning - approach with caution

DETAIN this individual for a reasonable amount of time for questioning. This individual is of interest to law enforcement regarding association with terrorism. Immediately contact the Terror Screening Center at 866-872-9001 for additional direction.

Code 3

Reserved for individuals containing a full first name and last name, a complete date of birth or passport number. This category MAY include armed and dangerous individuals. The hit will list the following warnings and actions:

DO NOT alert the subject to this notice

The subject queried through this search MAY be an individual identified by intelligence as having possible ties to terrorism. Contact the Terrorist Screening Center at 866-872-9001 for additional identifying information available to assist you in making this determination.

***Las Vegas Metropolitan Police Department
Partners with the Community***

Warning - approach with caution.

DO NOT arrest this subject unless there is evidence of a violation of federal state or local statutes. Conduct an investigation using the techniques authorized by LVMPD and determine if the subject's identity matches the person of law enforcement interest. Code 3 does not allow officers to exceed the 60-minute maximum detention period as mandated by Nevada statute.

Code 4

Reserved for those records which may have limited biographical data, but are of interest to law enforcement. The hit will display the following information:

DO NOT alert this subject to this notice.

The subject queried through this search MAY be an individual identified by intelligence as having possible ties to terrorism.

Warning- approach with caution.

DO NOT arrest this subject unless there is evidence of a violation of federal, state or local statutes. Conduct an investigation using the techniques authorized by LVMPD to determine the subject's identity . Code 4 does not allow officers to exceed the 60-minute maximum detention period as mandated by Nevada statute. The officer may be contacted at a later date to forward this information.

NOTE: If this individual warrants further investigation based on circumstances consistent with terrorist activity, contact the Terror Screening Center at 866-872-9001. (01/05) ■

***5/111.04 EMPLOYEE IDENTIFICATION CARDS
A.S. 22.2.7***

All employees will be issued a photo identification card that will be carried with them on duty. This photo identification will be presented for viewing, upon request and whenever practical, to the public to aid identification of personnel. This section does not apply to employees acting in an undercover capacity.

The wearing of employee identification (hang badges, badges, etc.) is mandatory at all LVMPD facilities when in civilian attire. Employee identification badges will be clipped on, with picture facing forward, and worn over the left pocket or left side of the chest area or worn on a lanyard around the neck. (3/03, 5/07) ■

5/111.06 DISPOSAL OF CONFIDENTIAL INFORMATION

It is the policy of this department that confidential/sensitive information will be disposed of in a secure manner.

DEFINITIONS

Confidential/Sensitive Information - Any documentation with identifying characteristics or factors that could be regarded as damaging, revealing or a matter of privacy. Such documentation includes, but is not limited to, personnel rosters, test results, criminal history printouts, incident reports, citations, investigative reports, management reports, etc.

Secure Disposal - A disposal method, including shredding, that ensures confidential information is disposed of in a manner that protects it from viewing/copying/possession/use by those not privileged to possess such information.

PROCEDURE

It is the responsibility of all employees to ensure that confidential/sensitive information is disposed of in a secure manner, protecting such information from those not authorized the information. The Records Retention Schedule (4/105.12) refers to a Records Retention Schedule which defines the time frame for certain records retention; retention for other information is at the discretion of bureau/area commanders (4/105.11). (5/95) ■

***5/111.08 ELECTRONIC ACCESS SYSTEM
A.S. 81.3.1, 84.1.4***

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DESCRIPTION

The electronic access system is designed to limit access to Metro facilities. Further, it is designed to control access to areas within certain facilities that are considered sensitive, such as key rooms and evidence rooms. The electronic access system is controlled by a central computer and activated by either a gas card and personal PIN or a system Key Card and PIN. Both the PIN and the card are required for access on a 24-hour basis. Personnel will be assigned different access levels depending on their need to access different facilities and sensitive areas within those facilities. The central computer is controlled and operated by the General Services Bureau System Administrator who is also responsible for the accuracy of the database contained within the computer. It is the intent of the department to install this system throughout all Metro facilities as future fiscal constraints permit.

ACCESS

Commissioned personnel will have access to all area commands. Civilian personnel will have access as determined necessary by the respective bureau/area commander. In addition, respective bureau/area commanders will determine who will have access to sensitive areas within each facility such as key rooms and evidence rooms.

Requests for restricted or special access shall be approved, in writing, by the bureau/area commander having jurisdiction over the requested facility. Only written authorizations will be processed by the General Services Bureau System Administrator.

GENERAL PROCEDURES

All personnel entering a facility through a door with the electronic access system installed, will "swipe" their gas card or key card through the door's card reader. PIN numbers will be entered as required. If a group of personnel are entering through the same door at the same time, the first person through will be required to use card and PIN number; the following personnel will be required to "swipe" their cards through the reader (PIN numbers will not be required in this situation) even if the door is being held open by the first entrant.

To ensure continued security, doors will not be propped open at any time; including those doors to sensitive areas inside the facility such as key rooms and evidence rooms.

Access for new personnel or changes in access levels of current personnel must be coordinated with the General Services Bureau, Facility Section, so that those changes can be entered into the database. System malfunctions, broken equipment or missing/lost cards must be reported to the General Services Bureau System Administrator as soon as practical. In the case of malfunctioning doors, steps must be taken to protect sensitive areas from unauthorized access until the malfunction can be repaired.

Lost or damaged key cards or gas cards must be reported immediately to the General Services Bureau System Administrator to protect the integrity and security of the facilities. Once the card is reported missing, it can be rendered "unusable" by the System Administrator. Once reported lost or missing, cards will be replaced within 24 hours (excluding holidays and weekends). (4/97) ■

***Las Vegas Metropolitan Police Department
Partners with the Community***

5/111.10 ELECTRONIC COMMUNICATIONS GUIDELINES
A.S. 12.1.4, 41.3.7, 82.1.7, 82.1.6

It is the policy of this department that electronic mail, Internet and telecommunications access are resources made available for department employees to communicate with each other, other governmental entities, companies and individuals for the benefit of the department. The systems are not to be used for employee personal gain or to support or to advocate any non-departmental business or purpose. In addition, all computers, databases and confidential information must be protected from unauthorized and/or inappropriate use.

GUIDELINES FOR USE

- Only work-related activities are authorized.
- Circumventing passwords, user authentication or other security measures is prohibited.
- Downloading or distributing copyrighted materials or software is prohibited.
- Unlawful activities or solicitations are prohibited.
- Transmitting threatening, obscene or harassing messages is prohibited.

COMPUTER AND PASSWORD SECURITY

A password is a unique user access code required to enter any LVMPD computer system and application system, including Groupwise. For CJIS security compliance, the password must be a minimum of 8 characters, the password must be different than your user name and/or User ID, the password may not be reused, and the password may not be a dictionary word or a proper name. A password will not be shared or otherwise compromised without the express permission of a lieutenant or higher. If it becomes necessary to divulge a password to another member, the password should be changed as soon as the need for the "shared" password is no longer required. Information Technologies Bureau will automatically request all users to change their password every 90 days.

When necessary to leave a work area unattended, members should log out of the computer or lock their workstation to ensure security of their computer and Groupwise account. (Note: To lock a workstation, press "ctrl-alt-delete", then select "lock workstation". To unlock the workstation, select "ctrl-alt-delete" then enter your password when prompted.) Members may allow other members to "proxy" into their Groupwise account when necessary to allow for the conduct of daily business, but become responsible for any activities conducted on their account even by the proxy. (Exception: Information Technologies personnel may proxy into workstations, with verbal permission of the user, to conduct official business as necessary.)

"TO EVERYONE" E-MAIL MESSAGES

The "LVMPD_EVERYONE" address in the e-mail system allows employees to communicate with all members of the department that have an assigned department e-mail address. This address is NOT to be used for any non-departmental business or purpose. All e-mail correspondence addressed to "LVMPD_EVERYONE" must be routed through the respective bureau/area commander, or their designee, for approval prior to being forwarded to the Office of Public Information for publication. Information will not be published unless the e-mail comes from the computer of a bureau/area commander or their designee. The Office of Public Information will check their system regularly during the business day, however, if the correspondence is extremely time-sensitive, the Office of Public Information can be contacted via telephone.

LVMPD reserves the right to monitor and will conduct an annual audit of all aspects of electronic telecommunications including e-mail and Internet communications. No electronic communications systems within this department are considered private and/or confidential. System administrators have access to all mail and user access requests and may monitor messages as necessary to assure efficient performance and appropriate use. (6/04, 11/05) ■

***Las Vegas Metropolitan Police Department
Partners with the Community***

5/111.12 CONTRACT EMPLOYEES AND WORKERS

DEFINITIONS

Contract Employee	An individual who is contracted to work on specific tasks for extended periods of time, such as contracted IT professionals, custodians, etc. Contract employees are not permanent LVMPD employees.
Contract Worker	An individual who is contracted to work on a specific task for a very brief period of time, usually one day, such as a copier repair person, air conditioning technician, plumber, etc. Contract workers are not permanent LVMPD employees.

REGULATION

Contract employees must be referred to Fingerprint Bureau, for the purpose of a criminal history check and to be issued temporary (valid for 60-days) LVMPD Contract Cards. Once the criminal history check is complete and, if satisfactory, contract employees will be issued a one-year LVMPD Contract Card. Exception: Information Technologies' contract employees must be referred to Personnel for background and processing, prior to attaining their temporary Contract Card at Fingerprint Bureau. Once a contract employee has received a Contract Card, they may be allowed on LVMPD premises unescorted to attend to their duties only. During the 60-day period while criminal history checks are ongoing, supervisors will pay particular attention to the activities and work products of contract employees. All contract employees must display their Contract Cards at all times. Bureau/area commanders are responsible for verifying that a contract employee's card is valid as well as the legitimacy of the presence of any individual in LVMPD facilities.

Contract workers will not be issued Contract Cards and can be allowed to immediately attend to their duties. However, while on LVMPD premises, contract workers must be escorted at all times, when practical. For example, it is impractical to follow an air conditioning technician onto the roof of a facility. Bureau/area commanders must use their best judgement in each case. (07/04) ■

Las Vegas Metropolitan Police Department
Partners with the Community

5/200.00 SEARCHES

5/200.01 CONSENT TO SEARCH
A.S. 1.2.4, 1.2.5

It is the policy of this department that a Consent to Search (premises, vehicles or property) will be in one of the following forms. (Note: This procedure does not apply to the search of persons, see 5/200.02 for instructions concerning Searches and Pat Downs of Persons.)

1. **Recorded** - If recorded, the individual must first be notified that the consent is being recorded. The recording must include notification that the consent is being recorded and all information requested on the written consent form. This includes: date, event number, name of person giving consent, confirmation that they have been given the right to refuse the search, the type of investigation, and a description of the location of the search. Witnesses are not required for a recorded consent to search as long as all information is included in the recording. The recording must be preserved the same as any other physical piece of evidence (generally case closure).
2. **Written** - If the consent is in written form, it will be documented on the Consent to Search, LVMPD 79 or 79a (both forms include a Spanish version on the back). A witness is required for written consent. If an officer wishes to keep a copy of the form, he/she may do so, however, the original form must be forwarded to Records Bureau to become part of the event file.
3. **Oral** - Recorded or written consent is clearly preferable, however, consent may be given orally if all information requested on the written consent form is provided to the subject and such notification is documented in an Officer's Report or Arrest Report. This includes: date, event number, name of person giving consent, confirmation that they have been given the right to refuse the search, the type of investigation, a description of the location of the search and the name of witness(es). A witness is required for oral consent. (3/05) ■

5/200.02 SEARCHES AND PAT DOWNS OF PERSONS
A.S. 1.2.4b, 1.2.5, 1.2.8, 71.1.1, 72.5.1

This department recognizes that searches of persons are necessary to protect the safety of officers, civilians, and other prisoners; to detect and secure evidence of criminal activity and to safeguard the security, safety and related interests of this department's prisoner detention and holding facilities. Recognizing the intrusiveness of searches, it is the policy of this department that such searches shall be conducted only with proper authority and justification. Searches of persons are conducted with the recognition and deference for the dignity of those being searched and in accordance with the procedural guidelines set forth in this policy.

DEFINITIONS

Pat Down and Plain Feel	This is a frisk for officer safety reasons, done prior to arrest that is based on articulable reason that the person may be armed. The right to frisk does not automatically accompany the right to stop. Pat down searches include squeezing the outer clothing for any weapons that may place the officer in danger. Plain feel: If during the frisk for weapons the officer feels an item that is not suspected to be a weapon, but it is immediately apparent from the mass and shape that the item is probably contraband, the officer can legally seize the item. However, the item must be detectable during plain feel, the officer is not permitted to conduct additional searches, or even change grip on an item, to determine that it is contraband.
Search Incident to Arrest	A complete search of the subject after arrest and consists of going into pockets, etc. in search of weapons, evidence, or contraband.
Strip Search	Any search of an individual requiring the removal of clothing to permit the visual inspection of private areas of the body not generally exposed to the public.
Body Cavity Search	Any search involving the internal physical examination of body cavities and, in some instances, organs such as the stomach cavity, performed by a physician or other medically trained personnel.

***Las Vegas Metropolitan Police Department
Partners with the Community***

PROCEDURE

When practical, a pat down and/or search should be conducted by officers of the same sex.

STRIP SEARCHES

Individuals arrested for traffic violations and other minor offenses of a nonviolent nature shall not be subject to strip searches unless the arresting officer has articulable, reasonable suspicion to believe that the individual is concealing contraband or weapons. Reasonable suspicion may be based upon, but is not limited to, one or more of the following criteria:

- The nature of the offense charged
- The arrestee's appearance and demeanor
- The circumstances surrounding the arrest
- The arrestee's criminal record, particularly past crimes of violence and narcotics offenses
- The discovery of evidence of a major offense in plain view or in the course of a search incident to arrest
- Detection of suspicious objects beneath the suspect's clothing during a pat-down prior to arrest, search incident to arrest, or during the booking process

Where articulable, reasonable suspicion exists to conduct a strip search, the arresting officer will request the search by contacting a detention supervisor and clearly defining the basis for his/her suspicion. Following a strip search, the arresting officer will include the following details in the Arrest Report:

- Justification for requesting the search
- Date and place of the search
- Identity of the officer conducting the search
- Identity of the individual searched
- Those present during the search
- A detailed description of the nature and extent of the search
- Any weapons, evidence or contraband found during the search.

When authorized by the detention supervisor, strip searches will only be conducted:

- by specially trained and designated personnel;
- in conformance with approved hygienic procedures and professional practices;
- in a room specifically authorized for this purpose;
- by the least number of personnel necessary and only by those of the same sex; and
- under conditions that provide privacy from all but those authorized to conduct the search.

Strip searches for persons in custody and being placed in the general detention population will also be subject to the above guidelines concerning "reasonable suspicion" for conducting a strip search.

Field strip searches of prisoners shall be conducted only in the rarest of circumstances where the life of officers or others may be placed at risk, and only with the explicit approval of a field lieutenant.

BODY CAVITY SEARCHES

A search warrant must be obtained to conduct a body cavity search. The decision to seek a search warrant shall recognize that a body cavity search is highly invasive of personal privacy and is reasonable only where the suspected offense is of a serious nature and/or poses a threat to the safety of officers or others, and/or the security of detention operations.

Detention personnel will ensure that a suspect on whom a search warrant is being obtained is held in an isolated area and under the continuous supervision of corrections personnel. Investigative personnel attempting to obtain the search warrant will do so in a timely manner and ensure the detention supervisor is informed of the progress of the warrant.

When a search warrant is obtained, the suspect will be transported by the investigating officer to UMC where the search can be performed by a physician or other medically trained personnel. The person conducting the search will be requested to submit a report to the department describing the details of the search and outlining the findings. If such a report cannot be obtained from the physician or other person conducting the search, the investigating officer will ensure any information made

Las Vegas Metropolitan Police Department
Partners with the Community

available to him/her is included in an Officer's Report. (9/00, 10/04)■

5/200.04 MOTOR VEHICLE SEARCHES
A.S. 1.2.4, 1.2.5

It is the policy of this department to conduct motor vehicle searches that are both legal and thorough. Searches are conducted in strict observance of the constitutional rights of the owner and occupants of the vehicle, and with due regard for the safety of all officers, citizens, and property involved.

DEFINITIONS

Motor Vehicle - Any vehicle operating or capable of operating on public streets or highways, including automobiles, trucks, trailers, recreational vehicles, mobile homes, motor homes, and any other type of vehicle, whether self-propelled or towed. This procedure does not apply to vehicles that have been immobilized in one location for use as a temporary or permanent residence or storage facility, or which are otherwise classified by the law as residences or buildings.

Vehicle Search - An examination of all or a portion of a vehicle with either an investigatory motive (i.e., for the purpose of discovering fruits, instrumentalities, evidence of a crime, contraband, or to enter the vehicle to examine the vehicle identification or determine ownership of the vehicle), or done without an investigatory motive as in inventories of personal property conducted in conjunction with an impoundment of the vehicle.

WHEN VEHICLE SEARCHES MAY BE CONDUCTED AND THEIR SCOPE

1. Searches With a Warrant

When searching with a warrant, officers may search all areas of the vehicle that could possibly contain the focus of their warrant, and may continue the search until all items are found.

2. Consent Searches

Neither probable cause nor reasonable suspicion is necessary for a valid consent search. Consent must be freely and voluntarily given and not the result of duress or coercion either expressed or implied (Note: Telling a person "If you do not consent, I will just get a warrant" could invalidate the citizen's consent). The person giving consent must be the vehicle operator or a person who has dominion and control over it and thereby has an expectation of privacy in it. The person giving consent must be informed of the object of the search. If the consent is limited to specific areas of the vehicle, officers may search only portions of the vehicle covered by the consent.

3. Search Incident to Arrest

The authority to conduct a search incident to arrests derives from the need to disarm the defendant and prevent evidence from being destroyed. Further, the Nevada Supreme Court has held that a police officer must have both probable cause and an exigent circumstance in order to justify a warrantless search of a vehicle incident to arrest. If either of those prerequisites are lacking, then the officer must either obtain a warrant or have a separate, valid search exception to justify the search.

4. Frisk for Weapons

If an officer has articulable suspicion to believe that the passenger area of the vehicle contains a weapon, the passenger area of the vehicle may be frisked to recover the weapon for the officer's safety. This frisking is confined to the passenger area of the vehicle. Areas not immediately accessible to the vehicle's occupants, such as locked glove compartments or other locked containers, may not be frisked.

5. Entries to Examine Vehicle Identification Numbers

Federal law requires vehicles to carry a vehicle identification number (VIN) visible from the outside of the vehicle. Where a vehicle is lawfully stopped, and the VIN is not visible from the outside, an officer may enter the vehicle to look for and examine the VIN number or determine ownership of the vehicle. The intrusion must be limited to actions reasonably necessary to accomplish these goals.

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6. Emergencies

The emergency or exigent circumstances exception to the warrant involves balancing a number of factors including the probability that evidence will be destroyed, suspects will escape or persons will be injured, the probability of weapons being present, and the need for prompt action. An emergency search must be timely and within the scope of the emergency. At the time when the emergency is no longer a factor the search must stop. The proper extent of this search must, therefore, be determined by the facts of each specific situation, but in no event will the extent of the search exceed that which is necessary to respond properly to the emergency. NOTE: Where the initial search discloses probable cause to believe that other portions of the vehicle may contain fruits, instrumentalities, evidence of a crime, or contraband, the officer may not continue the search. He/she must obtain a search warrant.

7. Inventories

An inventory is not a search for evidence of crime, but is justified to protect an owner's property while it is in custody of the police, to ensure against claims of lost or stolen property, and to guard the police from danger.

When a vehicle is lawfully impounded (See 5/204.06), an officer shall conduct an inventory search of that vehicle and containers found therein and report all personal property on the LVMPD 503, Vehicle Impound Report. If the inventory is part of a vehicle seizure (See 5/105.14), the personal property will be impounded and placed in the evidence vault.

The impound/inventory involves two levels of decision making and action by the officer. There is the impoundment of the vehicle and the inventory search itself. Both of these two actions must be done pursuant to standardized criteria which limits the discretion of the officer and ensures that impoundment/inventory are legally performed and not a guise for a general exploratory search.

CONTAINERS FOUND IN VEHICLE

1. In an impound/inventory, all containers within the vehicle must be inventoried for the above-stated policy reasons and their contents must be inventoried also.
2. When a search is pursuant to a warrant, or exigent circumstances, any container within the vehicle, whether locked or not, which might harbor the object of the search may be searched for the item sought.
3. Containers discovered during a consent search of the vehicle may be opened provided that the terms of the consent expressly permit or reasonably imply that the particular container may be opened.
4. When the passenger compartment of a vehicle is being frisked incident to an arrest, unlocked containers found in the passenger compartment may be opened if they are accessible to the passengers of the vehicle.

LOCATION AND TIME OF SEARCH

The only time a vehicle and/or container located within the vehicle will be removed from the scene to be searched will be with the consent of the operator or a search warrant. This goes to such an extent that if the officer can see contraband hidden in the vehicle, but cannot recover it without moving or disassembling the vehicle, a search warrant will be obtained.

CONDUCT OF THE SEARCH

Vehicle searches shall be conducted so as to minimize the intrusiveness of the search and inconvenience to vehicle owners, occupants and other persons involved, giving due concern to the legal justification for and objects of the search. Where possible, damage to the vehicle or other property during the search should be avoided. Where unavoidable, damage should be confined to that reasonably necessary to carry out a safe and thorough search.

ABANDONED VEHICLES

If an officer can determine that a vehicle has been abandoned, and it appears that no person is exercising or intends to exercise control over it, or has an expectation of privacy in it, search and/or impoundment may be legally accomplished. (2/98, 10/04) ■

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5/200.06 PREPARATION/SERVICE OF SEARCH WARRANTS
A.S. 42.2.3, 43.1.5, 46.2.1, 74.1.1, 74.1.2, 74.3.1, 74.4.1

The Fourth Amendment of the Constitution of the United States regulates searches and seizures of persons and property. It is the policy of this department that searches and seizures by department personnel are conducted, with strict supervisory direction and control, to comply with the Constitution.

DEFINITIONS

Minimal Force	Force to the degree minimally necessary to serve a warrant.
Consensual Entry	Entry by invitation or the routine checking of an abandoned or condemned house or building.
Non-Consensual Entry	<p>An entry into a building, home, or structure, except by permission of an authorized person. An entry may be non-consensual, whether or not physical damage is incurred to the property. Damage means any damage, regardless of whether it can be estimated or repaired. Classes of non-consensual entries are as follows:</p> <p>Class 1 - No forced entry anticipated; suspects do not have a history of violence and are not likely to be armed. Minimal force may be used to enter unoccupied buildings, homes, or structures. The Patrol Division can serve ONLY Class 1 warrants. A Class 1 training certification is required. *</p> <p>Class 2 - Minimal forced entry anticipated; suspects have no history of violence, but some articulable suspicion exists that they may have access to weapons; and the supervisor believes the risk to officers is greater than Class 1. A Class 2 training certification is required. *</p> <p>Class 3 - High risk entries requiring the use of special weapons, tactics, or equipment for entry and officer safety. Suspects have a history of violence and/or the likelihood of violence exists; are known to be armed and highly dangerous, and/or probably have access to weapons, and/or have made threats against officers. Areas likely to be heavily fortified; vicious animals may be present. Served by SWAT only.</p> <p>* Any warrant that cannot be served by the originating unit must be coordinated with SWAT.</p>
High Risk Entry	A Class 3 entry by SWAT. There is a reasonable belief that a danger exists to the lives and safety of the officers involved, the occupants of the place to be searched, or the citizens in the immediate area. (May be without a search warrant under exigent circumstances.)

MANDATORY TRAINING FOR PREPARATION/SERVICE OF SEARCH WARRANTS

Officers must have completed probation and taken the Informant Management Class to attend the search warrant certification training classes. Class One certifications will consist of two (2) days of classroom training. Class Two certifications will consist of the two (2) day classroom training plus the eight hour tactical training given by SWAT, for a total of three (3) days of training.

Persons who draft search warrants but do not serve them, will attend the two day classroom training. Persons who draft and serve search warrants will be required to attend both the two day classroom training and an eight (8) hour tactical training course given by SWAT. Supervisors who approve and/or serve search warrants are required to take the three (3) day training that is provided, both the classroom and SWAT tactical training.

All section lieutenants will ensure the required training has been completed and a memo will be forwarded to the bureau commander, who will be responsible for maintaining a master list of employees, (and to what degree), who have attended the search warrant training course.

Annual re-certification will be required and will consist of a written test on policy and tactical training offered by SWAT.

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OBTAINING SEARCH WARRANTS

Officer-In-Charge

1. Contacts lead investigative unit, i.e., narcotics, gangs, for investigative de-confliction purposes.
2. Prepares the warrant under the direct review and approval of immediate supervisor. Telephonic search warrants may be requested only when a written search warrant is not practical, as determined by the supervisor. Search warrants and affidavits in support of search warrants must comply with NRS 179.045, be signed and sworn to in front of a judge, and contain:
 - a. the name and title of the applicant;
 - b. a statement that there is probable cause to believe that the specific items subject to seizure under the Nevada Revised Statutes may be found in or upon a specific designated or described place, person, or thing;
 - c. allegations of fact supporting the statement, specifically setting forth the facts and circumstances establishing probable cause to believe that items are at the places, persons, or things to be searched; and
 - d. a request that the court issue a search warrant directing search for and seizure of the items in question.
3. Verifies the address and detailed description of the place to be searched.
4. Conducts surveillance and/or other investigative means, as necessary, to corroborate the accuracy of the information to support probable cause.
5. Consults with a representative of the District Attorney's office in the preparation of affidavits and search warrants. The name and telephone number of the on-call representative can be obtained from the Communications Bureau.
6. Includes any of the following factors, if they exist, in the affidavit for search warrant.
 - a. The names of persons who can reasonably be expected to be inside the premises at the time the warrant is to be served, with previous arrests for violence, or intelligence stating a propensity for violence.
 - b. Threats of violence toward police made by the suspect(s) to an undercover officer or confidential informant.
 - c. The target location is fortified with bars, walls, or shrubbery, or guarded by vicious animals or surveillance cameras.
 - d. A likelihood that evidence will be destroyed.
 - e. The circumstances which would qualify the location as a Class 2 or 3 entry.
7. Ensures search warrants and affidavits are approved by the immediate supervisor and a District Attorney's representative prior to being presented to a Judge for review and signature. If a Judge refuses to grant a search warrant, the submitting officer:
 - a. WILL NOT attempt to find another Judge ("Judge Shopping"), and
 - b. Will immediately notify the supervisor and District Attorney's representative who approved the warrant.

Immediate Supervisor

8. (Telephonic search warrant) Verifies the circumstances that a written search warrant is not practical and authorizes a telephonic search warrant.
9. Reviews affidavit and search warrant, and initials when approved.
10. Establishes search warrant service class.
11. Faxes a Request For SWAT Warrant Service form, LVMPD 244 (Automated) to SWAT if the warrant should be served by SWAT. This information must be provided to SWAT as soon as possible so the tactical leader can plan for the safest and most effective means of warrant service.

SWAT

12. Acknowledges receipt of LVMPD 244 by signing the form and returning via fax or e-mail (to ensure there is a written acknowledgment for the file).

PREPARATION FOR SERVICE OF SEARCH WARRANTS

Officer-In-Charge

1. Conducts a briefing, using the Incident Action Plan Search Warrant Service form (part of the Incident Action Plan for Search Warrant Service, LVMPD 289D), with the search warrant team prior to the service of a search warrant: Factors to be presented include, but are not limited to the following:
 - a. A review of the site characteristics
 - b. Descriptions of potential occupants and any associated dangers they pose
 - c. Assignments and responsibilities for members of the search team
 - d. Descriptions of items sought at the search location and any indications of possible storage or hiding places.
 - e. A review of the facts surrounding the case
2. Contacts LA Clear for de-confliction purposes at least one hour prior to the planned entry time.(See 5/106.30.)

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Immediate Supervisor

3. Ensures briefing is conducted and entry team members are outfitted with the proper equipment and have proper certification.
4. Coordinates, when necessary, for uniformed officers to be present for identification and control until the scene is secure.
5. Ensures LA Clear has been notified.
6. Ensures the Search Warrant Supervisor Review/Report is completed (part of the Incident Action Plan for Search Warrant Service, LVMPD 289D).
7. Reviews plans of service with the section/field lieutenant or watch commander.
8. Establishes surveillance prior to search warrant service.
9. Ensures search warrants are served and returned within ten (10) days from the time of issuance. Any warrant not served within this time must be marked "Not Served" and returned without delay to the Judge who signed it.
 - a. A copy of an unserved search warrant, affidavit, Officer's Report (explaining why the warrant was not served and the disposition), and other documents will be submitted to the Records Bureau with an Event Number.
 - b. This may be done later if necessary to avoid jeopardizing an ongoing investigation or officer safety.

Section or Field Lieutenant/Watch Commander

10. Approves search warrant.
11. Considers the need for the presence of medical personnel on stand-by prior to the search warrant service.

SERVICE OF SEARCH WARRANTS

Officers

1. Gives appropriate notice of IDENTITY AND PURPOSE to the person(s) to be searched or the person(s) in apparent control of the premises to be searched before entering the premises. If it is unclear whether anyone is present, officers must give the notice in a manner to be heard by anyone who is present.
2. Uses a trick or ruse, if necessary, (to avoid danger and/or destruction of evidence) to cause the occupants to come to and open the door and/or exit the premises. This is lawful and reasonable so long as:
 - a. officers announce their authority (search warrant) and identify themselves before entering, and;
 - b. it does not endanger the occupants or create the impression that they are endangered.
3. Serves search warrants between 0700 and 1900 hours, unless a nighttime search warrant is authorized by the Judge.
4. Enters a building, home, or structure, using only minimal force, for the service of the warrant if officers previously announced their identity and purpose, and reasonably believe that:
 - a. admittance is being denied or unreasonably delayed;
 - b. the premises are unoccupied; or
 - c. there is probable cause to believe that giving further notice would endanger the life or safety of any persons.

SWAT

5. Accomplishes the following, when utilized:
 - a. participates in the team briefing;
 - b. assumes command of the entry; and
 - c. relinquishes command when the scene has been stabilized.

Immediate Supervisor

6. Participates in the service phase of the search warrant. If multiple search warrants are being served simultaneously or consecutively, ensures additional supervisors are assigned and briefed.
7. Ensures appropriate notice of identity and purpose is given prior to a forcible entry.
8. Ensures the completion of an Officer's Report for forcible entries, and forwards a copy of the report to the bureau/area commander and Risk Manager. The report will document:
 - a. the names of parties arrested, if any;
 - b. the offense/incident;
 - c. the location of incident;
 - d. a completed list/description of damage(s), photographs, and;
 - e. a full statement of elements or justifications for use of forced entry.
9. Alerts involved officers not to make statement regarding liability for repairs due to forced entry. Such determination will be handled through the Risk Manager.

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Section or Field Lieutenant/Watch Commander

10. Reviews all entries for policy compliance.

SEARCHES OF PERSONS (On premises not open to the public)

Officers

1. Conducts searches, when authorized to do so by the warrant, in a professional manner with due regard for the safety and dignity of all persons on or about the premises.
 - a. Restrictions may be placed on the movement of any persons at the search site to prevent interference with the search, and to safeguard the search team and other persons present. The restriction will be limited to the time needed to assure safety and security.
 - b. Persons not under arrest will be permitted movement as soon as practical after no security interest is in jeopardy. The detention of any person will be in accordance with the NRS 171.123, and limited to no more than sixty (60) minutes.
2. Conducts "pat-downs," of any person(s) within the premises at the time of the search warrant service, or of any person that voluntarily enters the premises after the search has commenced, if there is reasonable suspicion to believe that such person(s):
 - a. has a concealed weapon or in possession of a dangerous weapon;
 - b. poses a threat to safety of all personnel present; or
 - c. may destroy, dispose of, or conceal any evidence.
3. Arrests persons at the search site should probable cause arise during the service of the search warrant. A full search incidental to that arrest may then be conducted.

SEARCHES OF THE PREMISES

Immediate Supervisor

1. Participates in the search of the premises, when possible.

Officers

2. Notifies the supervisor of any damages to property occurring during the search, and ensures the damage is documented and photographed.
 - a. Each room will be searched twice and by different officers.
 - b. Any evidence found by the search team members will be left in position and the designated officer-in-charge of impounding evidence will be notified and will record the location and the name of the finding officer.
 - c. Evidence will be photographed and/or diagramed in its found position when deemed necessary for the investigation. The designated officer will be responsible for collecting all evidence in accordance with 5/210.00, so that the chain of custody is maintained.
3. Completes a Property Return Form (available from the District Attorney's Office) listing all items confiscated during the search.
 - a. If items are taken from a person, a copy must be given to that person.
 - b. If items are taken from a premises, a copy must be given to:
 - 1) the owner of the premises,
 - 2) the person in control of the premises, or
 - 3) if a person is not present, a copy of the search warrant, application (affidavit), and the Property Return Form will be left at the premises. When an affidavit has been sealed to protect confidential information, a copy of the Sealing Order Affidavit will be substituted for the affidavit.

CONCLUSION OF THE SEARCH

Immediate Supervisor

1. Ensures, upon the conclusion of the search, that:
 - a. A copy of the search warrant, application (affidavit) and the Property Return Form have been delivered to the parties or premises (when an affidavit has been sealed to protect confidential information, a copy of the Sealing Order Affidavit will be substituted for the affidavit);
 - b. All evidence/confiscated property has been collected by the search teams;
 - c. Photographs of damages have been taken;
 - d. The Risk Manager is contacted when there is a potential liability resulting from the entry/search, or repairs are required to secure the premises, particularly if no one is present or responsible:

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- 1) The Risk Manager and the responsible unit will coordinate the securing of the premises in a manner so as not to appear open to passersby. (Not necessarily restored to its original condition.)
 - 2) Officers will make a notation in applicable reports explaining how the property was secured.
 - e. Copies of the search warrants, affidavits in support of search warrants, Incident Action Plan Search Warrant Service, and returns are sent to the Records Bureau, or maintained in a unit case file for placement in the Event file (the Event number must be included on all information sent to the Records Bureau); and
 - f. The original search warrant, application, and Property Return Form are sent to the District Attorney's Office in time to return them to the Judge who signed them within the allocated ten (10) days. Each document (including the original search warrant) must include the event number at the top. (Note: The allocated ten days is for service and return of the warrant. If it takes four days to serve a warrant, only six days will remain for return to the Judge.)
2. Ensures all reports are completed.

Section/Field Lieutenant

3. Reviews the Incident Action Plan Search Warrant Service and Supervisor Review/Report to ensure the correct procedures were followed.
4. Completes a Post Search Warrant Service Report and forwards the report with the Search Warrant Supervisor Review/Report (part of the Incident Action Plan for Search Warrant Service, LVMPD289D, to the bureau/area commander.

Bureau Commander

5. Reviews and forwards the Post Search Warrant Report and Search Warrant Supervisor Review/Report to the Office of Quality Assurance. (7/01, 2/04) ■

***5/200.08 VEHICLE SEARCH WARRANTS
A.S. 74.3.1***

Holds on impounded vehicles to obtain search warrants must be approved by the appropriate investigative section or the on-duty General Detail Officer.

Approval may be granted by radio, telephone, or in person. The approving officer's personnel number shall be indicated in the "remarks" section of the Vehicle Impound Form. (10/94) ■

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5/201.00 WARRANTS, SUMMONSES, COMPLAINTS AND SUBPOENAS

5/201.01 SUBPOENA SERVICE FOR DEPARTMENT MEMBERS

It is the policy of this department that its members will fulfill their obligation to comply with subpoenas issued by courts or other administrative bodies granted that authority by NRS (i.e., DMV, Gaming Control, etc.). A failure to comply with lawful subpoenas can result in a continuance, wasting time and money, or even worse, dismissal of a case as well as disciplinary action.

<i>Type of Subpoena</i>	<i>Acceptance of Service</i>
Civil Subpoenas	<ul style="list-style-type: none"> • Any civil subpoena that names the LVMPD or a member as a defendant, as a result of conduct involved in the line of duty, will be served directly on the Risk Management Section. If the department is not a party to the litigation and the incident does not involve a line of duty situation, the member named will be personally served. • Except as indicated below, if a member is named only as a witness, it will be served directly on the person named. (Risk Management Section does not need to be notified of service.) • Any civil subpoena that names the Sheriff, members of the Special Operations Division or Homeland Security Division will be accepted by the Risk Management Section, even if they are named only as a witness (except Transportation Safety Bureau which will be handled as described above). • Any civil subpoena served on a department member must be accompanied by a check as prescribed in NRS 50.225(4). • When requested to produce official files, see “subpoenas for documentation” below.
Criminal Subpoenas	<p>Criminal subpoenas issued by the courts/District Attorney, Public Defender, City Attorney or private attorney will be received by designated bureau/area command members through the Internet, fax, printer, process server or inter-departmental mail who will follow the instructions below for service and record keeping. When requested to produce official files, see “subpoenas for documentation” below.</p> <p>Criminal subpoenas naming a department member as a witness only will be served directly on the person named.</p>
Subpoenas for 9-1-1 tapes and/or printouts	Subpoenas that are directed to the “Custodian of Records” for 9-1-1 tapes and/or printouts should be immediately directed to MetroComm to ensure time deadlines are met. These subpoenas can be civil or criminal.
Subpoenas for documentation	Subpoenas directed to the “Custodian of Records” for documentation should be delivered to the Director of Records. These subpoenas can be civil or criminal. Any subpoenas for persons to produce (bring) files will be coordinated through the Director of Records to ensure such information is properly produced (redacted) as appropriate.
Subpoenas for personnel files/records	Civil subpoenas for personnel files or records are generally directed to Personnel Bureau (Labor Relations) who will accept service and coordinate the response with the Legal Affairs Office, no later than the next working day.
Subpoenas for inmate records	Subpoenas requesting inmate records will be delivered to the DSD Director of Records.

GENERAL

Bureau/area commanders or designees are responsible for the timely service of subpoenas to their members and maintaining records of the service. Criminal subpoena service will be recorded on the Officer Subpoena Record, LVMPD 80, maintained on file for six months after completion, and made accessible to a member’s supervisor when allegations of missed court appearances arise.

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Department members will not conceal the location of a member or be untruthful about his/her presence in an attempt to hinder the service of a civil subpoena. Attempts will be made to locate the named member (if they are on duty) and/or the server will be advised when the member can be contacted on duty. The bureau/area commander (or his designee) will advise the server of the situation and can arrange for other means of service. Members cannot be forced to accept service when the department is not a party to the litigation when the incident does not involve a line of duty situation.

Any subpoena received regarding an internal investigation conducted either on the bureau/area command level or through Internal Affairs, must be reported to the Office of Internal Affairs immediately to coordinate a response.

Members must know the status of court cases in which they are involved, and be punctual in court attendance. Members are required to confirm their court appearances by calling the confirmation number on their subpoena prior to a scheduled appearance. The member's immediate supervisor will conduct and document an investigation for failure to appear for court. A finding without an acceptable excuse, i.e., illness or conflict between two subpoenaed appearances for the same time, will result in a negative sanction as outlined in the Department Discipline Matrix.

Note: When a prosecuting agency sends a subpoena to a member for a court appearance on short notice, every reasonable effort will be made to serve the subpoena, time and circumstances permitting. Members in these situations will not receive negative sanctions if the subpoena cannot be served.

SUBPOENA SERVICE AND RECORD KEEPING FOR CRIMINAL SUBPOENAS

Designated Bureau/Area Command Member

1. Receives court subpoenas daily through the Internet, fax, printer, process server and inter-departmental mail.
2. Logs subpoena information in the first six columns on the Officer Subpoena Record.
3. Forwards subpoena and corresponding subpoena record to the subpoenaed member's immediate supervisor on the day the subpoena is received.
4. Receives return of service for a subpoena (a subpoena that has been served on a member) and the Officer Subpoena Record back from the immediate supervisor.
 - a. On the day the return of service is received, sends, via fax, to District Attorney or Public Defenders Office and interdepartmental mail for all others. The return of service for Public Defender subpoenas should be faxed to 455-5112. Return of service for District Attorney should to be faxed to 455-2238.
 - b. Forwards completed logs to the bureau/area commander and begins a new log.

Immediate Supervisor (or acting supervisor)

5. Receives subpoenas and Officer Subpoena Record for members under their supervision.
6. Personally serves subpoena on member and ensures the member signs their acknowledgment of service on Officer Subpoena Record.
7. Signs and dates member's acknowledgment on Officer Subpoena Record.
8. Returns original signed subpoena and Officer Subpoena Record to the designated bureau/area command member.
 - a. Writes "non-app" in officer's signature box along with date and signature on Officer Subpoena Record when:
 - 1) the member is absent and will not return to duty before the court date.
 - 2) the member is present at time of service, and is unable to appear in court based on an acceptable excuse, i.e., planned vacation or conflict with another court appearance, and ensures member completes non-appearance form.
 - b. Faxes uniform non-appearance notification form to the District Attorney for District, Public Defenders Office and Justice Court subpoenas. Others will be sent via interdepartmental mail if no fax number is available.
9. Investigates allegations of failure to appear for court by members. Investigation, documentation, and findings will be conducted in accordance with 5/101.26.

Subpoenaed Member

10. Receives subpoena from supervisor and acknowledges receipt by signing name in the officer's signature column on the Officer Subpoena Record.
11. Appears for court as directed by the subpoena
 - a. If unable to appear in court based on an acceptable excuse, advises supervisor and completes a non-appearance notification form.
 - b. Faxes or sends non-appearance notification form via interdepartmental mail, depending upon the court, by the end of the shift. (3/05, 1/06) ■

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5/201.02 PAYMENT FOR COURT APPEARANCES FOR LINE OF DUTY INCIDENTS
A.S. 74.2.1

Employees appearing in court on cases arising out of the line-of-duty, while off-duty, will be required to complete off-duty information on their copy of the subpoena prior to forwarding the subpoena to the Payroll Section. Off-duty stamps may be obtained through LVMPD Supply Section only, thereby all bureaus/area commands will have the same format. Employees are required to stamp their copy of the subpoena, fill in the appropriate information, obtain authorization signatures and forward the subpoena to Payroll upon return to duty following the court appearance. Civilian employees must indicate "civilian employee" under the stamped area. All court appearances will be paid at the regular rate of pay with the guaranteed minimum of \$25. The Payroll Section will also add an additional hour to the time spent in court for duces tecum subpoenas.

If the prosecutor requires an employee to return to court at a later date or time, the original subpoena can be restamped and completed for each appearance before forwarding the subpoena to Payroll.

For any agency or affidavit not listed herein, the employee should attach the check from the agency to the request for payment and submit both to Payroll for processing.

DISTRICT, JUSTICE, MUNICIPAL, JUVENILE, AND GRAND JURY COURT OFF-DUTY APPEARANCES

Employee

1. Stamps his/her copy of the subpoena on the reverse side.
2. Signs the subpoena and places his/her RDO's, shift start and end times, social security number, zip code, and mileage in the appropriate spaces.
3. Obtains a supervisor's signature verifying off-duty status.
4. Obtains the appropriate signature verifying court reporting and finishing dates and times. The gate/scanner bailiff will sign for Justice Court Departments 1, 2, 3, and 4, and the court bailiff for Justice Court, Department 5; District Court; Juvenile Court; and Grand Jury Court. The Deputy City Attorney will sign for Municipal Court.
5. Forwards the subpoena, containing all off-duty hearing appearance information, to the Payroll Section upon return to duty.

Mileage payments for Municipal Court appearances will be paid through LVMPD Payroll Section. Mileage payments for all other courts will be paid through the Victim/Witness Center voucher system by the County Treasurer's Office. All court appearance payments will be paid through the LVMPD Payroll Section rather than the \$25 witness fee afforded under NRS 50.225.

DEPARTMENT OF MOTOR VEHICLES HEARINGS/OFF-DUTY APPEARANCES

Employee

1. Stamps his/her copy of the subpoena on the reverse side.
2. Signs the subpoena and places his/her RDO's, shift start and end times, social security number, zip code, and mileage in the appropriate spaces.
3. Obtains a supervisor's signature verifying off-duty status.
4. Obtains the Hearing Officer's signature verifying the hearings reporting and finishing dates and times.
5. Forwards the subpoena, containing all off-duty hearing appearance information, to the Payroll Section upon return to duty.
6. Appears at Payroll Section, when notified, to endorse State-issued check over to department in order to receive mileage payment.

PROBATION AND PAROLE HEARINGS/OFF-DUTY APPEARANCES

Employee

1. Stamps his/her copy of the subpoena on the reverse side.
2. Signs the subpoena and places his/her RDO's, shift start and end times, and social security number in the appropriate space.
3. Obtains a supervisor's signature verifying off-duty status.
4. Obtains the Hearing Officer's signature verifying the hearing reporting and finishing dates and times.
5. Forwards the subpoena, containing all off-duty hearing appearance information, to the Payroll Section upon return to duty.

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FEDERAL COURT/OFF-DUTY APPEARANCES

Employee

1. Stamps his/her copy of the subpoena on the reverse side.
2. Signs the subpoena and places his/her RDO's, shift start and end time, and social security number in the appropriate space.
3. Obtains a supervisor's signature verifying off-duty status.
4. Obtains signature verifying reporting and finishing dates and times from:
 - a. The U.S. Attorney's Office for court held at the Phoenix Building, 330 South 3rd Street.
 - b. The agent of the U.S. Attorney for the Federal Grand Jury held at the Federal Building, 333 Las Vegas Boulevard South.
 - c. The Court Clerk on the third floor of the Federal Building for all other courts in that building.
5. Forwards the subpoena, containing all off-duty hearing appearance information, to the Payroll upon return to duty. (12/02, 8/05) ■

5/201.03 SUBPOENAS FROM OUTSIDE CLARK COUNTY (WORK RELATED)

Member

1. Receives work-related criminal or civil subpoena from jurisdiction outside Clark County. (Service will not be made as with local subpoenas, but may be through the mail, the District Attorney's Office, or process server.)
2. Notifies supervisor of receipt of subpoena, collects connecting Arrest Reports, Officer's Reports, etc., and personally contacts Division/Office Commander for review.

Division/Office Commander

3. Evaluates subpoena to determine if:
 - a. There is a legal responsibility to respond
 - b. There are alternatives to personal appearance
 - c. Acceptable travel and reimbursement arrangements are provided by the requester

Member

4. Coordinates travel arrangements with the Travel Office after approval to respond to the subpoena. (6/87) ■

***5/201.05 NCIC ENTRY OF WARRANTS
A.S. 74.3.1, 82.3.8***

It is the policy of this department that warrant entry into NCIC will only be made for warrants originating within this agency. Any other agency requesting this service should be referred to the Chief of the Nevada Highway Patrol or the Control Terminal Officer for NCIC. (11/85) ■

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**5/201.06 WARRANTS OF ARREST, SUMMONSES, AND RELATED MATTERS
A.S. 1.2.5, 74.1.1, 74.1.2, 74.3.1, 74.3.2, 82.3.8**

It is the policy of this department that arrest warrants will only be executed by sworn law enforcement officers.

MISDEMEANOR WARRANTS AND SUMMONSES

Municipal Court - City of Las Vegas

1. **Issuance:** Warrants of arrest and summonses issued by the Municipal Court of the City of Las Vegas are directed to the Deputy Marshal Unit for execution, and are accessible 24 hours a day to police officers.
2. **Maintenance and Placing of Wanted Notices:** The Deputy Marshal Unit maintains the warrant file and will index the name of the wanted subject, the warrant number, and the charge in the State Warrant System.
3. **Arrest:** Confirmation should be made that a warrant exists in the Municipal Court before making an arrest.
4. **Cancellation:** Upon receipt of the copy of the booking/arrest form, the Information Systems Section, SCOPE Support, will cancel the warrant in SCOPE. The city detention facility will be responsible for canceling NCJIS at the time of booking.
5. **Confirmation of Cancellation:** To ensure proper cancellation has taken place, the Information Systems Section, SCOPE Support, upon being notified of the return of the warrant, will recheck SCOPE to confirm that the cancellation has in fact occurred.

JUSTICE COURT AND DISTRICT COURT WARRANTS

Warrants issued from JUSTICE COURT, other than Las Vegas Justice Court, and DISTRICT COURT, regardless of classification (misdemeanor, gross misdemeanor, or felony) will be forwarded to the Detention Services Division where there is 24-hour access. Warrants will be date/time stamped upon receipt. Las Vegas Justice Court has assumed full responsibility for the Las Vegas Justice Court's issuance, recall and validation of warrants in an electronic environment. Because Las Vegas Justice Court warrants entered into the system will be forwarded to NCJIS automatically, this guarantees the validity of the court warrant and eliminates the need for the Las Vegas Justice Court to forward their warrants to the Detention Services Division or for these warrants to be confirmed.

Misdemeanor Warrants

1. **Maintenance and Placing of Wanted Notices:** All misdemeanor warrants will be maintained by the DSD Records Bureau and executed by that section whenever possible. The DSD Records Bureau will be responsible for entering the wanted person's name into the State Warrant System and for canceling when warrants are served, recalled, or dismissed.
2. **Cancellation:** The Information Systems Section, SCOPE Support, will be responsible for, upon receipt of a recall sheet or copy of the booking/arrest form, cancellation of a wanted notice in NCIC. The DSD Records Bureau makes cancellations in the State Warrant System at the time of booking or recall of the warrant (s).
3. **Arrest:** Confirmation should be made that the warrant is available in the DSD Records Bureau before making an arrest.

Gross Misdemeanor and Felony Warrants/Complaints and Bench Warrants

1. **Issuance:** Gross misdemeanor and felony warrants/complaints and bench warrants issued from JUSTICE COURTS, other than Las Vegas Justice Court, or DISTRICT COURT will first be directed to the DSD Records Bureau.
2. **Maintenance and Distribution:** The DSD Records Bureau will index the defendant's name in their files and retain the original, or court certified copy of the warrant, and forward a copy of the warrant and complaint to the Criminal Apprehension Team (CATS) and the appropriate bureau. The DSD Records Bureau will also be responsible for entering the wanted person's name into the State Warrant System, and for canceling when warrants are no longer valid.

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The unit receiving legal process from the DSD Records Bureau will be responsible for maintaining a log listing the date and time received; type, nature, and source of document; name of subject; section or officer assigned for service; date of assignment; court docket number; and date service due. Search warrants and walk-through arrest warrants shall also be logged in this manner.

3. Execution and Priorities of Warrants: Arrest warrants will be served in a timely manner. The established priorities for execution are as follows:
 - Priority 1 - felony warrants - high potential for violence
 - Priority 2 - felony warrants - minimal potential for violence
 - Priority 3 - gross misdemeanor/misdemeanor warrants - crimes against persons
 - Priority 4 - all other warrants

Priorities will be adhered to whenever possible, however, a subject's record, history of violence, additional circumstances connected with the case or suspect, etc., may require increasing priorities. Listed categories include warrants issued for failure to appear.

Units assigned to cases involving warrants shall have primary responsibility for serving the warrants or coordinating their service with other units. Unserved warrants and warrants of a less serious nature may be coordinated for service with another unit, i.e., the Violent Crimes Section or patrol area commands.

The CATS Team will review all felony warrants to identify those that will be classified as a priority one. The CATS Team will coordinate its efforts with the unit assigned the warrant, in an attempt to serve all priority one warrants in a timely manner.

Attempts by investigative units to execute warrants, and coordination with other units in serving warrants, will be documented on the Case Monitoring Form, LVMPD ISD 53.

4. Placing Wanted Notices on the Hot Sheet, Briefing Sheet, or in the Wanted Vehicle System: The bureau assigned to the case will also be responsible for completing an "Attention All Officer's" form for inclusion of this information on the "Hot Sheet/Daily Briefing Sheet" or in the "Wanted Vehicle System."
5. Indexing for the Hot Sheet and Briefing Sheet and the Wanted Vehicle System: The Police Records Section will give the "Attention All Officer's" forms priority and cause any vehicle license numbers to be listed on the hot sheet and names of wanted persons to be placed on the briefing sheet, as well as entry into the Wanted Vehicle System.
6. NCIC (National Crime Information Center) Entries and APB's (All Points Bulletins): The bureau handling the investigation will be responsible for entering wanted persons into NCIC (according to the NCIC Operating Manual) from the information provided by the investigating officer completing the appropriate portions of the Attention All Officers Form, LVMPD 30; issuing APB's when deemed appropriate; and communicating with other agencies in an attempt to locate and arrest the defendant.
7. Certified Copy of Complaint and Warrant; District Attorney's Approval to Extradite: When a defendant is located outside of Nevada, the DSD Records Bureau may be contacted in order to obtain the certified copies of the complaint and warrant.
8. Arrest: When the defendant is arrested, the arresting officer will complete the original copy of the warrant that is in possession of the DSD Records Bureau.
9. Cancellations: Upon receipt of a copy of the booking/arrest form, the Information Systems Section, SCOPE Support will cancel the warrant in NCIC. The DSD Records Bureau makes cancellations in the State Warrant System at the time of booking.

Police Records Bureau personnel, in conjunction with the Plaza Desk Officer, will cause appropriate cancellations of "attempts to locate."

10. Removal from NCIC, etc.: The bureau assigned to the case will make cancellations in NCIC, APB's, and other outside communications immediately after the defendant is arrested. Local stops should be canceled only after a defendant is arrested in or returned to this jurisdiction. (3/02, 3/04) ■

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5/201.07 FUGITIVES FROM OTHER JURISDICTIONS
A.S. 1.2.5, 74.3.1, 74.3.2, 82.3.8

FELONY FUGITIVES

Arresting Officer

1. Detains suspect on NCIC/CJIS “hit,” confirmation of warrant, or for probable cause. Note: Local charges will be listed first on the Temporary Custody Record, followed by appropriate fugitive charge.
2. Requests the Communications Supervisor to confirm any “hit.” (See 5/209.08)
3. Arrests out-of-state suspects in any of following circumstances:
 - a. Suspect is arrested as a result of an NCIC “hit.”
 - (1) Arrest as fugitive, per city and state, as listed on the NCIC “hit.” Example: Fugitive/Los Angeles, California, Murder
 - (2) ORI# - CA0194200 (LAPD)
 - (3) OCA# - 678912
 - (4) DOW - 1/1/93
Booking Code: 9999, NRS 179.205
 - b. There is probable cause that the suspect committed a serious felony crime, i.e., Murder, Robbery, Sexual Assault, in another state, but NO WARRANT has been issued. (Note: Arresting officer must have knowledge that an arrest warrant is forth-coming.)
 - (1) Arrest for Charge/Fugitive (No W/A) City and State. Example: Murder/Fugitive (No W/A) Los Angeles, California
 - (2) Booking Code: 9938, NRS 179.203
(Note: Declaration of Arrest must contain sufficient details listing probable cause for arrest.)
 - c. Suspect is in possession of a vehicle that was stolen in another state, but NO WARRANT exists charging that subject.
 - (1) Arrest for Possession Stolen Vehicle/Fugitive/City and State from which the vehicle was stolen. Example: PSV/Fugitive/Los Angeles, California
 - (2) Booking Code: 9939, NRS 205.273
 - d. Suspect is in possession of property stolen in another state, but NO WARRANT exists.
 - (1) Arrest for Possession Stolen Property/Fugitive/City and State from which the property was stolen. Example: PSP/Fugitive/Los Angeles, California
 - (2) Booking Code: 9940, NRS 205.275
4. Arrests in-state subjects on the appropriate NRS for the crime with Fugitive/City. Example: Robbery/Fugitive/Reno, NV. Booking Code: As appropriate in examples cited above.
5. Completes Declaration of Arrest for fugitive charges to include the NIC#, OCA, DOT, City and State, admissions and any implicating statements, etc., and any local charges.

Communications Bureau

6. Determines, at initial inquiry, the validity of a warrant and verifies the intent of the demanding agency to extradite. (This information is generally in the miscellaneous field of an NCIC “hit,” i.e., “will extradite in eastern states only,” and a suspect here would be released from custody.) If the warrant is valid and extradition cannot be confirmed during non-business hours, subject should still be arrested for Fugitive Detail follow-up.

DSD Records Technician

7. Checks arrested subjects in NCIC after booking.
8. Forwards copies of paperwork pertaining to fugitive bookings to the Fugitive Liaison Officer via the fugitive basket in the supervisor’s office. This includes bail receipts, NCF’s, TCR’s, DOA’s, 4 shot, etc.
9. Contacts Fugitive Detail during day and swing shifts and Major Crimes Detail on graveyard shift to resolve any questions of positive identity of subjects.
10. Receives recommendation from investigator to hold or release subjects based on information obtained from wanting agency.

Fugitive Detail

11. Receives all incoming correspondence pertaining to wanted persons.
12. Initiates Attention All Officers Form (LVMPD 30) with information to assist in apprehension of fugitive indicated to be in or coming to this area. The supervisor of the Major Crimes Detail will assume this duty on graveyard shift.
13. Contacts the wanting agency if no warrant exists and the subject is booked on a local charge/fugitive. Upon receipt

Las Vegas Metropolitan Police Department
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of the warrant, the local charge is NCF'd and the subject is booked as a Fugitive — City, State of occurrence. (For example, Fugitive Los Angeles, California/Murder, Warrant #12345.)

14. Locates all NCIC "hits" from other jurisdictions.

DSD Fugitive Liaison

15. Prepares waiver for fugitive's signature. After the signature is obtained and the Judge signs the extradition order, forwards copies to the Fugitive Detail.

Fugitive Detail

16. Receives copies of signed waiver and extradition order from the DSD Fugitive Liaison Officer.
17. Coordinates with the demanding agency when the fugitive is available for release.
18. Obtains, if fugitive refuses to sign a waiver, certified copies of a complaint and warrant from the demanding agency and advises that agency to proceed with a Governor's Warrant. Upon receipt of the warrant and complaint, a Fugitive case is presented to the District Attorney's Office to secure the Governor's Warrant, which normally takes 30-90 days. The Governor's Warrant consists of:
 - a. Arrest Warrant - Signed off by arresting officer and returned to the Attorney General's Office.
 - b. Affidavit - Consists of requisition, agent's appointment, complaint, and ID of suspect. Forwarded to the District Attorney's Office by the Fugitive Detail.
 - c. Agent's Return - Signed off by agents picking up the fugitive and the DSD Fugitive Liaison Officer. Returned to the Attorney General's Office.
 - d. Demanding Agency's Executive Warrant - Given to the agents along with the Order to Remand for release of fugitive. (No bail on a Governor's Warrant.)
19. Re-arrests fugitive upon receipt of Governor's Warrant. The fugitive is placed on the calendar by the District Attorney's Office to be remanded.

Information Systems Section

20. Enters information in SCOPE upon receipt of the Attention All Officers Form from the Fugitive Detail.

Records Bureau

21. Forwards copies of the Attention All Officers Form to the Plaza Desk, Communications Bureau, and Information Systems Section.
22. Cancels warrant in SCOPE upon receipt of the Attention All Officers cancellation from the Fugitive Detail.

MISDEMEANOR FUGITIVES

Fugitive Detail

1. Receives certified copy of warrant if another jurisdiction wishes to extradite on a misdemeanor warrant.
2. Files criminal case with District Attorney's Office to secure Fugitive From Justice Warrant.
3. Arrests subject upon receipt of Fugitive Warrant.
4. Takes subject before magistrate to be held for a Governor's Warrant.

UNIFORM ACT COMPELLING A WITNESS TO APPEAR

Fugitive Detail

1. Requests a certificate from the magistrate of another jurisdiction wanting a witness taken into custody.
2. Requests the certificate be sent to the attention of the appropriate Deputy District Attorney in the Clark County District Attorney's Office. The District Attorney's Office will handle the remainder.

NONSUPPORT/FAILURE TO PROVIDE WARRANTS FROM OTHER JURISDICTIONS

Fugitive Detail

1. Receives incoming complaints and warrants for the arrest of persons for non-support or failure to provide for minor children.
2. Forwards the warrant to the District Attorney's Office, Family Support Section, for review. The warrant will be returned along with permission to arrest if suspect has not complied with the Uniform Reciprocal Enforcement Support Act (U.R.E.S.A.). These warrants are treated as any fugitive warrants once returned by the District Attorney's Office.
3. Sends copies of all correspondence to the demanding agency and to the District Attorney's Office, Family Support

**5/201.08 REQUESTING AND PROCESSING WARRANTS OF ARREST AND SUMMONSES
A.S. 1.2.6, 74.3.1**

This procedure applies to adults 18 years of age or older and any person who has been certified as an adult.

REQUESTING A WARRANT OF ARREST OR SUMMONS

Primary Investigator

1. Requests a warrant of arrest for all felony and gross misdemeanor crimes where the investigator has gathered sufficient probable cause against the suspect(s).
2. Requests a warrant of arrest for all misdemeanor crimes where the investigator has gathered sufficient probable cause for the suspect and one or more of the following apply:
 - a. Suspect has an existing warrant for arrest.
 - b. Suspect is apprehended in another jurisdiction.
 - c. Suspect cannot be contacted or address determined.
 - d. Suspect is wanted for a violent misdemeanor (obstructing, battery, assault, etc.)
3. The investigator may request a summons in lieu of a warrant of arrest for non-violent misdemeanors and only when the suspect's address can be determined.

SUBMITTING A WARRANT OF ARREST OR SUMMONS

Primary Investigator

4. Gathers all connecting reports (i.e. ICR, voluntary statements, property reports, vehicle reports, officer reports, certified copies of conviction, pawn reports, medical reports, crime scene reports, appraisal/estimate of damage reports, etc.).
 - a. District Attorney's (DA) Office will issue a "Request for Further" and/or "Denial" when all appropriate reports are not submitted with the package. The warrant is not approved until the package is complete.
5. Completes a Request for Prosecution (LVMPD 373).
 - a. Marks the box for "Affidavit for" when requesting a warrant.
 - b. Marks the box for "Request Summons" when requesting a summons.
6. Completes a Witness List (LVMPD 375).
7. Completes a Defendant Information Worksheet (LVMPD templates) when the suspect does not have a local SCOPE record.
 - a. The District Attorney's Office and Las Vegas City Attorney's Office both have access to SCOPE and run the subject(s) as a matter of routine.
 - b. The SCOPE record cannot be attached as part of the packet unless log for dissemination is maintained (Refer to LVMPD 5/105.18 and 5/105.20).
8. Completes a Declaration of Warrant/Summons (LVMPD 314).
 - a. Declaration must show sufficient probable cause for the crimes being listed on the request for prosecution.
 - b. Declaration is a "stand alone" document that is reviewed and approved by the Judge. As such, the declaration is similar to the Arrest Report in probable cause arrests, it must be complete in spelling and punctuation.
9. Once the declaration is complete, prints out two copies and signs both copies.
 - a. Another investigator/sergeant, signs as a witness to the declaration that he/she has reviewed the declaration and agrees to the content within.
10. The Arrest Warrant packet is put together in the following order:
 - a. Request for Prosecution.
 - b. Witness list.
 - c. Defendant worksheet (if applicable, no SCOPE record is to be attached).
 - d. Declaration of Warrant/Summons (two copies with original signatures).
 - e. Officer's Report (If applicable).
 - f. Incident Crime Report (written copy or printout from Infotrak).
 - g. Witness/Suspect Voluntary Statements (if there is a witness on the Witness sheet, the D.A. will want a statement from that person).
 - h. Property and Vehicle Reports.
 - i. Any other documentation which is needed for the warrant (certified copies of conviction, pawn reports, medical reports, crime scene reports, appraisal/estimate of damage reports, etc.).
11. Submits the complete packet to the detail sergeant for review.

Detail Sergeant

12. Reviews the arrest warrant packet for completeness, to include the probable cause elements for each crime and grammatical errors.
 - a. Sergeant may choose to log information about the arrest warrant packet per that particular detail's Standard Operating Procedures/Manual.
13. Returns the packet to the investigator for any corrections and/or to have the packet sent out to the D.A.'s office.

Investigator

14. Receives packet from sergeant and makes any necessary changes.
15. Makes a copy of the original packet for the Case file.
16. Attaches Liaison Notes-Not for Discovery (blue sheet) if applicable to the original and case file only.
 - a. This sheet is for information and communication for the Screening/Prosecuting D.A. only and is **not** to be copied for Records.
17. Sends via inter-office mail original packet to "D.A. Screening/D.A.'s Office" where it will be reviewed for approval, denial or request for further.
 - a. If approved, a warrant or summons is issued from the D.A.'s Office.

Detention Services Division Records Bureau

18. Upon receipt of Warrant, enters available information into appropriate system.

Fingerprint Bureau

19. Upon receipt of Summons, files by date of appearance for processing.
20. When defendant appears for processing, obtain fingerprints, photographs, and completes the Summons Processing Form (LVMPD TSD 19).
21. Completes the "acknowledgment of appearance for processing" section on the file copy of the Summons and forwards copy to Records Bureau.
22. Completes the "acknowledgment of appearance for processing" section on the defendant's copy of the Summons and returns to the defendant.
23. Enters processing date and any other available information into defendant's SCOPE record.
24. On a bi-monthly basis, enter the words "did not appear" in the "acknowledgment of appearance" section on each Summons for those defendants who do not appear, signs and returns to the District Attorney (Records Section).
25. If a summoned defendant appears after the scheduled date for processing:
 - a. Obtains fingerprints, photograph and completes the Summons Processing Form (LVMPD TSD 19).
 - b. Completes "Acknowledgment of Late Appearance for processing" (LVMPD TSD 80) and forwards a copy of this form and the Summons Processing Form to Records Bureau.
 - c. Enters processing date and any other available information into defendant's SCOPE record.

Investigator(s) conducting follow-up investigations (refer to LVMPD 5/206.18, section 4) must contact the primary detail handling the case and receive approval from the assigned detective. With unassigned or closed cases, the follow-up investigator must notify the sergeant supervising the detail. Information gathered from follow-up investigations will be updated in Infotrack. Follow-up of cases not in Infotrack will result in notification to the primary detail via fax, e-mail, or inter-office mail. (03/04, 02/07) ■

5/201.10 EXECUTING WARRANTS OF ARREST
A.S. 1.2.5, 1.2.6, 74.3.1, 74.3.2, 82.3.8

Las Vegas Justice Court has assumed full responsibility for the Las Vegas Justice Court's issuance, recall and validation of warrants in an electronic environment. Because Las Vegas Justice Court warrants entered into the system will be forwarded to NCJIS automatically, this guarantees the validity of the court warrant and eliminates the need for law enforcement personnel to confirm the warrant prior to serving it. This change only addresses Las Vegas Justice Court warrants - all others must continue to be confirmed.

When an officer encounters a subject with warrants from courts other than Las Vegas Justice in NCJIS, and the subject insists the warrants were recalled or disposed of, the officer must verify the warrants. This verification must take place prior to placing the subject under arrest.

Whenever possible officers will request verification directly from Detention Services Division Records Bureau (455-3916). If a telephone is not available, Communications personnel will relay the request to DSD and notify the officer of the findings. If verification of the recall cannot be made, Detention Services Division should be notified by the officer upon booking so that verification can be made as soon as possible.

IN-CUSTODY INMATES LOCAL WARRANTS

Detention Services Division

1. Determines the existence of an outstanding warrant.
2. Confirms warrant through Records Bureau, Detention Services Division, if other than Las Vegas Justice Court traffic or criminal. Las Vegas Justice Court traffic and criminal warrants do not require confirmation.
3. Confirms identification of arrestee with warrant.
4. Serves the inmate with the warrant.
5. Completes Temporary Custody Record.
6. Forwards all returns of warrant service to the appropriate court.

IN-CUSTODY INMATES OTHER JURISDICTION WARRANTS

Detention Services Division

1. Forwards a copy of Temporary Custody Record and copy of NCIC/NCJIS 'hit' to Fugitive Detail.

Fugitive Detail

2. Notifies originating agency of felony and gross misdemeanor warrants and determines with wanting agency if warrant is valid. If warrant is valid and:
 - a. If wanting agency will extradite, Fugitive rebooks.
 - b. If wanting agency will not extradite, hit is annotated with refusal information and forwarded to the inmate file.
3. Notifies Detention Services Division.
4. Sends notification of availability for release by teletype.

FIELD APPREHENSIONS LOCAL WARRANTS

Field Officer

1. Requests Communications Bureau confirm warrant if arrest is imminent (except Las Vegas Justice Court traffic or criminal which do not require confirmation).

Communications Bureau

2. Confirms warrant through originating agency.
 - a. DSD Records Bureau for all warrants other than Las Vegas Justice Court traffic or criminal
 - b. Municipal Court for Municipal Court warrants
 - c. N.H.P. for N.H.P. warrants (except Las Vegas Justice Court traffic or criminal).
 - d. Las Vegas Justice Court traffic or criminal do not require confirmation.

Field Officer

3. After confirmation of warrant, transports subject to appropriate Detention Center.
4. Completes the Temporary Custody Record based on the warrant (if bail amount is available, place the amount on the Temporary Custody Record).
5. Completes the Declaration of Arrest, LVMPD 22.

Detention Services Division

6. Returns warrants to the appropriate court.

FIELD APPREHENSIONS OUT-OF-STATE AND IN-STATE WARRANTS (OTHER THAN LOCAL)

Communications Bureau

1. Informs officer in field that an outstanding warrant exists for subject.

Field Officer

2. Requests Communications Bureau confirm with wanting agency, if arrest is imminent.
3. Books the subject on the fugitive charge.
 - a. Completes Temporary Custody Record with fugitive information. Example: Fugitive, Los Angeles County SO, Los Angeles, CA-Robbery-Warrant No, 12345.
- OR
4. Books subject on local charge(s) and fugitive charge(s) by completing the following:
 - a. Temporary Custody Record listing all charges, including local and non-local.
 - b. Declaration of Arrest listing elements of arrest.
 - c. Arrest Report.

Detention Services Division

5. Proceeds as dictated by type of charge and arrest.

WANTED SUBJECT AT THE RECORDS COUNTER, LAS VEGAS CITY HALL

Records Bureau

1. Determines and confirms the existence of outstanding warrant on subject appearing at Records Counter (except Las Vegas Justice Court traffic and criminal warrants which do not require confirmation).
2. Causes the subject to be arrested by an officer in the immediate area of the Records Bureau counter, if one is available.
- OR
3. Contacts Communications and requests an available field officer to take the subject into custody.

Field Officer

4. Performs arrest and takes arrestee to the appropriate booking facility.
 - a. If Las Vegas Municipal Court warrant, signs off warrant at Las Vegas Municipal Court and takes a copy for Detention use.
5. Completes Temporary Custody Record.

WANTED SUBJECTS IN FINGERPRINT BUREAU

1. Determines and confirms the existence of outstanding warrant on subject appearing in Fingerprint (except Las Vegas Justice Court traffic and criminal warrants which do not require confirmation).
2. Through Dispatch, requests a patrol response for transport and booking. (1/00, 3/04) ■

**5/201.12 NCJIS "HIT" ON N.H.P. WARRANTS
A.S. 1.2.5, 41.2.4**

N.H.P. WARRANTS ISSUED BY LAS VEGAS MUNICIPAL, CLARK COUNTY JUSTICE OR DISTRICT COURTS

Officer

1. Requests that Communications verify an N.H.P. warrant with N.H.P. if it was issued by Las Vegas Municipal, Clark County Justice or Clark County District Courts and if arrest is imminent.

Communications

2. Verifies N.H.P. warrants with the N.H.P.
3. Upon request of the officer, requests that an abstract of the warrant be faxed to the appropriate detention facility.

Officer

4. After verification of the warrant, transports subject to appropriate detention center and books accordingly including serving the abstract of the warrant when received from N.H.P. If the warrant is not available within a reasonable period of time, requests that a detention officer serve the warrant.

Detention

5. Receives abstract of warrant from N.H.P. via fax.
6. If transporting officer is not available, serves the warrant on the subject.

N.H.P. WARRANTS ISSUED BY ANY OTHER COURT

Officer

1. Requests that Communications notify N.H.P. of the "hit" on a warrant.

Communications

2. Advises N.H.P. of the situation.
3. Requests that an N.H.P. Officer respond to make the arrest.
4. Requests estimated time of arrival of N.H.P. officer.
5. If estimated time of arrival is longer than 15 minutes, advises N.H.P. that a Field Interview Card will be completed and forwarded to them. (2/76, 2/96) ■

**5/201.14 ARREST WITHOUT A WARRANT FOR DOMESTIC VIOLENCE
See Critical Policies/Procedures 6/016.00**

**5/201.15 ORDERS FOR PROTECTION (RESTRAINING ORDERS)
See Critical Policies/Procedures 6/018.00**

5/201.16 MISDEMEANOR COMPLAINT PROCESSING

The office of the City Attorney and the office of the District Attorney shall be approving, denying and preparing complaints for the criminal prosecution of misdemeanors.

One officer shall be assigned to sign the Criminal Complaint on misdemeanor arrests.

On an arrest, the following reports relative to City of Las Vegas and County of Clark offenses are to be forwarded every morning to the City Attorney's Office or the Clark County District Attorney's Office from the Records Bureau:

1. Arrest Report and SCOPE printout (if a previous arrest record is discovered).
2. Witness Reports or Statements on Citizen Arrests
3. All Crime Reports pertaining to Citizen Arrests.

Should the reports and charges submitted by Records Bureau to the appropriate office of jurisdiction subsequently be denied, a denial slip with the reasons for the denial will be sent to the Records Bureau and Detective Bureau.

Additionally, should the court of jurisdiction be so inclined to dismiss the charges, and release the defendant, notification of that action and the reasons therefore will be submitted via a form letter to the Records Bureau, who will ensure that a copy is forwarded to the concerned Division/Office.

When an officer does not appear in court pursuant to a summons, a form letter will be submitted to the Records Bureau in regard to such officer and the action taken by the Court. The Records Bureau will forward this information to the Division/Office Commander involved.

Crime reports by citizens and requests for prosecution shall be taken by the Department and forwarded to the Municipal Court Clerk's Office or the District Attorney's office. The Detective Bureau shall review the case, make any investigation necessary and transmit the same to the appropriate office.

Immediately upon receiving the citizen's complaint, the Records Bureau will forward a copy of the complaint to the appropriate office of jurisdiction.

Special circumstances sometimes require the City Attorney's office or the District Attorney's office to acquire reports at times other than their normal morning distribution, the Records Bureau will ensure that a copy of that report is still placed in the distribution file for the following day's distribution. (11/73, 6/77) ■

5/201.20 *WARRANTLESS ENTRY INTO PRIVATE PREMISES*
A.S. 1.2.4, 1.2.5, 74.3.1

It is the policy of this department that entries into private premises will be conducted in strict observance of the constitutional rights of the owners and any occupants therein, and with due regard for the safety of officers, citizens, and property involved.

ENTRY TO ARREST

Officers may enter private premises without a warrant or consent in order to arrest someone in the premises ONLY if:

- a. Someone is likely to be killed or seriously injured unless immediate warrantless action is taken; or
- b. A serious and/or dangerous criminal offender is likely to escape apprehension and/or prosecution unless immediate warrantless action is taken;

AND

- c. There is probable cause to arrest the person sought; and
- d. There is probable cause to believe that the person to be arrested is physically present in the premises at the time of the entry.

If no exigent circumstances exist, and the suspect is inside a consenting third party residence, officers WILL obtain a signed consent or witnessed oral consent, from someone with authority or apparent authority to give consent, or must obtain an arrest warrant and/or search warrant prior to making entry into the residence and taking the suspect into custody.

ENTRY TO PRESERVE EVIDENCE

If there is probable cause to believe that critical evidence of a serious and/or dangerous offense is located within the private premises and that the evidence is almost certain to be destroyed or removed unless immediate warrantless action is taken, the officer may enter without a warrant or consent for the purpose of securing the premises while awaiting the arrival of a search warrant. Once the premises are secured, no further search shall be conducted unless or until a search warrant for the premises arrives.

CRIME SCENES

For the purposes of this order, a "crime scene" is a location where a crime has very recently occurred and where there is an apparent need for investigative action and/or emergency services. (Examples: homicide scenes, fire scenes, burglary or sexual assault scenes, etc.) Note: The mere presence of contraband or evidence in private premises does not make those premises a "crime scene". Upon arriving at a crime scene in private premises, the officer may enter the premises without a warrant or consent in order to:

- a. Locate and secure perpetrators; and/or
- b. Provide assistance to injured or others requiring emergency assistance; and/or
- c. Locate and secure evidence which is likely to be lost or destroyed by the mere passage of time.

Once the actions described above are completed, no further search shall be conducted unless or until:

- a. A search warrant for the premises is on scene; or
- b. Consent to search has been obtained; or
- c. New or additional emergency circumstances arise necessitating further search.

OTHER EMERGENCIES

Officers may enter private premises without a warrant or consent if it reasonably appears that such action is urgently necessary in order to:

- a. Prevent death or serious injury; or

- b. Provide needed emergency medical assistance; or
- c. Guard against the imminent threat of substantial property damage. (4/93, 12/02) ■

5/202.00 APPREHENSION PROCEDURES

5/202.01 TRANSPORTING PRISONERS **See Critical Policies/Procedures 6/004.00**

5/202.02 ARREST PROCEDURES AND DECLARATION OF ARREST **See Critical Policies/Procedures 6/006.00**

5/202.03 MISDEMEANOR WARNINGS **A.S. 1.2.6, 44.2.1**

It is the policy of this department to allow officers to use misdemeanor warning citations to document warnings to juveniles and adults when it is a more appropriate action than a misdemeanor citation or a physical arrest. Warning citations are issued at the discretion of the officer and are not mandatory for first time offenders.

PROCEDURE

The Misdemeanor Warning, LVMPD 210, may be issued for any misdemeanor offense that occurs in the officer's presence, with the exception of the following:

- Driving while intoxicated
- Battery domestic violence
- Moving vehicle violations
- Alcohol-related violations involving minors
- No proof/no insurance violations
- Citizen arrest in-custody situations

Note: Officers may still verbally warn (excluding domestic violence and DWI) or arrest violators for all the above infractions, however the verbal warning WILL NOT be documented on the warning citation.

Officers should consider the following factors before issuing a warning citation:

- Can the subject be satisfactorily identified?
- Has the subject been issued a previous warning citation for the same or similar offense within the past year?
- Has the subject been arrested in the past for a similar offense?
- Does the subject have outstanding warrants for the same or similar offenses?

Officer

1. Determines that the subject and violation meet the criteria for a misdemeanor warning citation.
2. Completes the warning citation ensuring the appropriate boxes are marked, or specific offense written in. Subjects may be issued warning citations even if they are under arrest or being cited for unrelated charges.
3. Indicates the event number in the appropriate space.
4. Issues the warning citation to the subject with an advisement to correct the violation or discontinue the inappropriate behavior, and that a court appearance is not necessary at this time.
5. Directs the subject to sign the warning citation. Should the subject refuse, it will be the officer's discretion whether an arrest should be made.
6. Disseminates the three-part warning citations as follows:
 - a. For juveniles, the officer will provide the subject with the pink SUBJECT copy. The NOTIFICATION hard copy will be mailed to the parent or legal guardian. It will have a business reply address on the reverse side, and will be folded and fastened (not stapled). They may be also be stamped with the parental contact rubber stamp in the "special notes" section to tell the parent or guardian how they may contact the officer. The white RECORDS copy will be sent to the Records Bureau.
 - b. For adults, the officer will provide the subject with the pink SUBJECT copy of the citation. The white RECORDS copy will be sent to the Records Bureau. (The NOTIFICATION hard copy is not used for adults and may be disposed of.)

Immediate Supervisor

7. Checks all warning citations for completeness before forwarding them to the clerical staff for entry into SCOPE.

Bureau/Area Command Clerical Staff

8. Enters warning citation information into SCOPE to aid in determining the proper course of action for subsequent violations by the subject.
9. Places NOTIFICATION hard copies of warning citations going to parents or guardians of juveniles in the outgoing mail.

10. Forwards all RECORDS copies of warning citations to the Records Bureau.

Records Bureau

11. Files all RECORDS copies of warning citations.
12. Purges files after one year from the date of issuance. Since the citation documents only previous warnings, it is not considered criminal history. (2/97) ■

5/202.04 MISDEMEANOR CITATION AND/OR ARREST
A.S. 1.2.5, 1.2.6, 44.2.1

An arrestee must meet the criteria set forth in this procedure regarding the issuance of citations. The Misdemeanor Citation/Complaint Instruction Guide is available for further reference to the citation usage. If the guide does not contain the wording for a particular offense that the user thinks should be included, forward a memo to the Office of Policy and Planning listing the offense and the proper wording will be included in an Instruction Guide update.

I. FIELD MISDEMEANOR CITATION

This section is applicable to adults and juveniles twelve (12) years of age and older. For additional information on issuing citations to juveniles, officers will utilize the Citation/Complaint Instruction Guide. A misdemeanor citation shall not be issued under the following circumstances.

1. The Crime is DUI.
Exception: A misdemeanor citation may be issued to a subject charged with DUI if he incapacitated to the point that hospitalization is required for treatment of injuries. Note the name of the hospital the suspect is in and the fact he/she was issued the citation in lieu of arrest because of injuries or illness.
2. The crime is against a person where a high probability of personal injury exists.
3. The person arrested fails to satisfactorily identify himself.
 - a. Satisfactory evidence of identity is the degree of evidence required to reasonably assure the officer the person is who he claims to be.
 - b. Whenever practical, the officer may use police and DMV records to establish the arrested person's identity.
4. A peace officer has reasonable grounds to believe that the person arrested will not keep a written promise to appear in court. (Officer will document his grounds in the arrest report.)
5. The person arrested has an outstanding felony warrant on file.
6. There is a reasonable cause to believe that the violation for which the person is arrested will continue. However, an arrest shall not be made in lieu of a citation on the basis of a mere speculation that the person might commit a new crime upon release, whether of the same or of a different nature, i.e., offense such as shoplifting may be repeated at some time in the future, but there is no reasonable certainty that this will occur. Therefore, in the absence of other exceptions to the citation criteria, shoplifters and most other misdemeanants will be cited.
7. The person arrested refuses to sign the citation.
 - a. At the time of arrest processing, the arrested person shall be afforded an additional opportunity to sign the citation. Refusal at this time shall require the booking of the arrestee (see Section II).
8. The person arrested demands an immediate appearance before a magistrate.

When a person is arrested under one of the exceptions to the misdemeanor citation procedure (above), the officer will identify the exception in the narrative portion of the arrest report.

Arresting/Transporting Officer

1. Determines if the offense is a misdemeanor.
2. Completes and issues a citation/complaint to arrestee providing the "exceptions" noted above are not met.
 - a. Prints all entries legibly using black ink. All spaces will be filled in. If not applicable, enter N/A or the word "none".
 - b. Enters the offense including the charge, NRS. City or County code number and the necessary elements of the violation.
 - c. Enters appropriate court of jurisdiction, appearance date and time as presently established.
 - d. Indicates the Event Number in the appropriate space on the citation.
 - e. Signs or where applicable, has arresting citizen sign citation/complaint at the scene. Officer signs below citizen's

- signature.
 - f. Directs arrestee to sign the citation/complaint.
 - g. Provides a copy of the complaint to arrestee.
 - h. Forwards all citations/complaints and connecting reports to the Records Bureau through immediate supervisor.
 - i. Voids all citations not completed by writing the word "VOID" with an explanation of the reason for it being voided. The explanation shall be placed in the "Elements of Crime" section of the citation and forwarded to the Traffic Section through immediate supervisor.
3. Completes the proper crime reports as necessary.

Records Bureau

- 4. Issues ID number, if applicable. An ID number will be given to all non-traffic citations.
- 5. Makes a copy of the original complaint which is to be attached to the crime report.

II. MISDEMEANOR CITATION ARREST (CLASS II)

The citation arrest is used for adults, eighteen (18) years of age and older, who do not meet the criteria for a field citation. May NOT be used for a citizen's arrest.

Arresting/Transporting Officer

- 1. Determines arrestee does not meet criteria for field citation previously set forth.
 - a. The Crime is not DUI.
- 2. Determines arrestee will waive his right to be taken, without unnecessary delay, before a magistrate, by signing the misdemeanor citation at the Detention Center.
- 3. Determines that the arrestee is mentally responsible and able to sign a citation/complaint, i.e., not intoxicated, on drugs or combative.
- 4. Completes misdemeanor citation in lieu of Temporary Custody Record and Declaration of Arrest.
- 5. Transports arrestee to Detention Center.
- 6. Instructs the arrestee to sign the misdemeanor citation. (If the subject refuses to sign, a misdemeanor booking shall be completed as per current procedure.)
- 7. Releases custody of citation arrestee to intake corrections officer.
- 8. Writes the details of the citation arrest on the back of the citation if space permits. If not, dictates an arrest report. (The reason the arrestee was cited at jail instead of in the field must be included.)

Intake Corrections Officer

- 9. Accepts citation arrestee and receives citation from arresting/transporting officer or Detention supervisor.
- 10. Thoroughly searches arrestee for potential weapons or contraband and places valuables on booking counter.
- 11. If arresting officer has not already done so, returns the arrestee's copy of the citation, explaining the date and time of his court appearance, and failure to appear will result in a warrant being issued for his arrest.
- 12. Gives all remaining copies of the citation, except the arresting officer's copy, to the Detention records technician.
- 13. Turns custody of arrestee over to processing officer who completes processing of the arrestee according to current Division procedures.

III. MISDEMEANOR ARREST AND INCARCERATION

This section is applicable to adults eighteen (18) years of age and older. This procedure does not apply to juveniles.

- 1. Misdemeanor offenders will be arrested and incarcerated when:
 - a. The crime is DUI.
 - Exception: A misdemeanor citation may be issued to a subject charged with DUI if he is incapacitated to the point that hospitalization is required for treatment of injuries.
 - b. The person arrested refuses to sign the citation. (Even after arrival at the jail)
 - c. The person arrested demands an immediate appearance before a magistrate.
 - d. The person arrested has an outstanding felony warrant.
 - e. There is a reasonable cause to believe that the violation for which the person is arrested will continue. (However, an arrest shall not be made in lieu of a citation on the basis of a mere speculation that the person might commit a new crime upon release, whether of the same or of a different nature.)

Arresting/Transporting Officer

- 1. Books prisoner into the Detention center.
- 2. Completes the booking process in accordance with normal procedures.
- 3. Completes an arrest report including details of the exception which required arrest and incarceration in the narrative portion. (10/89, 2/91) ■

5/202.05 REPEAT OFFENDERS
A.S. 41.2.4, 42.1.5

The Repeat Offender Project (ROP) has made arrangements for targeted offenders to be entered into the SCOPE system. These individuals are high rate offenders and fit the targeting criteria established by ROP. The three categories entered into SCOPE are Priority I, Priority II, and Priority III. The target's priority is determined by their arrest record, convictions, and current status as a repeat offender.

Actions to be taken are described below and depend on the priority status listed in the SCOPE record:

PRIORITY I - ROP detectives will be notified and respond, if possible. The purpose of their response is to obtain updated information on the subject, perform case enhancement if an arrest is being made, and/or develop intelligence information.

PRIORITY II - ROP detectives will be notified and respond if the subject is in custody on a felony arrest. When the detective arrives, he/she will assist the officer in the arrest for case enhancement, and ensure the best possible case for prosecution.

PRIORITY III - A detective response is not necessary for these targets, however, a Field Interview card must be completed and forwarded to ROP.

Files on the targeted individuals are maintained in the ROP detail. A ROP Referral Card can be completed and forwarded to ROP on any individual that an officer believes to be a repeat offender. (2/89) ■

5/202.08 CONVICTED PERSONS - REGISTRATION; FAILURE TO REGISTER; FAILURE TO CHANGE ADDRESS
A.S. 41.2.7

REGISTRATION OF CONVICTED PERSONS (NRS 179C.010)

Convicted persons must register in the State of Nevada under the following circumstances:

- Persons convicted of an offense punishable as a Category A felony in the State of Nevada must register for the first conviction and subsequent convictions. A **Category A felony** is a felony for which a sentence of death or imprisonment in the state prison for life with or without the possibility of parole may be imposed. (NRS 193.130)
- Persons convicted of an offense in Nevada or any other place that would constitute a category A felony, if committed in this state on July 1, 2003, must register regardless of whether the crime was committed before or after July 1, 2003.
- Persons convicted in the State of Nevada or in any other place, of two or more offenses punishable as felonies must register for each felony conviction regardless of the category. This includes felony convictions of Categories B through E offenses. The multiple felony convictions must be from separate incidents of conviction.
- Convicted persons that are required to register under the above provisions who remain in Nevada for more than 48 hours must register with local law enforcement within that 48 hour time period.
- Convicted persons who reside in Nevada, that are required to register, who change their place of residence in Nevada must change their address with local law enforcement within 48 hours of relocating.
- Violation of this law is a misdemeanor.

CONVICTED PERSONS OF CRIMES AGAINST A CHILD (NRS 179D.210)

- Persons convicted in the State of Nevada or in any other place of kidnaping, false imprisonment where the victim is less than 18 years of age, unless the offender is the parent, must register for each conviction.
- Persons convicted in the State of Nevada or in any other place of an offense involving pandering or prostitution where the victim is less than 18 years of age, must register for each conviction.
- Persons convicted in the State of Nevada or in any other place of an attempt to commit any of the above listed offenses must register for each conviction.
- Convicted persons that are required to register under the above provisions who remain in Nevada for more than 48 hours must register with local law enforcement within that 48 hour time period.
- Convicted persons who reside in Nevada, that are required to register, who change their place of residence in Nevada must change their address with local law enforcement within 48 hours of relocating.
- Violation of this law is a category D felony.

CONVICTED PERSONS OF A SEXUAL OFFENSE (NRS 179D.410)

- Persons convicted in the State of Nevada or in any other place of murder in the first degree committed in the perpetration or attempted perpetration of sexual assault or of sexual abuse or sexual molestation of a child less than 14 years of age, sexual assault, statutory sexual seduction, battery with intent to commit sexual assault, sexual abuse or exploitation of a child, an offense of pornography involving a minor, incest, solicitation of a minor to engage in acts constituting the infamous crime against nature, open or gross lewdness, indecent or obscene exposure, lewdness with a minor, sexual penetration of a dead human body, luring a child or mentally ill person, an offense

that is determined to be sexually motivated, administration of drugs or narcotics with intent to assist in commission of one of the crimes listed above, and an attempt or conspiracy to commit an offense listed above must register for each conviction.

- Convicted persons that are required to register under the above provisions who remain in Nevada for more than 48 hours must register with local law enforcement within that 48 hour time period.
- Convicted persons who reside in Nevada, that are required to register, who change their place of residence in Nevada must change their address with local law enforcement within 48 hours of relocating.
- Violation of this law is a category D felony.

CONVICTED PERSONS OF A SEXUALLY VIOLENT OFFENSE (NRS 179D.420)

- Persons convicted in the State of Nevada or in any other place of first degree murder committed in the perpetration or attempted perpetration of sexual assault, sexual abuse or sexual molestation of a child under 14 years of age, sexual assault, battery with intent to commit sexual assault, an offense involving pornography and a minor, an offense determined to be sexually motivated and an attempt to commit any of the above listed offenses must register for each conviction.
- Convicted persons that are required to register under the above provisions who remain in Nevada for more than 48 hours must register with local law enforcement within that 48 hour time frame.
- Convicted persons who reside in Nevada, that are required to register, who change their place of residence in Nevada must change their address with local law enforcement within 48 hours of relocating.
- Violation of this law is a category D felony.

CONVICTED PERSONS, SEXUALLY VIOLENT PREDATOR (NRS 179D.430)

- Persons convicted in the State of Nevada or in any other place of a sexually violent offense, who suffer from a mental disorder or personality disorder and have been declared to be sexually violent predators must register for each conviction.
- Convicted persons that are required to register under the above provisions who remain in Nevada for more than 48 hours must register with local law enforcement within that 48 hour time frame.
- Convicted persons who reside in Nevada, that are required to register, who change their place of residence in Nevada must change their address with local law enforcement within 48 hours of relocating.
- Violation of this law is a category D felony.

CONVICTED SEX OFFENDERS FAILING ANNUAL VERIFICATION (NRS 179D.480)

- Convicted sex offenders who reside in Nevada are required to respond to verification forms sent to their registered address by the Nevada Sex Offender Registry.
- Convicted persons are required to return the verification form along with their photograph and a completed fingerprint card.
- Convicted sex offenders are required to verify annually.
- Convicted Sexually Violent Predators are required to verify every 90 days.
- Convicted persons who have failed verification will be so flagged in the Sex Offender Hot File available via J-LINK.
- Violation of verification is a category D felony.

ARREST FOR FAILURE TO REGISTER, CHANGE ADDRESS OR ANNUALLY VERIFY ADDRESS

When an arrest is made for the charge of convicted person failure to register, and/or failure to change address, and/or sex offender failure to verify, the arresting officer will include in the arrest report:

1. The charge on which the defendant was convicted.
2. The jurisdiction (city and state) where the defendant was convicted.
3. The year of the defendant's conviction.
4. The dates of entry and/or the date of non-compliance listed in a sex offender hot file response through J-LINK, if applicable.

The arresting officer will verify that the defendant has violated the forty-eight (48) hour span of time that is required for successful prosecution. This is necessary regardless of the defendant's admission of the violation. Paper documents in the defendant's possession, rent receipts, postmarked letters, contact with apartment manager or landlord will aid in successful prosecution.

The Records Bureau maintains the necessary documents for successful prosecution of convicted person failure to change address charges. Exemplified copies of conviction from other states and certified copies of conviction for Nevada convicted person convictions may be obtained by the investigative/submitted detail upon request by the court of jurisdiction.

Complying with changes to NRS 179C, as of July 1, 2003 the department ceased issuing convicted persons registration cards. Confirmation of registration should be made by checking SCOPE. Officers should allow at least 48-72 hours for the information to be entered in the system if an individual states that he/she just registered. (6/00, 10/05) ■

5/202.12 BUSINESS TRESPASS PROGRAM

It is the policy of this department to assist business owners during non-operational hours by utilizing the Business Trespass Program. This program is not designed for apartment complexes, hotels or businesses which have on-site managers, security or residents who can alert police to trespassers or illegal activity.

PROCEDURE

Business Owner

1. Completes the Owner/Agent Trespass Agreement, LVMPD 219, either in the field or an area command.
2. Emergency Call-Out Card, LVMPD 98.

Police Officer/Area Command Staff

3. If requested, assists citizens in completing the Owner/Agent Trespass Agreement and Emergency Call-Out Card.
4. Provides Trespass Program window stickers (Supply stock number 101749).
5. Advises business owners to conspicuously post "NO TRESPASS" signs as required by NRS 207.200 (2a).

Area Command Staff

6. Forwards a copy of the Owner/Agent Trespass Agreement and the original of the Business Emergency Call-Out card to the Research Assistant in the Communications Bureau for entry into the CAD system.
7. Maintains a continually updated file with the original Owner/Agent Trespass Agreements.
8. Provides an updated list of actively enrolled business to patrol officers as necessary.

Communications Bureau

9. Ensures information from the Owner/Agent Trespass Agreement is entered into the "premise file" in CAD.
10. Accesses "premise file" when a request is made by a patrol officer.

Patrol Officer

11. If a violator is observed on property and the NO TRESPASSING signs are posted and conspicuous, warns, cites or arrests based on officer discretion.
12. Advises the Community Oriented Policing Officer of any inconsistencies by a business.

Community Oriented Policing Officer

13. Handles any discrepancies with businesses and/or owners/agents.
14. Contacts businesses once each year to determine if there are any changes in ownership and ensure their continued participation in the program.
15. Forwards any status changes to the Communications Bureau for modification of the Premise File in the CAD system.
16. Maintains a file of businesses removed from the program. (6/97) ■

5/202.14 CITIZEN'S ARREST FOR OTHER THAN TRESPASS AND PETIT LARCENY

Each transporting officer has the responsibility to ensure the arrest being made by a private citizen is lawful and proper. A supervisor should be contacted immediately if the citizen insists upon proceeding with an arrest deemed unlawful by the responding officer(s).

Transporting Officer

1. Ensures the arrest is lawful and proper.
2. Completes the Declaration for Citizen's Arrest, LVMPD 16, AND a Criminal Complaint.
3. Transports arrestee to Detention facility.
4. Provides Detention personnel with completed Temporary Custody Record.
NOTE: The TCR for the charge made by the citizen must be separate from any other charges arrested on by the officer.
5. Ensures that the incident report and complaint are completed prior to clearing from the call.
6. Officers are instructed to make an officer's report on all citizen's arrests when circumstances warrant the documentation of events or information not covered in the crime report, complaint or statements from witnesses.

Detention Division

7. Receives the prisoner and the Temporary Custody Record, and books accordingly. (10/90, 4/98) ■

5/202.16 CITIZEN'S ARREST FOR PETIT LARCENY AND TRESPASS

When a citizen's arrest for trespass or petit larceny is determined valid by the transporting officers, the crime report and complaint can be completed at the scene.

Transporting Officer

1. Ensure the arrest is lawful and proper.
2. Complete a crime report, witness statement from witness, if necessary, preprinted complaint form, and Declaration for Citizen's Arrest (completed by citizen with officer's assistance), LVMPD 16.
3. Transport the arrestee to Detention Facility.
4. Gives completed Temporary Custody Record to Detention personnel
5. Completes the complaint and the Crime Report and submits to the supervisor at the end of shift.
6. Officers are instructed to make an officer's report on all citizen's arrests when circumstances warrant the documentation of events or information not covered in the crime report, complaint or statements from witnesses. (5/78) ■

5/202.17 IN-CUSTODY LOW RISK MISDEMEANOR INCIDENTS A.S. 1.2.5

It is the policy of this department to support the prosecution of persons detained by private businesses for in-custody low risk misdemeanor incidents. When suspects meet certain specific criteria, the department will provide information that can be legally disclosed to the businesses for successful prosecution through the complaint and summons process. Police officers will not be routinely dispatched to these incidents.

GENERAL

Certain businesses have agreed to handle low risk in-custody petit larceny, trespass, disturbing the peace, and defrauding an innkeeper incidents without police response. Personnel responsible for security and loss prevention will be given instructions for handling these cases through the complaint and summons process. After reporting an incident that meets the established criteria, they will receive an event number and will be responsible for completing the required documentation and forwarding it to the Records Bureau, either directly or through the appropriate area command. They will also provide copies of reports and prosecutor-contact information to the suspects.

The area commands will train security officers or other business personnel in their respective areas in the proper completion and submittal of reports. They will also serve as liaison between the businesses and the prosecuting agencies. A list of participating businesses is available at the respective area commands.

PROCEDURE

Area Command (Records Bureau after normal business hours)

1. Receives a call from a business reporting a petit larceny, trespass, disturbing the peace, or defrauding an innkeeper incident with a suspect in custody.
2. Verifies the business is one that handles its own in-custody incidents and is willing to prosecute.
3. Ensures the subject was detained without physical force, is identifiable, and clearly not under the influence of drugs or alcohol.
4. Checks NCIC, CJIS, and SCOPE for warrants on the subject in custody.
5. Creates an event number for the specific crime and issues it to the caller if officers are not required.
6. Advises the security personnel that the summons program is not appropriate and forwards the call to dispatch through PBX, if the suspect:
 - a. Is wanted.
 - b. Is combative, unidentifiable, or incoherent.

Communications Dispatch

7. Receives a phone call through PBX.
8. Handles the incident as a misdemeanor in-custody citizen's arrest (5/202.16).
9. Informs the business caller only that an officer will respond.

Officer(s)

10. Receives dispatched call and handles as a misdemeanor in-custody citizen's arrest (5/202.16).

Records Bureau

11. Creates a file and maintains reports and statements in accordance with current practice.
12. Forwards copies of the prosecution package to the District Attorney's Office or City Attorney's Office, as appropriate. (11/93, 6/99) ■

5/202.18 VICE SECTION CALL OUT RESPONSES
A.S. 43.1.1

Vice Section detectives should be contacted for all of the following situations by Communications. In the event no Vice detectives are on duty or they cannot respond, the on-call Vice detective will be called out by the Communications supervisor.

GRAND LARCENY TRICK ROLLS

Vice detectives will be called out for response to trick rolls when:

1. The loss is \$10,000 or more.
2. A toxic material is suspected.
3. A suspect is in custody.

Trick rolls have a high incidence of narcotics, knockout drops, and other toxic materials used on victims. If the victim reports being drugged, or if the Vice detective suspects the use of a toxic material, the victim will be transported to the University Medical Center. In addition to any required medical treatment, the investigating officer will ensure that the appropriate blood/urine samples are obtained and impounded, with an LVMPD 63, Forensic Laboratory Examination Request Form, attached.

The blood/urine sample will be collected at department expense, and to ensure proper billing, the technician will be advised to send a copy of the report to the Vice Section, Vice-Narcotics Bureau. Any additional treatment will be at the victim's expense.

AIDS NOTIFICATION

AIDS notification to a detained or arrested prostitute requires an immediate response by a Vice detective. This applies:

1. When the detective is delivering the Health Notification Form to the subject for signature and acknowledgment.
2. For subsequent arrests for Soliciting Prostitution (NRS 201.354), and Soliciting for Prostitution After Testing Positive for AIDS in accordance with NRS 201.358. (See 5/202.19)

CHILD PROSTITUTION

Operation S.T.O.P. (Stop Turning Out Juvenile Prostitutes) is a department initiative designed to take juvenile prostitutes off the streets and to prosecute individuals who prey on them. Child prostitution cases are very complex, and time sensitive investigations which require an immediate response from a Vice detective. Upon contacting a juvenile suspected of being involved in prostitution, the responding officer will:

1. Detain the juvenile prostitute and any adults associated with them
2. Request Communications to notify the on-call Vice detective. (2/96, 12/99) ■

5/202.19 AIDS TESTING AND SUBSEQUENT PROSECUTION OF PERSONS ARRESTED FOR SOLICITING
A.S. 43.1.1, 83.3.1, 83.3.2

It is the policy of this department that persons arrested for the State charge of Soliciting Prostitution will have blood drawn by a qualified professional for the purposes of determining the presence of the AIDS antibodies (in accordance with NRS 201.356).

INTRODUCTION

NRS 201.356 basically states that a person arrested for soliciting (not loitering) under NRS 201.354, will be tested for AIDS. If a positive test result is returned and the person is notified of such results in writing and continues to work as a prostitute, any subsequent offense for soliciting may be considered a felony under NRS 201.358. It must be noted that this statute only applies to the State charge of soliciting and not loitering for purposes of prostitution.

This procedure applies primarily to Vice Officers. Any other officer who may be in the position to obtain a soliciting charge under this statute must contact the Vice Section for coordination.

PROCEDURE

Arresting Officer

1. Upon arrest of an individual for Soliciting Prostitution, NRS 201.354, requests a qualified person to obtain a blood sample from the arrestee. (Note: Qualified person shall be defined as licensed physicians, registered nurses, practical nurses, emergency medical technicians, or any other person duly licensed.)
2. Completes the appropriate documentation in the Blood Kit marked "C" for caution (available at the detention centers). The only information required on the Request Form is the Event number, officer's name and patient's name.
3. Obtains the original of the Affidavit completed by the nurse or other qualified individual, ensures the Event number is included, and forwards to the Vice Administrative Section.
4. Secures the blood sample after correctly labeling same.
 - a. Seals the vial of blood in the kit with evidence tape.
 - b. Places the Request Form inside the evidence envelope.
 - c. Impounds the kit and places it in the locked evidence refrigerator located in the County or City Jail Nurse's office.

Nurse or other Qualified Person

5. Obtains a blood sample from all persons arrested for NRS 201.354, Soliciting Prostitution.
6. Completes the Affidavit for Withdrawal of Whole Blood Sample and ensures the document is notarized. Retains a copy of this form for medical records.
7. Enters the blood draw into the Blood Draw Record Book.
8. Provides the original of the Affidavit and the blood sample itself to the arresting officer for securing.

Vice Section

9. Provides the blood sample to the designated lab responsible for performing the analysis for juvenile arrests only.
10. Picks up the receipt of analysis report on analyzed samples from the designated lab.
11. Upon receipt of a positive test result, mails (by certified mail) a copy of the Health Notification Form, LVMPD ISD 15, to the last known address of the person arrested under NRS 201.354, Soliciting Prostitution.
12. Attempts to personally deliver the Health Notification Form to the subject for the purpose of obtaining the subject's signature to denote acknowledgment by the subject.
13. Maintains the original Health Notification Form for evidence should the subject be arrested for Soliciting Prostitution (NRS 201.354) again, and subsequently charged with NRS 201.358, Soliciting for Prostitution After Testing Positive for AIDS (a felony). (4/91, 5/93) ■

5/202.20 DISPOSITION OF ARRESTED SUBJECT'S VEHICLE
A.S. 61.1.5

The arresting officer has the option of asking the arrestee whether he wishes to park his vehicle or have it towed, if the following conditions exist:

1. Arrestee is 18 years or older.
2. Arrestee is not under the influence of intoxicating liquors or drugs.
3. Arrestee is in lawful possession of the vehicle.
4. The vehicle is not needed for evidence.

If the arrestee wishes to park the vehicle, the arresting officer completes the Towing Release Report form in duplicate for the arrestee's signature.

The original copy of the form is given to the Detention Division employee receiving the prisoner. The copy is given to the arrestee. The Detention Division employee will attach the form to the Booking sheet until the arrestee's I.D. number is entered on the form. After the arrestee's I.D. number is entered on the form, the form is forwarded to the Records Bureau.

EXCEPTIONS

The arrestee may turn custody of the vehicle over to a licensed and responsible person who is a passenger in the vehicle at the time of arrest.

When the arrested person in control of the vehicle is under the age of 18 years, the vehicle should be towed, unless a licensed member of his immediate family is present to take custody of the vehicle.

All personnel are encouraged to utilize this procedure whenever possible. (7/73) ■

5/202.21 *DRAWING OF BLOOD/OBTAINING URINE FROM ARRESTEES* ***A.S. 1.2.4, 1.2.5, 74.3.1***

If a suspect or arrestee voluntarily consents to the taking of a blood or urine sample, and a proper chain of custody is kept, there is no legal issue to overcome. When there is no consent for the taking of a sample the following guidelines exist. These guidelines do not apply to persons who are suspected of driving or being in actual physical control of a motor vehicle while intoxicated. (See 5/205.12 for Motor Vehicle cases)

URINE SPECIMENS

Without exception, the use of a catheter to obtain a urine sample from an arrestee against his/her will cannot be done without a search warrant.

BLOOD SPECIMENS

Scientific studies have shown that the presence of most of the major controlled substances involved in criminal prosecutions can be detected in a blood test AT LEAST a day after the injection of the substance, and in many cases for a much longer period of time. Therefore, a search warrant should be obtained in most circumstances.

Non-consensual warrantless intrusion into the body to obtain a blood sample to prove a violation of NRS 453.411 (Felony Use/Under the Influence of Controlled Substance) can be done if:

1. probable cause exists to believe that the person had used/was under the influence of a controlled substance, AND
2. humane medical acceptable methods are used to extract the blood, AND
3. exigent circumstances exist making it impracticable to obtain a search warrant, including a telephonic search warrant (disappearance of evidence).

Non-consensual, warrantless obtaining of a blood sample to show percentage of alcohol can be done where probable cause exists that it is relevant to the investigation of a felony. (i.e., A homicide suspect is arrested on probable cause immediately after the crime and appears slightly intoxicated on alcohol. A blood sample can be taken to show degree of intoxication which may become an important issue for the state or the defense.)

The non-consensual, warrantless obtaining of a blood sample is also permissible when a valid probable cause arrest is made of a person for either soliciting or any crime in which the arrestee is alleged to have sexually penetrated another human being. (NRS 201.356 and 441.320 respectively make it mandatory that the lawfully arrested person be tested for AIDS and/or syphilis.) In these situations, the law should be explained to the arrestee and consent for the blood sample should be sought. If consent is not given (and a less intrusive alternative test has not been approved by the State Board of Health), then reasonable force (along with humane, medically accepted procedures) can be used to obtain the blood sample and no warrant is required.

DUI DRUGS AND ALCOHOL (MOTOR VEHICLE CASES)

See Department Manual section 5/205.12, Blood/Urine Evidential and Preliminary Breath Alcohol Analysis and/or Blood/Urine Drug Screen Analysis for Motor Vehicle Cases. (7/97, 8/03) ■

5/202.22 *REQUESTS FOR ASSISTANCE AT LVMPD SUBSTATIONS*

If there is a need for police assistance at a substation, radio traffic over the respective area channel could result in clerical personnel being placed in jeopardy. Citizens in the office area (who may be the subject of the call) can hear all radio traffic from the base station radios. Therefore, when this situation occurs, the following procedure will be used.

Communications

1. Receives information that a field unit is needed reference a police matter at a substation.
2. Selects the closest available unit and advises the officer to go to Channel "1" for a call.
3. Channel "1" operator dispatches the unit, advising the nature of the call.

Responding Officer

4. Upon receipt of the call on Channel "1", returns to his normal working channel and proceeds to the designated substation.
5. When possible, subsequent air traffic reference the call should be transmitted on an alternate frequency. (8/83) ■

5/202.26 EXTRADITIONS

It is the policy of this department to extradite fugitives and criminal suspects back to this jurisdiction for judicial processing in the safest, most expedient and efficient manner.

GENERAL

All department extradition activities will be coordinated through the Investigative Specialist assigned to the Fugitive Detail, Financial/ Property Crimes Bureau. In most cases, a private prisoner conveyance contracted by the department will be used for extraditions. With rare exceptions, and only when special circumstances dictate, will department personnel conduct extradition activities.

PROCEDURE

Investigator Assigned to the Case

1. Determines the need for an extradition.
 - a. In cases where a warrant has been issued, ascertains within two working days if the District Attorney's Office will extradite.
 - b. In cases where a warrant has not been issued, submits a request for the issuance of a warrant within three working days.
2. Prepares appropriate paperwork depending on who will perform the extradition.
 - a. When a private prisoner conveyance company will complete the extradition, forwards information concerning the extradition (i.e., holding agency, teletype, contact information, copy of warrant and the name of the DA approving the extradition) to the Investigative Specialist assigned to extraditions.
 - b. Completes the Extradition/Travel Request, LVMPD ISD 47, when requesting LVMPD personnel to complete the extradition, presents to bureau commander for authorization, then faxes (or delivers) to the Travel Coordinator, Office of Finance. (NOTE: With rare exceptions, and only when special circumstances dictate, will department personnel conduct extradition activities. Such exceptions must be noted on the Extradition Request and will generally only be allowed for furthering the investigation or for medical reasons which require the process to be expedited.)
3. If LVMPD personnel will complete the extradition, notifies the law enforcement agency holding the prisoner of the decision to extradite, via teletype.

Bureau Commander (or designee)

4. Approves the use of LVMPD personnel for extraditions only when justified for furtherance of the investigation or other sound and reasonable cause.

Investigative Specialist Assigned to Extraditions

5. Completes the Private Prisoner Conveyance Request, LVMPD ISD 48, when the extradition will be performed by a private business and faxes to the private prisoner conveyance company currently under contract.
 - a. If the department has contracted with more than one private prisoner conveyance company, determines which company to use based upon geography, economy and timeliness to accomplish the extradition mission.
 - b. Ensures that an order confirmation including fee for extradition is received via fax.
6. Advises the law enforcement agency holding the prisoner that the designated private prisoner conveyance currently under contract will act as our agent and pickup the prisoner and faxes a copy of the warrant(s) to the holding agency.
7. Maintains appropriate logs and records of extradition activities to ensure extraditions are accomplished in the most timely and expeditious manner.

LVMPD Traveling Officers (when authorized for extradition)

8. Makes travel arrangements through the Travel Office by presenting the completed and approved Extradition/Travel Request, LVMPD ISD 47, to the travel coordinator before travel arrangements can be made. Travel arrangements should be made at least seven (7) days in advance to take advantage of discounted fares as required by the State of Nevada, Office of the Attorney General.
9. Obtains all necessary paperwork including a photo, a certified copy of the warrant and a copy of the teletype.

Private Prisoner Conveyor or LVMPD Traveling Officer(s)

10. Returns with prisoner and books prisoner into the Clark County Detention Center.

LVMPD Traveling Officers

11. Ensures copies of booking information, executed warrant and all additional documents or correspondence are forwarded to the investigator assigned to the case for inclusion in the case file.

Detention Services Division

12. Assists the personnel of the private prisoner conveyance company to take custody of the returning prisoner(s).

Investigative Specialist Assigned to Extraditions

13. Forwards copies of all paperwork to the investigator assigned to the case for inclusion in the case file.
14. Upon receipt of invoice from the private prisoner conveyor regarding appropriate fees, forwards the original invoice, the waiver of extradition document and the Private Prisoner Conveyance Request to the Travel Coordinator, Office of Finance.

LVMPD Traveling Officer

15. Returns all receipts and credit cards and any other appropriate documents to the Travel Coordinator, Office of Finance. Traveling officer will be reimbursed for only one meal for the prisoner upon presentation of a receipt. Contact the Travel Coordinator for cost of meal limits.

Accounting Section, General Services Bureau

16. Processes paperwork and billing as necessary and in accordance with section procedures. (8/98, 3/03) ■

5/203.00 JUVENILE PROCEDURES

5/203.02 PHOTOGRAPHING/FINGERPRINTING OF JUVENILES **A.S. 42.2.2, 82.1.1, 83.2.3**

PHOTOGRAPHS

All juvenile offenders that are arrested and placed into the Clark County Juvenile Detention facility are photographed by the Department of Youth/Family Services intake personnel. In accordance with NRS 62.350, the Department of Youth/Family Services is responsible for maintaining all photographs. Photographs are limited to inspection by law enforcement personnel only in the investigation of a crime. Department members who have a need to use the photograph(s) of any juvenile offender(s), such as a photographic line-up, must contact the Department of Youth/Family Services, Booking Unit. Department members will not release any photograph(s) of suspected juvenile offenders to any non-law enforcement agency. Juvenile photographs used for conducting photo line-ups will be impounded as evidence if the suspect is picked out by a witness or victim. If the suspect is not picked out of the photo line-up, all photographs must be destroyed. A court order will be required to photograph a juvenile that has not been in custody.

FINGERPRINTS

1. All fingerprinting done when booking a juvenile, shall be done in the Booking Office at the Clark County Juvenile Detention Facility at the time of booking.
2. The Fingerprint Card may be taken from Juvenile Court Booking by the Investigating Officer to use in his investigation. As soon as the investigation is complete, the Fingerprint Card shall be delivered to Juvenile Court Booking.
3. Fingerprints must be taken of every child taken into custody for a felony; a sexual offense; a gross misdemeanor; any misdemeanor involving the use or threatened use of force against the victim; or any possession, use or threatened use of a firearm or deadly weapon.
4. Fingerprints of a child not in custody, being investigated of an act which would constitute a felony if committed by an adult, may only be obtained by parental permission or warrant.
5. FINGERPRINT EXCEPTION: If latent fingerprints are found during the investigation of an offense and an officer has reason to believe that they are those of the child in custody, the officer may request to have the child fingerprinted regardless of age or offense for immediate comparison with the latent fingerprints. When latent prints are found during the investigation of an offense, and an officer has reason to believe they are those of a child whose prints are on file at Juvenile Booking, the officer may request to have the Fingerprint Card checked out to him for the purpose of priority comparison with the latent prints.
6. The Department of Youth/Family Services, Booking Unit, maintains a Central Local Fingerprint Depository for any child 14 years or older who has been found guilty of an act of delinquency which would constitute a felony, if committed by an adult. With the exception of sex offenders, the fingerprint cards are destroyed upon the sealing of the minor's record.

LINEUPS

Physical lineups can be conducted, if authorized by a Court Order signed by the Judge or Referee of the Juvenile Court. The Lineup must be coordinated with the Department of Youth/Family Services, Booking Unit. (10/96, 3/98) ■

5/203.05 JUVENILE OFFENDERS **A.S. 1.2.3, 1.2.6, 44.2.1, 44.2.2, 44.2.3**

It is the policy of this department that referral of alleged juvenile offenders to intake is generally restricted to the acts and conditions specified in NRS 62C.010, for which the court has exclusive original jurisdiction in proceedings. In situations not involving criminal conduct or continued delinquent behavior, alternative remedies are considered in the disposition of juvenile cases.

PROCEDURE

Officers dealing with juvenile offenders are to use the least coercive among reasonable alternatives, consistent with preserving public and officer safety, order, and individual liberty. Arrest and detention are not the only alternatives in dealing with juvenile offenders.

In choosing an alternative, the following factors should be considered:

1. The nature of the offense
2. The age and circumstances of the offender
3. The prior record of the offender

4. The availability of other rehabilitation programs
5. The likelihood that the alternative choice will satisfactorily resolve the problem

Upon utilizing alternative remedies, certain criteria must be followed:

1. The victim must agree
2. The occurrence is minor in nature
3. Alternative is highly likely to resolve the matter.
4. The incident, including complete information on all parties involved, must be documented in an Officer's Report

If a juvenile is arrested for a status offense and a delinquent act (criminal act), the criminal act outweighs the status offense. For example, a juvenile could be arrested for "curfew" and "petit larceny." They could be taken to juvenile detention and booked for both. Cases which are minor in nature, involving juvenile offenders, may be disposed of by officers informally. Alternative remedies to be utilized by officers would be warnings, informal referrals, contacting and arranging for corrective action by parents, no crime report, etc. In accordance with the Juvenile Justice and Delinquency Prevention Act and Administrative Directive A015 from Clark County Department of Family and Youth Services:

"... Runaways and unmanageable youth, truants, non-DUI alcohol offenders, curfew violators, minors in casinos, minors gambling (and) any other offenders who are arrested for an act which would not be criminal if committed by an adult, both local and from other jurisdictions, (will) NOT be taken to Clark County Juvenile Detention. These youth will, as a matter of course, be taken to a facility designated as an alternative placement facility by the Juvenile Court."

The facilities designated by the Court for this purpose are:

Westcare - 5659 Duncan Dr., Las Vegas, Nevada, OR
Colorado River Region Youth Services (C.R.R.Y.S.) - 9575 Evans Lane, Mojave Valley, Arizona (Laughlin and surrounding areas)

In the event either of these facilities is at capacity, these youth will be taken to Clark County Juvenile Detention where capacity will be verified with the respective facility.

Juveniles taken into custody, including citations, must be advised immediately of their constitutional rights under the Miranda and in re Gault United States Supreme Court decisions, prior to any in custodial interrogation.

In accordance with NRS 62C.010 and Department Manual Section, 5/203.12, Juvenile Bookings, arresting officers must attempt to notify a juvenile's parents, guardian, or custodian at the time of arrest. The Nevada Supreme Court has expressed a strong preference for parents to be present during custodial interrogations. Interrogations should not last for an extended period, generally not more than two hours, unless extenuating circumstances exist. The interrogation should be conducted by no more than two investigators. The basic juvenile justice system is to be explained to the juvenile being interrogated.

Generally, a minor has the capacity to make a voluntary confession, even for capital offenses, without the presence or consent of counsel or other responsible adult, and the admissibility of such a confession depends not on the minor's age alone, but on a combination of that factor with such other circumstances as intelligence, education, experience, and ability to comprehend the meaning and effect of his or her statement.

Except in cases of extreme emergency, officers interviewing or arresting a juvenile on a school campus (during school hours) will coordinate with the school official in charge to have the subject brought to the office or similar location (outside the view of the general school population) where the interview/arrest will take place. If there is concern that the subject may be a flight risk, tactical measures can be taken to secure exits. Officers interviewing or arresting juveniles on a school campus will provide the opportunity for a school official to be present. Officers will coordinate with the school official in charge before removing a juvenile from a school building or school grounds. Clark County School District Regulations require a school principal to make a reasonable effort to notify a juvenile's parent or legal guardian when the juvenile has been released from school to a police officer.

The LVMPD has developed and participated in several programs to aid in the cessation and prevention of juvenile delinquency, such as the MAPP program and the STOP program. All department personnel have shared interest in the diversion of juveniles from delinquent behavior. Persons requiring assistance for juvenile-related matters, such as the diversion of a juvenile, are to be referred to Clark County Department of Family and Youth Services. Current information regarding available social service alternatives and resources are maintained there to ensure juvenile needs can be appropriately met. (2/01, 7/06) ■

5/203.06 JUVENILE CITATIONS AND REPORTS
A. S. 1.2.5, 1.2.6, 44.2.1

MISDEMEANOR CITATIONS

The issuance of a juvenile misdemeanor citation will require that an incident report be submitted in conjunction with the issuance of that citation when the crime has a victim. An event number will be used in place of an ID number. The elements of the offense and relevant circumstances should be included in each incident report submitted. The name and telephone number of the parents should be placed on the back of the citation. All court dates should be set at least 60 days from the date of issuance.

For victimless offenses, such as minor in possession or curfew, a crime report is not necessary, however, the complete name and address of witnesses must be included in the "arrest report" portion of the citation or on an accompanying Officer's Report. Crime reports are not needed for most arrests resulting in the issuance of a citation where the officer observed the violation.

An Officer's Report is necessary when it is determined that:

1. Additional documentation of events, not necessary for establishing the offense, should be recorded for future reference or information for follow-up investigation; and
2. Confidential information must be recorded which the officer does not want generally distributed.

Evidence impounds, and other connecting reports required as a result of the arrest and citing of a juvenile, should be made in appropriate circumstances.

GROSS MISDEMEANOR/FELONY CITATIONS

Officers may issue citations to juveniles under the age of 18, for certain nonviolent gross misdemeanor/felony crimes. Issuance of a citation in lieu of arrest must be approved by contacting the Juvenile Booking Desk to check for eligibility. Youth currently on probation or parole who have warrants are not eligible. If issuance of the citation is denied because the juvenile is on probation or parole, or for other reasons, normal arrest procedures will be followed. Citations will not be issued for any weapons offenses.

Officer

1. Takes juvenile into custody for a nonviolent gross misdemeanor/felony crime and contacts Juvenile Intake (Probation Admissions Unit, 455-5450) to determine if the juvenile can be issued a citation in lieu of arrest.
2. Issues a citation, when approved, with a minimum 60 day return date, and ensures the juvenile's parent or legal guardian signs the citation, and takes custody of the juvenile. Ensures the signing parent or legal guardian's name and telephone number (if known) are written on the back of the citation. The officer will advise the parent or legal guardian the juvenile will be photographed and finger printed by Juvenile Court Booking Personnel when they respond on the citation.
3. Stamps or prints in RED at the top of the citation, "GM/FELONY - PHOTO/PRINTS REQ."
4. Dictates an Officer's Report, prior to the end of shift, and forwards copy to the Juvenile District Attorney's Office. The first line of the Officer's Report must state, "This Officer's Report is in reference to a gross misdemeanor/felony citation . . ."
5. Forwards the original citation to the Department of Family Youth Services Records Section at Family Court with the words, "Juvenile Gross Misdemeanor/Felony Citation" on the envelope.
6. Forwards a copy of the citation and all original reports to the Police Records Section.
7. Forwards copies of all related reports to the Juvenile District Attorney's Office.
8. Impounds all evidence in accordance with department procedures. (04/02, 10/03) ■

5/203.08 JUVENILE TRAFFIC CITATIONS
A. S. 1.2.6, 44.2.1, 61.1.3

As dictated by NRS 62.040 (3.) Justice and Municipal Courts will be courts of original jurisdiction to try juveniles charged with “minor traffic offenses”.

“Minor traffic offenses” is defined under NRS 62.020 (E) as a violation of any state or local law that governs the operation of a motor vehicle upon any street, alley or highway within the State of Nevada other than:

1. Manslaughter
2. Driving under the influence of intoxicating liquors, a controlled substance or a drug.
3. Driving a motor vehicle without having been issued a license or permit to do so or during the suspension of a driver’s license or permit.
4. Reckless driving
5. Any traffic offense declared to be a felony.

When the circumstances or the traffic offense dictate that a juvenile should be incarcerated, subsequent to a traffic violation, they will be taken to the Juvenile Detention Facility and booked. When the traffic offense, such as exception number 3 listed above, might not warrant incarceration the juvenile should be cited into Juvenile Court. In these instances, the Juvenile Court will retain jurisdiction.

Juvenile traffic offenders should be given court dates from the field in compliance with the most recent Administrative Notice regarding this subject. **(Note: Stickers are available with the Court times indicated for each court and are available from Supply.)**

Resident officers should contact their respective courts for any special instructions they might have concerning juvenile citations.

At all proceedings before the court (posting bail, paying fines, trial, etc.) a juvenile must be accompanied by a parent or legal guardian. (10/91) ■

5/203.10 RELEASE OF JUVENILE INFORMATION
A.S. 82.1.1

Whenever a juvenile has been cited/arrested and a case submitted to the Juvenile Court (even if denied), information on that individual will not be released by a department member to anyone outside the department, except when such information is necessary for evaluating prosecutorial merit or for trial of the juvenile. Such information may then be released to the Probation Division of the Department of Juvenile Justice Services and to the Juvenile Division of the Clark County District Attorney’s Office. The release of identification to the Clark County Health District in cases involving sexual assault per NRS 441A.320 is also allowed. Information on juvenile cases that have not been entered into the Juvenile Court system may be shared with other law enforcement agencies upon request.

Juvenile Court information is accessible through SCOPE, FAMILY TRACS, and other automated systems throughout the department. Authorized personnel not having access to these systems may obtain juvenile history information through the Communications Bureau. Juvenile Court Services, including Juvenile Reception, will not provide this information or allow officers to look at juvenile records. Only the Juvenile Detail is authorized to produce printouts of this information.

The disposition of juvenile court trials may be obtained by the arresting officer through the investigative detail responsible for the offense charged, i.e., if a juvenile is charged with robbery, an arresting officer desiring to know the outcome of the trial would contact the Robbery Section to obtain that information.

All transmissions concerning juveniles will be by voice only. To ensure that the confidentiality of information concerning juveniles is maintained during radio transmission, special terminology and coding system will be utilized. The following is the only acceptable terminology to be used in the transmission of juvenile information. A Code 30 will be broadcast in response to the utilization of any other terminology.

<u>Acceptable Terminology</u>		<u>Meaning</u>
1. Assigned	-	Indicates subject is on parole or probation
2. Sustained	-	Indicates the conviction of an offense
3. Furlough	-	Indicates subject is on leave from a juvenile facility

It is no longer necessary to use the terminology "Past History or History" when requesting criminal history on a juvenile. Officers may now use the terminology "Wants and Previous."

Criminal history information will be indicated by the appropriate 400 code designators of the crimes for which the juvenile has been arrested. The four (4) will be replaced by a number indicating how many times the subject has been arrested on that charge. Example: If a subject has been arrested five (5) times for burglary with one (1) conviction once for robbery, the code designators would be 506 one sustained, and 107.

If no corresponding 400 code exists, the dispatcher will use common abbreviations (such as CCW for carrying a concealed weapon) or non-derogatory phrases. Soliciting, for example, would be preferred over prostitution. Any reference to drug-related charges should be given using the 400 code 446, i.e., possession 446, sale 446.

Juveniles are paroled from only three locations, Elko, Spring Mountain and Caliente. They may be placed on probation from five locations, Cragin, Henderson, Kaufman Rancho West, and Southwest. Juveniles who are under Clark County Parole and Probation jurisdiction, may be furloughed or paroled from the Spring Mountain facility only. Juveniles who are under the State Parole jurisdiction may be furloughed or paroled from Elko or Caliente only. Furlough status can be confirmed by telephone on a 24-hour basis.

Information on parole and probation status will be indicated by giving the name of the institution, followed by the name of the parole officer.

Example: Assigned Elko, (name of parole officer)

Under no circumstances should the requesting officer or the dispatcher make any reference to the crimes involved or parole and probation status by means other than the specified terminology and codes.

CHINS information, (unmanageable, runaway, truant, etc.) and non-criminal history (e.g., abuse neglect, protective custody) will not be broadcast over the air. When such information exists, the requesting officer will be advised that CHINS information may be obtained by telephone.

Since some information on juveniles may exist in SCOPE, FAMILY TRACS, or some in other systems, it is necessary to run all juveniles through the various systems to obtain the desired information. Under no circumstances should one system be relied upon as the only source of juvenile information.

These procedures are intended to prevent unauthorized persons from obtaining information regarding juveniles and must be strictly adhered to. Violations of these procedures could result in the loss of access to this information by the department.

Officer

1. Requests the Communications Dispatcher to obtain information on a juvenile subject. (When possible, requests for juvenile information should be made by telephone.)

Communications Dispatcher

2. Checks subject's name through SCOPE, FAMILY TRACS, NCIC, or NCJIS, as appropriate, to obtain the requested status or history information.
3. If subject is wanted, advises the requesting officer that subject is 440 and identifies the charge by name. It is not necessary to code the charge for which the subject is wanted. Attempts to confirm the warrant upon request.
4. Advises requesting officer of prior arrests and convictions by utilizing the appropriate code designator, in which case every effort will be made to broadcast the information in non-derogatory terms.
5. Advises requesting officer of parole and probation status utilizing the following format: "Assigned (name and facility), (name of parole and probation officer)"
6. Confirms furlough status on request.
7. Advises requesting officer if non-criminal history or CHINS information exists and to make contact by telephone if they require the information. (2/01, 12/02) ■

5/203.12 JUVENILE BOOKINGS
A.S. 1.2.3, 44.2.1, 44.2.2, 82.1.1

Juveniles who are taken into custody on criminal charges are to be transported as soon as possible to juvenile detention facility. Exceptions to this are:

1. Juveniles who have been certified by the court as adults on that particular charge or juveniles arrested pursuant to an arrest warrant issued by an adult court will be booked into the adult detention facility.

2. Juveniles in need of medical attention will be transported to UMC. If a juvenile commits a violent crime and needs medical attention or hospitalization, he/she may be cited for the crime. However, the officer must contact Juvenile Booking (455-5450) prior to citing and get approval from the probation officer on duty and note that officer's name on the back of the citation. This will apply to local juveniles only.

All juveniles taken into custody will be immediately advised of their constitutional rights prior to any in-custody interrogation.

The arrest portion of this procedure does not apply to juveniles being booked on noncriminal misbehavior, protective custody in abuse and neglect situations, or in other circumstances where the juvenile is alleged to have been harmed or to be in danger of harm in accordance with NRS 432b.330 and 432b.390. Juveniles being booked for noncriminal charges will be booked in on the CHINS side of Juvenile Court Intake. As in criminal bookings, a declaration must be completed. However, in place of an arrest report, an officer's report will be completed, detailing the circumstances of the custody.

Arresting Officer

1. Arrests juvenile and notifies the juvenile's parent, guardian or custodian, if known, without undue delay. Notifications will be made through Communications, and the notification/attempt will be noted on the arrest report. (Per NRS 62.170, Juvenile Intake will assume the responsibility if the officer is unable to make the notification.)
2. Completes the Clark County Juvenile Court Declaration, (arrest report not required) including an event number. This report must contain information necessary to establish PROBABLE CAUSE, including the elements of the crime and the actions of the juvenile constituting the charge. Additional circumstances surrounding the arrest may be included, but should be limited. The declaration must be signed. NOTE: When the arresting officer cannot complete the declaration, the transporting officer may complete this report based on information supplied by the arresting officer. All efforts should be made by the arresting officer to complete this report.
3. Obtains a copy of the declaration and a copy of the juvenile booking sheet.
4. Completes all other required reports, vehicle impound, evidence reports, etc. If the suspect is being booked for sexual assault where sexual penetration is made, completes the Clark County Health District form for Suspect Blood Draw to initiate the blood draw process per NRS 441A.320. The arresting officer does not need to be present during this blood draw, only ensure the paperwork is initiated.
5. Whenever possible, ensures copies of all paperwork available (i.e., Incident Report, Witness Statements, etc.) is left at the Juvenile Detention Facility to ensure the juvenile district attorney receives it in a timely manner.
6. Prepares the Case/Arrest and Connecting Reports for Screening Process, LVMPD 124, as cover sheet for arrest package. All other reports are attached to this sheet and submitted to immediate supervisor by the end of the shift.

Transporting Officer

7. Completes the Juvenile Court Declaration when the arresting officer is unable to do so.
8. Obtains a copy of the declaration and a copy of the juvenile booking sheet.
9. Provides the arresting officer with the copies of the reports as soon as practical.
10. Submits the reports to immediate supervisor by the end of the shift when unable to provide them to the arresting officer.

Supervisor

11. Reviews all connecting reports.
12. Forwards all reports to the Records Bureau. (2/01, 10/03) ■

5/203.14 JUVENILE PUBLIC DRUG/ALCOHOL ABUSE A.S. 1.1.3, 1.2.6, 44.2.1

Juveniles who are under the influence of drugs or alcohol, and are not being arrested for an offense, can be taken to Westcare's Adolescent Detoxification Center for detoxification and related services, including civil protective custody, when appropriate. Westcare will be responsible for contacting a parent or guardian. These juveniles will not be booked in the Clark County Juvenile Detention Facility for protective custody.

The Westcare Adolescent Detoxification Center is located at 401 Martin Luther King Blvd. (Rear two-story building, lower floor, front middle doors). Unless a medical clearance from a doctor is required, juveniles can be released by Westcare to a parent or legal guardian for follow-up. If a bench warrant is active, consultation with the probation supervisor must be made prior to admission.

The Westcare staff will complete the Intake Log with the following information provided by the officer:

1. Officer's name and "P" number

2. Event number and pending charges
3. Name of juvenile and location from which the juvenile was transported
4. Parole/probation status (if known)

The Westcare Adolescent Detoxification Center will not accept juveniles who are:

1. Psychotic
 - a. Threatened or attempted suicide
 - b. Uncontrolled behavior
 - c. Out of contact with reality
2. Overdosed on drugs or alcohol and requiring immediate medical attention
3. Experiencing Delirium Tremens (D.T.'s)

If a juvenile is unconscious, has obvious injury, or is of questionable health, provisions should be made for transportation to the University Medical Center, Pediatric Trauma Emergency Room. Under no circumstances should an officer assume that a juvenile is "just intoxicated." Neither should an officer assume the liability for a juvenile with an obvious health problem. (9/98)■

5/203.15 JUVENILE COMPLAINT AND SUMMONS PROCESS
A.S. 1.2.6, 44.2.1

It is the policy of this department to utilize the complaint and summons process in lieu of arrest when dealing with juveniles meeting certain established criteria.

PROCEDURE

A summons, issued through the Juvenile Division of the District Attorney's Office, **MAY** be used lieu of arrest when the following conditions are met:

1. The whereabouts of the juvenile and parent(s) are known;
2. The juvenile and parent are likely to respond to the summons; and
3. The community would not be endangered by failure to take the juvenile into immediate custody.

Prior to requesting a summons in lieu of arrest, the officer should consider the juvenile's age, record, and the nature of the charge.

The officer may recommend, through the affidavit, that a summons be issued instead of a warrant. However, the Juvenile District Attorney will decide whether a summons or warrant should be issued.

An arrest warrant will be requested if the whereabouts of the juvenile and parent are unknown, or if circumstances indicate that the parent and juvenile are not likely to respond to the summons.

When a summons is utilized, the parent(s) will receive two separate dates to appear. The first date is for the juvenile and parent to appear at Juvenile Intake. The second date, 10 days after the Intake date, is for the actual court appearance for entry of a plea. In cases where the juvenile and parent fail to respond to the summons at Juvenile Intake, the future court date will stand. If the juvenile and parent fail to respond then, the court return date will be vacated and a bench warrant issued. (1/98)■

5/203.17 TRANSPORTING CHILDREN IN CHILD SAFETY SEATS
A.S. 41.3.3

It is the policy of this department that the transportation of all children in police vehicles will be done in accordance with Nevada Revised Statute 484.474 which requires a child restraint system for any child less than 6 years old and who weighs less than 60 lbs. There are three types of child restraint systems:

Infant carrier - infants less than one year old and less than 20 lbs must be transported rear facing.

Toddler seat - Children more than one year old and more than 20 lbs may be transported in a forward facing child safety seat.

Booster Seat - Children more than four years old and more than 40 lbs can be transported in a booster seat.

PURCHASING

All child safety seats will be purchased through the Supply Section to ensure consistency in style and design. It is the responsibility of the Supply Section to check recalls, at least annually, to ensure there are no recalls present for the style and design of seat being purchased. It is the responsibility of the respective unit to ensure that expired, damaged or defective seats are replaced through normal supply procedures.

PLACEMENT OF CHILD SAFETY SEAT

Rear facing infant seats must never be installed in the front seat of a vehicle with an activated air bag. To place a child safety seat in the front seat of a vehicle, the child safety seat must be equipped with a five point harness and the seat must be able to be moved back 24 inches from the air bag. Children in child safety seats will be transported in a vehicle properly equipped for such seats such as no cage and a soft rear seat (i.e., cadet/PSR vehicle, PSU or sergeant's vehicle or vehicle assigned to an investigative unit) except in cases of extreme emergency (routine transport is NOT considered an emergency).

One forward facing and one rear facing (infant) safety seat will be permanently installed in all vehicles used by cadets/PSR's. If the seats are removed for any reason, they will be replaced as soon as possible either by the cadet/PSR/officer or an on-duty child seat technician (available in patrol and traffic).

PROCEDURE

If it becomes necessary to transport a child or children in a patrol vehicle, a cadet or sergeant's vehicle with child restraints permanently installed will be requested. When transporting children in an unmarked vehicle (i.e. a detective vehicle) any vehicle can be used as long as the seat is properly installed according to manufacturers instructions (any questions can be directed to a certified technician in patrol or traffic). If necessary to transport several children, vehicles can be requested from other area commands. Before securing a child in a safety seat, a visual inspection will be done to ensure the seat is properly and securely fastened. If a child safety seat becomes soiled with any body fluids, it should be placed in a large container (i.e. a large trash bag), marked as a bio-hazard, and a bio-hazard clean-up company should be notified to respond to the respective bureau/area command for clean-up.

One individual will be designated at each bureau/area command to create, monitor and maintain a list of all child safety seats, ensuring that each seat is clearly marked with the unit name and type of seat. Seats will be stored properly; not in an equipment shed or outside. This individual will also ensure that safety seats have not expired or become damaged and will request replacements as soon as possible if/when that is discovered. Assistance is available from certified technicians in patrol and traffic sections for installation and training concerning the use of child safety seats. (8/03) ■

5/203.19 MISSING JUVENILES **A.S. 41.2.7**

It is the policy of the department to conduct thorough missing juvenile investigations to ascertain the possibility of a criminal act, to quickly initiate searches to reduce the possibility of harm to missing juveniles, and to return missing, runaway, abandoned, or abducted children to their families as soon as possible.

GENERAL

Missing persons twenty years and younger will be classified as juveniles. Department personnel will not assume that any juvenile is a runaway unless circumstances clearly indicate that is the case.

The Missing Persons Detail, Crimes Against Youth/Family Section, has the primary responsibility for follow-up investigations on all missing juveniles.

If, at the time a missing juvenile report is taken, there is reason to believe that the missing juvenile is a victim of foul play, the person taking the report will notify his/her immediate supervisor. The supervisor will evaluate the situation and, when appropriate, notify the Missing Persons Detail supervisor or Family Crimes Section lieutenant.

When a missing/runaway juvenile report involves a vehicle, the person taking the report will immediately, upon completion of the report, call the Wanted Vehicle System Desk in Records Bureau to report the incident.

PROCEDURE

When a juvenile is reported missing, a missing person report will be taken immediately, including a thorough physical description. The juvenile's age, maturity, and the circumstances surrounding the disappearance should be considered prior to deciding whether to send a unit or accept a telephonic report. A unit will be dispatched if a child is under the age of twelve or has a diminished mental capacity or a physical or medical condition which would hinder the child's ability to care for him/herself. The Missing Persons Detail supervisor will be notified by a patrol supervisor after the preliminary investigation.

If a juvenile is thought to be the victim of a kidnap, the Robbery Section will be notified during day and/or swing shift and the Major Crimes Detail detectives during grave shift, to assume investigative responsibility.

If during the investigation of a missing or runaway juvenile there is evidence of an Internet connection, the Internet Crimes Against Children Task Force will be consulted.

If a patrol unit responds to the scene, the officer will evaluate the information and circumstances (including the custody relationship of the natural parents) and immediately search the juvenile's residence, to include attics, sheds, and cars (trunks), and other locations where a child could hide and potentially be in danger. The responding unit will contact CCJH, Child Haven, and Westcare to see if the child is already in custody. If the child is located while the report is being taken, the report should be completed with the narrative portion indicating where, when, and with whom the child was located.

If a juvenile is a walk-away from mental health or residential facility (such as Boulder City Children's Home, Las Vegas House, Youth Manor, or Nike House) the person reporting must complete a telephonic or station Missing Person Report.

In accordance with the Missing Person Act and Suzanne's Law, the following procedures will be followed:

1. The disappearance of a juvenile must be classified in one of five ways: "emancipated," "runaway," "abducted by a parent," "abducted by a stranger," or "cause of disappearance unknown."
2. Missing/runaway juveniles will be entered into NCIC by the Records Bureau immediately upon notification. Personnel taking missing persons reports will call the Records Bureau (229-3745) with the appropriate information for entry into NCIC as soon as possible upon completion of a missing person report. The NIC number from NCIC should then be included in the report. Notify Police Records immediately if the report is canceled prior to submission.
3. Copies of the "Missing Persons Master Log" will be sent to the Nevada State Clearinghouse for Missing Children on a weekly basis. This will advise them of all open missing children cases and also those cases that have been closed by the investigator. This shall be the responsibility of the Juvenile/Missing Persons Detail.

The Missing Persons Detail will activate Amber Alert in the event of a child abduction that meets all criteria, as detailed in the unit manual.

FORMAL MISSING PERSON REPORT

Any person filing a formal missing person report will be advised by the person taking the report to contact the responsible investigative unit during normal business hours, or the Records Bureau at other times, if the missing person is located.

ATTEMPT TO LOCATE (ATL)

In addition to those factors listed above allowing for the immediate dispatch of a unit and/or a missing person report, the following should also be considered to determine the need for an immediate ATL for missing juvenile:

1. Carrying large amounts of money;
2. Possession of a firearm;
3. Previous missing reports;
4. History of missed school/work/appointments;
5. Suicidal tendencies.

Persons completing missing person reports will be responsible for completing the ATL form when the need is indicated. ATL's completed by the I.O. Desk clerk will be reviewed/approved by the Records Shift Supervisor. Those completed by officers and substation clerks will be reviewed/approved by their supervisors. If the reports indicate a need for an immediate follow-up investigation, the supervisor will notify the Missing Persons Detail supervisor or Family Crimes Section lieutenant.

The person reporting will be advised to maintain weekly contact with the Missing Persons Detail while the person is still missing. If this contact is not made, and at the discretion of the investigating unit, the case may be closed after thirty days have lapsed without contact.

If at any time during the investigation there is a strong indication a missing juvenile may be a homicide victim, the Crimes Against Persons Bureau Commander may assign investigative responsibility to the Homicide Section.

Only an ATL will be made for walk-aways/escapees from:

Juvenile Court Facilities (such as Spring Mountain Youth Camp, Spring Mountain Youth Camp Halfway House, Child Haven, Clark County Juvenile Detention Center and Westcare Shelter, including Harris Springs Ranch).

In these situations, the Plaza Desk officer (or Records Bureau when the Plaza Desk officer is unavailable) will receive information by telephone, draw an event number (using 418), and make an ATL on the subject. A formal missing person report is not required in these cases. The ATL is to include the child's name, description, home address and phone number, the name and phone number of the person reporting, which agency delivered the child to Westcare (if

applicable), the original agency or NIC number the child was reported under, if the agency and/or the parent have been notified that the child walked away from Westcare and that they are responsible for a new runaway report.

CANCELLATION ON MISSING JUVENILE

All cancellations on missing juveniles will contain the following information:

1. Name, address, and phone contact of citizen reporting the cancellation;
2. Reason for disappearance if known;
3. If cancellation is the result of field contact – location and circumstances of contact;
4. Whether returned home or placed in juvenile court services;
5. Cancellation of any related vehicle information.

Phone Cancellations

All phone cancellations received during normal business hours will be referred to the responsible investigative unit. All other phone cancellations will be received by the Records Bureau. The employee receiving the call will verify, as much as possible, the authenticity of the call, and if satisfied, will complete the LVMPD 59, Cancellation of Missing Person and Runaway Juvenile. If the authenticity is questioned, the information received will be forwarded to the responsible investigative unit for follow-up.

Field Cancellations

1. Local Missing Person:
 - a. Any officer making contact with a local missing person in the field will determine if that missing person is listed as missing in SCOPE and NCIC. The officer will then contact the Records Bureau and request that the LVMPD 59 be completed by Records personnel to include local and NCIC cancellation information.
 - b. If an ATL was completed on the missing person, the officer will do the ATL cancellation report.
2. Other Jurisdiction Missing Juveniles:
 - a. Juvenile will be transported to Child Haven if no criminal charges are pending, or CCJH if criminal charges are pending and ensure that the Communications Bureau/Records Bureau sends an NCIC LOCATE to the appropriate agency. (4/01, 3/05) ■

5/204.00 REPORTING PROCEDURES

5/204.02 INCIDENT REPORT FORMS A.S. 82.2.1, 82.2.2

Reports are necessary because they serve as the official memory of the department and ensure that a written document, containing investigative tools, is available for potential further investigation.

Categories of incidents alleged to have occurred in this jurisdiction which are to be reported include:

1. Citizen reports of crimes
2. Citizen complaints
3. Citizen requests for services when:
 - a. An officer is dispatched
 - b. A member is assigned to investigate
 - c. A member is assigned to take action at a later time
4. Criminal and noncriminal cases initiated by officers
5. Incidents involving arrests and citations

Information reported will include, but not be limited to: the date and time of the initial reporting; name (if available) of person requesting the service, or victim or complainant's name; nature of the incident; and nature, date, and time of action taken (if any) by department members.

A Report Writing Instruction Guide is available to members with a concise set of instructions for the selection and completion of each designated report form. Personnel are instructed to refer to this guide for specific instructions in the preparation of reports. (11/88) ■

5/204.04 TAKING OR MAKING CRIME REPORTS A.S. 82.2.1

CRIME REPORTS FROM MINORS

There are no state laws requiring that a person be of a certain minimum age to report a crime to the police. However, members should use good judgment and common sense in determining whether to take a report from a minor or make provisions for a responsible parent or guardian of the minor to file the crime report.

If in the opinion of the department member called upon to take a report there is reasonable cause to believe a crime has been committed and the minor wishing to report the crime has knowledge of the crime and possesses adequate judgment to know the difference between right and wrong, then the report should be taken from the minor and the crime handled as though it were an adult reporting.

CRIME REPORTS FROM PERSONS ENTRUSTED WITH PROPERTY

In this instance, the situation usually arising is one where a person has been entrusted with the care of the home and property of someone away from the city or otherwise unavailable.

If, in the opinion of the department member called upon to take a report, there is reasonable cause to believe a crime has been committed, then the report should be taken from the person entrusted with the care and custody of the property. The person reporting should be provided with the event number and instructions for the property owner to make a supplementary report upon his return.

CRIMES AGAINST OFFICERS

In those instances wherein a crime is committed and the officer is the victim, a crime report must be filled out by the officer against whom the crime was committed. In the event the officer is unable to fill out a crime report, his immediate supervisor shall see to it that a crime report is made.

This report must be filled out whether it is a misdemeanor or a felony, and is required by the District Attorney's Office if the case is to be prosecuted. Although such reports are not presently required within Municipal Court jurisdiction for misdemeanors against an officer, for prosecution by that Court, crime reports shall be made in all such incidents for standardized procedure and department statistical records. The next available supervisor in the officer's chain of command must approve such reports. (4/74, 8/01) ■

5/204.05 COMPLETION OF REPORTS BY PRIVATE SECURITY OFFICERS

A.S. 82.2.1

Private security officers can complete the Incident Report, however, the responding police officer will complete the narrative portion of the report. When private security completes the Incident Report, he/she will also:

1. Complete a Voluntary Statement, i.e., first person (his/her point of view), including the elements of the offense and the probable cause to believe the suspect committed the offense. This Voluntary Statement will be completed in addition to the narrative on the Incident Report.
2. Sign his/her name at the end of the Voluntary Statement. (Additional victims and witnesses to the same incident will also have to complete a Voluntary Statement.)
3. Print his/her name, preceded by the prefix "S/O", in the first Reporting Officer(s) box of the Incident Report.

The responding police officer will review all prepared reports for completeness and accuracy, ensuring the needs of the LVMPD have been met and the action is legal/justified. The officer will then place his/her name in the second Reporting Officer(s) box indicating that he/she has reviewed the reports. In addition, the responding officer will complete the resulting citation/arrest in the manner prescribed by the Department Manual. (12/86) ■

5/204.06 VEHICLE IMPOUNDS AND IMPOUND RELEASES
A.S. 61.4.3, 82.1.1, 82.2.1

It is the policy of this department that to impound a vehicle, without cause is strictly forbidden.

IMPOUNDING MOTOR VEHICLES

Vehicles may only be impounded in the following circumstances. Whenever a vehicle is towed under the listed circumstances, a Vehicle Impound Report (LVMPD 503) will be completed.

1. Whenever a driver is arrested and is no physical or mental condition to turn the vehicle over to the custody and care of a relative or friend. (See 5/202.20) Such circumstances will be explained the Vehicle Impound Report or the Arrest Report.
2. Whenever a vehicle is part of evidence; such as a homicide in a vehicle used in transporting narcotics, etc. The arresting agency may place a hold at this time. (see 5/204.07)
3. Whenever a vehicle has been in a collision and the owner or operator is not at the scene or available, or has been transported to the hospital. Reasonable effort will be made to ensure that property belonging to victims is protected, especially when victims are unconscious, incoherent, unable to communicate or make decisions as to the disposition of their property. In that case, property will either be impounded, inventoried on a vehicle impound report, released to a family member or otherwise removed to a place of safekeeping (i.e., hospital) as appropriate to the circumstances.
4. The vehicle's motor number, manufacturer's number or identification number has been defaced, altered or obliterated. A hold is usually placed in this instance for the Auto Theft Detail/VIPER Detail.
5. When a vehicle is recovered for a reporting agency outside the LVMPD enforcement area (such as Boulder City, Los Angeles, etc.).
6. When ownership and rightful possession by the driver is in doubt. The facts and circumstances leading to this decision will be explained in an Officer's Report.
7. When the person in charge of the vehicle is unable to provide for its custody or removal within 24 hours of abandoning it on any freeway, federal highway or other primary arterial highway, or 72 hours on other streets or highways.
8. If the vehicle is subject to seizure proceedings. (See 5/105.14)
9. When an abandoned vehicle causes an immediate threat to other motorists by its location or cargo, immediately after citing the vehicle.
10. In other circumstances, in accordance with the prescribed authority and conditions defined in the Las Vegas City Code, Clark County Ordinances and Nevada Revised Statutes.
11. When a locally reported stolen vehicle is recovered, the responding officer will request Communications to attempt to notify the victim of the recovery, and whether their vehicle appears to be in operating condition. This notification will be attempted at any hour of the day or night. Victims may pick up operational vehicles at the recovery locations if they can respond in a reasonable time, generally 30 minutes. Those who are unable to respond, or if their vehicles are not operational, must be advised of the location where the vehicle will be towed.
12. If there is not a licensed driver in the vehicle and it is not legally parked.

Impounding officers must thoroughly search vehicles and containers located therein per 5/200.04. Personal property must be inventoried on the Vehicle Impound Report (LVMPD 503)

If at any point after the vehicle has been placed on the tow truck or attached to the hook, and before the tow truck has left the scene, the need for the tow has been eliminated, the vehicle will be released without towing. The vehicle impound report will reflect that the vehicle was released and to whom.

Immediately after a vehicle has been recovered or impounded, the officer will call the WVS Desk and provide the following information:

1. For stolen vehicle recoveries the event number from the original theft report.
2. The names and ID numbers of arrestees and where they are incarcerated. Juveniles are not named, but noted as "one at CCJH" in MPWV. A juvenile's name may be entered on the recovery card.

A message containing the same information will also immediately be sent to all dispatch and patrol terminals via Mobil Data Terminal (MDT).

RELEASE OF IMPOUND VEHICLES

1. To Whom
 - a. Impounded vehicles will be released only to their registered or legal owner. **Exception:** Releases may be given to persons with written, notarized permission from the registered or legal owner of the vehicle. Notarized statements will be attached to the white copies of the Impounded Vehicle Release form.
 - b. Vehicles impounded by private tow, police tow, or repossession, or for which there is no hold, will not need a police release. Location of the impoundment can be obtained from the WVS Desk or the LVMPD Internet Website.
 - c. Impounds by a private tow, later determined to be stolen, will be stored by the original tow company (on-call company or other) for release to the legal owner.
2. By Whom
 - a. In the field - Covered in the Recovery and Impound Reports Section.
 - b. By the tow company - The tow company has the authority to release vehicles for which there is no hold and no question of rightful ownership.
 - c. By specific section or detail - A vehicle in hold status will be released by the unit having releasing authority when the purpose of the hold has been served. Verbal releases are not authorized. Persons seeking release of vehicles in hold status will be referred to the appropriate unit during normal working hours.
3. Release Information
 - a. Release information can be obtained from the Records Bureau or LVMPD Internet Website as to a vehicle's location and whether or not it has a hold placed on it.
 - b. The Records Bureau will receive release forms from the tow company once a day (except on weekends and holidays) to update WVS. In the event of lost release forms, reference can be made to the tow company's 24 hour vehicle release log.
4. Forms Use and Distribution
 - a. The Impounded Vehicle Release Form, LVMPD ISD 35, is used by the tow company when releasing a vehicle. All spaces must be filled. The pink copies of the form will be retained by the tow company. The department courier will pick up the white copies (for the Records Bureau) and the yellow copies (for the Auto Theft Detail) each weekday from the tow company.
 - b. The Vehicle Release Form, LVMPD 34, is used by this department for the release of vehicles that have been in hold status. All spaces must be filled. The pink copies of the form will be given to persons to obtain release of a vehicle and then retained by the tow company. White copies will be forwarded to the Records Bureau and the yellow copies to the Auto Theft Detail by the officer approving the vehicle release.
 - c. The 24-hour Vehicle Release Log, LVMPD ISD 36, is used by the tow company to record the release of all police impounded vehicles. Distribution is the same as the release forms. (5/01, 08/03) ■

5/204.07 HOLDS ON VEHICLES

It is the policy of this department to place holds on impounded vehicles only when absolutely necessary for investigative purposes, and to release those vehicles to their legal owners as soon as feasible.

GENERAL

Officers having questions concerning authorized holds, may call the Records Bureau, Wanted Vehicle Section (WVS) for clarification. When an officer attempts to place an unauthorized hold on a vehicle, WVS personnel will inform them of this fact, and the officer must notify their supervisor that they would like an exception made. If the supervisor agrees, the supervisor will follow Step 1e.

Holds on vehicles are not authorized for "Proof of Ownership" or simply because the vehicle was reported stolen. Vehicles cannot be released by a tow company unless proof of ownership is provided. The Auto Theft Detail does not need a hold

placed on a stolen vehicle for the same reason. Criminalistics work should be done prior to towing to the tow yard, unless special circumstances exist.

PROCEDURE

Officer/Detective

1. Requests approval from immediate supervisor to place a hold on a vehicle to be impounded. Holds are authorized when:
 - a. The VIN number is missing, altered, or changed. The Vehicle Impound Report, LVMPD 503, must be specific as to why the officer feels that the VIN number was altered or changed.
 - b. A vehicle is going to be seized per Section 5/105.14. Technically, this will be a "Vehicle Seizure" rather than a normal "hold" and will be clearly marked as such on the Impound Report.
 - c. A search warrant is going to be obtained. These holds must be approved by the appropriate investigative unit, or the on-duty General Detail Officer, per 5/200.08. They will then become the authorization person for the hold.
 - d. A vehicle is suspected of being involved in a fatal, hit-and-run, or serious injury accident. These holds will be placed by the Accident Investigation Detail or Traffic Section Officers. The Impound Report must be specific as to the incident for which the vehicle is suspect, or give the names of the requesting investigator/agency if the incident or event numbers are not known.
 - e. A request by a supervisor. The supervisor will place the hold on the vehicle, sign the Impound Report, and call it into WVS.
2. Places hold on vehicle and accurately completes the Vehicle Impound Report.
3. Notifies WVS of the impound and hold prior to clearing the call.

Supervisor

4. Ensures the following actions are completed prior to the end of the shift:
 - a. The impound and hold are reported to WVS.
 - b. The Vehicle Impound Report is been completed and reviewed.
 - c. (Patrol supervisor) A copy of the Vehicle Impound Report is faxed to the responsible investigative unit.

Records Bureau (WVS)

5. Completes the Vehicle Impound Notice, LVMPD TSD 3.
6. Enters the vehicle information into WVS.
7. Ensures the Vehicle Impound Report is distributed to the unit responsible for the hold.

Investigative Unit Supervisor

8. Receives reports and assigns the hold to an investigator.
9. Conducts weekly accountability checks to ensure that vehicles are not held longer than necessary.

Investigator

10. Ensures the vehicle is processed as required.
11. Provides copies of all applicable reports to the Seizures and Forfeiture Detail when a vehicle is to be seized.
12. Completes the Vehicle Release Form when the vehicle hold is no longer needed and faxes it to the appropriate tow company.
13. Notifies the registered owner that their vehicle has been released for pick up.
14. Notifies WVS of the release.

Investigative Unit Supervisor

15. Ensures timely release notifications are made to WVS, the tow company, and the registered owner. (2/87, 8/03) ■

5/204.08 VEHICLE THEFT RECOVERIES **A.S. 83.2.1**

Immediately after a vehicle has been recovered or impounded, the officer will call the WVS Desk and provide the following information:

1. For stolen vehicle recoveries, the event number from the original theft report.
2. The names and ID numbers of arrestees and where they are incarcerated. Juveniles are not named, but noted as "one at CCJH" in Metropolitan Police Wanted Vehicle (MPWV) system. A juvenile's name may be entered on the recovery card.

Note: For stolen vehicle recoveries, a message advising of the vehicle information will also immediately be sent to all dispatch and patrol terminals via Mobil Data Terminal (MDT).

Whenever a vehicle which has been reported stolen to this department is recovered locally, a Vehicle Recovery Report is

completed according to any of the following circumstances:

1. If it has been determined that the vehicle will not be processed by Criminalistics Bureau, the responding officer will request Communications to attempt to notify the victim of the recovery, and whether the vehicle appears to be in operating condition. This notification will be attempted any hour of the day or night. Victims may pick up operational vehicles at the recovery location if they can respond in a reasonable time, generally 30 minutes. Those who are unable to respond, or if their vehicles are not operational, must be advised of the location where the vehicle will be towed.
16. If recovered as "Grand Larceny Auto" evidence, when practical, the vehicle should be photographed and returned to the victim so that undue storage charges are not incurred.
17. If the vehicle is released to the owner, the Vehicle Recovery form will contain the owner's signature, indicating receipt, and an annotation that the vehicle was released to the owner.

It will not be necessary to complete Impound Reports in the following circumstances:

1. At traffic accidents when the driver/owner is present and knows the vehicle's disposition.
2. When a citizen requests a tow of his vehicle from either public or private property.
3. When an arrested driver/owner chooses to turn over custody of the vehicle to a responsible person or park and lock the vehicle (see 5/202.20), and the arresting officer believes that the driver is mentally competent to make such a decision; i.e., sober, sane, etc. The officer will complete the Towing Release Report, LVMPD 77 (in duplicate for the arrestee's signature) detailing the vehicle's disposition. Also, included will be the subject's ID# and/or event number of the incident. If the arrestee is incapable of exercising the options, or refuses to sign the report, the vehicle will be towed and circumstances explained on the Vehicle Impound report. (8/74, 8/03) ■

5/204.09 VEHICLE THEFT REPORTS **A.S. 82.1.1, 82.2.1**

All records pertaining to private tows, repossessions, police impoundments, and stolen vehicles will be maintained at the Records Bureau, WVS Desk.

VEHICLE THEFT REPORTS

Prior to taking a vehicle theft report (including motorcycles), Communications will ascertain if the theft is founded and if a juvenile family member is involved. Communications will verify that the vehicle was not repossessed or towed from public or private property, obtaining this information from the Metropolitan Police Wanted Vehicle (MPWV) system prior to dispatching stolen vehicle calls to telephonic reporting.

An officer will be dispatched and a report taken immediately in the following circumstances:

1. when facts show force was used to take a vehicle,
2. the vehicle was converted to personal use,
3. a felony was committed with the vehicle, or
4. in progress incidents.

Communications will also verify if the license plate/VIN is registered to the caller through DMV.

1. If not verified, the caller will be advised to take supporting information to file a station report.
2. If verified, Communications will automatically make up a call for telephonic reporting.

The Records Bureau Telephonic Reporting Unit will verify with the WVS Desk that vehicles have not been repossessed or towed prior to taking reports.

Report takers will advise victims reporting stolen vehicles that they will be notified when their vehicles are located and there is no need to call again after reports are completed. Victims will also be advised that vehicle recoveries are listed in the recovery database on the LVMPD Internet Website.

Victims WILL NOT be advised to contact Risk Management for reimbursement of towing or storage fees incurred in these situations. Auto theft may be contacted regarding complaints over storage fees.

STOLEN CONSTRUCTION, FARM & GARDEN EQUIPMENT

For stolen construction, farm and garden equipment reports taken in the field or at an area command, the WVS Desk will be called to verify if the equipment has been towed, repossessed or impounded. Upon completion of the report, the report taker/officer will call the Records Bureau Teletype Unit for entry into NCIC. Equipment information will be entered on the hot sheet by the teletype operator. When recovered, officers will call the Teletype Unit for the entry to be cleared and for removal from the hot sheet. Officers who take reports will also immediately send a message via Mobil Data Terminal (MDT) to all patrol and communications terminals advising of vehicle description and license plate number. If the report is taken

at a station or via the telephonic system, dispatch will immediately be notified and a message sent to all patrol units via MDT.

Incoming paperwork will be forwarded to the Financial/Property Crimes Bureau, Retail/Construction theft unit.

THEFT BY JUVENILE FAMILY MEMBERS

If a vehicle is taken by a juvenile family member under circumstances that would constitute theft or embezzlement if committed by any other person, a vehicle theft report may be completed. If the theft report is taken, a missing person (juvenile) report is also required. NCIC and WVS entry of a vehicle taken by a juvenile family member will be made as a vehicle listed on the missing person report only. A notation in the comments field of the WVS entry will be made, on authority of the Crimes Against Youth/Family Bureau, Juvenile Detail, that the vehicle is reported stolen. Only under extenuating circumstances will a vehicle taken by a family member be entered as a stolen vehicle in NCIC or WVS.

Vehicle theft by a juvenile family member will not be listed on the hot sheet as a stolen vehicle, but as part of a missing person investigation.

A copy of the teletype showing the missing juvenile with a vehicle will be forwarded to the Juvenile Detail. Follow-up investigations of these reports will be handled by the Juvenile Detail.

THEFT OR EMBEZZLEMENT BY ACQUAINTANCES

When a vehicle is reported as loaned to, or taken by, an acquaintance, and not returned, Communications will advise the victim that a report can be filed after 72 hours. Because a written statement is needed from the victim, these reports will be taken at area commands, the Plaza Desk or by a field officer and not as a telephonic report.

REPORT OF REPOSSESSION OR PRIVATE TOW

All repossession and private tow reports will be immediately referred to the WVS Desk by fax (229-4187) or called to the Private Tow Line (229-3222). Out-of-town or state repossession companies will be referred to the Private Tow Line.

HOT SHEET ENTRY AND REMOVAL

The Records Bureau publishes and distributes the local "hot sheet." In addition to the LVMPD, the North Las Vegas and Henderson Police Departments and the Las Vegas Marshal's Unit also enter their stolen/felony vehicles and lost/stolen license plates into WVS. Each agency is responsible for their own recoveries, impounds and cancellations.

NCIC ENTRIES

Whenever a vehicle theft report is taken, the responding officer or report taker will phone the WVS Desk immediately with the event number; vehicle make and year, model, color, license plate number and state and VIN number; as well as the victim's name, address, and telephone number; weapon and suspect information, and when the vehicle was last seen. If the title was in the vehicle, the victim will be advised to contact DMV for a title stop.

Officers who take stolen vehicle reports will also immediately send a message via Mobil Data Terminal (MDT) to all patrol and communications terminals advising of vehicle description and license plate number. If the report is taken at a station or via the telephonic system, dispatch will immediately be notified and a message sent to all patrol units via MDT.

The NCIC Entry form will be delivered to the teletype operator for immediate entry.

NCIC REMOVALS AND CANCELLATIONS

Whenever a stolen vehicle is recovered, the Records Bureau will remove the wanted notice from NCIC and WVS. This authority will come from:

1. A recovery by a field officer or by the Auto Theft Detail/VIPER, or
2. A teletype received in the Records Bureau from a locating police agency.

The Stolen/recovery card is completed by WVS, to include all information including impound details, and forwarded to the Auto theft Detail, along with a copy of the "locate" if applicable. (5/01, 8/03) ■

5/204.10 VEHICLE THEFT REPORTS WHICH ARE LATER REPORTED AS REPOSSESSED OR TOWED

Records Bureau

1. Receives information that a vehicle has been repossessed or towed.

2. Determines that an event number has been obtained for the vehicle theft, but the report has not yet been turned into the Records Bureau.
3. Calls the Communications Bureau immediately and requests they cancel any broadcasts or notices they may have made concerning the vehicle and notify the concerned police officer.
4. Clears event number, cancels WVS, NCIC and any other notices they may have made concerning this vehicle as being stolen.

Communications Bureau

5. Cancels any broadcasts or notices they may have made concerning this vehicle being stolen.
6. Notifies the police officer who still has the Vehicle Theft Report of the current disposition of the vehicle.

Police Officer With Original Vehicle Theft Report

7. Cancels Vehicle Theft Report by plainly marking across the front of the report "VOID-TOWED" or "VOID-REPO".
8. Notifies person reporting vehicles as stolen the current disposition and location of the vehicle.
9. Writes "P.R. notified (date and time)" plainly across the front of the report and has the report forwarded to the Auto Theft Detail through Records Bureau.

Auto Theft Detail

10. Insures appropriate actions have been taken and destroys original copy, if warranted. (11/76) ■

5/204.11 VEHICLES EMBEZZLED FROM RENTAL CAR COMPANIES

According to NRS 205.312, a person must willfully or intentionally fail to return a rental vehicle to its owner within 72 hours after the lease or rental agreement has expired before embezzlement may be inferred and a vehicle theft report filed.

The person reporting the incident must provide for the following before the case can be pursued:

1. A voluntary statement from the agent that made the rental transaction, including how the identity of the suspect was established. (If the original agent is not available, the person reporting or a supervisor may complete the voluntary statement and simply state the vehicle was rented to the person and if ID was obtained.)
2. A copy of the rental agreement.

When facts show that the suspect has converted the vehicle to personal use and fled the state, or committed another felony with the vehicle, a theft report will be filed immediately.

Also, an "Obtaining Property Under False Pretenses" report will be taken immediately if the rental company has evidence that a forged driver's license or credit card was used to rent a vehicle. The report will be taken by a field officer, or as a station report, or a report at the Financial/Property Crimes Bureau because a victim statement is required. (6/01, 10/02) ■

5/204.12 DICTATING INSTRUCTIONS AND PROCEDURE

Material should be organized before dictation. Jot down all names, numbers, and other information to be used. Spell ALL proper names, places, etc. Dictate material in the exact order in which it will be typed.

Speak slowly, clearly and distinctly. Speak directly into the phone. While dictating, turn off portable radios and refrain from conversation with fellow officers. Do not call from a cell phone to dictate. Excessive noise, such as yawning, whistling, chewing gum, eating and mumbling greatly detracts from transcribing an accurate report. Indicate all punctuation, ends of sentences, beginnings of paragraphs and all details. Specify areas where you want quotation marks used.

The following is the format for the computerized dictating system:

Step No. 1 When dictating from in-house, dial extension 3263. From outside, dial 229-3263.
TOUCH TONE PHONES ONLY.

Step No. 2 Firmly and slowly punch in your "P" number followed by the pound sign (#). For example: 123# or 1126#.

Step No. 3 Punch in the type of dictation as indicated below, followed by the pound sign (#):

Miscellaneous	1#	Juvenile Arrest	6#
Felony Arrest	2#	Officers Report	7#
Family Court Informational Report			8#

*Arrest reports will not be dictated for any misdemeanors.

Step No. 4 Punch in the event number (or the ID number if making an arrest) that you are dictating on, followed by the pound sign. Use only nine digits of the event number; omit the first digit of the year and the two zeros in the middle (i.e., 920206001234 will be entered as 202061234#). ID numbers will be entered just as they are, followed by the pound sign (i.e., 986483#).

Step No. 5 When you receive a soft tone, touch "2" to start dictating in accordance with the following guidelines:

ADULT OR JUVENILE ARREST

Officer dictating name, including first initial and P# • City or County • adult or juvenile • sector/beat • ID# (if juvenile report, enter event number in ID number section) • arrestee's name (last, first, middle) • SS# • arrestee's address (include zip code) • charges • date - day of week - time arrest occurred • location of arrest (include zip) • race • sex • DOB • HT • WT • hair • eyes • place of birth
(NOTE: Personal identifiers do not need to be dictated for any ADULT arrest. See 6/006.00 for adult arrest procedures.)

List the following (if appropriate):

Officer(s) involved (include first initial, P#/call signs) • Other LVMPD personnel involved • medical personnel involved • victim(s) • victim(s) vehicle • witness(es) • contact(s) • additional suspect(s) • suspect(s) vehicle • property impounded/recovered (note location deposited or who released to)

Body of report (indicate all punctuation, i.e., end of sentence, beginning of paragraph, etc.)

Arresting officer(s) name and P# • connecting reports • event number • date and time of dictation • forward copies to (name and P#, substation or specific detail)

OFFICERS REPORT

Event number • subject • division reporting • division of occurrence • date and time occurred • location of occurrence • list of pertinent information • body of report • date and time of dictation • officer reporting and P# • copies to (name and P#, substation or specific detail)

FAMILY COURT INFORMATIONAL REPORT

Event number • subject • division reporting • division of occurrence • date and time occurred • location of occurrence • list of pertinent information • body of report • date and time of dictation • officer reporting and P# • copies to (name and P#, substation or specific detail)

Step No. 6 Press "2" to pause. Press "2" to continue.

Step No. 7 To prioritize felony/gross misdemeanor reports or Family Court Informational Reports, press "6".

Step No. 8 When dictation is finished, always push "5" for disconnect. If this is not done, the telephone line will continue to be seized and other officers trying to dictate later may get a busy signal.

Step No. 9 At the end of dictation, you will be given a job number which should be noted on the top of the Case Submittal for felony arrest reports. For all other reports, copy this job number in your reports as it may be required for tracking the report later or to make corrections.

While you are dictating, you can push number:

- "2" - To start/stop
- "3" - To review and play back or release hold (must hold button down until the desired place in report)
- "4" - To fast forward
- "5" - To disconnect
- "6" - Priority gross misdemeanor/felony or Family Court Informational Reports, then press "2" to continue
- "7" - To rewind (6/02, 8/03)■

**5/204.14 ATTENTION ALL OFFICERS FORM
A.S. 42.2.3, 82.3.8**

Any commissioned officer of the Las Vegas Metropolitan Police Department can initiate the Attention All Officers Form (LVMPD 30) as prescribed in this procedure. I.O. Desk clerks and substation clerks are authorized to complete the Attention All Officer Form in attempts to locate missing persons. The forms will be reviewed/approved by supervisors.

An officer possessing information which should be broadcast or disseminated to other shifts will be responsible for notifying the Plaza Desk Officer as soon as possible after the information is brought to his attention. The requesting officer must

complete the Attention All Officers Form (LVMPD 30) and fax it to the Plaza Desk. If the request is urgent and must be done from the field, the Plaza Desk Officer will complete the form with the information given to them by the initiating officer.

When the information is received from outside agencies and should be entered on SCOPE, Hot Sheets, or Briefing Sheets, The appropriate investigative unit initiates the form. When the investigative unit cannot be reached to receive such information, outside agencies will be referred to the Plaza Desk Officer, who will then initiate the form. Under no circumstances will the Records Bureau or the Communications Bureau receive outside agencies' entries or cancellations or initiate the use of this form, except as noted above. The Attention All Officers form must have an event number.

WHEN THE FORM IS USED

The form is used to add vehicles connected with a felony to the Hot Sheet. Vehicles connected with a felony are indicated by an asterisk on the Hot Sheet.

The form is used to add or delete information from SCOPE, the Hot Sheet, the Briefing Sheet, or the Wanted Vehicle System.

The form is used for a misdemeanor on warrant information only. The form is used for a felony when:

1. There is a felony warrant.
2. A suspect is named based on probable cause. The elements of existing probable cause must be entered on the form.
3. When no warrant has been issued and less than probable cause exists, the form is used as an investigative tool. It must contain, in detail, the specific data or action the investigating officer is seeking. The attempt to locate must contain the type of crime being investigated and whether or not the subject(s) being sought presents a known or possible danger. When this form is used for information only, it must be identified as with the words "INFORMATION ONLY" in capital under the title of the form.

If there is a warrant number, the warrant number must be listed in the appropriate area on the form.

WHEN THE FORM IS NOT USED

The form is not used to add or remove local stolen vehicles from the Hot Sheet. This is accomplished by the use of a Vehicle Theft Report and a Vehicle Recovery/Impound Report.

UPDATING INFORMATION

When additional information becomes available because of an investigation uncovering new leads, additional crimes committed by the suspect, officers receiving information from informants, etc., the information on the original form requires updating. The updated information will be submitted on a new form using the same event number. Updating may be done by any officer having pertinent information. Entries should be submitted prior to 0400 hours to appear on the next Briefing Sheet.

AUTOMATIC CANCELLATIONS AND REMOVALS

Information other than warrants will automatically be removed from the daily Briefing Sheet after four days, and will be considered canceled. Removal will be made by the Records Bureau.

Any information with a warrant number will automatically be removed from the daily Briefing Sheet, after ten days. Removal will be made by the Police Record Section.

EXCEPTION: Warrant information can be extended by the investigator by following the method for updating information.

CANCELLATION OF INFORMATION

ATL phone cancellations on missing persons will be received during normal business hours by the Juvenile Detail (for juveniles) or the Homicide Section (for adults). Records Bureau will receive ATL phone cancellations on missing persons at other times.

PARTIAL CANCELLATIONS

The Attention All Officers Form is used when only part of the original information from SCOPE, Wanted Vehicle System, Hot Sheet, and Briefing Sheet is to be canceled. The officer submitting the partial cancellation must specify exactly what information is to be deleted and what information is to remain active.

Partial cancellation will be initiated by the arresting officer in cases of arrests; by the investigating officer who receives additional information during an investigation; or by an officer who receives information from outside agencies which requires that a partial cancellation be initiated.

COMPLETE CANCELLATIONS

The Attention All Officers Form is used when the original information is to be completely canceled from SCOPE, Wanted Vehicle System, Hot Sheet, or the Briefing Sheet.

Complete cancellations will be initiated by the arresting officer in cases of arrests; by the investigating officer who receives additional information during an investigation; or by an officer who receives information that requires a complete cancellation be initiated.

RESPONSIBILITIES

PLAZA DESK OFFICER

Plaza Desk Personnel are responsible for ensuring the forms are accurate and complete, checking for procedural compliance, probable cause, event number, the Warrant number, when applicable, then forwarding the form to Records Bureau for processing. Any problem or missing information on the form should be brought to the attention of the requesting officer.

RECORDS BUREAU

The Records Bureau personnel will receive all completed Attention All Officers Forms and record their initial and "P" number in the appropriate space. They will then properly index, file and distribute the forms.

Upon receipt of a partial or complete cancellation, Records Bureau personnel will cause the information to be deleted from the Briefing Sheet, Hot Sheet, SCOPE or Wanted Vehicle System, as applicable.

At 0600 hours, the Records Bureau personnel will compare the forms to the new Hot Sheet and Briefing Sheet to ensure that proper entries and cancellations have been completed.

COMMUNICATIONS BUREAU

The Communications Bureau will broadcast information on wanted subjects, wanted vehicles, attempts to locate, without a complete Attention All Officer Form on an emergency basis for one shift only.

If information is to be broadcast or disseminated to any other shift, an Attention All Officers Form must be submitted by the officer requesting the emergency broadcast.

The Communications Bureau will broadcast information on missing adults to all channels at the earliest opportunity on the shift in progress and at the beginning of the next two shifts, if there is not a need for immediate police response.

INVESTIGATOR

When evidence obtained in an investigation is sufficient to secure a warrant for a suspect that has been entered on the Briefing Sheet, Wanted Vehicle System, or the Hot Sheet, the investigator assigned the case is responsible for ensuring that all wants have been entered. (12/85, 3/91) ■

**5/204.16 DIFFERENTIAL RESPONSE: DISPATCH OF FIELD UNITS AND REPORT CARS, AND TELEPHONIC AND STATION REPORTS
A.S. 41.2.1, 81.2.14, 82.2.1**

It is the policy of this department to respond to calls for service with the highest regard for citizen safety and service, while utilizing department resources in the most effective manner.

OPTIONS FOR HANDLING CALLS FOR SERVICE

In normal operations, the Communications Bureau, will screen calls for service to determine the best options for handling the calls in accordance with the department's Response Category Profile (RCP) Call Screening Level I. The options include:

1. Dispatching police units;
2. Dispatching officer report cars;
3. Dispatching cadet/ patrol service representative report cars;
4. Transferring calls to the Telephonic Report Desk;
5. Referring citizens to Station Reports (Area Commands, Plaza Desk, Resident locations, or Investigative Services);
6. Referring citizens to another agency; or
7. Advising citizens when incidents are not police matters.

During emergency situations when field personnel are diverted from normal duties, the Communications Bureau Supervisor, or designee, will institute Call Screening Level II or III upon request from an area lieutenant or watch commander. Response will then be made in accordance with established alternatives, such as response, no response, stacking calls, or telephonic or station reports. The Watch Commander must direct the resumption of normal responses after the emergency has passed.

DISPATCHING A POLICE UNIT

Communications will dispatch police units to calls for service when established criteria is met in accordance with the Department RCP.

If a citizen insists that a police unit should be dispatched and it is clear that the incident would be more effectively handled by alternative means, the call taker will make every effort to explain the use of the telephonic report system or other alternatives to the citizen. Police units will not be dispatched merely at a citizen's insistence.

Communications

1. Dispatches a police unit to an incident scene when any of the following conditions exist in accordance with the RCP:
 - a. Serious crimes (precedence 0 and 1) in progress;
 - b. Actual or potential injuries or property loss;
 - c. Suspect(s) present or apprehension probable;
 - d. Physical evidence present or the need to process a scene; or
 - e. Need to interview victims/witnesses or take voluntary statements.
2. Confers with Field Supervisors to:
 - a. Determine if officers involved in COP/POP activities (IDF Code 462 - Directed Patrol Activity) should be utilized to respond to calls for service.
 - b. Implement planned stacking strategies.
3. Contacts the Field Supervisor for calls holding longer than one hour.

Officers

4. Responds to calls, takes all necessary actions to preclude recalls, and completes reports as appropriate.
5. Handles calls, after arriving, even if they do not meet the criteria for officer response. Citizens will not be referred to telephonic or station reports in these situations.

Field Supervisor

6. Contacts citizens for calls holding longer than one hour.

OFFICER REPORT CAR

An officer report car, when available, may be dispatched to report calls not meeting the criteria for sending a regular patrol unit, but where a police presence is desired, in accordance with the Department RCP.

Field Supervisor

1. Designates, when applicable, report cars and sectors being served on the Communications lineup card.
2. Recalls citizens to advise of call status if planned stacking of report calls results in delays of over one hour.

Communications

3. Dispatches officer report car for a "report only" call at a cold/secured crime scene.
4. Advises the Field Supervisor of stacked report calls in holding status over one hour. Planned stacking may result in calls being held for the following shift.

Officer Report Car

5. Completes reports as appropriate.
6. Responds to report calls up to 45 minutes before the end of a shift.

CADET/ PATROL SERVICE REPRESENTATIVE REPORT CAR

A cadet/ patrol service representative report car, when available, may be dispatched to report calls and activities not meeting the criteria for sending a police unit or an officer report car, in accordance with the Department RCP. Cadets/patrol service representatives shall not, on their own initiative, attempt to identify, locate, or interview suspects in crimes. Cadet/patrol service representatives will not unload/impound firearms or test/impound narcotics/unknown substances.

Communications

1. Dispatches cadet/ patrol service representative in accordance with the RCP to cold/secured crime scenes.
2. Recalls the citizen and/or dispatches patrol unit to the scene when initial or continuing contact with the cadet/ patrol service representative is not made, to ensure the situation is "Code 4."
3. Holds report calls for cadets /patrol service representative if police units are unavailable and when higher priority calls are holding.

Cadet / Patrol Service Representative

4. Contacts Communications five minutes after arriving at a scene, and every 30 minutes thereafter to advise "Code 4."
5. Completes reports as appropriate.
6. Responds to report calls up to 45 minutes before the end of a shift.

TELEPHONIC REPORT (I.O. DESK)

Telephonic reports (I. O. Reports) will be taken when incidents do not meet the criteria for dispatching a police unit, or officer or cadet report car, and are in accordance with the Department RCP. See exception for certain misdemeanor offenses listed below.

Referrals from MetroComm via the CAD to the I.O. Desk will be handled based on the time the call was received (oldest event number first), between 0600 and 2100 hours, seven days a week. Stolen vehicle, missing persons and runaway referrals may be made at any time and will take a priority.

Communications

1. Creates an event for the Telephonic Report Desk.
2. Calls between 0600 and 2100 hours and stolen vehicles, missing and runaways 24 hours per day: Advises caller that an event has been created and that someone from the Telephonic Report Desk will return the call as soon as possible. Calls other than stolen vehicles, missing person and runaways between 2100 and 0600 hours: Request from the caller a two-hour block of time when the Telephonic Report Desk can reach them after 0600 hours. Includes the information on the CAD event.
3. Caller from pay phones will be instructed to either come to the station or to locate a telephone where they can be recalled.
4. Callers in Clark County (including Resident areas) may be advised to go to the nearest police station, if a return call is not convenient.
5. Callers outside Clark County may be advised that an event number will be issued and forwarded to the Telephonic Report Desk for a return call if the caller will provide a time for the call.

Telephonic Report Desk

6. Calls citizens in the order calls were received. If no answer, one subsequent attempt will be made in approximately one hour. Should the second attempt also prove negative, the referral will be closed out with the disposition "I" (unable to locate). EXCEPTION: stolen vehicles, missing persons and runaways - two calls will be made per shift.
7. Completes reports as appropriate.
8. Provides the event number to the citizen.
9. Mails copy of report to the citizen upon request.

EXCEPTIONS FOR REPORTING CERTAIN OFFENSES (Telephonic or Station)

A log of the priority "9" reports generated telephonically that are closed with the disposition code "Z" will be forwarded each week to the Records Bureau for mailing to the victim and/or person reporting. This event can be created by any person taking a citizen report, such as a call-taker in Communications, area command staff or Records Bureau staff. Area command staff will continue to provide a CAD printout to the walk-in victim or person reporting. Citizens will be advised they will receive an official LVMPD letter confirming the telephonic CAD event within thirty (30) days. This will serve as the official police report (generally for insurance purposes only). When providing citizens the event number, the event number will include the letter designator "Z" at the end to readily identify the type of report that was taken.

Criteria for creating a "Priority 9, Disposition Z" report:

- a. The property is lost (including lost/stolen cellular phones)
- b. The incident is a misdemeanor or gross misdemeanor (not against a person) AND the property is valued at \$2,500.00 or less AND there is limited or no suspect information available.

Note: Lost or stolen forms of identification, such as driver's licenses or credit cards, will be taken as a "Z" Report. However, individuals reporting lost or stolen international forms of identification, such as passports or consular identification, will be referred to the State Department after the "Z" Report is generated.

REPORTS NOT TO BE TAKEN AS A PRIORITY 9, DISPOSITION "Z" REPORT:

The following reports are not to be taken as a "Z" report. Depending on the circumstances, the citizen will be referred to an area command or an officer will be dispatched to take the report.

1. Stolen vehicles with guns – officer safety issue
2. Residential/commercial burglaries
3. Crimes against a person reports (battery, assault, threats, annoying/harassing phone calls, sexual assault, robbery)
4. Recovered vehicles
5. Lost/stolen firearms
6. Lost/stolen license plates
7. Recovered/found bicycles

The events must contain the following information:

1. Victims full name. The name will be included in the event in the caller's name field and updated in the event using the VN; field designator. This will allow for quick retrieval should the need arise to determine if someone has been the victim of a crime since no report will be entered in LRMS.
2. Date of birth
3. Mailing address, including zip code. (10/01, 06/04)

STATION REPORT (PLAZA DESK, AREA COMMANDS, OR RESIDENT LOCATIONS)

Station Reports may be the result of referrals from the Communications Bureau or may be walk-in requests by citizens. Station reports may be taken for incidents not meeting the criteria for dispatching a police unit, or officer or cadet report car.

Communications

1. Refers citizens to the nearest station to make station reports if incidents do not meet the criteria for dispatching a police unit or report car, or a telephonic report is inconvenient.

Plaza Desk/Area Command/Resident Location

2. Completes reports, or refers citizens as appropriate. (10/01, 7/03)■

5/204.20 MISSING ADULTS A.S. 41.2.6

It is the policy of the department to conduct thorough missing persons investigations to ascertain the possibility of a criminal act and to quickly initiate searches to reduce the possibility of harm to missing persons.

GENERAL

Missing persons twenty-one years and older will be classified as adults and classified further as either “voluntary” or “involuntary.”

The Missing Persons Detail, Family Crimes Section, has the primary responsibility for follow-up investigations on all missing persons. Found persons with disabilities or impairments such as dementia and/or Alzheimer’s disease will be taken to UMC for evaluation.

If, at the time a missing adult report is taken, there is reason to believe that foul play has occurred, the person taking the report will notify his/her immediate supervisor. The supervisor will evaluate the situation and, when appropriate, notify the Missing Persons Detail during day and/or swing shift, or notify the Major Crimes Response Detail during grave shift. In the event a Major Crimes Response Detail detective is not available, the Missing Persons Detail supervisor or Family Crimes Section lieutenant will be notified through Communications. The patrol supervisor will direct a search of the area for the missing person(s).

When a missing adult report involves a vehicle, the person taking the report will immediately, upon completion of the report, call the Wanted Vehicle System Desk in Records Bureau to report the incident.

PROCEDURE

The primary reason for taking a missing person report on an adult is to determine if the person is a victim of a criminal action. The secondary reason is to determine if the missing person is in any other type of imminent danger (such as contemplation of suicide, mental disability, or physical impairment). There is no waiting period for reporting a missing adult. The person reporting may file a report at the station, telephonically, or if necessary, by having an officer respond to the complainant’s location.

When an adult is reported missing, the Communications Bureau call taker will obtain a thorough physical description of the missing adult and determine, by questioning the person reporting, if there are suspicious or other circumstances requiring expedient police response such as:

1. Person has disabilities/impairments such as dementia and/or Alzheimer’s disease;
2. Foul play is suspected;
3. Last known to be in isolated area;
4. Person is lost, overdue, or possibly downed aircraft;
5. Suicidal tendencies;
6. Other life threatening or potential life threatening situations exist.

If there is no need for immediate police response, the call taker will create an event and transfer it to the I.O. Desk where the person reporting will be contacted and a report completed. The Communications Bureau must then be notified immediately by the I.O. Desk (either by radio or remote terminal) if foul play or extenuating circumstances are noted in the report. Information will be disseminated via a broadcast to all channels at the earliest opportunity on the shift in progress, and at the beginning of the next two shifts.

NCIC entry on missing adults will be made at the discretion of the investigator, except when the missing person suffers from mental illness, such as dementia. In this case, an entry into NCIC by the Records Bureau will be done immediately upon notification. Members taking the missing persons report will call the Records Bureau with the appropriate information for the entry into NCIC as soon as possible upon the completion of the report. The Records Bureau should be notified immediately if the report is canceled prior to submission. If NCIC entry is made, the bureau that is taking the initial report (either Patrol or Records) will ensure that a Missing Person Waiver Affidavit is completed to accompany the initial report and kept on file. The affidavit must be from a source other than the investigating police agency, such as a parent, legal guardian, next of kin, physician, care giver, assisted living supervisor, residential facilities supervisor, or other authoritative source (see NCIC regulations). The purpose of this waiver is to aid in the protection of the individual’s right to privacy and is a requirement of the FBI/NCIC.

When questioning a person making a missing persons report for a person suffering from mental illness, such as dementia, it is important to confirm that the victim is not in the company of a relative, out for a walk, shopping, dining, etc., and didn’t advise the care giver of any of these actions.

FORMAL MISSING PERSON REPORT

Any person filing a formal missing person report will be advised by the person taking the report to contact the responsible investigative unit during normal business hours, or the Records Bureau at other times, if the missing person is located.

ATTEMPT TO LOCATE (ATL)

In addition to those factors listed above allowing for the immediate dispatch of a unit and/or a missing person report, the following should also be considered to determine the need for an immediate ATL for the missing adult:

1. Carrying large amounts of money;
2. Possession of a firearm;
3. Previous missing reports;
4. History of missed work/appointments;
5. Suicidal tendencies;
6. At-risk person (Alzheimer's, dementia, etc.).

Persons completing missing person reports will be responsible for completing the ATL form when the need is indicated. ATL's completed by the I.O. Desk clerk will be reviewed/approved by the Records Shift Supervisor. Those completed by officers and substation clerks will be reviewed/approved by their supervisors. If the reports indicate a need for an immediate follow-up investigation, the supervisor will notify the Missing Persons Detail, Homicide Section, or Major Crimes Response Detail, as appropriate.

The person reporting will be advised to maintain weekly contact with the Missing Persons Detail while the person is still missing. If this contact is not made, and at the discretion of the investigating unit, the case may be closed after thirty days have lapsed without contact.

If the Missing Persons Detail finds no indication that an adult is the victim of a criminal action, the case may be suspended and the person reporting advised to contact a private agency for assistance.

CANCELLATION ON MISSING PERSON

All cancellations on missing persons will contain the following information:

1. Name, address, and phone contact of citizen reporting the cancellation;
2. Reason for disappearance if known;
3. If cancellation is the result of field contact – location and circumstances of contact;
4. If a juvenile – whether returned home or placed in Juvenile Court Services;
5. Cancellation of any related vehicle information.

Phone Cancellations

All phone cancellations received during normal business hours will be referred to the responsible investigative unit. All other phone cancellations will be received by the Records Bureau. The employee receiving the call will verify, as much as possible, the authenticity of the call, and if satisfied, will complete the LVMPD 59, Cancellation of Missing Person and Runaway Juvenile. If the authenticity is questioned, the information received will be forwarded to the responsible investigative unit for follow-up.

Field Cancellations

1. Local Missing Person:
 - a. Any officer making contact with a local missing person in the field will determine if that missing person is listed as missing in SCOPE and NCIC. The officer will then contact the Records Bureau and request that the LVMPD 59 be completed by Records personnel to include local and NCIC cancellation information.
 - b. If an ATL was completed on the missing person, the officer will do the ATL cancellation report.
2. Other Jurisdiction Missing Persons:
 - a. Adults that have been entered into NCIC will require that the patrol officer contact Communications Bureau/Records Bureau and request that a NCIC LOCATE be sent to the appropriate agency. When information is learned from the contact that would benefit the other jurisdiction and their investigation, an Officer's Report may be dictated. This report should reference the NIC number, other agency number or contact number, and event number. (4/01, 3/05) ■

5/205.00 DETENTION PROCEDURES

**5/205.01 BOOKING AND CUSTODY PROCESSING OF PRISONERS
A.S. 71.3.2, 71.1.6, 82.3.7**

DETERMINATION OF APPROPRIATE FACILITY

An arrestee will be taken to the Las Vegas City Jail when arrested only on a Las Vegas City misdemeanor charge, Las Vegas Municipal Court warrant(s), or when a Class II citation is going to be issued on a Las Vegas City charge. Whenever there is a charge or warrant from other than the City of Las Vegas, the arrestee will be taken to the Clark County Detention Facility. Any officer booking a prisoner into the wrong facility will be called back to that facility to transport the suspect to the appropriate facility.

Generally, patrol units will not be utilized for the transportation of prisoners from one detention center to another. Any person requesting such transportation will be advised to contact the appropriate detention facility or court for transportation. Patrol units may, however, be used to assist in transporting extremely dangerous prisoners when prior approval has been obtained from a field lieutenant.

PROCEDURE

The booking process, including any necessary search of arrestees, will be performed by Detention staff, under most circumstances. Should any illegal contraband be found during a search and additional "pending" charges placed against the arrestee by the corrections officer, the arresting officer will be notified, in writing, by the corrections staff.

The on-duty nurse will make a determination on what medical treatment is needed, if any. If it is determined that medical care is required and the nurse cannot provide it, the arrestee will be transported to the University Medical Center, Emergency Room, by the arresting officer. If the subject is admitted to the hospital, an In-Absentia booking will be completed through the appropriate detention facility and the respective corrections officer will be called to guard the person.

THERE IS NO COPY OF THE TEMPORARY CUSTODY RECORD OR THE DECLARATION OF ARREST FOR THE ARRESTING OFFICER'S PERSONAL FILES. If the officer wants a copy, it must be made at the station prior to submitting the forms to the supervisor for approval. In addition, the photograph attached to the Records Bureau copy of the Temporary Custody Record may be removed and kept by the officer for his/her personal records.

IF BOOKING IN THE LAS VEGAS CITY JAIL

Arresting/Transporting Officer

1. Determines that arrestee is to be booked into the City Jail and notifies Dispatch.
 - a. If a code 5 is needed, the officer will notify Dispatch and clearly reconfirm at which jail the code 5 is needed, what special equipment might be needed, and their estimated time of arrival. City corrections personnel will be available to assist the officer.
2. Parks vehicle in the designated area. NOTE: Officers will make arrangements for mass bookings with Detention through Communications prior to arriving at the Detention center.
3. Escorts arrestee to "gate 28" and secures all weapons in the lockers. (NO weapons, including the Taser® and baton, will be allowed in the intake area.)
4. Proceeds with arrestee to the secured area of the jail.
 - a. If the subject requires blood-alcohol or a breathalyzer test, he/she will be taken to the medical section/office where the testing will occur and the officer will stand-by.
 - b. If a blood draw is required, the arresting officer will take the arrestee to the nurse's office and stand-by.
5. Secures the arrestee to the bench by applying D&E supplied handcuffs (black in color and attached to the bench).
 - a. Removes officer's handcuffs after the arrestee is secured with D&E handcuffs.
6. If the arrestee has bulk property, places the bulk property in the "blue bag" hanging underneath the booking counter.
 - a. Writes the name of the arrestee on the card provided with the bag and places the bag next to the booking counter.
7. Presents Temporary Custody Record, LVMPD 22, and Declaration of Arrest, LVMPD 22A, (for all arrests, including warrants) to the intake technician. MAKE SURE THE FIRST TWO COPIES OF THE TCR ARE SIGNED WITH AN ORIGINAL SIGNATURE AND BOTH COPIES OF THE DECLARATION ARE SIGNED WITH AN ORIGINAL SIGNATURE.
8. Retrieves copies of paperwork from the basket located adjacent to the window and departs the Detention facility.
9. If any controlled substances are found on the suspect during the search by Detention personnel or if the suspect is found to be in need of medical attention (beyond that available in the facility), the arresting officer will be called back to the jail to handle accordingly.

Communications

10. Upon request for a Code 5, notifies the appropriate Detention facility and provides the officer's estimated time of arrival and any additional information needed.

IF BOOKING IN THE CLARK COUNTY DETENTION CENTER

Arresting/Transporting Officer

1. Enters "Booking" entrance or "Security Parking" entrance on First Street side of facility.
 - a. The "Booking" entrance (sally port) is for arrestees that are security risks. The sally port inner door will not open until the outer door is closed. Units arriving Code 5 will normally be assisted by corrections personnel in handling combative arrestees.
 - b. The "Security Parking" entrance is to be used for arrestees that are not security risks.
NOTE: Officers will make arrangements for mass bookings with Detention through Communications prior to arriving at the Detention Center.
2. Secures baton in vehicle and firearm in lock box provided within the sally port. Tasers® are permitted in the facility.
3. Proceeds with arrestee into the pre-booking area through the walk-in sally port doors.
4. Presents arrestee for medical screening/clearance.
 - a. If applicable, informs receiving corrections officer or Detention Medical staff of prisoner exposure to pepper spray/Taser®. The Detention Medical staff will:
 - 1) wash and treat affected skin areas, if necessary, and accept arrestee for booking, or
 - 2) reject the arrestee for booking, on medical condition, until further medical treatment is obtained at a designated medical facility.
 - b. If applicable, informs the receiving corrections officer or Detention Medical staff if the arrestee is suicidal, the officer has been informed that the subject has a mental illness or a threat has been made.
5. Completes the Temporary Custody Record (TCR) and ensures arrestee is tagged with a sticker identifying the name the arrestee is being booked under into the facility.
6. Proceeds to the Detention Records Screening Post for the obtaining or verification of an Identification Number. Stand by while receiving corrections officer uses the Personal Identification (PID) System, if available, to aid in the identification of arrestee. The arresting/transporting officer's handcuffs may be exchanged with the booking officer's handcuffs at this time.
7. If a blood, urine, or breathalyzer test is required, takes the arrestee to the medical and/or breathalyzer room inside the pre-booking area. In situations involving arrestees who are the opposite sex of the arresting officer, a member of the corrections staff, of the same sex as the arrestee, will be called to be present for all testing in the pre-booking area.
8. Receives the checked Central Records original TCR from the Detention Records LEST assigned to screening.
9. Proceeds to a designated area to complete any required reports. Receives notification if contraband was found on arrestee during pat down performed by the corrections officer.
10. Completes Prisoner's/Evidence Receipt, DSD 37, if the arresting/transporting officer takes property from the arrestee inside the facility.
11. Completes the Declaration of Arrest, LVMPD 22A, for all arrests (including warrants). If warrant is not available, warrant will be signed off later by an assigned corrections officer. **MAKE SURE THE FIRST TWO COPIES ARE SIGNED WITH AN ORIGINAL SIGNATURE.**
12. Completes a Detainer if the subject is wanted on a City of Las Vegas warrant. (For information concerning warrants from other jurisdictions, see Department Manual section 5/201.07, Fugitives From Other Jurisdictions.) If warrant is not available, the Detainer will be completed later by an assigned corrections officer.
13. Presents completed Declaration of Arrest at the screening counter and retains Central Records Original.
14. Leaves the facility through the "Exit" door on the Casino Center side.
15. Submits the TCR and Declaration of Arrest (Central Records Copy) to the supervisor at the end of the shift with all other reports.

Receiving Corrections Officer (Pre-Booking Area)

16. Accepts custody of handcuffed arrestee from arresting/transporting officer.
17. Upon completion of medical screening, escort arrestee to the booking counter. While the arresting/transporting officer stands by, use the PID System, if available, to aid in the identification of arrestee. The arresting/transporting officer's handcuffs may be exchanged with the booking officer's handcuffs at this time.
18. Escorts combative arrestees to an appropriate area until the arrestee has calmed down sufficiently for processing. Follows appropriate Detention procedures for such situations. Carries personal property to booking counter.
19. Completes booking process in accordance with Division procedure.

Detention Records Bureau Screening LEST

20. Receives completed TCR and time-stamps appropriately.
21. Queries SCOPE and NCIC for outstanding warrants.

22. Separates and returns TCR.
23. Completes the booking process in accordance with Division procedures.

Police Records Section

24. Receives Declaration of Arrest and TCR.
25. Removes completed Booking Voucher.
26. Types "circumstances of arrest" on Arrest Report, LVMPD 602, (when appropriate) and attaches the Booking Voucher which together comprise the Arrest Report.
27. Distributes the Booking Voucher, Arrest Report Form, and Declaration as appropriate.
28. Forwards a copy of Property Report, LVMPD 67, to Detention.

BOOKINGS IN ABSENTIA

When a suspect requires hospitalization immediately after arrest, a Hospital Police Hold Form, LVMPD 56, will be completed and the in-absentia booking will follow. The arresting/transporting officer must make a personal appearance at the appropriate Detention Center. The prisoner's personal property and all information necessary to complete the booking must be presented. The arresting officer will complete an Inmate Property Inventory & Release, LVMPD DSD 19, at the hospital and leave a copy for the prisoner. The original of this form will be presented at the Detention center along with all the property of the suspect.

JOHN/JANE DOE BOOKINGS

Arrested subjects who are temporarily identified as John/Jane Doe will be booked as John/Jane Doe until such time as identification is established. Normal booking procedures will be followed. All John/Jane Does are assigned a new ID#.

SEXUAL ASSAULT SUSPECT BOOKINGS

The arresting officer must remain at the Detention facility and perform the evidence collection on an arrestee in the case of a sexual assault suspect. This will be accomplished in accordance with Section 5/206.02, Sexual Assault Investigations. (3/91, 10/03) ■

**5/205.04 SECURITY AND CONTROL OF PRISONERS, POLICE HOLDS, AND COURTESY
NOTIFICATIONS AT UNIVERSITY MEDICAL CENTER
A.S. 71.3.2**

In accordance with 6/004.00 and 5/205.22, an arrestee requiring medical care will be transported by an officer or ambulance to the University Medical Center (UMC). The arresting/transporting officer will maintain as close of control of the prisoner as permitted by attending medical personnel during the period of examination and treatment. Hospital security will be notified of the circumstances and advised of the prisoner's risk potential. Unless injuries are life-threatening or other special circumstances exist, no visitations will be allowed by family members or any other persons.

Any restraints, such as shackles or handcuffs, placed on the prisoner during and following treatment will be determined by the prisoner's violence potential and the nature of the injuries. Following treatment, the prisoner will be either booked into jail, or admitted to the hospital under a police hold. If admitted, the prisoner will be placed under the control and security of the Detention Services Division in accordance with DSD Standard Operating Procedure 13.01.00.

Prisoners transported for emergency treatment to other hospitals will be transferred to UMC when continuing hospital care is required. These persons will also be held under the provisions of DSD SOP 13.01.00.

POLICE HOLDS

According to legal opinion, when police place a hold on an individual at a medical facility, the hold is considered a custodial arrest even though the patient may not be incarcerated. The total circumstances must be considered to determine if a police hold is the best course of action to follow in each case. An officer having an interest in a sick or injured person requiring hospitalization has options of placing a police hold, requesting a courtesy notification, or in some cases of DWI, issuing a misdemeanor citation (see 5/202.04). Officers will attempt to secure a warrant or court summons in cases when a suspect is immobilized at the hospital.

A police hold should be placed on a subject when:

1. Immediate arrest and detention are in the best interests of the department or public (adults require in absentia booking, 5/205.01).
2. A hospitalized person is determined, through investigation, to be a suspect and arrest is imminent.
3. A child is being held as a victim of abuse or neglect and not to be released to parents.

The investigating officer will complete a Hospital Police Hold/Courtesy Notification form, LVMPD 56, and ensure a copy is provided to UMC Security. Upon booking (in absentia) a corrections officer will be assigned to the hospital. The investigating officer must remain with the subject until relieved by a corrections officer, therefore, the in absentia booking must be completed by another officer. (Note: If the subject is in surgery or otherwise totally immobile, the same officer may do the booking at the detention center.) Arrangements have been made with UMC Security to cooperate with Detention Services Division in any movement, transfer, or release of a subject with a police hold.

COURTESY NOTIFICATIONS

Officers can request a courtesy notification prior to the release of a hospitalized local resident, adult or juvenile, for whom there is an investigative interest, such as the following:

1. A witness to be interviewed upon release.
2. A possible suspect.
3. A person who has pending warrants or court summonses.

A Hospital Police Hold/Courtesy Notification form, LVMPD 56, must be completed and a copy provided to UMC Security. It must be noted that a courtesy notification is just that, and if a subject is released prior to notification the hospital will not be responsible. Every effort is made to monitor the subject's status by UMC Security, however, there may be times when a subject is released without their knowledge. (7/88, 5/94) ■

**5/205.12 BLOOD/URINE EVIDENTIAL AND PRELIMINARY BREATH ALCOHOL ANALYSIS AND/OR BLOOD/URINE DRUG SCREEN ANALYSIS FOR MOTOR VEHICLE CASES
A.S. 1.2.4, 42.2.2, 42.2.3, 83.2.1, 83.3.2, 84.1.2**

All persons arrested for driving under the influence of intoxicating liquor or controlled substance (DUI) are required to surrender bodily substances for chemical tests. Urine, blood, or both may be collected when controlled substances are suspected.

NRS 484.383 (the Nevada Implied Consent to Chemical Tests Law) states that all persons who drive on Nevada highways, regardless of whether or not they have a driver's license, are subject to a chemical test of breath, blood, or urine. These tests may be administered anytime there is reasonable cause to believe a person is [suspected of] driving under the influence (DUI) of intoxicating liquor or controlled substance. There is no longer a mechanism at the DMV to revoke a driver's license for refusal to submit to a chemical test - the person must comply.

Exemption from the blood test requirement is provided in NRS 484.383(3):

Paragraph 3. Any person who is afflicted with hemophilia or with a heart condition requiring the use of an anticoagulant as determined by a physician is exempt from any blood test which may be required pursuant to this section but must, when appropriate pursuant to the provisions of this section, be required to submit to a breath or urine test.

Further guidance is provided in this NRS:

Paragraph 4. If the alcoholic content of the blood or breath of the person to be tested is in issue, he may refuse to submit to a blood test if means are reasonably available to perform a breath test. If the person requests a blood test and the means are reasonably available to perform a breath test, and he is subsequently convicted, he must pay for the cost of the substituted test, including the fees and expenses of witnesses in court.

Paragraph 5. If the presence of a controlled substance in the blood of the person is in issue, the officer may direct him to submit to a blood or urine test, or both, in addition to the breath test.

Paragraph 6. Except as otherwise provided in subsections 3 and 5, a police officer shall not direct a person to submit to a urine test.

Paragraph 8. In accordance with NRS 484.383-8, when an officer directs any driver under the age of 18 to submit to an evidentiary test, the officer shall, before testing the person, make a reasonable attempt to notify the parent, guardian or custodian of the person, if known.

Any driver under the age of 21 who has a test result between 0.02 and less than 0.08 percent of weight of alcohol in his blood, officers are required to complete a certificate (DMV form DLD-45A) to send to DMV for mandatory suspension of the youth's drivers license for 90 days (NRS 483.462). If a driver under the age of 21 tests at 0.08 or higher, use the DMV form DLD-45 which is the same form that is used for drivers 21 years of age and older. (Note: There are two different forms.)

Blood and breath are acceptable samples to be tested for alcohol. The person being tested has the choice of a blood or breath test, where available, consistent with NRS 484.383(4). Urine and blood are acceptable samples to be tested for drugs.

BLOOD/URINE TESTS

Extraction of bodily substances, for use in chemical tests, will normally be done at the detention center or city jail, as appropriate. The nurse will draw the blood or direct the collection of the urine sample. The collection of this evidence must be done in the presence of the transporting/arresting officer, or an available corrections officer if the person giving the urine sample is not the same sex as the police officer. Without exception, the use of a catheter to obtain a urine sample from an arrestee against his/her will cannot be done without a search warrant.

For any DUI, a blood sample must, if practical, be within two hours of driving or being in actual physical control of the vehicle. It is the responsibility of all officers investigating a DUI to make every effort to get the tests done within two hours, however, if that is not possible, the tests should still be conducted as soon as possible and practical. The resulting prosecution will then become more complicated.

Two blood draws are required in all felony cases. The first draw must, if practicable, be within two hours of driving or being in actual physical control of the vehicle. A second sample is taken one hour after the first and the results of the samples compared. (Note: Where the suspect has two prior DUI convictions within seven years or where another person is injured substantially, the case is a felony, and two blood draws one hour apart are necessary. The easiest way for a prosecutor to prove DUI is if the sample was taken within two hours of driving and a later analysis shows the alcohol reached the statutory minimum level.)

In accordance with the Implied Consent Law, the non-consensual, warrantless obtaining of a blood sample for either alcohol OR controlled substances can be done in vehicle operation or control cases when all of the following conditions are met:

1. There is reasonable cause to believe the suspect is under the influence and, after being advised of the Implied Consent Law, the person to be tested fails to submit to a required test as directed by an officer.
2. The person to be tested is NOT afflicted with hemophilia, or with a heart condition requiring the use of an anticoagulant as determined by a physician.
3. Reasonable force only to the extent necessary to obtain samples of blood is used by the officer.
4. Reasonable methods are used (nurse, doctor, or medical technician) to obtain the sample.
5. Not more than three such samples may be taken during the 5-hour period immediately following the time of the initial arrest.

If an impaired driver is injured, the investigating officer will request the attending medical personnel to extract blood. The officer will then transport the blood sample to the detention center, city jail or Traffic Section Substation (whichever is convenient) and store the sample in the refrigerator. The key to the refrigerator at the detention center or city jail can be obtained from the booking sergeant. The key to the refrigerator at Traffic can be obtained from the on duty Traffic Section supervisor. Resident officers may refrigerate samples at their locations until they can be transported to the detention center, city jail or Traffic Section Substation.

If an arrestee refuses to submit to a required chemical test as directed by a police officer under NRS 484.383, reasonable force may be used to the extent necessary to draw a blood sample. On completion of the analysis of the blood sample, the submitting officer will receive a copy of the results with DMV form, LD 45, attached to be completed.

Whenever physical force is used in taking a blood sample, it must be reasonable based on the amount of resistance offered by the suspect. Humane, medically accepted restraint procedures must also be used. In these instances, the officer must complete an Officer's Report On Use Of Force, LVMPD 156. Prior to use of physical force in obtaining a blood sample, the officer should afford the arrestee a final opportunity to consent to the procedure.

The officer and the attending medical person will follow the instructions in the blood alcohol kit and on the urine container. After a blood sample is drawn, the needle used will be discarded immediately by the nurse. The tubes of blood will be inverted at least ten (10) times by medical personnel so that the blood will mix properly with the anticoagulant inside the tube. (DO NOT SHAKE VIGOROUSLY.) Upon completion of the withdrawal a "Declaration of Blood Withdrawal" is to be completed by the medical personnel withdrawing the blood, witnessed by the arresting/transporting officer, and submitted with the arrest paperwork. Officers will ensure that the time of blood withdrawal is documented in the Declaration and any subsequent reports.

Containers should be marked as follows:

1. Urine container labels will be initialed by the police officer or corrections officer (same sex as the defendant) witnessing the sample collection.
2. The arresting or transporting officer(s) will complete the information on the blood alcohol kit, and place the suspect's name on the tubes of blood, and/ or fill out the information on the urine container label and affix the label to the outside of the urine container.
3. The attending medical person will initial the labels on both tubes of blood, and sign the front of the blood alcohol kit in the appropriate place.
4. An LVMPD 63, Forensic Laboratory Examination Request Form, will be completed in its entirety by the arresting or transporting officer(s) and secured to the container. No evidence will be analyzed without this request.
5. Samples relating to homicides, officer-involved shootings, and felony DUIs must be appropriately marked on the label on the front of the container (example - "Homicide" or "Felony") to prevent premature disposal.
6. When completed, the officers will store samples in the refrigerator pending transfer by Criminalistics to the forensic laboratory for analysis.

The requested analysis will be conducted and the Forensic Laboratory Report of Examination will be sent to the Records Bureau for filing. A copy will also be sent to the requesting unit. The analyzed sample will be placed in refrigerated storage at the evidence vault.

A blood alcohol kit or urine container may be released for independent analysis at the defendant's expense. A court order will be required for the sample to be released from the evidence vault. (See 5/210.04, Booking Evidence and Property.) The chain of custody will be responsibility of the independent testing laboratory, and the sample returned to the evidence vault following the analysis.

Evidence custodians will dispose of blood and urine samples upon receipt of a Case Clearance Report, LVMPD 70, or ACE Disposition Order, with instructions to destroy the evidence. Samples will also be destroyed after dismissals and cases that are NCF'd, unless the investigator notifies the evidence vault to retain the evidence.

Blood and urine samples that are not routinely disposed of through case clearances, dismissals, etc. (excluding those related to homicides, officer-involved shootings, and felony DUI cases) will be destroyed one year after the date of collection, unless retention is directed by court order.

EVIDENTIAL BREATH TESTING

Evidential breath testing will be done by a certified breath test operator using the certified breath instrument available. To maintain a record of breath instrument use, a log book will be kept with the breath instrument. The officer administering the test must make the proper entry in the log after administering the test, and complete the Breath Test Operator's Checklist. If the breath test is 0.08 or higher, the officer is to complete the DMV form DLD- 45.

If the two results of the breath test are not within .020 of each other, a third test will be required. If the third test is not within .020 of either of the first two tests, the tests are considered void. In this event, the suspect is to be advised that the breath tests are void, and he/she must submit to a blood test. If the suspect refuses, reasonable force may be used to the extent necessary to draw the blood sample.

The forensic laboratory is responsible for the maintenance and upkeep of the evidential breath instruments. This includes ordering and replacing supplies and routine maintenance and calibration of the instruments. The detention center and city jail are responsible for notifying the forensic laboratory at 229-3945 when their breath instruments are inoperable. The forensic analyst for alcohol will respond to fix the instruments during normal duty hours. If an instrument is inoperable, a blood sample should be taken.

PRELIMINARY BREATH TESTING (PBT)

NRS 484.382 (. . . Implied Consent to Preliminary Test . . .) states that any person who drives or is in actual control of a vehicle on a highway or on premises to which the public has access shall be deemed to have given his consent to a preliminary test of his breath to determine the concentration of alcohol in his breath when the test is administered at the direction of a police officer at the scene of a vehicle accident or collision or where he stops a vehicle, if the officer has reasonable grounds to believe that the person to be tested was:

Subsection a - b, Driving or in actual physical control of a motor vehicle while under the influence of intoxicating liquor or a controlled substance; or engaging in other conduct prohibited by NRS 484.379 or 484.3795.

Paragraph 3. The results of the preliminary test will not be used in any criminal action, except to show there were reasonable grounds to make an arrest.

The license or permit of the driver will not be seized or impounded by the officer unless:

1. the license is suspended, canceled, or revoked, at which time the license will be impounded and returned to the Department of Motor Vehicles pursuant to Department Manual Section 5/210.12; or
2. after completion of the DLD-45 Notice of Revocation resulting from an Illegal Per Se Evidential Breath Test. At this time the driver's license will be attached to the revocation form.

Pursuant to NAC 484.618, officers using a PBT must satisfactorily complete an operations course taught by the Forensic Laboratory's Forensic Analyst of Alcohol (FAA), or an instructor approved and trained by the FAA. Units having PBTs assigned must have at least one FAA-certified instructor. Instructors will calibrate instruments, provide operator training, and serve as liaison between operators and the Forensic Laboratory - Breath Alcohol Program Coordinator. All PBT models/types utilized by department personnel must be approved by the Breath Alcohol Program Coordinator.

A new PBT device must be calibrated by the FAA or instructor with an approved alcohol standard prior to operator use. To maintain the proper alcohol standard concentration, the instructor will monitor and replace the alcohol standard as needed. The alcohol standard will be provided by the Forensic Laboratory - Breath Alcohol Program Coordinator. NAC 484.621 requires that PBTs must be calibrated annually by the FAA or instructor. In addition, the devices must be tested monthly for accuracy by an operator or instructor. A PBT will be taken out of service and an instructor advised when operating improperly or failing a calibration check.

In accordance with NAC 484.624, monthly and annual calibration checks must be documented on approved forms, available through the FAA or instructor, and maintained in the unit of PBT assignment.

Officers will administer the PBT as the final field sobriety test to determine reasonable grounds for making an arrest. The PBT will not be the only test given to a suspected DUI violator unless the subject is unable to perform any other Standardized Field Sobriety Tests. PBT use will be documented on the LVMPD 146, Standardized Field Sobriety Worksheet.

The Log Books that are maintained at each machine will remain located with the respective machine during the calendar year. At the end of the calendar year, the log books will be transferred to the Forensic Lab for retention. (5/01, 8/03)■

5/205.14 INMATE LINEUPS
A.S. 42.2.3

Inmate lineups will be conducted in the Detention Services Division Central Booking Bureau "Lineup Room", ground floor, preferably Monday through Friday, 0900 - 1030 hours. Individuals requesting a lineup will contact the booking lieutenant's office prior to 1200 hours the day before the scheduled lineup. Inmates selected for a lineup will be placed in the lineup holding cell (South Tower Transfer Release area) fifteen (15) minutes prior to the scheduled time for review by the requesting individual. Certain circumstances may require an unscheduled lineup, such as court ordered lineups with specific times assigned, availability of witnesses or possible early release of an inmate, etc.

Requesting Bureau

1. Schedules lineup with Central Booking Bureau Lieutenant's office.
2. Notifies the same office in the event a scheduled lineup is to be canceled.

Detention Services Central Booking Bureau Lieutenant or designee

3. Confirms the suspect's custody status, completes the top portion of the lineup schedule and forwards information to the responsible night shift bureau lieutenant where inmate is currently housed.

Day Shift Central Booking Lieutenant or Designee

4. Notifies requesting investigative bureau if suspect has been released.

Detention Services Division Fugitive Officer

5. Assists investigator in conducting the lineup, when available.

Investigator Requesting/Conducting Lineup

6. Reviews lineup selections and requests replacements, if required, thirty (30) minutes prior to scheduled lineup.
7. Conducts lineup. (9/84, 4/04)■

5/205.16 IN-CUSTODY DEATHS

For the purpose of this procedure, "in-custody" deaths refers to those deaths of persons who are in this department's custody from the point of an apprehension until such time as they are released from department custody.

All in-custody deaths will be investigated by the Homicide Section, Investigative Services Division, for the purpose of ensuring a complete investigation of such deaths.

The Homicide Section Commander will be responsible for calling the Internal Affairs Section to the scene in such instances where there is questionable conduct or the alleged use of excessive force by department employees as it may relate to an in-custody death.(7/74, 12/00)■

5/205.18 "OR" RELEASE FROM CUSTODY

PERSONNEL WITH AUTHORITY TO GRANT "OR" RELEASE

Those individuals who are designated by the Sheriff to grant an "OR" release are the Undersheriff, the Assistant Sheriff's, the Chief of Detention Services, Detention Captains and the Detention Watch Commanders.

CONSIDERATION FOR RELEASE

Persons booked in the detention center on misdemeanor probable-cause charges will be screened within four (4) hours to determine if they qualify for an "OR" release. An "OR" release shall NOT be granted for persons arrested on "FTA", "Bench" or "No Bail" Warrants, or upon the direct verbal order of a judge.

Justice Court Intake Services Representatives will screen persons to determine their suitability for an "OR" release, based upon guidelines approved by the judges. Generally, they will prepare the appropriate paperwork, obtain the approval (signature) of the judge, and forward it to the Detention Records Section. The Release Agreement will then be signed by the inmate and a copy will be provided to him/her indicating their next Court appearance date.

During non-regular business hours, Justice Court Intake Services Representatives have the authority to recommend an "OR" release without the signature of the judges [NRS 178.4851(3)]. When a Release Agreement is forwarded to Detention without the judges signature, the above NRS number will appear on the signature line. In this case, the Detention Records Section will contact the Detention Watch Commander for authorization to release. The Release Agreement will be signed

by the inmate and a copy will be provided to him/her indicating their next Court appearance date. (2/79, 4/92) ■

5/205.22 MEDICAL CARE AND BILLING FOR PRISONERS
A.S. 71.2.1, 71.3.2, 71.3.3

Officers will transport prisoners incurring injuries during the arrest process to the University Medical Center Emergency Room for treatment. Mentally ill subjects will be handled in accordance with 5/105.12 of the Department Manual.

The arresting/transporting officer shall be responsible for advising the emergency room nurse when the illness or injury occurred (prior to, during or after arrest), whether the examination is required by law or court order, or was self-inflicted. This information will be included on the Emergency Room Record by the nurse and will assist in establishing contract health services responsibilities and liabilities. (Responsibility for payment of all appropriate health treatment shall be determined in accordance with the provisions of NRS 211.140 and the current health services contract.)

The arresting/transporting officer may allow the emergency room nurse to photocopy applicable forms of the prisoner's identification for billing purposes prior to placing the prisoner's I.D. into safekeeping. If the prisoner objects, the officer may write down applicable prisoner identification information and give it to the nurse. If the prisoner does not have any identification, notify the nurse of such, so that they may note it accordingly on their records. (7/89, 6/92) ■

5/206.00 INVESTIGATION PROCEDURES

5/206.01 UNDERCOVER IDENTITIES A.S. 43.1.6

Bureau Commander

1. Submits a memo containing the proposed name, description and all other pertinent information concerning the fictitious identity to the Special Operations Division commander.

Special Operations Division Commander

2. Evaluates and approves or disapproves the request.
 - a. If approved, ensures the documents are hand delivered to the Director of Records.
 - b. If disapproved, notifies the respective bureau commander.
3. Notifies the Director of Records of any change in status concerning the fictitious identities so the information can be changed or removed from SCOPE.
4. Maintains a secure/confidential file of all officers and their fictitious identities.

Director of Records

5. Reviews documents and ensures all necessary information is included for SCOPE entry, i.e., name, physical description, address, criminal record, work card information, etc.
6. To ensure confidentiality, identifies a minimum number of employees that may enter fictitious identification information into SCOPE. Duplicate copies of the documents will not be made by any Records Bureau personnel.
7. Forwards original documents back to the Special Operations Division Commander, with the handwritten acknowledgment of the Records Employee that SCOPE entry was made.

Officer and/or Agent

8. Obtains written authorization from the Special Operations Division Commander for a fictitious Sheriff's Work Card and/or Ex-Felon Registration Card, if needed.
9. Personally delivers authorization to the Director of Fingerprint Bureau for processing.
10. Upon receipt of the required documents, delivers the original authorization back to the Special Operations Division Commander.

Director of Fingerprint Bureau

11. Personally fingerprints, photographs, and prepares the necessary documents.
12. Returns the original authorization document to the officer with the handwritten acknowledgment that the work has been completed, and includes a description of the fictitious documents that were established, i.e., Sheriff's Work Card and/or Ex-Felon Registration Card.

Bureau Commander

13. Upon completion of the specific investigation or undercover assignment collects all identification and/or documents that reflect the fictitious name (i.e., driver's license, credit cards, checking accounts, work card, etc.) and ensures the Special Operations Division Commander is notified, in writing, so the identity can be removed from SCOPE.

Special Operations Division Commander

14. Reviews the list of individuals who have undercover identities at the first of each calendar year and submits any changes to the Director of Records by January 15. (5/85)■

5/206.02 SEXUAL ASSAULT AND ABUSE INVESTIGATIONS
A.S. 42.1.1, 42.2.2, 42.2.3, 83.2.1

GENERAL

The **Sexual Assault/Abuse Section** of the Crimes against Youth and Family Bureau consists of the following details: (pursuant to policy 1/404.08)

- The **Sexual Abuse Detail** investigates all **sex crimes** where the child victim is less than nine (9) years; **sexual abuse** where the child victim is ages nine (9) to seventeen (17) years and **directly related** to the perpetrator; child pornography (not computer or Internet related) where the victim is accounted for and under nine (9) years and/or **directly related** to the perpetrator; and kidnaping investigations in accordance with policy 5/206.09.
- The **Sexual Assault Detail** investigates all **sex crimes** where the victim is age eighteen (18) and older; **sexual abuse** where the victim is age nine (9) to age seventeen (17) but not **directly related** to the perpetrator; child pornography (not computer or Internet related) where the victim is accounted for and age nine (9) and older but not **directly related** to the perpetrator, and kidnaping investigations in accordance with policy 5/206.09.
- **The Internet Crimes Against Children Detail (I.C.A.C.)** is part of a Task Force with the Federal Bureau of Investigation which conducts pro-active undercover investigations on-line as well as traditional reactive investigations. The ICAC TF investigates state and federal crimes involving the sexual exploitation of children through the use of a computer and/or the Internet without regard to geographic jurisdiction. These crimes include, but are not limited to the possession of child pornography (where the child victim is not accounted for); the electronic production, transmission and possession of child pornography; the use of electronics to lure a child, the human trafficking in children and related electronic crimes. The ICAC TF maintains a forensic component for the electronic analysis and examination of computers and will respond with any unit to assist in seizing and analyzing any computer or electronic media suspected of containing evidence of the above crimes.
- **Sex Offender Apprehension Program (S.O.A.P.)** is responsible for enforcing state law pertaining to Sex Offender registration, verifying the reported addresses of Tier rated sex offenders and notifying the community of the identity and location of sex offenders as prescribed by state law and the Nevada Attorney General. SOAP maintains a database of all sex offenders within the jurisdiction of the department and will assist in the investigation of any crime or event pertaining to registered sex offenders such as missing children, kidnaping or sexual assaults.
- **NOTE:** Some sex related crimes are handled by other details, such as, child prostitution and suspicious deaths which are investigated by Vice and Homicide details, respectively.

DEFINITIONS

Sexual Abuse	Crimes upon a child, a person under the age of 18 years, constituting: incest, lewdness with a child, sado-masochistic abuse, sexual assault, statutory sexual seduction, open or gross lewdness, and mutilation of the genitalia of a female child (as defined under NRS 432B.100)
Sexual Assault	A person who subjects another person to sexual penetration, or who forces another person to make a sexual penetration on himself or another, or on a beast, against the will of the victim or under conditions in which the perpetrator knows or should know that the victim is mentally or physically incapable of resisting or understanding the nature of his conduct (as defined under NRS 200.366).
Directly related	Any sibling, parent, step-parent, grandparent, step-grandparent, guardian, aunt/uncle, first-cousin or any person continually or regularly found in the same household as the child, or a person directly responsible or serving as a volunteer for or employed in a public or private home, institution or facility where the child actually resides or is receiving child care outside of his home for a portion of the day.
Sex Crimes	Includes but is not limited to sexual assault, incest, bigamy, lewdness, open and gross lewdness, soliciting a minor, luring a minor, and pornography involving minors.

PROCEDURE

First Responding Officer/Report Taker

1. Conducts preliminary investigation in accordance with Department Manual section 5/206.12, Crime Scene Investigation; including contact with the victim, witness, and/or person reporting to establish what is being alleged; jurisdiction; time lapse; age of the victim; and relationship between victim and suspect. **NOTE:** In cases involving **sexual abuse**, the responding officer can obtain most of the necessary information from parents, witnesses, or the person reporting without the need to interview the child. Persons reporting, contacts, parents and/or witnesses should be interviewed in a private area away from the child, if possible. In most cases of sexual abuse, a uniformed

officer will not interview a child under the age of nine (9) years. If it is determined, after discussing the case with Sexual Assault/Abuse Section Detective, that an officer will interview the child, the interview will be conducted outside the presence of the parents or guardian, and with or without prior approval from them (per NRS 432B.270).

2. Assesses the need for a forensic medical exam; i.e., any penetration, however slight; oral contact; complaints of pain, discomfort or bleeding; and time of occurrence within the last three (3) days. Victim(s) under the age of sixteen (16) should be taken to Sunrise Hospital (Pediatric Emergency Room) and then will be referred to the SCAN (Suspected Child Abuse and Neglect) Team for examination. Victim(s) age sixteen (16) and older should be taken to University Medical Center (emergency room triage or nursing stations) and then will be referred to S.A.N.E., Sexual Assault Nurse Examiners, for examination. The hospital utilized may be changed based on the discretion of Sexual Assault/Abuse Section Detectives. The appropriate hospital should be advised through the Communications Bureau that a sex crime victim is in en route. Both hospitals have a "quiet room" for use by the victim while awaiting examination. The victim will then be examined when facilities are available. Victims will NOT be transported by ambulance unless medically necessary. If the victim is transported by private conveyance, they should be escorted by a police unit. Request that the Communications Bureau notify the Rape Crisis Center (hotline: 366-1640) and ask that a volunteer counselor meet with the investigating officer as the hospital as soon as possible.
3. NOTIFIES the Sexual Assault/Abuse Section, as soon as practical, of all sex crimes wherein the following facts and circumstances exist:
 - a. Possible Sex Abuse where the victim is under the age of nine (9), or the victim is directly related to the suspect.
 - b. Sexual Assault allegations where the victim is exhibiting severe physical or emotional trauma, or when there are multiple victims/suspects, or if the suspect is in custody.
4. Informs the nurse or a child life specialist on the status of the case, e.g., are detectives responding, will the parent or caretaker be referred to detectives, will the child be booked, etc. If the detectives will not be responding to the hospital, the first responding officer will give the nurse or child life specialist the event number and the name of the referring detective and update CAD.
5. Completes an Incident Crime Report. An Incident Crime Report will be completed on any allegations of sexual abuse, pursuant to NRS 432B.220.

Transporting/Investigating Officer

6. Coordinates response with the first responding officer. When a special circumstance exists, see paragraph 3, the Sexual Assault/Abuse Section detective should direct the investigation.
7. Requests Crime Scene Analyst respond to the crime scene, hospital, or both, as required for photographs and processing.
8. Coordinates timing and location of the medical exam and victim interview with the hospital staff to best suit the needs of the victim and the investigation.
9. Impounds all clothing worn by the victim during or after the assault (except panties which are placed in the kit by medical personnel). Keep in mind that these items may contain body fluids and protective measures should be taken as outlined in Department policy 5/110.10 "Occupational Exposure to Blood or Other Potentially Infectious Materials."
10. Completes a Property Report, LVMPD 67, listing the items impounded and forwards to Records Bureau. If clothing requires special handling, notifies the crime scene analyst assigned to the investigation.
11. Completes an Incident Crime Report, if not already complete, which includes the first responding officer(s) observations and actions. In certain cases, an Officer's Report, in addition to the Incident Crime Report, will be completed by officers or detectives who have information regarding the case.
12. Requests an ATL when sufficient information exists to warrant one.

Crime Scene Analyst

13. Processes crime scenes as indicated and photographs the victim to show physical condition, if necessary (i.e., debris in hair, injuries, etc.) in accordance with policy 5/206.12, Crime Scene Investigations.
14. Determines if victims' clothing worn during the assault requires special handling. If so, advises the officer on the proper way to handle/package the garments and/or recovers the clothing and transports to the Criminalistics Bureau Ventilation Room for drying and subsequent packaging.

SEXUAL ASSAULT SUSPECTS

If a suspect is not being arrested but the collection of a D.N.A. buccal swab is deemed necessary, then consent from the suspect, exigent circumstances, or a search warrant must be obtained. In this instance, a Sexual Assault Section detective will be contacted.

Arresting/Transporting Officer

7. Ensures a blood draw is obtained from the arrested suspect for the Clark County Health District when there is an alleged sexual penetration. Per NRS 441A.320, if a person is arrested for the commission of a crime in which the victim(s) or a witness(es) involved alleges the sexual penetration of the victim's body, the health authority shall test

a specimen obtained from the arrested person or detained minor for exposure to the human immunodeficiency virus and any commonly contracted sexually transmitted disease, regardless of whether he or, if a detained minor, his parent or guardian consents to providing the specimen.

- a. Therefore, if an arrestee refuses to submit to a required chemical test as directed by a police officer under NRS 441A.320, reasonable force may be used to the extent necessary to draw a blood sample, so long as the arrested person to be tested is NOT afflicted with hemophilia, or with a heart condition requiring the use of an anticoagulant as determined by a physician. Whenever physical force is used in taking a blood sample, it must be reasonable based on the amount of resistance offered by the suspect. Humane, medically accepted restraint procedures must also be used. In these instances, the officer must complete an Officer's Report On Use Of Force, LVMPD 156. Prior to use of physical force in obtaining a blood sample, the officer should afford the arrestee a final opportunity to consent to the procedure. Completes the Clark County Health District form for Suspect Blood Draw. This subsequent blood draw is NOT evidentiary in nature and will NOT be booked into evidence; the blood sample will be placed in the designated refrigerator for transfer to the Health District.
2. Obtains a D.N.A. buccal swab if needed. The collection of a D.N.A. buccal swab requires consent from the suspect, exigent circumstances, or a search warrant. If the D.N.A. buccal swab is deemed necessary, a Sexual Assault Section detective will be contacted.
3. Impounds D.N.A. buccal swab kit as evidence.
4. Impounds arrestee's clothing when of evidentiary value to the case.
5. Complete a Property Report, LVMPD 67 as applicable.
6. Completes an Arrest Report (or Officer's Report, if not the arresting officer) detailing the collection of evidence and noting if the samples were not collected should the arrestee be uncooperative, combative or medically unable to provide them. (6/98, 11/05) ■

5/206.03 PSEUDONYMS FOR SEXUAL ASSAULT VICTIMS

It is the policy of this department to accommodate the request of a sexual assault victim for the use of a pseudonym in all official reports, documents, files, etc., in compliance with NRS 200.3772.

PROCEDURE

Investigator Assigned to the Case

1. Upon receipt of a request to use a pseudonym by a sexual assault victim, completes, LVMPD ISD 31, Request for Pseudonym, and assigns the pseudonym. All uses of the pseudonym must be preceded by the initials "PSN".
2. Forwards a copy of the form to the Director of Police Records and files the original form in the case file.
3. Enters appropriate information into confidential pseudonym computerized file.
4. Notifies victim of the assigned pseudonym as well as the District Attorney's Office and/or any other involved agency that a pseudonym is being used.
5. Ensures the victims pseudonym is substituted for the true name in all related reports and documents in their possession.

Director of Records

6. Upon receipt of LVMPD ISD 31, Request for Pseudonym, ensures the pseudonym is substituted for the victims true name where ever it appears in all related reports, files, documents, etc.
7. Files the Request for Pseudonym in a secure, confidential file, cross indexed by true name and pseudonym.
8. Maintains the confidentiality of victims identification in compliance with NRS 200.3772. (5/97) ■

5/206.04 ESCORT SERVICE FRAUDS **A.S. 83.2.4**

All complaints concerning escort service frauds will be handled by Patrol Division as opposed to Vice Section.

Communications

1. Upon receipt of a complaint concerning an escort service fraud, dispatches a patrol unit.

Patrol Officer

2. Takes initial report and determines whether Vice Officers are required for follow-up investigation. If so, requests Vice officers.
3. Completes appropriate reports and submits them to the Records Bureau.

Records Bureau

4. Distributes copies of escort service fraud reports to Vice Detail and Special Investigations Section. (3/83) ■

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5/206.05 SPECIAL INVESTIGATIONS

It is the policy of this department to conduct special investigations regarding the suitability of applicants for gaming, liquor, and other police-related licenses in Clark County and the City of Las Vegas.

GENERAL

The Special Investigations Section (SIS) is responsible for the investigations of all gaming, liquor, and police-related licensing applications in Clark County and the City of Las Vegas. The section also proactively monitors compliance by those businesses and individuals currently licensed and those operating without a license. It also has the primary responsibility for the enforcement of all federal, state, county, and city laws concerning these types of businesses. Further, the section is also responsible for gathering intelligence information concerning privileged licensed establishments and independent licensees. Enforcement initiatives are conducted with other units of the department and other agencies.

The Special Investigations Section is also authorized to make emergency suspensions of liquor and gaming licenses in the city and country. (See 5/107.05)

Privileged licenses include: child care facilities; escort bureaus; gaming; liquor; massage; out call entertainment; pawnbroker; pistol dealer; secondhand dealer; teenage dance hall; adult nightclub; erotic dance; bathhouse; child care/family group home; managers/key employees; astrology; auctioneer; burglar alarm service; hypnotism; ice cream trucks; locksmiths/safe machines; independent massage therapist; massage therapist permit; martial arts instructor; mobile food vendor; psychic arts; and rock concert promoter.

DEFINITIONS

Privileged License	A license applying to those businesses which are found by the Las Vegas City Council and the Clark County Commission to require a high degree of supervision and to more seriously affect the economic, social, and moral well-being of residents. These businesses require city/county approval for a license.
Regulated License	A license which has specific requirements and is under the control of the LVMPD.

PROCEDURE

Unit Requesting SIS Response

1. Initiates the preliminary investigation and identifies an area of concern of which the SIS can assist.
2. Requests dispatch to contact the appropriate SIS Sergeant.

Communications

3. Provides for notification and response by the on-call SIS Sergeant.

On-Call SIS Sergeant

4. Notifies the SIS Lieutenant of the request for assistance.
5. Determines if one or both of the on-call detectives should respond based on the details of the call.
6. Notifies the on-call detective(s) to respond.
7. Responds to the scene if necessary.
8. Ensures all reports related to the call, including an Officer's Report, are submitted to him or her by the end of the following work day.
9. Coordinates follow-up enforcement activity as needed.

On-Call Detective(s)

10. Responds to the call-out when notified by the SIS Sergeant. Whether one or both of the detectives will respond, will be determined by the Sergeant.

SIS Lieutenant

11. Responds to a call-out when he or she deems necessary.
12. Contacts the Organized Crime Bureau Commander if the situation dictates.
13. Coordinates efforts with the Criminal Intelligence Section Lieutenant when necessary. (4/99) ■

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5/206.06 *SLOT CHEATING INVESTIGATIONS*

All cases reported of "slot cheats" or any violation of "cheating" as it pertains to the liquor and gaming industry, will be directed to, and the initial investigation handled by, the Special Investigations Section.

Any referral to the Gaming Control Board or Larceny Detail will depend on circumstances as determined in the initial investigation by the Special Investigations Section. (9/73) ■

**5/206.07 *LOJACK SYSTEM NOTIFICATIONS*
*A.S. 82.3.2***

The LoJack system consists of a small radio frequency transceiver hidden in up to 20 places in a vehicle or piece of heavy duty construction equipment when purchased from an authorized dealer. (Motorcycles will be included in this system in the near future.) Each LoJack system has a unique code that is tied into the Vehicle Identification Number (VIN). When a theft is reported, a routine entry into NCIC results in a match of the LoJack System's unique code against the state VIN database. This automatically activates the LoJack System in the vehicle/equipment, which emits a signal to police vehicles equipped with LoJack vehicle tracking units.

Because this system is unique in that it is trackable only after entry into NCIC, it is imperative that any theft report (or recovery report) of an item that the owner advises is equipped with the LoJack system must be entered into NCIC immediately upon completion of a valid theft report. When advised that items are equipped with LoJack, the call will be dispatched as a "priority 1". Responding officers (or report takers in the case of construction equipment) will ensure a report is taken and proper notifications made immediately to ensure entry/cancellation into NCIC without delay. NCIC entry and cancellation for motor vehicles will be completed by the WVS desk (229-3300) and NCIC entry and cancellation for construction equipment will be completed by the teletype desk (229-3745). (7/05) ■

5/206.08 *FOLLOW-UP INVESTIGATION ON STATION REPORTS*

Desk Officer/Substation Clerk

1. Receives crime complaint from citizen and determines a crime report is to be taken. If the crime is a felony and has occurred within the last two hours, the respective investigative unit will be notified immediately. If the felony crime falls outside of the two hour time frame, but in the opinion of the Desk Officer or Substation Clerk the circumstances warrant immediate notification, they may notify the respective investigative unit.

In battery cases where injuries have been sustained and in the opinion of the Desk Officer or Substation Clerk immediate follow-up investigation and photographs are required, the appropriate investigative unit will be notified.

2. At City Hall, refers citizen to Records Bureau for the incident report. At other stations, the substation clerk will take the report.

Records Bureau/Substation Clerk

3. Takes incident report from citizen. Upon completion of the report and if an investigator has not yet arrived, advises citizen to await the detective's arrival.

Detectives Assigned

4. Upon completion of the crime report by the citizen, determines whether immediate or follow-up investigation is necessary. Makes arrangements for photographing the victim's injuries in battery cases with the Criminalistics Bureau, if photographs are necessary. (9/77) ■

Las Vegas Metropolitan Police Department
Partners with the Community

5/206.09 KIDNAPPING INVESTIGATION
A.S. 42.1.1

Kidnaping for the purpose of ransom or extortion is a crime demanding the most expedient and coordinated police response. However, the police must proceed with caution and discretion due to the potential jeopardy to the life or well being of the kidnap victim.

The Robbery Detail is responsible for the investigation of ransom and extortion demand kidnaping.

KIDNAP IN CONNECTION WITH OTHER CRIMES

The report of a kidnap incidental to other crimes, where ransom or extortion was not present and the victim is accounted for, will be assigned as follows:

1. Kidnaping of victims 18 years or older will be assigned to the Robbery Section with the exception of those that include sexual assault and/or domestic partnerships.
2. Kidnaping of victims under the age of nine will be assigned to the Sexual Assault Section.
3. Kidnaping of victims 18 years or older which involve domestic partnerships will be assigned to the Domestic Violence Detail.

KIDNAP "IN PROGRESS" OR "JUST OCCURRED"

Communications Bureau

1. Dispatches patrol units, or any other available police units, to attempt to intercept or apprehend the suspect.
2. Notifies Robbery/Homicide Bureau of the incident
 - a. Robbery Section on day or swing shift.
 - b. Major Crimes Detail on grave shift.

Robbery/Major Crimes Detail Supervisor

3. Ensures investigative services response.
4. Notifies the Missing Persons Detail to coordinate activation of Amber Alert, if appropriate.

Patrol Officer

5. Takes necessary emergency action and/or conducts preliminary investigation.
6. Requests investigative services unit response as appropriate.

NOTE: In the event of a "child stealing" situation resulting from divorce or domestic disputes, the patrol officer will conduct the preliminary investigation and Juvenile Section will conduct follow-up investigation.

KIDNAP WHERE RANSOM OR EXTORTION DEMAND HAS BEEN MADE

Communication Bureau

1. Obtains basic information as outlined in guidelines provided.
 - a. While information is being obtained from the reporting person, delegates someone to initiate contact with an officer of the Investigative Services Division by telephone.
2. DO NOT dispatch patrol units and DO NOT broadcast information via radio, due to possible suspect surveillance of the victim's residence or monitoring of police frequencies.
3. By telephone relays available basic information to an officer of ISD, who will arrange initial contact with the reporting person for detailed information.
4. By telephone advises the Area Lieutenant and the appropriate area patrol Sergeant of the incident occurrence and that ISD is handling it.

Investigative Services Division

5. Makes contact with reporting person.
 - a. Obtains crime report and all available information.
 - b. Notifies and coordinates with the district Attorney's office.
 - c. Notifies and coordinates investigation with F.B.I., as appropriate.
6. Proceeds with tactical and investigative methods deemed appropriate to the circumstances.

Las Vegas Metropolitan Police Department
Partners with the Community

Area Command

7. No patrol action is necessary except as required by ISD. Information may not be transmitted by radio due to possible suspect surveillance. (4/82, 06/04) ■

5/206.10 LOST OR STOLEN LICENSE PLATES

Upon verification of the reporting person's identification and that the registration belongs to the victim and vehicle, the appropriate report will be taken. If only one license plate is missing, the remaining plate will be cut into two or more pieces by LVMPD personnel. The victim should be instructed to take a copy of the report and the destroyed plate to the Department of Motor Vehicles for registration of the vehicle. License plates will not be forward to Auto Theft or other Details.

Exception: If victim and plates are from out of state, the remaining plate will be given to the victim intact for registration in their home state.

When license plates are found by officers or surrendered to LVMPD personnel by citizens, the license will be checked for lost or stolen. If license is on file, it will be removed from W.V.S. and impounded as found property. If license is not on file, a event number will be obtained for found property and the license will be submitted to the Evidence Vault.

Evidence Vault personnel will release license plates to the Department of Motor Vehicles, Bureau of Vehicle Enforcement, whenever practical, and in accordance with established evidence procedures. (4/83) ■

5/206.11 BAIT CAR PROGRAM
A.S. 41.2.2, 43.1.5

It is the policy of this department to use both traditional and nontraditional law enforcement approaches to facilitate the reduction of auto thefts in this jurisdiction.

GENERAL

The bait car program is a nontraditional law enforcement approach. As the name implies, the focal point of the program are the "bait cars." Bait cars are makes and models selected from the department's top ten list of stolen cars. These vehicles are acquired from seizures, insurance companies, and car dealerships. The vehicles are strategically parked in areas throughout the jurisdiction that are experiencing high auto theft rates. Although the vehicles are intended to be stolen, they requires no direct surveillance to apprehend the suspects, due to the unique equipment with which they are outfitted.

Bait cars are equipped with the BSM Stinger System, which consists of the Global Positioning Satellite (GPS) hardware, controlled by cellular service data, and is monitored by the Communications Bureau. The system, once activated (by opening the car door or starting the engine), provides the Communications Bureau with the location (within fifty meters), direction of travel, and vehicle speed. It will also provide valuable information on latitude and longitude to air units. Communications has the ability to shut down the engine of the bait car on command within five seconds.

Note: Because the bait car can be tracked by the Global Positioning Satellite, responding marked units must distance themselves from the vehicle. If the suspect sees a marked unit following, s/he maybe more likely to flee. Because the vehicle can be tracked and shutdown on command, responding units WILL NOT initiate a pursuit of the bait car.

The VIPER (Vehicle Investigation Project for Enforcement and Recovery) Detail, TAS, or Information Technologies Bureau will conduct routine maintenance on bait workstations. Maintenance will include ensuring anti-virus software and operating systems are current, performing system health checks, and file system maintenance. ITB will also install bait software patches and upgrades supplied by the vendor as they become available. Problems with bait server or software running on department-provided workstations at the Communications Bureau will be reported to the LVMPD Help Desk. ITB will troubleshoot and contact the vendor if necessary. Problems with bait hardware installed in vehicles should be reported to the VIPER Enforcement Detail, who will notify the vendor for support if necessary.

PROCEDURE

Communications Bureau

1. Receives an activation "hit" advising that the bait car has been activated.

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- a. If the open-door alarm is activated but the vehicle is not taken, dispatches patrol unit to the scene to determine status of the bait car and notifies the on-call VIPER detective regarding possible relocation of the bait car.
2. Creates a 411B event with location, direction of travel, and bait car description.
3. Broadcasts information to patrol units relative to the location of the bait car, direction of travel, cross streets that it is approaching, and its speed.
4. Dispatches two (2) patrol units and the helicopter, in accordance with the Response Category Profile (R.C.P.) to the location of the bait car.
5. Initiates a Code Red on the patrol channel, upon arrival of the first officer who locates the bait car.
6. Disables the ignition of the bait car, and initiates various other actions, i.e., locking the doors and honking the horn on command of the primary patrol unit.
7. Relays information to patrol units until the bait car has been located and recovered.
8. (Communications Supervisor) Notifies the on-call VIPER/Auto Theft sergeant or the designated on-call VIPER Enforcement detective of the bait car activation.

Patrol Units

9. Acts as the primary unit, and coordinates the stop, advising the best point of shutdown (finding level ground, avoiding hills, or uneven or sloping ground).
10. Advises Dispatch at the opportune time to shut down the bait car's engine, considering the speed, vehicle and pedestrian traffic conditions, level ground, and possible road hazards, AND when two units have a visual sighting.
11. Detains the suspects after the car has stalled (within five seconds of the order to shut down), ensuring the driving suspect has placed the vehicle in "Park."
12. Advises Dispatch when to reactivate the bait car.

Helicopter Unit

13. Proceeds to the scene of the bait car shutdown in the event the suspect escapes from the car and attempts to flee the location.

VIPER Enforcement Detail

14. Coordinates the program with support from other departmental units.
15. Acquires vehicles for use as bait cars.
16. Determines the location (through crime analysis or other means) where the vehicle is to be parked, and relocates the vehicle according to any new trends.
17. Ensures the vehicle is equipped with the BSM Stinger System, and that the system is in good working order.
18. Monitors the bait car periodically to ensure it is in good operational condition.
19. Responds to the scene where the bait car is stopped to take custody of the suspect(s).
20. Takes possession of the bait car for future placement.
21. Acquires a copy of the activation incident and includes it in the case file. (11/03, 5/07) ■

5/206.12 CRIME SCENE INVESTIGATIONS

A.S. 12.1.2, 41.2.4, 42.1.1, 42.1.4, 42.2.1, 42.2.2, 42.2.3, 83.1.1, 83.2.1, 83.2.4, 83.2.6, 83.3.2

The reasons for conducting crime scene investigations are: to protect, to gather, and to preserve all evidential facts and material that tend to prove or disprove that a criminal offense has been committed, and to identify the party or parties responsible.

PRELIMINARY INVESTIGATIONS

The responsibility for conducting the preliminary investigation normally lies with the patrol officer. Since the patrol officer is generally the first officer to arrive on the scene of nearly all major crimes, it is his/her responsibility to evaluate the circumstances and take immediate decisive action.

When a ranking patrol officer arrives on the scene in a supervisory capacity, he/she will assume the responsibility for evaluating circumstances and directing and coordinating the efforts of those officers assigned.

Some crimes and incidents, because of their complexity, require expertise and/or time that the patrol officer may not have. To ensure these types of crimes receive the proper investigation, the ranking patrol officer or supervisor assumes the

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responsibility for evaluating circumstances and calls for assistance of investigators if needed. Crimes to request an investigator are burglaries over \$30,000, larcenies over \$40,000, major robberies, kidnaps, extortions, sexual assaults, homicides, or questionable deaths, or other crimes where investigators should assist with follow-up investigations.

PROTECTING THE CRIME SCENE AND RENDERING AID

It is imperative that the first officers to arrive on any crime scene prevent the possibility of contamination or alteration of the crime scene and/or the physical evidence present.

This responsibility includes the removal of all unauthorized persons, including officers, from within the perimeters of the crime scene area. A considerable degree of tact and good judgment must be exercised to avoid alienating or driving away potential witnesses or other persons who may possess information of value to the investigation.

Each officer at the crime scene must evaluate the need to enter the perimeter of a crime scene prior to its being processed by crime scene analysts. Mere curiosity will not suffice as a legitimate reason.

It is the prime responsibility of the officer first arriving at any crime scene to protect it. It is also of prime importance in crimes against the person involving bodily injury that the first officer on the scene render first aid and/or summon medical assistance.

Crime scene analysts are available twenty-four hours a day and when their immediate services are required, the request should be made through Communications, and the scene protected until the crime scene analyst arrives, ideally within one hour. Response to rural areas will generally be within two hours.

CRIME SCENE INVESTIGATION CONTROL

The area lieutenant and patrol watch commander will be summoned to all major scenes, and it is their responsibility to evaluate the circumstances and decide whether Criminalistics Bureau and/or Investigative Services Division personnel are needed.

If, after consultation between the on-the-scene ranking patrol officer and a ranking investigator, it is determined that additional preliminary investigation and/or follow-up investigation is desirable, the ranking investigator will assume the responsibility for the crime scene investigation, otherwise the ranking patrol officer will retain the responsibility. Once an investigator is assigned to investigate the case and will be submitting the case, the patrol supervisor will assist, depending on the complexity of the crime, in coordinating portions of the preliminary and follow-up investigation among available personnel.

When Criminalistics Bureau personnel are assigned to process a crime or accident scene, the ranking officer of that bureau at the scene shall be the officer in charge of the processing of the crime scene. The crime scene analyst(s) at the scene will record the results of the scene processing on the Crime Scene Report, LVMPD TSD 85.

CRIME SCENE EVIDENCE RESPONSIBILITIES

At all crime scenes which Criminalistics Bureau personnel are required to process, the crime scene analyst(s) responding to the scene will properly book and seal all of the evidence at the actual crime scene. If any of the evidence at the crime scene is physically handled by any officer(s) other than the crime scene analyst(s), those officers will properly book and seal all of the evidence to maintain the chain of custody.

An exception occurs when there are large amounts of evidence. Then it is permissible, except for homicides, for any of the investigating officers to assist the crime scene analyst(s) in properly booking and sealing the evidence.

If a crime scene analyst is requested to photograph or process a crime scene of a misdemeanor offense, the investigating officer requesting the service will properly book and seal any evidence.

At crime scenes in which Criminalistics Bureau personnel are not requested, the officer locating the evidence will properly book and seal the evidence. In the event that several officers locate evidence in proximity of one to another, it is acceptable for one officer to book all such items.

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OFFICERS ASSIGNED TO THE INVESTIGATION

Upon arrival at the crime scene, officers shall coordinate the preliminary and/or follow-up investigation to ensure that all conditions, events, and remarks are observed and/or recorded; locate and identify witnesses; ensure the crime scene is maintained and evidence protected; interview the complainant and witnesses; interrogate suspects; arrange for the collection of evidence; effect the arrest of criminals; and report the incident fully and accurately.

In the event of a serious crime against person or property and no photographs are taken or physical evidence recovered, the officer in charge of the scene shall ensure an explanation is included in applicable reports.

Homicide Crime Scene Control

The ranking Robbery/Homicide Bureau officer at a homicide scene shall be in overall charge of the police activities which occur at the crime scene. The ranking Criminalistics Bureau officer shall be in charge of the collection, marking, recording, and processing of evidentiary material at the crime scene.

Prior to commencing the crime scene investigation, the ranking Robbery/Homicide Bureau officer and Criminalistics officer(s) shall confer to determine the actions to be taken by those persons assigned to the scene, including which officers shall be authorized to enter the crime scene perimeter. Only sufficient personnel absolutely essential to the furtherance of the investigation shall be allowed to enter the interior of the crime scene perimeter.

HOMICIDE AND SUICIDE INVESTIGATIONS

All reported deaths or bodily injuries inflicted upon a person to the extent that death is a probability shall be treated as a homicide until an investigation determines otherwise.

When an apparent suicide occurs and the investigation reveals the possibility that the death may have been due to homicide rather than suicide, the ranking officer in charge on the scene shall immediately notify the Homicide Section Commander. The Homicide Section Commander shall see that the appropriate Homicide investigators are notified. The Criminalistics Bureau Field Services Section Lieutenant shall be notified for incidents involving multiple homicides.

In the event a homicide, suicide, or questionable death occurs on other than a normal week day shift, the ranking patrol supervisor at the scene shall notify the area command lieutenant, patrol watch commander, and Robbery/Homicide Bureau shift commander, or in his/her absence, the ranking Robbery/Homicide Bureau supervisor. Robbery/Homicide Bureau personnel shall respond to, and assume responsibility for, the crime scene investigation. It shall be the responsibility of the ranking investigator at the scene to determine the need for, and notification of, the ranking member of the Homicide Section.

After being contacted and briefed by phone as to the nature of the homicide, the ranking Homicide Investigator will determine the number of additional persons needed from the Homicide Section.

When it has been determined that a motor vehicle was the instrument of a homicide, or an attempted homicide where it is believed death will occur, the ranking Homicide investigator shall have the discretion to request an investigator from the Traffic Section's Accident Investigation Detail to respond to the scene to assist with the investigation.

NOTIFICATION OF CORONER

Members of the department, using whatever communications available, shall promptly request the Communications Dispatcher to notify the Clark County Coroner and other administrative personnel needed as follows:

1. Homicides, overdoses, and questionable deaths - by the ranking Homicide Investigator present at the crime scene.
2. Suicides and accidental deaths - by the ranking Homicide Investigator present at the crime scene, or by the ranking detective at the crime scene on other than a normal weekday shift.
3. Natural deaths - by the ranking officer in charge of the crime scene. (7/93, 12/00) ■

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5/206.14 CRIME SCENE DIAGRAMMING

Diagrams prepared at the scenes of crimes will include date and time of preparation, name and P# of preparer, direction of North, Event Number, location by address or description, location of evidentiary items, and general features of the scene, including the relationship of geographical landmarks. Precise measurements will be taken and the dimensions listed on the sketch. Sufficient additional information will be recorded so that a scale diagram may be constructed at a future date.

Homicides will be diagrammed by Criminalistics Bureau personnel and scaled charts prepared for the Detective Bureau and/or court presentation, if needed.

At any crime scene where death has not occurred, but is imminent or the probable result of a crime, a diagram may be requested as in the instance of an actual homicide. The Criminalistics Bureau will be responsible for providing the diagram.

Generally, all other misdemeanors and felonies, including traffic fatalities, will be diagrammed by the investigating officer(s) assigned. (3/89) ■

**5/206.15 LOCATING AND/OR RESPONDING TO CLANDESTINE LABORATORY SITES/DRUG PROCESSING SITES
A.S. 43.1.1**

There are inherent dangers involved in clandestine laboratory sites and drug processing sites, i.e., permanent injury and/or death from fumes and chemicals. The following procedure shall be followed in all contacts with clandestine laboratories, suspected clandestine laboratories or drug processing sites to ensure the safety of citizens and officers.

Field Officer

1. Do not enter the suspected laboratory site.
2. Ensures the safety of citizens and officers.
 - a. Evacuates the lab and/or storage area.
 - b. Advises all persons that no smoking is allowed within 500 feet of the site.
 - c. Cordons off site location to a safe distance from vapor area. When ether vapors are present, evacuates a minimum of one residence in all directions.
 - d. Seals location and allows no one to enter or re-enter the site.
3. Detains and/or arrests suspects at the location.
4. Detains and/or interviews possible witnesses.
5. Requests Communications Dispatcher to notify Narcotics Supervisors for call out of the Narcotics Section, Clandestine Lab Response Team.
6. Requests Communications Dispatcher to notify the Fire Department and Paramedics to stand by in case of fire, explosion, or exposure.

Communications

7. Makes notifications as requested by field officer or Narcotics personnel.

Responsibilities for Narcotics personnel and the Forensic Laboratory are covered under specific guidelines available in the respective unit. (7/88, 4/90) ■

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**5/206.16 DEPARTMENT RESPONSE TO CRIMINAL STREET GANGS
A.S. 11.1.1, 42.1.4**

It is the policy of this department to protect the Las Vegas Community by reducing criminal street gang activity through the implementation of proven and creative strategies of enforcement, investigation, intelligence and community outreach and education.

NOTE: Outlaw Motorcycle Gangs (OMG) are not considered criminal street gangs for the purposes of this policy and are investigated by the Intelligence Section of the Homeland Security Bureau.

DEFINITIONS

Criminal Street Gang	NRS 193.168 defines “criminal gang” as any combination of persons, organized formally or informally, so constructed that the organization will continue its operation even if individual members enter or leave the organization, which: a. Has a common name or identifying symbol b. Has particular conduct, status and customs indicative of it; and c. Has as one of its common activities engaging in criminal activity punishable as a felony, other than the conduct which constitutes the primary offense. In addition the department requires that a gang be composed of three or more persons.
Gang Member	For entry into the Gang Crimes Bureau gang intelligence system an individual must meet at least (two) of the following criteria: <ul style="list-style-type: none"> • Self admittance to an officer • Reliable source or informant identifies person as a gang member • Untested informant with corroboration • Wearing Gang Dress • Has Gang Tattoos • Correction self admittance - during detention classification at CCDC or any local, state, or federal correctional facility - (individuals who admit during classification for incarceration are Self admitted as well as jail admittance criteria and are considered gang members) • Used gang signs or symbols • Frequents known gang area • Affiliates with a gang • Arrested with a known gang member • Identified in a crime report, intelligence report, or any other official report of a law enforcement agency.
Gang Associate	A individual that meets (one) of the criteria as listed above for identification as a gang member.
Gang Related Crime	Any crime can constitute a gang related crime when the suspect or victim is an member of a gang or an affiliate of a gang; or when circumstances indicate that the crime is consistent with gang activity. Determining if a crime is gang related is subjective in nature and is a result of the totality of the circumstance. Classification cannot be accomplished accurately without a high degree of gang crime expertise or validation that a person is a gang member. Such classification will be supported by an intelligence analysis conducted by or in concert with the Gang Crimes Bureau. One or more of the following gang related criteria shall be used to justify that a crime is gang related. <ul style="list-style-type: none"> • Suspect or victim is a confirmed gang member or associate in the GCB intelligence data base or file • Suspect or victim is a confirmed gang member or associate in a law enforcement gang intelligence data base or file or in an official report from a state, local, or federal law enforcement agency • Suspect or victim has a gang tattoo • Suspect or victim has a gang moniker • A statement that indicates gang involvement • Suspect or victim was wearing gang colors or clothing • Suspect or victim was demonstrating gang behavior (Using hand signs)

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	<ul style="list-style-type: none">• Multiple suspect and gang modus operandi were involved• Location of crime was in known gang area• Similar reports were made where suspects were gang members• The type of crime is typically associated with gangs (drive-by shootings)• Reliable informant or source states crime was gang related• Untested informant that is corroborated by other independent information• Suspect or Victim is a former gang member and involvement in an incident is directly related to prior gang membership
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GANG INTELLIGENCE

The Gang Crimes Bureau is responsible for the monitoring, analysis, and dissemination of gang related incidents, gang intelligence, and gang related crimes. The Gang Crimes Bureau will operate the Metro Area Gang Intelligence Center (MAGIC) to support the departments efforts to address gang violence.

Members of the department who learn of intelligence concerning gang activity will contact the Gang Crimes Bureau to report such information. Information may be forwarded to the Gang Crimes Bureau via e-mail, phone, official department reports or by contacting detectives assigned to the Gang Crimes Bureau. The Gang Crimes Bureau will conduct routine analysis of information received and determine its reliability. The Gang Crimes Bureau will disseminate completed intelligence analysis of gang crime and trends on a routine basis to the department.

The Gang Crimes Bureau is responsible for the dissemination of gang intelligence information. References to gang crimes, gang members, or gangs by department members shall be coordinated with the Gang Crimes Bureau to ensure that such references are supported by verifiable facts.

Officers coming in contact with identified gang members who are flagged in SCOPE will ensure a new field interview card is completed and forwarded to the Gang Crimes Bureau. Officers coming in contact with possible gang members should investigate and make the determination if the person is a gang member or associate. If such determination can be made, a field interview card will be completed and forwarded to the Gang Crimes Bureau after entry into the LRMS System at the respective area command.

The Gang Crimes Bureau is the sole repository for gang intelligence information. Original copies of gang intelligence reports, field interviews, and other material concerning gang crime will be maintained in a secure facility with limited access. The Gang Crimes Bureau will maintain the only authorized data bases concerning gang membership or activity.

GANG ENFORCEMENT

The Gang Crimes Bureau and Patrol area commands have the primary responsibility to conduct field enforcement activity to address gang activity. To assist the patrol area commands in the effort to address criminal street gangs the Gang Crimes Bureau will administer, organize, and train a Gang response officer program. Gang response officers are trained to act as a resource to patrol officers concerning gang activity and act as a conduit concerning gang activity from the patrol area commands and the Gang Crimes Bureau. Area commands conducting operations in need of Gang Crimes Bureau support or expertise may contact the bureau and arrange for assistance.

GANG RELATED CRIME INVESTIGATIONS

The Gang Crimes Bureau is responsible for the investigation of **gang related** crime as outlined. This procedure does not eliminate the responsibility for conducting preliminary investigations outlined in Department Manual Section 5/206.12, but identifies follow-up investigative responsibilities.

The Gang Crimes Bureau will be the primary investigatory unit for gang related crimes of:

- Attempt murder
- Shooting into an occupied structure/Shooting from a moving vehicle
- AWDW/BWDW
- Witness Intimidation
- Extortion
- Investigations regarding all bias-motivated crimes. (See 5/206.22)

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- CCE, RICO, HOBBS, Vicar investigations
- Graffiti crimes

The Gang Crimes Bureau will be the primary or partner unit in gang related investigations of:

- Narcotics violations
- Weapons violations
- Violations of federal law

The Gang Crimes Bureau will provide intelligence support in gang related:

- Homicide
- Robbery
- Kidnaping
- Sexual Assault

RESPONSE TO GANG RELATED CRIMES

On those crimes that the Gang Crimes Bureau is the primary investigatory unit the preliminary investigation of crimes in the field is the responsibility of patrol division personnel until relieved by Gang Crimes Bureau personnel. Gang Crimes Bureau personnel will respond to all felony crimes when requested.

Gang crime by its nature is part of a series of events that occur when one act of violence is completed and a chain of retaliation crimes are then committed. Crimes committed by a gang member against for example his spouse do not create the cycle of violence that a murder as a result of a drive-by shooting does. However certain crimes such as a murder of a gang member in a drive-by shooting do result in additional violent crimes in the community.

When the facts known to the primary investigatory unit of a homicide, robbery, kidnaping or rape are reviewed and it can be determined in accordance with this policy that the crime is gang related and that members of a gang as defined may take retaliatory action the Gang Crimes Bureau will be notified.

The Gang Crimes Bureau will work in concert with the primary unit to provide intelligence support. The Gang Crimes Bureau will take steps in the form of enforcement and gang investigations to disrupt any activity of a gang to retaliate, intimidate witnesses, or cause more violent crime to be committed as a result of , for example a murder of a gang member.

Field Officer

1. Responds to a possible gang-related incident and secures the crime scene.
2. Makes the determination that the crime is gang related and informs his/her supervisor.
3. Informs Dispatch that the crime appears to be a gang-related crime and requests response by Gang Crimes Bureau investigators.
4. Conducts the preliminary investigation until relieved by Gang Crimes Bureau personnel.
5. Completes an Incident Report on all in which a person, structure, or automobile is hit by gunfire, or a person has been assaulted or injured by gang violence. This includes instances when victims or witnesses do not wish to prosecute.

Communications

- (F) Notifies the on-duty or on-call Gang Crimes Bureau investigator.

Gang Crimes Bureau

- (G) Responds when notified by Communications.
8. Conducts investigation and case management.
 9. In those cases that a suspect becomes the victim of homicide, the Gang Crimes Bureau notifies Robbery/Homicide for response. Robbery/Homicide and the Gang Crimes Bureau will work in concert with the Homicide section taking the lead role and the Gang Crimes Bureau providing intelligence support.

COMMUNITY OUTREACH EFFORTS

The Gang Crimes Bureau working in concert with area commands, community groups, and social service agencies will assist in the effort to prevent gang activity. (3/03, 8/05) ■

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5/206.17 IDENTIFY, DETECT AND LOCATE (IDL) PROGRAM
A.S. 15.1.2 (e, f & i), 45.1.2, 45.2.1 (a, c & e), 45.2.3

It is the policy of this department to take an active role in locating wanted persons through the use of the IDL program, the voluntary assistance of property owners/agents, and voluntary compliance by property tenants. No action will be taken against a property owner/agent/employee of a facility, or tenant who elects not to participate in the IDL program. Participating property owners/agents will be encouraged to notify the Patrol Division Commander of any abuses of the program by department personnel.

For the program to be successful, frequent contact must be maintained between LVMPD and the property owner/agent. The Officer/Detective utilizing the IDL program will only inquire into the wanted status of a tenant. Criminal history information should not routinely be queried unless circumstances dictate the need for this type of information. Criminal history information will not be disseminated.

PROCEDURE

Field Officer/Detective

1. Determines a property owner/agent wants to participate in the IDL program. NON-PATROL UNITS INVOLVED IN THE IDL OR SIMILAR PROGRAM WILL COORDINATE THEIR EFFORTS WITH THE PATROL DIVISION AREA COMMAND CAPTAIN IN THE AREA THEY PLAN TO CONDUCT SUCH A PROGRAM.
2. Provides property owner/agent with:
 - a. The IDL program information brochure (stock #101779) which outlines the objective behind the program and the procedure they must follow when obtaining the information necessary for participation.
 - b. A poster which must be posted in a conspicuous location to advise prospective tenants of their participation in the program (stock #101778).
 - c. Several IDL log sheets (stock #101780). The log sheet will be used by the property owner/agent to provide LVMPD with information pertaining to tenants.
3. Once the property owner/agent has agreed to participate in the IDL program, advises a Community Policing Coordinator at the appropriate area command so that an updated log will be maintained of all participating properties.

Officer Assigned as Program Coordinator

4. Picks up IDL log sheets at least weekly and determines the wanted status of tenants.
5. Follows department guidelines for affecting an arrest of a wanted person and/or disseminates information to any other officer to affect the arrest.
6. Once the information on the IDL log sheet has been checked, destroys the log sheet by means of shredding the sheet. ***No criminal history information will be maintained on file***

Patrol Division Area Commander

7. Ensures a current list is maintained of the participating properties within the area command.
8. Maintains a current roster of designated officers who will be the department's representatives to the property owner/agents and who will receive the IDL log sheets. (5/00) ■

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5/206.18 CRIMINAL CASE MANAGEMENT
A.S. 42.1.2, 42.1.3, 42.1.4, 42.2.3, 43.1.1, 82.1.5

CASE STATUS

Investigative units will control the status of their cases using either Law Records Management System(LRMS) or a case management system. Both systems should provide at a minimum the following information: assigned investigator; date assigned; event number; case suspense date and case designators.

CASE DESIGNATIONS

All criminal cases will be classified as open, suspended, or closed.

1. Open: The case has been assigned to an investigator and an active investigation is ongoing.
2. Suspended: The case has been assigned to an investigator, but an ongoing investigation is not being conducted. A suspended case may be reopened and actively investigated at a later date, if circumstances so dictate.
3. Closed: Indicates that one of the following circumstances occurred.
 - a. Cleared by arrest - the case has been satisfactorily concluded.
 - b. Report unfounded - the investigation has revealed that no crime occurred.
 - c. Exceptional clearance - the suspect has died, the victim refuses prosecution, or any other reason outside the department's control that prevents the case from being forwarded.
4. Change of Status: It will be the responsibility of the investigator to notify the supervisor when a case status changes designation. The supervisor or designee will be responsible for ensuring that written notification has been sent to the victim within ten working days advising of the change in case status.

CASE SCREENING

All criminal cases will be screened on at least three levels: the preliminary investigator's level; the investigator's level; and the investigative unit's level.

1. Preliminary Investigator

The preliminary investigator will gather all evidence available and record it on the appropriate report forms. At the conclusion of the preliminary investigation, the investigator will recommend that either a follow-up investigation be conducted or the case be suspended. This recommendation will be based on consideration of the following solvability factors:

- a. Was there a witness to the crime?
- b. Can the suspect be named?
- c. Can the suspect be located?
- d. Can the suspect be described?
- e. Can the suspect be identified?
- f. Can the suspect vehicle be identified?
- g. Is the stolen property traceable?
- h. Is there physical evidence present?
- i. Is there a significant method of operation present?

The first six factors "a" through "f" are primary considerations and criteria for making the recommendation, and the last three factors, "g" through "i" support the first six. In most cases, a recommendation for follow-up cannot be based solely upon the presence of any or all of the last three solvability factors.

When an arrest is made or a citation is issued, follow-up will always be recommended.

2. Preliminary Investigator's Supervisor

After the preliminary investigator concludes the investigation, the investigator will complete all the appropriate

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reports and forward them to the supervisor. The supervisor will ensure that all reports are properly completed and evaluate the facts and circumstances of the case. Based upon that evaluation, the supervisor will make a recommendation that a follow-up investigation be conducted or the case be suspended. The supervisor will then forward all reports to the Records Bureau for distribution.

- a. The recommendation of the field supervisor will not be considered as a notification to the victim for the purpose of change of status.
- b. It will be the responsibility of the investigative supervisor or designee to notify the victim of a change of status if they disagree with the report taker's recommendation.

3. Investigative Unit

- a. Upon receipt of the reports, the investigative unit supervisor will evaluate the facts of the case and assign it to an investigator as an "open" or "suspended" case.

Certain criteria are used for suspending investigative efforts or assigning cases. This is based upon research and documented experiences of other law enforcement agencies, using the Managing Criminal Investigations (MCI) concept, which includes degree of severity of the crime, availability of investigative resources and number of leads or solvability factors.

- b. Once the case has been assigned, the investigator will remain as the coordinator for the follow-up investigation. The following investigative techniques, at a minimum and if applicable, should be utilized by an investigator:
 1. Reviewing and analyzing all previous reports prepared in the preliminary phase, departmental records, and results from laboratory examinations;
 2. Conducting additional interviews and interrogations;
 3. Seeking additional information (from uniformed officers, informants);
 4. Planning, organizing, conducting searches, and collecting physical evidence;
 5. Identifying and apprehending suspects;
 6. Determining involvement of suspects in other crime;
 7. Checking suspects' criminal histories; and
 8. Preparing cases for court presentation.
- c. When a "suspended" case is assigned to a follow-up investigator, the investigator is not required to make any further investigative effort unless additional information or evidence becomes known.
- d. When an "open" case is assigned to a follow-up investigator, the investigator will exhaust all investigative leads throughout the investigation. If during the course of the investigation sufficient probable cause develops to prosecute the suspect, the investigator will submit the case to the District Attorney for prosecution.

If, however, all leads have been exhausted and sufficient probable cause to identify the suspect does not develop, the investigator will notify the supervisor, who will make a decision as to whether suspend or continue investigation of the case.

4. Follow-up Investigations

- a. Officers conducting follow-up investigation on criminal incidents or existing criminal investigations will notify the primary case investigator assigned to the case as soon as possible.
- b. All follow-up investigations by officers will be annotated in the investigative notes section of LRMS, or in an Officer's Report directed to the primary case investigator.
- c. Cases submitted for prosecution by units other than the unit primarily responsible for that type of follow-up investigation will include a Notes Not Intended for Discovery Form indicating the name of the submitting officer. This will provide a contact name to the prosecutor's office in the event further information about the case is required.

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CASE FILES

Case files will be maintained by investigative units on all cases that are open. They can be either hard copies which are kept at the investigator's desk or electronic copies in LRMS. Juvenile case files must be kept in a secured location. Case files should include, if applicable, copies of: incident reports; voluntary statements; case monitoring forms and evidentiary reports. Access to the case file, once assigned, will be limited to the assigned investigator(s) and that investigative unit's supervisory personnel. Case files will be forwarded to Records Bureau once the investigation has been completed or the case is suspended or closed. [Exception: Some cases that originate within specialized units (e.g., Narcotics, Intelligence, etc.) may be maintained within that unit when suspended or closed.] (6/00, 4/05) ■

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5/206.20 NARCOTICS DETECTION DOGS

The K-9 Detail maintains narcotics detection dogs trained to recognize and detect the presence of marijuana, cocaine, heroin, and methamphetamine. They are routinely used in the detection of narcotics at the airport, air freight terminals, bus terminals and other areas of mass public transportation. The dogs can be utilized in searching vehicles, residences and other structures.

Vehicle searches: Narcotics detection dogs can be useful in locating hidden compartments inside vehicles. Furthermore, a dog can be used to help solidify the obtaining probable cause for a vehicle, if need be.

Residence searches: Narcotics detection dogs can be useful in locating narcotics after the serving of search warrants, or on consents to search. By using the dogs on these searches, the search process can be sped up, hidden compartments can be found easily, and destruction kept to a minimum. It is important to call the dog in before officers begin their search. Once a house is searched thoroughly by officers, it makes it more difficult for the dog to locate narcotic substances.

Currency sniffs: Narcotics detection dogs can detect the odor of narcotics on currency. The dogs are useful in establishing a foundation for seizure, however, seizure cannot be justified on the response of a dog alone. Officers must have facts to suspect that the currency is the product of narcotic activities. This must be established prior to the dog's sniff of currency.

All requests for the narcotics detection dogs will be made through the Communications Bureau. When the dog handlers are not on duty, call outs will be made through the K-9 sergeant, or in his absence, the K-9 lieutenant. (8/88, 1/94) ■

**5/206.22 BIAS CRIMES
A.S. 42.1.4**

It is the policy of this department to quickly and thoroughly investigate all reported or observed crimes based on bias towards race/color, religion, ethnicity/national origin, sexual orientation, and mental or physical disabilities. These acts are extremely serious and the investigations shall receive priority attention.

DEFINITIONS

Bias Crime	A criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias against a race/color, religion, ethnicity/national origin, sexual orientation, or disabled group. Also known as a hate crime. NOTE: Even if the offender was mistaken in his/her perception that the victim was member of the group he or she was acting against, the offense is still a bias crime because the offender was motivated, in whole or in part, by bias against the group.
Ethnicity/National Origin Bias	A pre-formed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs, and traditions (e.g., Arabs, Hispanics, etc.).
Racial/Color Bias	A pre-formed negative opinion or attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes and/or hair; facial features; etc.) genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites, etc.
Religious Bias	A pre-formed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (Catholics, Protestants, Jews, atheists, etc.)

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Sexual Orientation Bias A pre-formed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals, etc.).

Disability Bias A pre-formed negative opinion or attitude toward a person or group of persons having mental or physical disabilities or impairments.

GENERAL

A crime shall not be deemed to be a bias crime unless the criminal act is motivated by such prejudice. For example, an assault committed against a homosexual person is not a bias crime merely because the victim is a homosexual. The evidence should consist of more than simply the race, religion, sexual preference, disability, or other characteristic of the victim. The crucial point is that a bias crime reflects a judgment about a societal group, as opposed to an ordinary criminal act.

PROCEDURE

Officer(s)

1. Responds to the scene and notifies immediate supervisor if the incident is a suspected bias crime.
2. Conducts the preliminary investigation of the incident and completes an Incident Report and other reports as appropriate.
3. Marks the appropriate box on the Incident Report to indicate it is a bias offense.
4. Ensures the victims receive a copy of the Victim's Information Guide, LVMPD 608.

Immediate Supervisor

5. Assists in the preliminary investigation and requests Communications to dispatch the area lieutenant to the scene of the incident.

Communications

6. Notifies the area lieutenant to respond to the scene of the incident.

Area Lieutenant

7. Confirms the incident is a bias-motivated crime.
8. Requests Communications to dispatch investigative personnel and notify the appropriate patrol division commander when a major incident (injury/death or significant damage) has occurred.
9. Explains to the victim(s) the likelihood of a criminal investigation based upon the information and solvability factors present.

Communications

10. Notifies the Gang Crimes Section during day and swing shifts, and the Major Crimes Detail on graveyard shift, to respond to a major incident.
11. Notifies the appropriate patrol commander of a major incident.

Gang Crimes Section (or Major Crimes Detail)

12. Responds to the scene of a major incident and conducts investigation or recommends other appropriate investigative or field action. Cases will be assigned to the appropriate investigative unit for follow up.

Plaza Desk Officers/Area Command Personnel

13. Contacts the area lieutenant when walk-in reports are bias motivated.

Investigative Details

14. Contacts the Gang Crimes Section when crimes already under investigation are determined to be bias motivated.

Records Bureau

15. Forwards copies of bias-motivated Incident Reports to the Gang Crimes Section.

Gang Crimes Section

16. Reviews reports and determines the validity of the bias crime.

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17. (Crime Analyst) Forwards valid bias crime reports to the Records Bureau for entry into the Uniform Crime Reporting (UCR) system.

Criminal Intelligence Section

18. Maintains liaison with local, state, and federal agencies for the exchange of bias crime information. (9/95, 3/03) ■

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5/206.23 *FIELD INTERVIEWS*
A.S. 15.1.1, 41.2.4, 42.2.1

It is the policy of this department to use the field interview as a valuable investigative tool which may discourage the commission of a crime, and may also help to identify the perpetrator of a crime that has occurred but is not presently known to the police.

Interviews shall not be conducted from vehicles and officers will assume positions during interviews that afford them adequate protection.

PROCEDURE

When a person is observed, who because of location, time, or circumstances, seems to the officer to be suspicious but sufficient cause for arrest does not exist, a permanent record of the event may be made. One method to accomplish this is the completion of the Field Interview Card, LVMPD 8. The person interviewed should be properly identified and their description and the circumstances of the interview documented on a Field Interview Card.

Bureaus/area commands assigned to the Patrol Division will be responsible for entering FI information into LRMS within 24 hours of that card being completed by the officer. All other divisions will forward the Field Interview Cards to the Crime Analysis Section for immediate entry. Once entered, the FI cards will be marked with slash from a pink highlighter across the front and then routed to the appropriate section/detail via inter-office mail.

The information will be available for inquiries by other organizational units. It will also be used, along with other reports, to update M.O. files. Updates to automated files will be made when subsequent field interviews, or other data, provide more current information on a subject.

Other uses and distributions of the Field Interview Cards are described in Sections 5/106.24 (Deserters), 5/201.12 (N.H.P.), and 5/202.05 (R.O.P.). (6/92, 9/99) ■

5/206.24 *INFORMANTS AND ASSOCIATED FUNDS MANAGEMENT*
A.S. 17.4.2, 42.2.9, 43.1.3, 51.1.1

This department realizes that confidential informants and confidential citizen sources are important to the satisfactory completion of many investigations. It is the policy of this department to provide, when appropriate, compensation for this information within a controlled system to avoid abuse and minimize adverse impact.

DEFINITIONS

INFORMANT: A person, who under the direction of an officer, and with or without expectation of compensation, furnishes information or provides a lawful service for the department.

CITIZEN SOURCE OF INFORMATION: A person, organization, or individual acting as an agent of an organization, not under the direction of an officer, who accepts monetary compensation for information. This person must not become a party to the investigation or a participant in a crime, e.g., an employee of an organization who through the normal course of his/her activities obtains information of value to law enforcement.

PROCEDURE

CRITERIA FOR USING AN INFORMANT

To establish a person as a new informant, the officer must create an informant file. If there is knowledge that the person has been an informant before, the officer will check Confidential Informant (CI) files for previous successes and LA CLEAR for “undesirable” information. As an informant, the person:

1. Must be in a position to measurably assist in a present or future investigation;
2. Will not, to the extent prudent judgment can be made, compromise department interests and activities;
3. Will accept the direction necessary to effectively utilize his/her services; and
4. Will be advised in writing by the officer prior to being utilized that:
 - a. Criminal law shall not be violated in gathering of information;

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- b. Informants shall have no official status, or act as such, implied or otherwise, as and agent or employee of the department; and
- c. Information provided may be used in a criminal proceeding, and the informant may be required to testify, and although all lawful means will be used to protect the informant's confidentiality, it cannot be guaranteed.

CRITERIA FOR USING AN INFORMANT WHO IS A FEDERAL OFFENDER

Any officer who wishes to use a federal offender as a confidential informant must follow the federal guidelines set down for dealing with these persons. The most current guidelines are:

1. The officer, through his agency, must submit a written report to the United States Probation Office outlining the justification for the use of a federal offender as a confidential informant. This request must include the proposed sponsoring agency's instructions to the offender, the sponsoring agency's proposed administrative controls, and an evaluation of any risk to the federal offender and to the community, with plans to address such risk. The request must document how the potential benefit to the government outweighs the risk of the offender's reinvolvement with criminal associates.
2. The sponsoring agency's request will be forwarded to the United States Probation Office with its recommendation to the U.S. District Court or U.S. Parole Commission for final approval before and federal offender will be allowed to work with the sponsoring agency. All parties must sign the "Confidential Informant Agreement."
3. The sponsoring agency must submit to the U.S. Probation Office a written progress report every thirty (30) days outlining the federal offender's activities. The request must specify the period of time (up to 90 days) for which the services of the offender are desired.
4. The sponsoring agency must immediately notify the U.S. Probation Office of any violations of the law or of the "Confidential Informant Agreement" by the federal offender.

CRITERIA FOR USING A CITIZEN SOURCE OF INFORMATION

To establish a person as a new citizen source of information, the officer must create a citizen source information file. If there is knowledge that the citizen source has provided information in the past, the officer will check the file for previous successes and LA CLEAR for "undesirable" information. As a citizen source of information, the person:

1. Has accepted money in exchange for information;
2. Must be in position to measurably assist in a present or future investigation;
3. Will not become directly involved in any investigation;
4. Provides information that could not have been obtained through their involvement in criminal activity; and
5. Must not have a serious criminal history (assessment and review to be conducted by the section/area command lieutenant).

JUVENILE INFORMANTS

Juvenile informants should generally be avoided because of liability factors. The following special precautions are to be taken with juvenile informants:

1. The section/field lieutenant must approve using juvenile informants.
2. Depending on the involvement, the lieutenant should consider consulting with the District Attorney's office regarding the juvenile's use.
3. Parents will be contacted for approval of the juvenile's use as an informant. (In writing if possible.)
4. Juvenile informants should not be placed in dangerous situations.

PRECAUTIONS WHEN USING INFORMANTS

An informant is a resource of the department, not an individual officer. Personal relationships with informants can compromise objectivity and are not in the best interests of the department.

1. Officer/informant contacts will be of a strictly professional nature. Extrinsic social or business contacts are expressly prohibited.
2. Contacts will be such that the informant's knowledge of department facilities, operations, activities, and personnel is kept to the minimum necessary to the informant's successful utilization.
3. At least two officers must be capable of contacting an informant. Whenever practical, two officers (or an officer and an officer of another enforcement agency) will be present at all contacts with the informant.
4. Defendant informant's cooperation will be brought to the attention of the appropriate prosecutor. No further representation or assurance may be given without approval. The prosecuting attorney shall have sole authority on

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the prosecution of a case against a defendant informant.

5. Informants will be searched before and after participating in undercover purchases in which official funds, controlled substances, or other items of potential evidentiary value are present. (The informant should be kept under continuous observation to ensure the validity and integrity of the evidence.)

PROTECTING THE INFORMANT'S IDENTITY

1. An informant's identity will not be discussed with any other informant.
2. The transfer of funds and signing of receipts in public meetings will be done discreetly with a second officer witnessing the transactions.

INFORMANTS WHO HAVE COMMITTED AN OFFENSE

1. Immunity from prosecution must be approved by the judge handling the case through the prosecuting agency.
2. Officers having knowledge of crime committed by an informant must notify their immediate supervisor to report the crimes to the section handling those cases.

INFORMANT FILE MAINTENANCE AND SECURITY

1. A bureau/area command master file consisting of individual informant files will be maintained by a designated informant file manager.
2. Informant names will be included in the master file whether or not they are being paid, and will be assigned a code to be used in all reports and transactions.
3. Master files will be maintained in locked files in a secure area accessible only to the informant file manager (and/or their designee) and the bureau/area commander.
4. Individual informant files will be approved and signed by the officer's supervisor and reviewed and signed by the section/field lieutenant.
5. Information provided by an informant will be documented in writing and notation made in the informant's file.
6. Informant files will contain copies of reports, to include the following:
 - a. Informant SCOPE printout (if applicable)
 - b. Current photograph
 - c. Cooperating Individual Agreement, LVMPD 161
 - d. Contributor Identification Record, LVMPD 162, including complete identifying and locating data, and other documents connected with the informant's establishment
 - e. Special Consent and Waiver of Liability, LVMPD 163
 - f. Statement of Expenses, LVMPD 166
 - g. Contributor's Receipt, LVMPD 167, kept on top of the file to show a summary of informant payments
 - h. Informant Contact Form, LVMPD 168
 - i. Undesirable Informant Report, LVMPD 169
 - j. Copies of all debriefing reports
 - k. Copies of signed statements by the informant. (Unsigned copies will be placed in the appropriate investigative file)
 - l. Correspondence on the informant, including any representation made on the informant's behalf, or any other non-monetary considerations furnished
 - m. Deactivation report
7. The C. I. Sign Out Log, LVMPD 164, shall be completed each time an individual file is withdrawn for review.

CITIZEN SOURCE OF INFORMATION FILE MAINTENANCE AND SECURITY

A separate file system will be set up for citizen sources of information.

1. A bureau/area command master file consisting of individual citizen source file will be maintained by a designated citizen source file manager.
2. Citizen source names will be included in the master file and will be assigned a code to be used in all reports and transactions.
3. Master files will be maintained in locked files in a secure area accessible only to the citizen source file manager (and/or their designee) and the bureau/area commander.
4. Prior to a citizen source being used, and when appropriate, paid, approval will be obtained from the field/section lieutenant.

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Partners with the Community***

5. Information provided by a citizen source will be documented in writing and notation made in the citizen source's file.
6. Citizen source files will contain copies of reports to include the following:
 - a. Citizen source SCOPE printout
 - b. Contributor Identification Record, LVMPD 162, including complete identifying and locating data, and other documents connected with the citizen source's establishment
 - c. Statement of Expenses, LVMPD 166
 - d. Contributor's Receipt, LVMPD 167, kept on top of the file to show a summary of source payments. This must be signed by the citizen source
 - e. Citizen Source Contact Form
 - f. All correspondence with reference to the citizen source, including any representations made on the citizen source's behalf or any non-monetary considerations furnished
7. The C. I. Sign-Out Log, LVMPD 164, shall be completed each time an individual is withdrawn for review.

UNDESIRABLE INFORMANTS

Persons classified as undesirables for use as informants include:

1. The mentally ill;
2. Persons convicted of violent or sexual assault crimes; or
3. Persons documented as having:
 - a. compromised an investigation;
 - b. revealed an officer's identity/compromised an officer's safety; or
 - c. supplied false information to an officer

Consideration may be given to the circumstances and time passed since the occurrence that would render an informant undesirable. Continued use of an undesirable informant will require the approval of the division commander or above. When an officer has information that will cause a person to be an undesirable informant, the officer will complete the Undesirable Informant Report, LVMPD 169, for the bureau/area commander's approval and retention in the bureau/area command master file. LA CLEAR will be contacted and the undesirable informant information will be entered into the database. The undesirable informant will be coded so as to provide information to other officers considering the use of the person as an informant. Codes will be established as in the following example:

Example: IN-97/1234 or CQ-97/1234

CS - Citizen Source	97 - Year of Entry
U - Undesirable	1234 - Requesting Officer's P#
I - Informant	
N - Units Identifier Letter(s)	
(N - Narcotics, Q - Intelligence, etc.)	

PURCHASE OF EVIDENCE

The purchase of evidence with imprest funds is a fundamental tool to further an ongoing criminal investigation. A request will be made to the appropriate level of supervision for imprest funds prior to any evidence purchase.

The following approval are required for imprest fund purchases:

1. Sergeant: up to \$1,000;
2. Lieutenant: \$1,001 - \$2,500;
3. Bureau/Area Commander: \$2,501 - \$5,000;
4. Division Commander: \$5,001 - \$10,000;
5. Assistant Sheriff: over \$10,000.

PURCHASE OF INFORMATION

1. Considerations for payments to an informant/citizen source:
 - a. Informant/citizen source develops information on a crime for which the department has not prior knowledge.
 - b. Informant/citizen source assists in an ongoing criminal investigation.
 - c. Informant/citizen source is/is not receiving compensation from another agency or source.

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2. The reliability of the information should be established prior to payment and the amount paid directly proportional to the value of the information.
3. A request will be made to the appropriate level of supervision for informant funds prior to agreeing to any payment. The following approvals are required for payments:
 - a. Sergeant: up to \$200;
 - b. Lieutenant: \$201 - \$500;
 - c. Bureau/Area Commander: \$501 - \$1,000;
 - d. Division Commander: \$1,001 - \$5,000;
 - e. Assistant Sheriff: over \$5,000;
4. A Contributor's Receipt, LVMPD Form 167, will be completed immediately upon payment to an informant/citizen source and will be signed by both the officer making the payment and a witness/supervisor, both will include date and time of signature.
5. A defendant in a pending criminal action who has agreed to give information in an agreement with the District Attorney may not be eligible for payment.

Department members will NOT use personal funds to purchase evidence and/or information.

RECEIPT OF PURCHASE OF INFORMATION

1. A Statement of Expenses, LVMPD 166, shall identify the exact amount paid to and received by the informant/citizen source payee on the date executed. Cumulative or anticipatory receipts or not permitted. Once the receipt has been completed, no alteration is allowed.
2. Expense sheets must be submitted to the bureau/area commander within 72 hours after making payments.

INFORMANT FILE/IMPREST FUND AUDITS

The Office of Quality Assurance is responsible for random/periodic audits of bureau/area command master informant/citizen source files/imprest funds to ensure compliance with department procedures. The Office of Quality Assurance lieutenant will notify the informant/citizen source file manager and/or the bureau/area commander when such audits occur. The Office of Quality Assurance lieutenant or appropriate designee will be allowed access to all information contained in the file. File audits are conducted independently of and in addition to the quarterly audits of funds by the Accounting Section.

ACCOUNTING AND CONTROL PROCEDURES

Imprest funds are reimbursed to users through the Accounting Section. A summary sheet indicating dates and total amount of transactions submitted for reimbursement, with a Statement of Expenses, LVMPD 166, and receipts and/or proof of payment (where applicable) for each transaction on the summary, must be forwarded through the chain of command to the Fiscal Director, Accounting Section. All deposits and withdrawals of imprest moneys are logged on the Imprest Account Balance Sheet, LVMPD 165, by the officer having signed for responsibility of imprest moneys in the unit. Account records and imprest funds are audited quarterly, per Fiscal Affairs Committee Resolution. (10/97, 5/06) ■

5/206.26 PROSECUTION DENIALS A.S. 42.2.3

When the District Attorney's Office sends a denial form to the unit submitting the case, the concerned officer's supervisor will review the case to determine:

1. If further evidence can be obtained in order for the case to be resubmitted for prosecution.
2. If there was mishandling of the investigation, which may indicate training or other needs required of the officer originally submitting the case. (1/92) ■

5/206.28 LOCATING AND RECOVERING STOLEN PROPERTY IN PAWN/SECONDHAND STORES A.S. 84.1.1 (a, c & f)

It is the policy of this department to maintain full control of stolen property recovered at pawn, secondhand, and gun stores by placing holds, impounding, and releasing property to the rightful owner upon completion of investigation.

Pawnbrokers, in accordance with NRS 646.030, must notify the police of all their transactions. Additionally, NRS 646.040 states that no property received in pledge by a pawnbroker may be removed from his place of business within 30 days of that

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notification unless the property is redeemed by its owner, or is seized pursuant to a written Property Hold/Release or Authority to Take Custody form signed by the District Attorney or designee.

DEFINITIONS

- Pawnbroker** Any person engaged, in whole or in part, in the business of loaning money on the security of pledge, deposits, or other secured transactions in personal property. Property received in pledge (loan) is regarded as a pawned item.
- Secondhand Dealer** Any person engaged, in whole or in part, in the business of buying and selling junk, melted metals, or secondhand personal property, including, without limitation antiques and collectibles. Personal property sold to a "secondhand dealer" or "pawnbroker" is regarded as a sold (buy) item.
- Secondary Owner** The pawn shop from which the property was impounded, and which is legally entitled to the property if the true owner cannot be located.

PROCEDURE

This procedure establishes methods to control property in cases involving an ownership dispute, property described as stolen in an incident report, property used in the commission of a crime, and for any other reason which will aid in the completion of police investigations.

Pawn Detail

1. Places a hold on property described on a pawn/secondhand buy ticket with a particular store when that property is matched with an incident report on stolen property, or with a suspect.
2. Records all pertinent information on the Property Hold/Release or Authority to Take Custody form, including the event number, detail handling the incident, date of hold, and the name(s) of the store clerk(s) writing the ticket and with whom the hold was placed.
3. Forwards a copy of the Property Hold/Release or Authority to Take Custody form to the investigator assigned to the case to advise that the hold was placed.
4. Logs information on the monthly Pawn Hold Log and places copies of the ticket and Property Hold/Release or Authority to Take Custody form in the appropriate files.
5. Redirects the Property Hold/Release or Authority to Take Custody form to the case investigator after 75 days with a cover letter stating that the investigator has 15 days to check on the disposition of the property and return, advising if the hold should be released or the property impounded.
6. Notes on the Pawn Hold Log when the hold was released or property impounded within 90 days.
7. Forwards a copy of the Property Hold/Release or Authority to Take Custody form to the store advising when the hold is released.
8. Directs the completed Property Hold/Release or Authority to Take Custody form with the investigator's instructions and disposition to the Records Bureau Event File.

Patrol Division

9. Contacts the Pawn Detail to place a hold when locating property identified as, or suspected of being, stolen property.
10. Completes an Officer's Report establishing the probable cause for the hold and forwards copies to the Financial/Property Crimes Bureau and the Pawn Detail.

Appropriate Investigative Unit

11. Advises the Pawn Detail of all pertinent information to annotate the Pawn Hold Log when a hold has been placed.
12. Advises the Pawn Detail if the property does not belong to the victim so the release may be entered on the Pawn Hold Log.
13. Determines if property is pawned or sold.
 - A. Pawned property
 - 1) Contacts victim/owner to meet investigators at the store to identify property. Verifies the victim/owner

***Las Vegas Metropolitan Police Department
Partners with the Community***

wants to prosecute.

- 2) Indicates on the Property Hold/Release or Authority to Take Custody form the disposition of the property by placing a check mark on the appropriate box.
 - 3) Completes victim and witness statements and any other reports needed for prosecution of the case.
 - 4) Arranges for release of the property in one of the following ways (obtains photographs and documents appraisal value, if needed).
 - a. Victim/owner meets at pawnshop for release.
 - b. Victim/owner meets at a department facility for release.
 - c. Impounds the property in the Evidence Vault, leaving a copy of the Property Hold/Release or Authority to Take Custody form and a copy of the Property Report, LVMPD 67.
- B. Sold property
- 1) Impounds stolen or evidence property in the Evidence Vault when located in a pawn shop or secondhand store.
 - 2) Presents a copy of the LVMPD 67, Property Report, to the store representative.

NOTE: When field officers or investigators complete the LVMPD 67 for pawned or sold stolen property, the first line of the "Circumstances" section of the report will be annotated with "Secondary Owner," followed by the name and address of the pawn shop from which the property was impounded.

14. Releases, according to law, all property remaining in the store to the rightful owner upon the closure of a case.
15. When a victim chooses not to prosecute an identified suspect, indicates on the Property Hold/Release or Authority to Take Custody form the date of release for property at the store. (The victim will be responsible for paying the loan amount for release of the property.)
16. (Firearms Detail) Forwards information, upon receipt of a pawn ticket for a stolen firearm or a firearm pawned by an ex-felon, to the Firearms Section investigative supervisor, and establishes a 90 day hold period through the Pawn Detail.
17. (Firearms Detail) Sends a letter to the pawn shop notifying them that the hold will automatically be removed after 90 days.
18. (Firearms Detail) Provides the LVMPD 67 to the pawn shop upon the determination that a pawned firearm matches a reported stolen firearm from another jurisdiction, and impounds the firearm.
19. Completes Property Hold/Release or Authority to Take Custody form within 90 days of the police hold and forwards to the Pawn Detail.
20. Completes an LVMPD 70, Case Clearance Report, when the case is concluded and property is being held in the Evidence Vault.

Evidence Vault

21. Releases the impounded property, upon receipt of a Case Clearance Report, LVMPD 70, to:
 - a. the rightful owner, or
 - b. the pawn shop owner, when listed as the "secondary owner" of the property on the LVMPD 67, when the true owner cannot be contacted. (11/99, 12/01) ■

***Las Vegas Metropolitan Police Department
Partners with the Community***

5/206.30 REQUESTING INFORMATION FROM PUBLIC UTILITIES

It is the policy of this department to request information from public utilities when necessary to further criminal or civil investigations.

PROCEDURE

Non-emergency Requests

In accordance with NRS 704.201, to further criminal or civil investigations, the department may submit written requests to public utilities for disclosure of names and addresses of persons listed in their customer records.

The request shall be made in writing on department letterhead, with no more than five (5) inquiries per request, and shall contain:

1. The social security number of the subject about whom the request is made (if available);
2. A statement that the request is made to further a criminal or civil investigation being conducted by the department;
and
3. The signature of the bureau/area commander, or designee.

The information on contact persons at the various utilities is available from the commanders.

Emergency Requests

While the statute requires information requests to be in writing, the utilities will honor emergency phone requests. Any requests of an emergency nature must be made by a lieutenant.

Officer

1. Contacts a lieutenant for approval, explaining the nature of the emergency phone request.
2. Provides an event number if assigned.

Lieutenant

3. Contacts the communications supervisor (extension 3810), if the request is approved, to make the emergency phone request through the appropriate utility's security personnel.
4. Provides the supervisor with the telephone number, details of the emergency, and the officer's event number, if assigned. Exception: During a hostage, barricaded subject, or similar high-profile incident, the communications supervisor may initiate this request instead of the lieutenant.

Communications Supervisor

5. Contacts the utility's security personnel for information using the approving lieutenant's P#.
6. Updates the existing event or creates an event, after receiving the information from the utility, routes the event to I3, then cancels it using disposition "G." Any event updated or created will include the approving lieutenant's name, P#, recall number, and details of the emergency telephone request.
7. Recalls the approving lieutenant with the information received from the utility.
8. Forwards a copy of the event to the Communications Bureau Director of Operations. (11/93, 9/96) ■

***Las Vegas Metropolitan Police Department
Partners with the Community***

5/206.32 *REQUEST FOR POLYGRAPH FOR CRIMINAL/INTERNAL INVESTIGATIONS*
A.S. 42.2.8, 52.1.7

It is the policy of this department to use all means necessary to ensure a successful conclusion to all investigations. One tool available to investigators is the polygraph examination. When a thorough investigation leads to a suspect or a limited number of suspects, the polygraph examination can be used to assist the investigator in focusing the investigation.

PROCEDURE

Investigator

1. Attempts to gather as many facts or specifics in the investigation as possible to identify the potential benefit of a polygraph examination and assist the examiner.
2. Contacts the Polygraph Section of the Personnel Bureau and discusses the case information with a polygraph examiner.
3. Obtains a tentative examination date for the polygraph from the examiner.
4. Completes a Request for Polygraph, LVMPD 248, (automated form) ensuring all pertinent information is included.
5. Coordinates the examination date with the suspect(s)/witness(s) and the examiner and provides pertinent information to the suspect/witness.
6. Attends or remains available during the time of the examination.

Polygraph Examiner

7. Reviews case information with investigator and ensures the test is lawful and meets all professional standards.
8. Schedules a tentative examination date with the investigator.
9. Receives Request for Polygraph from the investigator and prepares the examination.
10. Administers the examination.
11. Evaluates charts and makes a determination of finding.
12. Completes a written report of the examination and forwards to the requesting investigator. (2/00) ■

5/206.34 *REQUESTS FOR TECHNICAL/ANALYTICAL ASSISTANCE*

It is the policy of this department to use all means necessary to ensure all investigations are thorough and complete. Additional tools available to investigators are technical and analytical assistance (e.g., pen registers, audio/video surveillance, video tape copies and enhancements, etc.). In addition to the traditional means of investigation, the Technical/Analytical Section can assist in focusing the investigation on a particular suspect or suspects.

PROCEDURE

Investigating Officer

1. Gathers as many facts or specifics in the investigation as possible.
2. Obtains approval of immediate supervisor to request Technical/Analytical Section assistance. Exception: All pen registers and requests that involve public or governmental officials require the approval of a lieutenant or above.
3. Completes a Technical/Analytical Service Request, LVMPD 273, (automated form) ensuring all pertinent information is included and appropriate approval signatures are obtained.

Immediate Supervisor/Lieutenant

4. Discusses the case information and request for technical/analytical assistance with investigating officer and signs Technical/Analytical Service Request, if approved.

Technical/Analytical Supervisor

5. Reviews the case information and ensures the request is lawful and appropriate.
6. Assigns personnel to fulfill the request. (4/00) ■

***Las Vegas Metropolitan Police Department
Partners with the Community***

5/206.36 *COMPUTER SEIZURES*
A.S. 42.2.3d, 83.2.5

It is the policy of this department to ensure special precautions are taken when seizing computers, or other such electronic equipment, in order to minimize the potential for loss of stored data and to protect its evidentiary value.

Search warrants are required. A warrant is required to seize a computer and a warrant is required to search the drives and files of a computer. Officers responding to scenes where computer equipment is likely to be seized should immediately preserve the area for processing. Under no circumstances should suspects, or others, including law enforcement personnel not directly involved in the evidence gathering, be permitted to touch the equipment or related evidence. Computer data can be severely damaged due to improper shutdown procedures. Computers can also be pre-programmed to erase or destroy data if startup or shutdown procedures are not followed.

The Electronic Crimes Unit of the Financial/Property Crimes Bureau investigates crimes when a computer is the actual target of a criminal act, such as hacking or denial of service cases. The Internet Crimes Against Children Detail (ICAC) of the Crimes Against Youth/Family Bureau investigates child sexual exploitation when a computer or the Internet is involved, to include child pornography, luring a child, interstate travel for sex with a child, and related offenses. Both details are available 24 hours a day through Communications for assistance with computer seizures.

Supervisors of the respective units will determine the necessity of an immediate response. The appropriate unit should also be called upon for instructions or assistance in photographing and diagraming the equipment layout and surrounding area, the labeling of equipment and cables, as well as for the collection of peripherals, manuals, documents, and notes.

The Electronic Crimes Unit and the ICAC Detail may also assist requesting units in the drafting of search warrants and subpoenas, technical assistance, and in the completion of detailed investigations/forensic investigations of computers and/or Internet activity. (11/03, 10/04) ■

Las Vegas Metropolitan Police Department
Partners with the Community

5/207.00 DRIVING/VEHICLE PROCEDURES

5/207.02 CODE "3" DRIVING
See Critical Policies/Procedures 6/012.00

5/207.04 VEHICULAR PURSUIT
See Critical Policies/Procedures 6/014.00

5/207.06 PATROL VEHICLES AND EQUIPMENT
A.S. 41.3.1, 41.3.2, 53.1.1

Vehicles used in routine and general patrol will be painted black and white. They will also be conspicuously marked as law enforcement vehicles so as to be visible from every view and from long distance, even at night. This will include the following markings in reflective-type material on vehicles:

1. The LVMPD name and insignia on both sides;
2. The word POLICE on both sides and rear;
3. The EMERGENCY 9-1-1 number on both rear quarter panels;
4. The non-emergency 3-1-1 number on the upper panels behind the rear doors;
5. The vehicle identification number on front and back;
6. The phrase, "Partners with the Community";
7. The term, "Metro Police" on the top of the front push bumpers;
8. The phrase, "CRIME STOPPERS 385-5555" on the rear door windows;
9. The website address, "www.lvmpd.com" on rear of vehicle, driver's side of the trunk;
10. A decal of the Flag of the United States on the rear of the vehicle.

All Patrol vehicles will be equipped with all communication and emergency equipment authorized by the Patrol Division. Officers will fill out a Vehicle Condition Report, LVMPD 47, at the beginning of each shift. Officers will be responsible for recording any discrepancies such as safety problems, poor performance, damage, or missing items, according to the legend on the report. Officers will replenish depleted or damaged items by contacting the service aide or supervisor at their area command. If necessary, an explanation should be made in the space for comments. (Note: If traffic cones are loaned to another officer and not returned before the end of the shift, that officer's name and vehicle number will be noted on the LVMPD 47.) Vehicle Condition Reports will be turned in for supervisory review before the end of the shift.

Any condition existing in a vehicle that affects its safe operation will be immediately taken out of service and red lined. Also, vehicles with defective emergency or communications equipment will have the item(s) immediately repaired or replaced, or the vehicle will be red lined.

Patrol supervisors are responsible for conducting periodic spot inspections of vehicles assigned to their personnel. This will ensure the serviceability of vehicles and equipment, and the accountability of assigned items. (3/02, 12/04) ■

5/207.08 DEPARTMENT TAKE-HOME VEHICLES
A.S. 17.5.2, 41.1.4

It is the policy of this department that only qualified, specified employees may take LVMPD vehicles home when assignment warrants such a vehicle and authorized to do so by the Undersheriff, based on the following criteria. The use of such vehicles will be restricted to regular duty assignments, to and from duty, and for the unscheduled performance of official duties. Requests from all employees requiring a vehicle assigned 24-hours for operational purposes will be reviewed by the Fleet Committee, with approval from the Undersheriff.

Take home vehicles are not intended to take the place of the employee's personal transportation and are assigned to the employee for official business purposes only. Unauthorized use will result in disciplinary action. Non-department employees are authorized in a department take home vehicle only when required for the performance of duty, or necessary to transport the non-department employee to a location to facilitate the employee responding to a duty function in a timely manner (Example; taking or picking up children to or from school on the employee's way into work).

Management personnel, including appointed personnel, Directors and above, who require frequent use of a vehicle for official business, but do not qualify for a take home vehicle will be compensated with a vehicle allowance. This allowance will be

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established and approved by the Sheriff. The compensation will be reflected in the employee's W-2. Employee's receiving a vehicle allowance will not be authorized for a department take-home vehicle.

Employees requesting a take home vehicle will complete the Take-Home Vehicle Request, LVMPD 358, submitted through their chain of command. Upon approval by the bureau/area commander, a Take-Home Vehicle Authorization Form, LVMPD 136, and completed Take-Home Vehicle Request will be sent to the Fleet Committee. The committee will: ensure consistency with LVMPD fleet procedures and vehicle purchase criteria; evaluate the job duties with the take home vehicle criteria, and; forward a recommendation to the Undersheriff through the employee's chain of command for final approval. Fleet Services will maintain a record of these documents.

CRITERIA FOR AUTHORIZATION

Note: Captains and above are exempt from the criteria as these positions qualify based on each position maintaining 24-hour operational responsibility, are required to respond at any hour due to certain OPCODE operational levels, are often responsible for operations and personnel at multiple locations, and are considered key operational personnel.

Each bureau commander will review and assess the take home vehicle criteria balanced with each individual employee's need for a take home vehicle. This will be based on the individual employee's job duties. Vehicles will not be assigned based solely on the employee's overall bureau operational requirements. Any employee considered for a take home vehicle must need that vehicle during the majority of the 40-hour work week for unscheduled duty. Bureau commanders will consider the use of vehicle sharing strategies. (Example: Two employees normally working together sharing one vehicle.) and part time take home vehicle assignments where full-time take home vehicle requirements are not met for individual assignments and/or where operations permit.

Lieutenants and above assigned take home vehicles will be assigned sedan type vehicles. Those meeting the requirements for other specialized vehicles will be only be approved on a case by case basis through the take home vehicle approval process. (SWAT, Traffic, Search and Rescue, Residents, Emergency Management are exempt from this section.)

The following requirements must be met for authorization of a 24-hour vehicle assignment:

1. Employees assigned a take home vehicle must reside within the urban jurisdiction of LVMPD. The urban area is considered a 25-mile radius of Clark County beginning at Sahara and Valley View. (This includes motorcycles, Resident officers are exempt);
2. 24 hour operational responsibility;
3. 24 hour on call status based on the actual frequency of call outs;
4. Required for regular unscheduled duty outside the normal hours and based on the actual frequency of such unscheduled duty. (Unscheduled duty can be compensated by pay, time off, or adjusted shifts in operations where the duty time fluctuates based on the type of activities);
5. Responds to multiple locations while assigned;
6. Responds to various locations throughout LVMPD's jurisdiction;
7. Does not respond to normal work place when called out;
8. Assignment requires specialized vehicles (Not required);
9. Assignment requires specialized equipment (Not required).

APPROVED USE OF TAKE-HOME VEHICLES

There will be no use of alcohol during the operation of a department vehicle except as outlined in Department Manual section 4/103.09. Employees will not operate department vehicles if intoxicated or impaired by the use of alcohol or drugs (i.e. medications). Employees found intoxicated operating a department vehicle and have damaged property may be held financially responsible for all LVMPD costs incurred.

PROCEDURE

Bureau/Area Commander

1. During preparation of the annual internal audit (5/102.06), surveys assignments and determines the need for take-home vehicles based upon criteria for assignment.
2. Ensures each employee requesting a take home vehicle completes the Take-Home Vehicle Request.
7. Forwards approved requests to the Fleet Committee.

***Las Vegas Metropolitan Police Department
Partners with the Community***

Fleet Committee

8. Reviews the request and forwards to the Undersheriff through the division/office commander and assistant sheriff.
9. Forwards the recommendation to the Undersheriff through the requesting bureau's chain of command.

Division/Office Commander

6. Recommends approval/denial of the request, adding comments if appropriate, and forwards through the chain of command to the Undersheriff, for authorization.

Undersheriff

7. Approves/denies the request, adding comments if appropriate.
8. Forwards copies of documentation to the requesting division/office commander and forwards original documentation to Fleet Services.

Fleet Services

9. As part of the Fleet Committee, maintains all completed Take Home Vehicle forms and other forms associated with take home vehicle requests.

REVIEW AND REPORTING

Immediate Supervisor

1. Conducts a monthly review of any vehicles assigned as a take-home vehicle to ensure the proper use, care, mileage and continuing need.
2. Reports any changes or deficiencies to the bureau/area commander.

Bureau/Area Commander

3. Ensures take-home vehicles are adequately maintained, and mileage is consistent with designated responsibilities.
4. Advises the division/office commander and Undersheriff of any recommended changes concerning the assignment of take-home vehicles.

Division/Office Commander

5. Informs the Undersheriff, through the chain of command, of any changes in the assignment of take-home vehicles. (2/95, 12/04) ■

5/207.09 USE OF PRIVATELY OWNED VEHICLES ON POLICE BUSINESS

A.S. 17.4.2d

Members will not use their privately owned vehicle for operational law enforcement activities (i.e. serving search warrants, making arrests, transporting prisoners, etc) without specific written authorization from their office or division commander. Members who require a vehicle for operational law enforcement activities should utilize bureau pool vehicles first, if available, or contact Fleet Services for use of a fleet pool vehicle.

Members requiring a vehicle for business related activities (i.e. travel to meetings) should utilize available bureau pool vehicles. Members who are occasionally required to use their personal vehicle while on duty for such business matters will be compensated at the standard IRS acceptable rate by submitting a Mileage Reimbursement Request, LVMPD 359, through their chain of command (to the bureau/area command level) to Accounting. This form may also be used for parking reimbursement and will be submitted monthly, there is a minimum reimbursement threshold of \$10, observe the directions on the form. If the \$10 minimum reimbursement threshold is not met on a monthly basis, the form may be submitted quarterly.

In the case of a vehicle accident involving a department member during on-duty use of their privately owned vehicle, the member's private vehicle insurance is considered primary. (7/75, 12/04) ■

Las Vegas Metropolitan Police Department
Partners with the Community

5/207.10 TIRE DEFLATION DEVICES
A.S. 41.2.2

It is the policy of this department to make decisions regarding vehicular pursuits with the primary goal of safety to innocent citizens, officers, and whenever possible, those attempting to flee. Tire deflation devices, when properly utilized, offer an alternative to a pursuit or of bringing about the safe resolution of police pursuits under controlled conditions.

PURSUIT TERMINATION DEVICE

A tire deflation device causes the controlled release of air from the tires of the target vehicle, thus permitting the driver to remain in control and to bring the vehicle safely to a stop. The device is provided for use only by officers who successfully complete a department training program in conjunction with the manufacturer.

Tire deflation devices will be provided in sufficient numbers to eliminate the need for units not directly involved in a pursuit to caravan, parallel, or otherwise attempt to join a pursuit in violation of Department Manual Section 6/014.00. Tire deflation devices will not be used:

1. When transporting prisoners or other non-police personnel.
2. To resolve pursuits involving motorcycles.
3. When fleeing suspect(s) have demonstrated a clear intent to injure officers, using the fleeing vehicle or other deadly weapon, unless effective cover is available at the deployment location.

Deploying Officer

1. Determines a suitable deployment location estimated to be in the path of the suspect vehicle.
2. Uses radio transmissions, when possible, to inform pursuing units of exact location and intent to deploy a tire deflation device.
3. Deploys the tire deflation device, and moves to a position of safety, preferably a location which provides both physical protection from the approaching suspect vehicle and concealment.
4. Retracts the device immediately following passage of the suspect vehicle to avoid damage to police units and other vehicles.

Documentation

1. The officer will document the use of the tire deflation device in the Arrest Report and related reports, the Vehicular Pursuit Report, LVMPD 174, and the Stop Stick Pursuit Reporting Form.
2. The Stop Stick Pursuit Reporting Form must be completed to ensure warranty replacement of the device following deployment. Replacement is mandatory when the device is struck by any vehicle.
3. The Stop Stick Pursuit Reporting Form will be submitted to the officer's immediate supervisor by the end of the shift for delivery to the bureau/area commander.
4. Bureau/area commanders will ensure the form is faxed to Stop Stick Ltd., and that a replacement device is received.

Damage to Vehicles/Equipment Other than the Suspect Vehicle

The proper use of a tire deflation device will minimize the risk of injury to persons and unintended damage to police vehicles and other vehicles not involved in the pursuit. After use, officers will make every attempt to immediately remove the tire deflation device from the roadway in order to avoid such unintended damage.

If a department vehicle is damaged, the officer responsible for the vehicle will request assistance and document the incident in accordance with department procedures.

If a vehicle belonging to an uninvolved citizen is damaged, the Patrol Division Watch Commander will respond to:

1. Offer the citizen alternative transportation, if available and necessary.
2. Offer to tow the damaged vehicle at department expense, using the duty service, to an LVMPD contract repair facility, or if the citizen insists, to a facility of the citizen's choice, or repair/replacement at the earliest opportunity.
3. Inform the Risk Manager, via Communications, of the damage and location where the vehicle will be towed. (The Risk Manager will determine if a response is necessary.)
4. Instruct the citizen to contact the Risk Manager the next work day to arrange reimbursement.

Las Vegas Metropolitan Police Department
Partners with the Community

PURSUIT PREVENTION DEVICE

A tire deflating device can also be used to prevent a pursuit from occurring and is used on stationary target vehicles. The pursuit prevention device works in much the same manner as the pursuit termination device described above in that it deflates a target vehicle's tire thus, should a pursuit begin, it will be brought to an end safely and quickly. Potential uses include any situation when the target vehicle is stationary, such as warrant service, SWAT situations, stake-out of a stolen vehicle or a felony vehicle.

Deploying Officers (Only those trained in the proper deployment of the pursuit prevention device are authorized users)

1. Considers the tactical feasibility of deployment. Because an officer must walk up to the vehicle, deploying the pursuit prevention device may not be a possibility given safety factors.
2. Places at least one device (or two, if possible) approximately six inches in front of and/or behind the tire which is least likely to be observed by the suspect approaching the vehicle.
3. After deployment, places himself in a strategic location which will allow for a rapid response in order to take the suspect into immediate custody.

Should the pursuit prevention device fail to deflate the target vehicle's tire, it is incumbent of the officer to follow the current department pursuit procedure to determine if a pursuit is warranted or should be discontinued. If an arrest follows the use of the device either immediately or after a pursuit, a notation should be made in the Arrest Report to indicate the device was used and under what circumstances.

The pursuit prevention device should be removed from the roadway once the situation is resolved. These devices must be repaired or replaced after deployment (similar to the pursuit termination device). (4/01, 3/03) ■

5/207.12 WATCH YOUR CAR PROGRAM
A.S. 42.1.4, 45.1.1, 45.2.1(f)

The Watch Your Car (WCAR) program is an effective tool in combating auto theft and auto theft related crime in many jurisdictions. The basic premise of the program is that a large number of vehicles are stolen between 0100-0500 hours from driveways while owners are sleeping. Citizens who are not typically on the road during these hours can register their car with LVMPD. If their car is observed on the roadway during these hours an officer may, without additional reasonable suspicion, conduct a vehicle stop. Participating vehicles are identified by front/rear window stickers as well as entry into WVS.

PROCEDURE

Area Command Personnel

1. Upon request of a citizen and after ensuring they are a resident in the LVMPD jurisdiction, completes the WCAR Application, LVMPD 327 (available as a template on the network).
2. Completes a records check on the vehicle to include DMV, NCIC and CJIS.
3. Attaches the stickers to the applicant's vehicle to ensure the stickers are attached to the correct vehicle and in the correct location.
 - a. There are two stickers per vehicle. The round sticker is attached to the REAR window on the driver's side (lower left corner). The rectangular sticker is attached to the FRONT windshield on the driver's side (lower left corner).
4. Enters the vehicle information into the MPWV-WCAR file and forwards all paperwork to the Viper Detail for maintenance of records.
 - a. If the registered owner is hearing impaired, makes that notification in the MPWV-WCAR file and includes owner's fax number for notification purposes.

Officer

5. Upon observing a vehicle with WCAR stickers on the roadway between the hours of 0100 and 0500 may, without additional reasonable suspicion, conduct a vehicle stop.
 - a. MPWV status can be checked by running a records check on the plate or the VIN.
 - b. Uses care when conducting the car stop on WCAR participants as with all vehicle stops, but WILL NOT conduct a felony car stop unless additional articulable factors are present.
6. Attempts to determine the identity of the driver and occupants. If the registered owner is not present, investigates to determine if the occupant has permission to have the vehicle. The WCAR information will contain at least two telephone numbers, or a fax number if the owner is hearing impaired, where the owner can be reached. This

***Las Vegas Metropolitan Police Department
Partners with the Community***

information can be accessed through MPWV-WVS.

7. If permission from the owner has been granted for the occupant to be in possession of the vehicle, barring additional criminal information gained during the vehicle stop, allows the occupants to leave with the vehicle. Every attempt will be made to reach the registered owner, however, unless additional factors or additional probable cause are developed during the vehicle stop investigation, the occupants will be FI'd and the vehicle WILL be released to the driver if the registered owner(s) cannot be reached.

Communications

8. Receives an MPWV-WVS notification when an officer runs, through the MDT, plates of a WCAR participant and advises the unit of the program participation during the hours of 0100-0500. (Since the program is enforceable only between the hours of 0100-0500, notification during other hours is not necessary.)
9. When requested by a unit, attempts to make telephonic or fax contact with the registered owner via the telephone numbers listed on the MPWV-WCAR notification.
 - a. If unable to make contact with the registered owner, notifies the requesting officer of such.
 - b. The unit can request that an event be created for an officer to respond in person to attempt to contact the registered owner.

Area Command Personnel

10. If requested by a citizen to be removed from program participation, completes the WCAR Program Registration Deletion form, LVMPD 327a, and obtains signature of the registered owner.
 - a. Personally removes the stickers from the citizen's vehicle.
11. Enters the deletion information into the MPWV-WCAR file and forwards all paperwork to the Viper Detail.

VIPER Detail

12. Maintains all original applications and deletions in the VIPER/Auto Theft offices.

POLICE RECORDS PERSONNEL

13. If a Watch Your Car Program participant reports their vehicle stolen, the MPWV-WVS personnel prints the WCAR entry and then deletes it from WCAR.
14. Enters the stolen vehicle information into WVS, per department policy, with a notation that the WCAR entry was printed and deleted.
15. MPWV-WVS personnel prints the entry, attaches it to the WCAR entry and forwards all paperwork to the VIPER detail. (8/03, 11/04) ■

***Las Vegas Metropolitan Police Department
Partners with the Community***

5/208.00 FIREARMS PROCEDURES

**5/208.01 FIREARMS COMMITTEE
A.S. 33.1.1**

It is the policy of this department that the Firearms Committee shall have the responsibility for evaluating weapons, ammunition, and associated training programs, and for submitting recommendations for changes to the Human Resources Division Commander.

GENERAL

The Training Bureau Commander shall serve as the permanent chairperson of the Firearms Committee. Members of the committee shall include the following: the Firearms Range Supervisor, a Firearms Specialist, the Supply Section Administrative Manager, a Detention Services Division Training Section member, a SWAT Unit member, two Investigative Services Division members, two Patrol Division members, two Special Operations Division members, and a member of the Forensic Lab.

PROCEDURE

Firearms Committee Chairperson

1. Contacts appropriate commanders to ensure all committee positions are filled, with replacements and alternates assigned as necessary.
2. Notifies committee members of meetings, quarterly or as required.

Firearms Committee

3. Evaluates handguns, rifles, and shotguns, as well as ancillary equipment and ammunition, prior to department use.
4. Reviews relevant factors that impact the instruction, testing, and evaluation of firearms training programs involving both commissioned and civilian members.
5. Considers the following, along with other factors, in completing the evaluation process:
 - a. New laws and court decisions
 - b. Inspection and staff reports
 - c. Consultations and meetings with other members
 - d. Field observances
 - e. Physical facilities
 - f. Training evaluations and Training Committee reports
 - g. Potential training deficiencies identified through internal investigations
6. Ensures each firearms training program is based on an appropriate job task analysis, with a published lesson plan indicating:
 - a. performance and job-related objectives;
 - b. content of the training and specification of the appropriate instructional techniques;
 - c. identification of any tests used in the training process; and
 - d. criteria for satisfactory performance.

Firearms Committee Chairperson

7. Prepares an annual evaluation report based on recommendations of the committee.
8. Submits the evaluation to the Human Resources Division Commander.

HRD Commander

9. Considers recommendations made by the Firearms Committee and directs the Training Bureau to implement approved changes.

Training Bureau

10. Ensures the timely implementation of changes approved by the Division Commander. (5/97, 8/99) ■

**Las Vegas Metropolitan Police Department
Partners with the Community**

**5/208.02 AUTHORIZED FIREARMS & ASSOCIATED EQUIPMENT
A.S. 1.3.9, 1.3.10**

HANDGUNS

Members authorized to carry firearms are allowed to carry the following categories of handguns approved for department use:

I. Duty Handgun

Department-issued or personally-owned semi-automatic handgun carried on/off duty. Weapon must be approved by the Firearms Training and Tactics Unit and found to be serviceable as a duty weapon. Approved duty handguns must be standard factory productions with no modifications and meet the following requirements:

Manufacturer:	Beretta	Colt	Glock	Wilson
	Heckler & Koch	Kimber	Paraordnance	
	Ruger	Sig Sauer	Smith & Wesson	
	Springfield	Steyr	Unertl	

Firing Mechanism: Traditional double to single action
Single action
Safe action
Double action only

Caliber: 9mm
.40 Smith & Wesson
.45 ACP

Barrel Length: At least 3.5 inches and not to exceed 6 inches

Finish: Blue/Black
Stainless Steel
Metro Green

Grips: Hi-impact plastic or rubber, black in color, or wood, designed to be used with either hand.

Ammunition: Department issued

II. Alternate Duty Handgun

Department-issued or personally-owned handgun carried on/off duty while assigned to an investigative detail or special/undercover assignment. Approved alternate duty handguns must meet the following requirements:

Caliber: 9mm
.40 Smith & Wesson
.45 ACP
.38
.380

Ammunition: Department Issued

III. Off-Duty/Backup Handgun

Personally-owned handgun carried in addition to the duty handgun or while off-duty. Off-duty/backup handguns are required to be concealed when carried. Approved off-duty/backup handguns must meet the following requirements:

Caliber: .45 ACP or smaller

Ammunition: Must be provided by employee and must be commercial manufacture, American made, consistent with department issued ammunition. If the employee desires to carry .357 magnum ammunition, they must use that ammunition to qualify.

***Las Vegas Metropolitan Police Department
Partners with the Community***

AUTHORIZATION FOR HANDGUNS

Member

1. Members wishing to change their handgun choice must present the handgun to the Firearms Training and Tactics Unit (F.T.T.U.) for inspection for suitability and must show proficiency in the use of the handgun by successfully completing the handgun qualification course.
 - a. Police Recruits must advise the academy staff of handgun choice to be used.
2. Submits an Application for Special Weapon, LVMPD 123.
3. Successfully completes academy firearms training or the handgun qualification course.

Firearms Training and Tactics Unit

4. Upon successful completion of academy firearm training and/or the handgun qualification course and inspection of the handgun, signs and forwards the Application for Special Weapon to the member's bureau/area commander.
5. Maintains a file listing the members authorized to carry handguns and all information concerning their handguns.

Bureau/Area Commander

6. Approves the member for carrying the handgun by signing the Application for Special Weapon.
 - a. If disapproved, notifies the member of the reason(s).
7. Distributes the Application for Special Weapon as indicated on the form.

If a handgun is discharged and turned over to Internal Affairs or Homicide for investigation, the member will check out a department firearm, magazines, leather and ammunition from that respective unit until their firearm is returned. The member must qualify with the department firearm prior to returning to duty. If the range is closed the F.T.T.U. supervisor can be paged for response to the range for qualification. When the original handgun is returned, the department handgun must be inspected by the F.T.T.U. for cleanliness and serviceability prior to being returned to the issuing unit (IAB or Homicide).

SHOTGUNS

The department issue shotgun is the Remington 870 12 gauge shotgun. Officers are allowed to carry the following optional (personally-owned) shotguns approved for department use in place of a department issued shotgun:

Manufacturer: Any pump-action shotgun with fixed or collapsible stock and sling

Caliber: 12 gauge

Barrel Length: at least 18 inches and not to exceed 20 inches

Finish: Blue/Black

Ammunition: Department issued

AUTHORIZATION FOR OPTIONAL SHOTGUN

Member

1. Members wishing to carry a shotgun other than department-issued, must present the shotgun to the F.T.T.U. for inspection for suitability and must show proficiency in the use of the shotgun by successfully completing the shotgun qualification course. (No laser aiming devices permitted.)
2. Submits an Application for Special Weapon, LVMPD 123.
3. Successfully completes academy firearms training and/or the shotgun qualification course.

Firearms Training and Tactics Unit

4. Upon successful completion of academy firearm training and/or the shotgun qualification course and inspection of the shotgun, signs and forwards the Application for Special Weapon, to member's bureau/area commander.
5. Maintains a file listing the members authorized to carry an optional shotgun and all information concerning their shotgun.

Bureau/Area Commander

6. Approves the member for carrying the optional shotgun by signing the Application for Special Weapon.
 - a. If disapproved, notifies the member of the reason(s).

***Las Vegas Metropolitan Police Department
Partners with the Community***

7. Distributes the Application for Special Weapon as indicated on the form.

SHOTGUN SLUG AMMUNITION

Officers are authorized to carry shotgun slugs on duty under the following conditions:

1. Shotgun slugs may be carried only:
 - a. On the officer's person, on a removable butt stock shell carrier, or on a side saddle shell carrier purchased at the officer's expense and mounted on their optional or individually-issued department shotgun only. Personally owned side saddles may not be mounted on department shotguns not individually issued to an officer.
 - b. With a shotgun possessing either rifle or ghost ring sights.
2. Only 00 buckshot will be carried in the magazine tube of a shotgun.
3. Training and qualification standards as set forth below and prescribed by the Training Bureau must be maintained.

AUTHORIZATION TO CARRY SHOTGUN SLUGS

Officer

1. Completes the four-hour Shotgun Slug Training Course (no overtime is authorized for attendance), or SWAT Basic Training Course, or successfully completes the Police Academy shotgun slug training and qualification as a police recruit.
2. Submits an Application for Special Weapon.
3. Requalifies semiannually to retain proficiency.

Firearms Training and Tactics Unit Staff

4. Completes and signs the Application for Special Weapon and forwards to the officer's bureau/area commander upon completion of the Shotgun Slug Training course.
5. Submits the names of those officers who do not qualify to the respective bureau/area commander immediately after the qualification period ends.

DEPLOYMENT OF OPTIONAL SHOTGUN SLUGS

Officers must follow the existing guidelines for the use of force regardless of the weapon they carry or use. Any violation of this procedure (including failure to qualify) will result in the rescission of the authorization to carry/use the shotgun slug ammunition.

RIFLES

The department issue rifle is the Colt AR-15 and the Smith and Wesson MP-15 variant .223 caliber.

Officers are allowed to carry the following optional (personally-owned) rifles approved for department use:

AR-15 pattern semi-automatic rifle, with sling from the following manufacturers:

American Spirit Arms	Armalite/Eagle Arms	Bushmaster
Colt	DPMS	Olympic Arms
Rockriver	Smith & Wesson	Stag Arms

Ruger Mini 14 semi-automatic rifle, with sling.

Approved rifles must be standard productions. No modifications will be made to the trigger group. The trigger group must be factory installed and may not be adjustable.

Caliber: .223

Barrel Length: at least 16 inches and not to exceed 20 inches

Finish: Blue/Black
Stainless steel

Magazine: Maximum 30 round capacity

Ammunition: Department issued

***Las Vegas Metropolitan Police Department
Partners with the Community***

Laser Aiming Are not permitted on either optional or department-issued rifles.

Device:

Flashlight Mounts: Are permitted on both optional and department-issued rifles.

Officers wishing to attach flashlight mounts to department-issued weapons will bear complete cost for the device. The only approved flashlight mounts will be those that do not affect the functionality of the weapon. It is recommended that officers contact range armorers prior to selecting a flashlight mount to ensure compatibility. Flashlight mounts purchased by the officer remain their personal property. Upon return of the department-issued weapon, flashlight mounts purchased by the officer will be returned to them. The only members authorized to remove, alter or perform any work on department-issued weapons are department certified armorers.

Optical Sights: Optics are permitted on both optional and department-issued rifles. The below listed non-telescopic red-dot/reflex optical sights are authorized for use on rifles.

Aimpoint Comp M2 and ML2

EoTech 500 Series

Trijicon Reflex II

Optical sights must be mounted in addition to the rifles existing standard rifle sights and each sighting system must be capable of operating independently of each other. Officers utilizing optical sights must attend a mandatory training course on the use of the optical sight and have the weapon examined by the F.T.T.U. Staff. Those utilizing optical sights must qualify with both the standard rifle sights and the optical sight during quarterly qualifications.

Officers wishing to attach approved optical sights to department-issued weapons will bear complete cost for the device. Optical Sights purchased by the officer remain their personal property. Upon return of the department-issued weapon, optical sights purchased by the officer will be returned to them. The only members authorized to remove, alter or perform any work on department-issued weapons are department certified armorers.

AUTHORIZATION FOR RIFLE

Officers wishing to carry an optional or department issued rifle must meet the following conditions:

- May be carried only after the completion of FTPEP.
- Rifle must be stored in a hard case or in an approved mount located inside of the trunk of the vehicle. Resident officers (driving SUV's or sedans) will utilize a locking weapons mount located in the interior of the vehicle.
- Tritium sites and aiming systems must be inspected by the F.T.T.U. after installation and officers will then qualify with the rifle.
- No laser aiming devices permitted on optional rifles (does not apply to SWAT).
- No personally owned laser systems are authorized for use on department-issued rifles.
- Officers will not be permitted to carry rifle magazines on their duty belts or carry bandoleers while on duty.

Note: No permanent internal or external modifications will be made to the department-issued rifle. The officer who is issued the department rifle will be responsible for the condition of the rifle when returned to the department.

The rifle is reserved for the most volatile of critical incidents. The weapon has a high round capacity and a backdrop that is unforgiving. Because of these factors, the department maintains the following:

- Rifle certified officers who are the subject of an Internal Investigation that results in major discipline, as defined in the discipline matrix, could lose the privilege to carry a rifle on duty. This determination will be made by the respective division commander of that employee after the outcome of the investigation.
- Officers must complete an initial 40-hour LVMPD Rifle Certification Training Course or, if assigned to SWAT, a Basic Training Course instructed by SWAT firearm instructors.
- Officers who fail to participate or fail to successfully complete any eight (8) hour rifle re-certification class will not be permitted to have their rifle with them while on duty. Officers will immediately notify their supervisors of the fact they are not currently rifle certified. Officers with a department issued rifle must return the rifle to Supply Section if they fail to participate or successfully complete re-certification as required.
- Attending the re-certification class will be the officer's responsibility. Overtime will not be authorized.

Officer

1. Successfully completes the 40 hour Rifle Certification Training course instructed by the F.T.T.U. staff or by

***Las Vegas Metropolitan Police Department
Partners with the Community***

Firearm Instructors approved by the F.T.T.U. staff, or if assigned to SWAT, completes the SWAT Basic Training Course instructed by SWAT firearm instructors.

2. Presents the rifle to the F.T.T.U. for inspection for suitability and must show proficiency in the use of the rifle by successfully completing the rifle qualification course.
3. Submits an Application for Special Weapon, LVMPD 123.
4. Ensures the Optional Rifle Authorization Card , LVMPD HRD 25, is carried at all times when in possession of an optional rifle on duty.

Firearms Training and Tactics Unit

5. Upon completion of the training, the rifle qualification course and inspection of the rifle, signs and forwards the Application for Special Weapon and Optional Rifle Authorization Card to the officer's bureau/area commander.
6. Maintains a file listing the officers authorized to carry optional rifles and all information concerning their rifles.

Bureau/Area Commander

7. Approves the officer for carrying the optional rifle by signing the Application for Special Weapon and Optional Rifle Authorization Card.
 - a. If disapproved, notifies the officer of the reason(s).
8. Distributes the Application for Special Weapon as indicated on the form.
9. Forwards Optional Rifle Authorization Card to the employee.

DEPLOYMENT OF RIFLES

Use of rifles will be allowed under the following conditions:

- An immediate, life threatening tactical situation involving suspect(s) armed with a rifle and/or deadly weapon which department authorized handguns or shotguns would reasonably be considered ineffective against.
- Facts reasonably known to the officer that suspect(s) is armed, barricaded or concealed in a superior tactical position that offers protection from small arms firepower.
- Facts reasonably known to the officer that suspect(s) is utilizing body armor or the use of anything as a shield constructed of material that would make small arms firepower ineffective.
- It is strongly recommended that rifle officers have another officer with them while deploying the rifle if the situation dictates so.
- The officer is qualified with the rifle. A rifle qualification card must be carried on the officer's person (except for SWAT).
- Officers who deploy rifles (excluding SWAT) will complete a Use of Force Report. The supervisor will review and determine if the rifle was deployed and used properly based on the totality of the circumstances of the event.

It is ultimately the supervisor's responsibility to ensure proper deployment of rifles and being aware of misuse or over-deployment of the rifle.

EXTENDED CAPACITY MAGAZINES

Officers may carry and use extended capacity ammunition magazines for their handgun. Such magazines must be approved by the Undersheriff upon recommendation of the Firearms Training and Tactics Unit (F.T.T.U.) staff.

LASER AIMING DEVICES AND FLASHLIGHT MOUNTS FOR HANDGUNS AND SHOTGUNS

Laser aiming devices and flashlight mounts approved for handguns are an option that must be purchased by officers. The department will not purchase, for resale to officers, laser aiming devices, flashlight mounts or the necessary modified holsters.

The following regulations apply to laser aiming devices and flashlight mounts on handguns and shotguns. (Note: SWAT personnel are exempt from these provisions and will follow their own training and procedures in the use of laser aiming devices and flashlight mounts).

1. Laser aiming devices are not approved for shotguns.
2. No laser aiming devices or flashlight mounts activated by the firearm's trigger will be allowed. Lasers or flashlights must be activated by a separate switch attached to the device itself, or the firearm's grips.
3. No laser aiming devices or flashlight mounts that require modification to the firearm will be allowed. All laser aiming devices and flashlight mounts must be "bolt-on" with no alteration to the frame or slide and must be installed according to the manufacturer's instruction.

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4. Firearms with newly installed laser aiming devices or flashlight mounts must be inspected by the F.T.T.U. staff prior to being carried by the employee. After the firearm has been approved the employee must qualify with it to ensure that it is properly aligned.
5. The finish of laser aiming devices and flashlight mounts must be consistent with the finish of the firearm and will extend no further than 2 inches beyond the muzzle of the firearm.
6. Laser aiming devices are to be used to enhance the firearm's existing sight system, it is not to be a substitute for them. LVMPD firearms training stresses the use of proper sight alignment for target acquisition. To eliminate possible errors that could result from a malfunction of the device or from misalignment, officers will use the firearm's iron sights as the primary sighting method. Officers should avoid shining the laser in the eyes of any person while it is in use.
7. Flashlights mounted to firearms will be used only for the purposes authorized and intended and will not be used routinely in the place of a hand-held flashlight. Any violation of the Use of Force Policy 6/002.00, specifically under the heading, Parameters for the Use of Deadly Force, "Department members are NOT authorized to draw or display their firearms, except for training, unless the circumstances create reasonable belief that it may be necessary to use the firearm in conformance with this order". (10/06, 03/07) ■

***5/208.03 AUTHORIZATION TO CARRY FIREARMS
A.S. 1.3.10, 1.3.11, 1.3.12, 33.4.1***

Members authorized to carry firearms will be armed while on duty, whether in uniform or civilian attire except as required in the performance of duties, such as jail bookings, court, mediation process, or operational necessities. Civilian personnel who are authorized to carry firearms while on duty are required to comply with related policies, including Use of Force, 6/002.00.

At least annually, members authorized to carry firearms will receive training on the use of deadly force policies and will demonstrate proficiency on all approved firearms they are authorized to use. Members are thoroughly trained and tested for proficiency before being authorized to carry a firearm or non-deadly weapon.

Weapons and ammunition not having department authorization are expressly prohibited at all times.

The carrying of firearms while off duty will be at the discretion of authorized members. Unarmed off-duty members are not subject to disciplinary measures for failure to take action; however, if the need for police services arises in their presence, the off-duty member will request an on-duty police officer to respond.

The following personnel are prohibited from carrying firearms while off duty:

1. Police and corrections recruits who have not completed the police or corrections academy
2. Commissioned corrections personnel in uniform (Except those corrections officers authorized to carry weapons on duty)
3. Noncommissioned personnel armed by the department who do not possess a valid permit to carry a concealed weapon.
4. Members under suspension and those failing to qualify consistent with 5/108.14.

Off-duty members who anticipate consuming alcoholic beverages are advised not to carry a firearm. Any department member found intoxicated and carrying a weapon will be subject to disciplinary action. If the need for police services arises while an off-duty member is consuming alcoholic beverages, the member will request an on-duty police officer to respond.

Off-duty members using deadly force while exercising their police powers will be subject to all provisions of the Use of Force procedure. (5/03) ■

***5/208.04 LOW LETHALITY SHOTGUNS
A.S. 1.3.2, 1.3.4, 1.3.5, 1.3.6, 1.3.9, 1.3.10, 1.3.12***

It is the policy of this department to allow the use of the low lethality shotgun as an approved weapon as an option to deadly force. It will be used only by officers who have received certification training, and within the guidelines of this procedure and 6/002.00, Use of Force.

GENERAL

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The low lethality shotgun may be used as an option to deadly force, in instances when a subject is armed with a weapon, EXCLUDING FIREARMS, that would cause serious injury to themselves or others. This includes, but is not limited to, edged weapons, clubs, pipes, bottles, bricks, etc. The low lethality shotgun uses a department-authorized 12 gauge cartridge containing a lead-filled cloth bag (bean bag). Low lethality shotguns can be distinguished from regular shotguns by their distinctive orange- colored stocks.

The low lethality shotgun is in levels five (temporary incapacitation) and six (deadly force) of the force continuum. When fired at a subject in the center body mass/head area from closer than five (5) yards, it may constitute deadly force. The risk of injury or death increases as the distance between the officer and the suspect decreases. Various factors may influence the effectiveness of the low lethality round, including physical size and age of the suspect, clothing, drug use, wind conditions, and shot placement.

Two officers are required to be present when the low lethality shotgun is deployed, with the second officer providing cover for the first officer with lethal force. Also, special permission must be obtained from a patrol lieutenant to use low lethality munitions during a civil unrest situation.

CERTIFICATION TRAINING

Officers must complete a eight-hour certification training course before using the low lethality shotgun. Training will be provided by a certified instructor to all commissioned members below the rank of captain. Officers certified with the low lethality shotgun will be required to complete refresher training during the semiannual shotgun shoot.

The low lethality shotgun will be mandatory equipment in a patrol vehicle once the officer assigned to the vehicle has received the initial certification training.

PROCEDURE

Officer

1. Ensures that at least one other officer is present, as backup or cover, when deploying the low lethality shotgun.
2. Notifies his or her immediate supervisor when the weapon is used on a subject.
3. Summons medical assistance immediately when a subject is hit with a bean bag projectile.
 - a. Medical personnel will be requested to respond to the scene to examine any subject hit with a bean bag round in any area of the body.
 - b. Provides for the subject to be transported to the University Medical Center (UMC) for examination if a bean bag round:
 - 1) causes injury, or the subject complains of injury, to the arms or legs, or
 - 2) impacts the subject in the center body mass/head area.
4. Informs the detention facility supervisor at the time of booking when a subject has been struck with a bean bag round and what medical attention the subject has received.
5. Ensures the Officer's Report On Use Of Force, LVMPD 156, is completed.

Immediate Supervisor

6. Ensures all the notification and reporting requirements of 6/002.00 are met. (12/98, 11/01) ■

5/208.06 FIREARMS ISSUE AND TRACKING A.S. 17.5.1, 17.5.2

It is the policy of this department to ensure weapons accountability and tracking of department firearms issued to individuals, bureau/area commands or specialized units.

DEFINITIONS

Individual Issue - Department firearms issued by the Supply Section directly to an individual authorized to carry a weapon. The individual is personally accountable for the weapon. Individual issue also includes special firearms required by the individual's assignment as covered in Department Manual section 5/208.24.

Operating Unit Issue - Department firearms that are issued directly to an operating unit. These include shotguns or other weapons issued to a bureau/area command for patrol vehicles or weapons issued to specialized units such as SWAT,

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Narcotics, etc. Bureau/area commanders are accountable for these weapons.

Police Equipment Tracking System (PETS) - The department database used to track all department firearms. This database is used to conduct all inventory inspections for individuals and operating unit weapons. PETS will be maintained and updated by the Supply Section Customer Service Detail.

INDIVIDUAL ISSUE WEAPONS

Supply Section

1. Issues handguns to department members as required.
2. Issues special weapons as requested to individuals in specialized units as outlined in policy 5/208.24.
3. Updates the PETS database to reflect issue by personal number and weapon serial number. In addition, maintains external equipment folders with documentation reflecting issued equipment to each individual.
4. Every two (2) years, provides an individual PETS inventory list to each officer. Upon return of signed list, files in each individual's equipment folder.
5. Reports any unresolved discrepancies of firearms inventory through the chain of command to bureau/area commanders at the conclusion of the inventory process.
6. Receives a notification from Payroll of all separations from the department and contacts the person to ensure all department owned equipment, including weapons, is returned to Supply Section.

Weapons Carrier(s)

7. Returns department issued weapons to Supply Section upon separation from the department or upon use of the Equipment Reimbursement program.
8. Returns any special weapons, i.e. AR15, etc., to Supply Section when transferred to a new duty area.
9. Returns all unserviceable weapons to Supply Section for replacement.
10. Upon receipt of the PETS Inventory list (every two years), confirms possession of the indicated weapon(s) by signing the list and returning to Supply Section.
11. Reports lost or stolen weapons through the chain of command to the bureau/area commander on an Officer's Report (or memo for civilian employees) per Policy 5/103.28. Bureau/area commanders will ensure a copy of this report or memo is provided to the Firearms Detail and Supply Section.

OPERATING UNIT ISSUED WEAPONS

Bureau/Area Commander

1. Ensures accountability for all weapons issued to any unit under their command. Any increase or decrease in the number of weapons must be approved by the division commander (in accordance with 5/208.24).
2. Maintains a current list of weapons and the assignment of each weapon within the unit. Weapons can be assigned to individuals or to vehicles.
3. Ensures all unserviceable weapons are returned to Supply Section for replacement.
4. Conducts an annual line inspection of firearms and vehicles in the quarter prescribed in the line inspection policy and reports any discrepancies to Supply Section.
 - a. Obtains PETS Inventory List from Supply Section during the line inspection.
 - b. Sign PETS Inventory List confirming information is accurate and returns to Supply Section.
5. Initiates an investigation of any missing weapons.
6. Reports lost or stolen weapons immediately, via Officer's Report, to the Supply Section and Firearms Detail.

Supply Section

7. Issues all weapons approved by the bureau/area commander and division commander and updates the PETS database with the unit location code i.e. NEAC, TRAINING, SWAT, etc., by weapon serial number.
8. Provides a PETS inventory list to each bureau/area commander annually during the annual line inspection of weapons (per the line inspection policy).
9. When the inventory list is returned, compares the actual inventory against the PETS database and notes any discrepancies.
 - a. Coordinates with the bureau/area commander to correct/update the list.
 - b. Maintains signed PETS Inventory List in individual equipment folders.
10. Prepares an annual report at the end of each fiscal year summarizing all lost and missing weapons. Forwards report through chain of command to the Sheriff.

CHANGE IN COMMAND

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Any change in the bureau/area commander will automatically trigger a verification of inventory of those weapons assigned directly to the bureau/area command.

Supply Section

1. Provides a PETS Inventory List to the incoming bureau/area commander.
2. Issues replacement weapon upon receipt of approved request and updates PETS to reflect accurate status of weapons.

Incoming Bureau/Area Commander

3. Conduct a physical inventory of weapons against the PETS Inventory List from Supply Section.
4. Reports any discrepancies to Supply Section and initiates an investigation to determine the location of any missing weapons.
5. Reports any missing weapons using an Officer's Report to the Firearms Detail and provides a copy to Supply Section.
6. If weapons are determined to be missing, initiates a request for replacement weapons. (6/03) ■

5/208.18 FIREARMS RANGE USE AND SAFETY PRACTICES

RANGE USE

The Las Vegas Metropolitan Police Department primary range is the John Moran Firearms Facility located at 7600 E. Carey which is staffed by the Firearms Training & Tactics Unit (FTTU). The department also has limited use of the Desert Sportsman's Rifle and Pistol Club located at 12201W. Charleston for qualification and training purposes. While the Desert Sportsman's location is not staffed by the FTTU, a storage container for range equipment has been established there. However it is prohibited to store ammunition or firearms in this container.

GENERAL RANGE PROCEDURE

- Persons desiring to use the range must contact the Rangemaster to ensure that there is not a conflict with another agency or group. All after-hours use of the range must be approved by the Rangemaster.
- All personnel must check in with the range staff prior to utilizing any part of the range. Prior to leaving the range all personnel must check out with the range staff.
- All non-uniformed personnel must display a badge and/or identifying credentials while at the range.
- Two persons must be present at all times when the range is in use, one of which must be a member of the range staff or a department approved Firearms Instructor, except when approved by the Rangemaster or during scheduled training sessions conducted by other duly constituted law enforcement agencies.
- Non-police individuals may use the range as a guest of an accompanying officer. Officers may have only one guest on the range at any time.
- All guests must sign a waiver of liability and sign in a register log prior to shooting.
- Children under 12 are not permitted to use the range.
- Smoking at the range is only allowed in the designated areas.
- No alcoholic beverages or controlled substances, nor any persons who have been drinking alcoholic beverages, or are under the influence of controlled substances, are permitted on the range.

Approved Firearms Instructors wishing to utilize either of these ranges must adhere to the following procedures:

1. Contact the FTTU to schedule a date and time.
2. Ensure a training outline is sent to the range at least one week prior to the scheduled date. The training outline must include the following:
 - a. Safety Briefing
 - b. Training to be conducted
 - c. Number of students
 - d. Number of instructors
 - e. Weapon calibers and ammunition needs
 - f. Equipment required
 - g. Range cleanup/Debriefing
3. FTTU will approve the training outline and contact the instructor to schedule a time to pick up range access keys.
4. If the training outline is not approved, the FTTU will contact the instructor and assist with the correction of any deficiencies.
5. Instructor will sign out keys and be given an access code. The instructor(s) assume all responsibility for the training and range.

Las Vegas Metropolitan Police Department
Partners with the Community

6. Instructor will return keys within three (3) days.

RANGE SAFETY

Firearms training is inherently dangerous due to the nature of the activities and materials employed. Establishing a safe range environment depends upon the careful control of deadly weapons by its members, and such control depends upon the cooperation of all members to abide by range safety practices. Safety is the responsibility of the individual. Range personnel are responsible for operational safety and the reporting and correction of unsafe practices or conditions. Therefore, at any time, use may be terminated by the Rangemaster/Instructor if an unsafe condition exists or members are not observing range safety practices. At a minimum all personnel will adhere to the following procedures during any range operation:

FOUR GENERAL FIREARM SAFETY RULES:

1. All firearms will be considered loaded at all times.
2. Never point a firearm at anything you are not prepared to destroy.
3. Never put the trigger finger on the trigger until on target and ready to fire.
4. Always be able identify and isolate the target and its surroundings.

RANGE SAFETY PROCEDURES

1. Personal protection equipment consisting of both eye and hearing protection are required for everyone on the five firing ranges during any firing. Earplugs alone are not authorized. Earplugs may be used in conjunction with ear muffs. The use of hearing protection is highly recommended for anyone who is near the range house or in the bleacher areas.
2. A firearm will only be considered "SAFE" when the ammunition and/or magazine is removed, the chamber is empty, the action or cylinder is open and any safety is on.
3. No loaded firearms are allowed in the range building unless holstered or in a "SAFE" condition.
4. No firearms will be handled off the firing line unless specifically instructed and supervised.
5. All firearms will be unloaded and holstered, if available, before departing the firing line or made safe and carried maintaining muzzle awareness and control.
6. No ammunition will be allowed in the cleaning area.
7. No one will be allowed downrange when firing is occurring.
8. No unqualified department personnel or visitor will be allowed to fire without direct supervision by a trained and qualified firearm carrier or an approved instructor.
9. Rifles will be restricted to the rifle range and range #1 unless specific approval is obtained from the Rangemaster or his designee.
10. Steel targets are not to be used without approval and supervision of the Range Staff. Under no circumstances will any member engage a steel target at a range of less than 15 yards.
11. Any firearm needing to be inspected or repaired will be given to the FTTU in a "SAFE" condition, magazine removed, chamber empty, action open, safety on.
12. All injuries will be immediately reported to the Rangemaster or a member of the FTTU staff.
13. All shooters are required to clean up their brass and targets and leave the range in an orderly condition.
14. All commands from the Rangemaster, FTTU staff member or authorized Firearms Instructor will be immediately obeyed.
15. On the command of "CEASE FIRE", all firing will stop immediately. All weapons will be made "SAFE" and/or holstered until the command to resume firing has been given.
16. No rounds will be fired over the berm.

SAFETY PRACTICES DURING ROLE PLAYING, PRACTICAL PROBLEM OR DEFENSIVE TACTICS TRAINING
There will be **NO LIVE WEAPONS** used during role playing, practical problems or defensive tactics training. Only red plastic weapons, simunition weapons or certified blank guns which are designed not to accept live ammunition are authorized during these training sessions.

Prior to the beginning of the training session, the training area will be designated as a "live weapons free" zone and will be marked using crime scene tape. No personnel will be allowed to enter the training area in the possession of any live rounds, magazines or live weapons of any type. Instructors will conduct an inspection of each participant and any vehicles used in the training to insure no live rounds or weapons are introduced into the training area. Instructors will be responsible for ensuring that participants leaving the training area are rechecked prior to reentering. (1/75, 1/02) ■

5/208.19 REPAIR OF DEPARTMENT-ISSUE AND PERSONALLY OWNED (DUTY) HANDGUNS
A.S. 1.3.9

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DEPARTMENT-ISSUE HANDGUNS

In the event a department-issue handgun requires maintenance, the employee will take the properly cleaned weapon to the Range to determine if it can be repaired. If the weapon cannot be repaired, the employee will report to the Supply Section for a department-issue weapon and surrender the defective weapon.

PERSONALLY OWNED (DUTY) HANDGUNS

When an officer's personally owned (duty) handgun requires maintenance, the officer will take the properly cleaned handgun to the Range to determine if it can be repaired. If the handgun cannot be repaired and needs to be returned to the factory, the Firearms Training and Tactics Unit will "red-tag" it as unserviceable. The officer then has two options. Another personally-owned handgun may be carried (see 5/208.02), or the officer can take the red-tagged handgun to the Supply Section for shipment arrangements and sign for a department issued firearm, magazines and leather equipment. In either case, the officer must qualify with the new handgun.

The unserviceable handgun will be shipped to the factory authorized service center by the Supply Section. The officer is responsible for payment of all parts, service, shipping fees, or replacement costs. Upon receipt of the repaired handgun at the Supply Section, the officer will be notified to pick up the handgun. The officer will then report to the Range for a weapon inspection, test-fire, and requalification with the handgun.

Officers will be required to return loaner handguns and equipment to the Supply Section within 48 hours of qualifying with their returned handgun. If the officer's personally owned handgun cannot be repaired, the officer has two options; another personally owned handgun may be used or the department issue weapon can be retained. This handgun will not be eligible for reimbursement. (1/02, 8/04) ■

***5/208.20 DEPARTMENT CONFISCATED FIREARMS ISSUE AND TURN IN
A.S. 1.3.9***

Confiscated firearms include handguns, rifles, shotguns and automatic weapons. NRS 202.340 allows a law enforcement agency to either retain, sell, destroy, trade or donate confiscated weapons. It is the policy of this department that such weapons will not be placed back into the community. Confiscated firearms may be issued to individual officers for use as department-issued weapons or for training purposes.

AUTHORIZATION FOR USE OF CONFISCATED FIREARM

Officer

1. Submits a Request for Confiscated Firearm, LVMPD 100, with an equipment printout obtained from the Supply Section, through the chain of command to the division commander.

Division Commander

2. Reviews the officer's Request for Confiscated Firearm and equipment printout checking for other confiscated firearms the officer may already be assigned.
 - a. If approved, notifies the officer to contact the Supply Section for issuance of the firearm. Advises the officer that use of the firearm is contingent on meeting the requirements set forth in Department Policy 5/208.02, Authorized Firearms & Associated Equipment.
 - b. If disapproved, returns to the officer, so noted.

Supply Section

3. Upon receipt of an approved Request for Confiscated Firearm, issues the firearm to the officer and files the form.

Officer

4. Complies with the requirements set forth in Department Policy 5/208.02, Authorized Firearms & Associated Equipment prior carrying the firearm.
5. If unable to comply with the above requirements, returns the firearm to the Supply Section.

RETURN OF CONFISCATED FIREARM

Officer

1. Returns clean firearm and magazines to the Supply Section. Dirty firearms will not be accepted.

Supply Section

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2. Makes arrangements for all returned confiscated firearms to be inspected by the Firearms Training and Tactics Unit (F.T.T.U.).

Firearms Training and Tactics Unit

3. Inspects the confiscated firearms for function and tags the firearm as serviceable or unserviceable.

Supply Section

4. Retains serviceable confiscated firearms for future issuance. Returns unserviceable firearms to the Evidence Vault for destruction.
5. Provides to each division commander a listing of all individuals who have a confiscated firearm in their possession, in July of each year.
6. Reviews records to ensure officers leaving the department have returned all confiscated weapons issued to them.

CONFISCATED FIREARMS FOR TRAINING PURPOSES

Officer

1. Submits a Request for Confiscated Firearm, LVMPD 100, through the chain of command to the bureau/area commander requesting a specific confiscated firearm required for temporary training purposes, not to exceed sixty days.

Bureau/Area Commander

2. Reviews the officer's Request for Confiscated Firearm.
 - a. If approved, notifies the officer to contact the Supply Section for issuance of the firearm. Advises the officer that the firearm must be returned to the Supply Section within sixty days from the date it is issued.
 - b. If disapproved, returns to the officer, so noted.

Supply Section

3. Upon receipt of an approved Request for Confiscated Firearm, issues the confiscated firearm to the officer and files the form.

Officer

4. Returns a clean, confiscated firearm to the Supply Section within sixty days from the date it was issued. Dirty firearms will not be accepted.

Supply Section

5. Makes arrangements for all returned confiscated firearms to be inspected by the F.T.T.U.

Firearms Training and Tactics Unit

6. Inspects the confiscated firearms for function, tags the firearm as serviceable or unserviceable.

Supply Section

7. Retains serviceable confiscated firearms for future issuance. Returns unserviceable firearms to the Evidence Vault for destruction.
8. Notifies appropriate bureau/area commander when any confiscated firearms issued for training purposes is retained in excess of sixty days from the date it was issued.

Requests for confiscated firearms from other law enforcement agencies, for official use, must be approved by the Sheriff and coordinated through the Supply Section. Confiscated weapons will not be withdrawn directly from the Evidence Vault for issue to other agencies. Normally, all other confiscated weapons will be destroyed. (5/96, 1/02) ■

5/208.22 USE OF THE DEPARTMENT ARMORY

The Las Vegas Metropolitan Police Department Armory is restricted area and access is limited to those individuals having specific authority to enter.

Only the following personnel shall have specific authority to enter the Las Vegas Metropolitan Police Department Armory:
Sheriff
Undersheriff

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Assistant Sheriffs
Deputy Chief, Technical Services Division
Bureau Commander, General Services Bureau
Supply Section Commander and designee
Internal Affairs Investigating Officer

All other persons, regardless of rank or assignment, shall conduct their business at the counter unless escorted by or given permission to enter by an individual on the access list.

During an extreme emergency situation, or for purposes of moving equipment or cleaning weapons, certain other personnel shall be allowed in the Armory proper under the supervision of the Supply Section. (7/73, 8/78) ■

5/208.24 SPECIAL WEAPONS AND MUNITIONS
A.S. 1.3.9, 33.6.1, 33.6.2, 46.2.3

DEFINITIONS

Special Weapon: Special use weapons that are utilized by certain components of the department (i.e., sub-machine guns, automatic or semi-automatic assault rifles, gas guns, shotguns with a barrel length of less than 18", etc.). Does not include the department approved handguns, shotguns.

Special Munitions: Devices used in tactical operations which require special training for use and are not routinely carried/used by field officers. Such devices include chemical irritant devices (except the personally carried non-lethal aerosol agent), sting ball grenades and sound and distract devices.

PROCEDURE

The General Services Bureau, Supply Section, maintains an inventory of special weapons and munitions in the armory. These items are available only to officers who have been appropriately trained, and who have a legitimate need as outlined in a memo to their respective division/office commander (see special circumstances for SWAT personnel listed below). Upon approval of the division/office commander, the memo will be personally delivered to the Supply Section where the indicated weapon/munitions will be signed out to the respective officer. All special weapons and munitions will be issued on an individual basis and the Supply Section will maintain a cross listing of personnel and any special weapons they have been issued.

Any individual signing for and receiving a special weapon will be responsible for its safekeeping and maintenance. Inspection and qualification for special weapons will be handled in accordance with Department Manual Section 5/108.14, Firearms Training. To return a special weapon, the member will either make an appointment with the Firearms Training and Tactics Unit (F.T.T.U.) staff or a certified armorer assigned to SWAT for inspection. The special weapon must be presented clean for inspection and tagging for serviceability. The officer will then return the special weapon along with all unused ammunition to the Supply Section.

Any individual leaving the unit of assignment that created the authorization for the special weapon(s) must return the weapon(s) to the armory Supply Section (or SWAT armory for personnel leaving SWAT) upon transfer. If a new assignment requires a special weapon, a new authorization must be obtained through the respective new chain of command.

In addition to the approval of the respective division commander, all requests for new or additional purchases of special weapons or munitions must be approved by the Special Operations Division Commander. Upon approval, they can be obtained through normal supply procedures.

SWAT-ISSUED SPECIAL WEAPONS

The SWAT Section maintains a secure storage area for special weapons for SWAT use ONLY which is under the control of the section commander. Accountability and issuance of those weapons will be controlled by the section commander. When weapons are assigned to an individual, the Special Weapons Transfer form and Serviceability Tag will be completed and forwarded to the Supply Section. The weapons must be inventoried monthly within the unit and an annual inventory will be conducted by the Supply Section. The SWAT Section will be responsible for the maintenance and certification of the weapons assigned to them through an assigned "armorer(s)". When a weapon is no longer serviceable or needed, it will be

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Partners with the Community***

returned to the Supply Section armory for reassignment or disposal. (6/99, 1/02) ■

**5/208.27 CONVERSION OF FIREARMS FOR DEPARTMENT USE
A.S. 1.3.9**

It is the policy of this department to selectively convert applicable firearms for department use. Valid reasons include, but are not limited to: forensic analysis, release to the armory for use by department personnel and the temporary use by the Metropolitan Police Museum Association of Nevada, Inc.

GENERAL

The confiscation and conversion of firearms is subject to the provisions of NRS 202.340. The Evidence Vault Section is responsible for coordinating the release of department-use firearms with the Forensic Lab Section, Supply Section and the Metropolitan Police Museum Association of Nevada, Inc.

Evidence Vault Final Disposition Detail

1. Receives the approved District Court petition for final disposition of cleared firearms.
2. Routes list of cleared firearms for selection of appropriate firearms in the following order
 - a. Forensic Lab
 - b. Supply Section
 - c. Museum
3. Makes firearms available for inspection.
4. Releases selected firearms to the Supply Section.
5. Provides copy of release receipts to Supply Section representative.
6. Prior to destruction, makes the remaining disposable inventory available to representatives of the LVMPD Firearms Range for repair and replacement parts. Serialized frames will not be considered "parts" for the purposes of this procedure.

Supply Section

7. Receives firearms for appropriate department use.
8. Signs release receipt accepting responsibility for the firearms.
9. Enters firearms into inventory and issues them to appropriate departmental unit(s).
10. All department owned firearms are issued in compliance with LVMPD policy 5/208.02, Authorized Firearms and Associated Equipment and 5/208.20, Department Confiscated Firearms Issue and Turn In. (1/02) ■

**5/208.30 PURCHASE OF FIREARMS FOR USE IN THE PERFORMANCE OF OFFICIAL DUTIES
A.S. 1.3.9**

In compliance with ATF regulations, law enforcement officers can purchase firearms from dealers (intrastate or interstate) without regard to the special requirements of the Brady Bill when that firearm is to be used in the performance of official duties. To do so, an official certification must be obtained from an agency authority. This certification is an authorization for purchase and not an order to any vendor demanding sale. For purposes of this order, the person with the authority to issue this certification is the division commander of the officer's respective division.

To obtain this certification, officers must complete the LVMPD 200 (AUTOMATED), Authorization to Purchase Firearms, printed on department letterhead stationery, describing the specific firearm they wish to purchase. (These firearms must be approved as optional, alternate, back-up or off-duty weapons as described in Department Manual sections 5/208.02, 5/208.26, 5/208.28 and any supplements.)

The officer's bureau/area commander will be responsible for ensuring a records check of the officer (SCOPE and Triple I) is completed and certifying that the check does not disclose any conviction for a misdemeanor crime of domestic violence. The form will then be submitted to the respective division commander who will ensure the request complies with department policies and procedures and authorize the purchase (if appropriate). Upon return of the form, the officer can complete the purchase with a licensed gun dealer. The authorization form will not be valid for more than 30 days from the date of the records check.

In accordance with ATF regulations, officers should note that firearms or any other items restricted to purchase by law enforcement officers only, can NEVER be resold to anyone other than another law enforcement officer. (3/95, 6/99) ■

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5/209.00 TECHNICAL SERVICES PROCEDURES

**5/209.01 VEHICLES TOWED TO CRIME SCENE INVESTIGATIONS' GARAGE
A.S. 61.4.3b, 83.2.1, 83.3.2**

It is the policy of this department to tow vehicles to the Crime Scene Investigations' garage for processing when special circumstances warrant. These special circumstances generally relate to having the ability to process the vehicle in a more conducive and static environment.

PROCEDURE

Detective Assigned to the Case

1. Determines the need to have a vehicle processed by the Crime Scene Investigations Section and requests their response.

Crime Scene Investigator

2. Coordinates with the detective assigned to the case and determines whether the vehicle can be processed at the scene or should be towed to the Crime Scene Investigations' garage for processing.
3. If it is determined the vehicle should be towed, requests the contracted tow company to tow the vehicle to the Crime Scene Investigations' garage for processing. (Note: Vehicles processed by CSI for other jurisdictions can be towed by the on-call tow company.)

Crime Scene Investigations Section On-Duty Supervisor

4. Notifies the case detective once the processing has been completed on the vehicle.

Detective Assigned to the Case

5. Upon notification that processing is complete, makes a determination as to whether the vehicle will be released or retained as evidence.
 - a. If the vehicle is to be returned to the registered owner or legal responsible party, contacts them and advises that the vehicle must be picked up within eight hours. If they cannot pick up the vehicle within that time, advises them that the vehicle will be towed and stored, at their expense, by the on-duty tow company.
6. Notifies the Crime Scene Investigations Section On-Duty Supervisor of the status of the vehicle, when and to whom the vehicle can be released.

Crime Scene Investigations Section On-Duty Supervisor

7. If the registered owner or legal responsible party cannot pick up the vehicle within the specified time or the vehicle is to be retained as evidence, ensures that the on-duty tow company is requested, a Tow Sheet is completed, and that WVS is notified.
8. Completes a Vehicle Release from Criminalistics Bureau, LVMPD ISD88, ensuring a copy of the receiving party's driver's license or other valid photo identification is attached (if necessary), and releases the vehicle.(7/04)

**5/209.02 REQUESTS FOR CRIME SCENE PROCESSING
A.S. 83.2.1**

RESPONSES IN THE METROPOLITAN AREA

Criminalistics Bureau crime scene analysts respond to felonies, incidents involving death or injury, and certain other incidents for evidence gathering, scene processing, and photography.

Those covered herein are the most common and a crime scene analyst may be requested to respond to a scene when the listed criteria are met and an Incident Report relating to the request is being taken or is on file. Response will not be made just to take insurance photographs.

Abuse/Neglect of Child or Elderly Person

1. Injuries resulting from physical abuse are to be photographed.
2. Hazardous or inhumane living conditions are to be photographed.

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Battery With Substantial Bodily Harm

1. The responding officer may request a crime scene analyst or advise the victim go to the Criminalistics Bureau to be photographed (furnishes location and hours of operation) considering the victim's condition, availability of crime scene analyst, time of day, etc.
2. The responding officer may request the crime scene analyst to respond to a medical facility for photographs.

Burglary - Auto (Must meet #1 through #4 AND #5 OR #6)

1. Forced entry;
2. Surfaces handled by suspect are conducive to latent prints;
3. Property taken is identifiable and has the potential for being used in other crimes, such as guns, checks, or credit cards;
4. Request is within 24 hours of report being taken: and
5. Two or more auto burglaries have occurred about the same time and in the same or general area;

OR

6. Requestor has direct knowledge of an auto burglary series likely committed by the same suspect(s).

Burglary (Business or Residential)

1. Owner or a responsible person is present; and
2. Areas handled by the suspect are conducive to latent prints.
3. Areas handled by the suspect not accessed by the public (business).

Grand Larceny

1. Areas handled by the suspect are conducive to latent prints.
2. Suspect, if known, has not had legal access to the area previously.

Homicide

1. A crime scene analyst supervisor will be requested to analyze the incident, determine staffing, and supervise and assist the assigned crime scene analysts as necessary.
2. The Criminalistics Crime Scene Investigation Section Lieutenant will be notified on multiple homicides, multiple victims not expected to survive, use of force incidents by officers causing death or imminent death, and officer-involved shootings occurring while detaining/arresting suspects.

Recovered Stolen Auto

1. Suspect is in custody and was not taken out of the vehicle by officers; or
2. Vehicle is to be released to the owner at the scene and there is suspect information; or
3. Vehicle was used in a felony.

Robbery

1. Areas handled by the suspect are conducive to latent prints.

Shooting Into Occupied Structure

1. Bullets lodged in structures needed for evidence can be removed by a crime scene analyst depending upon the severity of the crime.
2. Evidentiary value must be verified as the removal often causes significantly more monetary damage than the bullet holes.

Vandalism

1. Firearm was used; or
2. Damage exceeds \$2,500.

Vehicle Accident

1. Involves fatalities or serious injuries; or
2. LVMPD/government property.

RESPONSES TO RESIDENT OFFICER LOCATIONS AND OUTSIDE AGENCIES

Resident Officer Locations

1. Homicides (Attempts with substantial bodily harm must be approved by the Criminalistics Crime Scene

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- Investigations Section Lieutenant and/or Bureau Commander.)
2. Traffic fatalities.
 3. Sexual Assaults.
 4. Processing of other major crime scenes must be approved by the Criminalistics Bureau Crime Scene Investigations Section Lieutenant and/or Bureau Commander.

Outside Agencies

1. Criminalistics Shift Supervisors may approve in-state requests.
2. Criminalistics Bureau Crime Scene Investigations Section Lieutenant and/or Bureau Commander must approve out-of-state requests.
3. Verbal agreement to pay for services must be received and the Crime Scene Processing/Payment Authorization, LVMPD ISD 75, must be completed and signed by a representative of the other agency before services are performed.

CADET AND POLICE SERVICES REPRESENTATIVE (PSR) RESPONSE FOR CRIME SCENE PROCESSING

Upon being properly trained, cadets and PSR's can respond to provide minor fingerprint processing and simple photography, not requiring a substantial amount of time. The types of calls that cadets/PSR's can process include, but are not limited to simple residential, commercial and vehicle burglaries; MDPP; recovered stolen vehicles; damage to metro property; minor damage caused by department personnel, such as door kicks, etc. These individuals will NOT have suspect contact and will NOT respond to any crime against a person; any drug/narcotics packages, containers or paraphernalia; processing of any firearms; any crime scene requiring comparison photography; any photographic documentation or recovery of evidence from suspects; or any request at a detention facility.

Requests for the service of a cadet/PSR for this purpose can be made by any officer or supervisor. The cadet/PSR could also process a scene they believe requires processing when dispatched to take a report (i.e., residential burglary) upon approval by their immediate supervisor. Reports will be provided monthly to the bureau/area commander by the Criminalistics Bureau concerning each cadet/PSR and any AFIS hits or fingerprint identifications occurring.
(6/98, 10/03) ■

***5/209.03 LABORATORY EXAMINATION OF EVIDENCE
A.S. 82.2.3, 83.1.2, 83.3.2, 84.1.2***

Items of physical evidence will not be analyzed unless related to a criminal case investigation. An item of evidence to be examined must be packaged, sealed with the standard evidence seal, and signed and dated by the finding officer prior to the examination. The case must be assigned an event number, and the package deposited in the Evidence Vault.

To obtain laboratory analysis of evidence, the officer having primary investigative authority in the case will be responsible for ensuring that a request is submitted to the forensic lab in the proper manner, usually on Forensic Laboratory Examination Request, LVMPD 63. Requests are to be submitted in a timely manner concurrent with the ongoing investigation.

Requests for analysis of evidence by personnel other than members of the Criminalistics Bureau will be made via written memorandum to the Forensic Lab Director. Under no circumstances will evidence be examined by outside personnel without the Forensic Lab Director's prior written authorization. All results from outside analysis will be returned to the Forensic Lab Director, who will disseminate them and offer technical assistance, as required, to the requestor.

When impounded property requires processing for latent fingerprints prior to being analyzed for content, LVMPD 107, Request For Fingerprint Comparison/Processing, must be completed and stapled to the evidence package.

Requests for controlled substance analysis will be submitted only by the Narcotics Section or other appropriate special assignment investigators.

Perishable evidence, such as fresh blood, blood stained objects, biological materials, tissue, and other physiological fluids shall be maintained in refrigerated storage at the Evidence Vault until the request for analysis is received. Analytical samples of such evidence will be retained in the laboratory under the proper event number once the examination is completed. The original item of evidence will then be returned to the Evidence Vault pending court presentation.

Outside agencies submitting known and questioned samples simultaneously for comparative analysis will attach the request

Las Vegas Metropolitan Police Department
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to the evidence package and deposit it in the Evidence Vault. The evidence and request must be submitted at least three weeks prior to the first court date of expected testimony.

When available, materials and substances from a known source will be collected and turned into the Evidence Vault for comparison with collected evidence. Evidence submitted for comparative purposes will be held in the Evidence Vault until known samples are submitted for use in the requested examination. Materials and substances from known sources for use as standards for comparison with collected physical evidence will be properly booked as evidence and identified by the event number in the space provided on the LVMPD 63. Examples of standards to be collected, when applicable, are hair, fibers, fabrics, paint, glass, wood, soil, tool marks, shoes, blood, etc.

Upon completion of the examination, a written report will be prepared by the analyst stating the results of the examination and forwarded to the requesting officer or bureau. Under no circumstances will verbal reports or results be provided without written documentation having been prepared. (4/89, 6/97) ■

5/209.04 PHOTO REQUESTS
A.S. 82.2.2, 83.2.3, 83.2.4

MUG PHOTOGRAPHS

Requests for mug photographs by department personnel will be submitted in DUPLICATE on the Photographic Laboratory Request Form, LVMPD 65, authorized by a lieutenant or higher rank, and sent or delivered directly to the Photographic Laboratory. If authorized signatures are not on the form, it shall be returned to the requestor. If additional space is needed for ID numbers, a separate piece of paper will be attached to the form listing the numbers in numerical order.

RUSH mug photographs may be obtained by telephoning the Photographic Laboratory supervisor. Requests received before 1000 hours will be completed by 1100 hours, and those received before 1330 hours completed by 1430 hours. RUSH mug photographs must be picked up at the Photographic Laboratory and will not be sent by inter-departmental mail. Mug photographs are for official use only and may not be used for unofficial purposes.

All other criminal justice agencies shall follow the same procedure as LVMPD personnel. Billing shall be completed by the Photographic Laboratory in accordance with the current fee schedule established by the Fiscal Affairs Committee.

Photographic requests will normally be completed for distribution within 48 hours (business days only) from the time the request is received.

CRIME SCENE PHOTOGRAPHS

Every roll or package of exposed film submitted to the Photographic Laboratory for processing will contain the following information written legibly on the film envelope:

- | | |
|---|----------------------|
| 1. Event Number | 5. Incident Location |
| 2. Name and P# of Photographer | 6. Date/Time |
| 3. Name of Victim (if any) | 7. Officer/P# |
| 4. Incident Disposition Code (400 Code) | |

All crime scene photographic print requests will be submitted in DUPLICATE authorized by the signature of a lieutenant or higher rank.

The requested "proofs" will normally be completed within 48 hours from the time the request was received (business days only).

A second photo request will be required to obtain enlargements and shall be made NO LESS THAN TWO WEEKS IN ADVANCE OF THE COURT DATE in the District or Federal Court. Available standard-size enlargements are 5" X 7", 8" X 10", 8" X 12", 12" X 18" and 16" X 20".

PHOTO PRINT LIMITATIONS

Incorrect exposure will result in finished prints with poor color balance that cannot be corrected in the Photographic

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Laboratory. A Kodak 18% gray card will be used on each roll of crime scene photographs to ensure good color balance. The ONLY types of color negative film which can be processed by the Photographic Laboratory are: Process C-41 - Sizes: 120, 126, 220, 35 mm, or 70 mm.

PHOTO REQUESTS BY NON-CRIMINAL JUSTICE AGENCIES

Non-criminal justice agencies shall submit their written requests for photographs, other than traffic accidents, directly to the Criminalistics Bureau Commander for approval. Sufficient information must be contained on the request to identify the person or photograph requested. The LVMPD identifying words and numbers shall be removed from the bottom of the photograph by the Photographic Laboratory before delivery.

Requests for photographs of traffic accidents must be accompanied by a written release from the Transportation Safety Bureau Commander or designee.

Requests for crime scene related photographs, other than traffic incidents, must be accompanied with a subpoena or court order. In lieu of a subpoena or court order, the Photographic Laboratory will accept a written release from the detective assigned to the case authorizing the release of the photographs.

Production costs shall be paid in advance, in accordance with the current fee schedule established by the Fiscal Affairs Committee.

OTHER PHOTO REQUESTS

Requests for photographs to be taken at academy graduations, retirements, etc., can be sent directly to the Photographic Laboratory. Appointments can also be made by calling the Criminalistics Bureau when a photographer is needed to take non-crime scene photographs in the field.

Personnel requesting the development of film taken for official departmental purposes, but not related to crime scenes, can submit the request in duplicate on the Photographic Laboratory Request Form, LVMPD 65, authorized by a bureau/area commander. (12/92, 3/99) ■

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5/209.05 *TRAFFIC RECORDS SYSTEM*
A.S. 61.3.1, 82.1.5, 82.3.3

PROCESSING, MAINTENANCE, AND DISTRIBUTION OF RECORDS

The Traffic Desk of the Records Bureau is responsible for the processing, maintenance, and distribution of traffic records. All original traffic accident and enforcement reports are turned in to the Records Bureau prior to the end of the shift, except those cases requiring immediate follow-up investigation by the Accident Investigation Detail. Traffic Records must be notified of all reports held in these instances. Resident officers are excluded from this requirement.

Records, reports, and other data relating to roadway hazards, accident locations, safety education, traffic volume and distribution, and enforcement activity shall be maintained in the Traffic Section for operational planning purposes.

RELEASE OF RECORDS

The Traffic Desk is responsible for the release of official records to authorized Department personnel and outside agencies, including accident reports and required data to the Nevada Department of Motor Vehicles, Nevada Department of Transportation, the Traffic Engineer of the City of Las Vegas, and the Clark County Risk Manager.

Traffic Accident Reports may be released to the drivers, owners of vehicles, owners or managers of property listed on the reports, insurance companies, attorneys representing drivers, relatives with proper identification, and other authorized parties.

A fee may be levied for copies of accident reports and photographs according to the current billing charges schedule.

RETENTION OF RECORDS

Original traffic records are maintained for approximately 90 days in the Records Bureau before being transferred to microfilm. (11/88, 5/89) ■

5/209.06 *SENDING NCIC INQUIRIES AND TELETYPES*

When an NCIC Inquiry results in a "hot" message, automatic notification is made to the law enforcement agency that originated the record in NCIC, and to various FBI offices. These notifications may prompt requests for information from the originating agency or the FBI concerning the "hit".

To enable the department to respond promptly with the required information, the following procedure will be used:

TELETYPE TERMINAL OPERATION

1. When a teletype terminal is used to make an NCIC Inquiry, the intra-department identifier for the bureau or detail to which the requestor is assigned, will be used.
 - a. Communications will use their Identifier (NV0020024) when operating in the manual mode.
2. If the inquiry results in a "hit", a copy of the "hit" will be sent to the Detective Bureau. The name and "P" number of the requestor will be printed on the "hit". These "hits" will be sent to the Detective Bureau daily.

AUTOMATED COMMAND AND CONTROL SYSTEM

1. When the automated Command and Control System is used to make an NCIC inquiry, the appropriate identifier will be used. (NV0020125)
2. The print-out of NCIC "hits" received through the Automated Command and Control System will be delivered to the Detective Bureau daily. (1/74, 4/76) ■

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5/209.07 CONFIRMING NCIC "HITS" BY TELEPHONE
A.S. 82.3.8

When a subject is to be arrested in the field on a warrant as the result of an NCIC/CJIS "hit" the originating agency must be contacted prior to taking the person or property into custody. The Communications Supervisor (or alternate) will call to confirm that the warrant is still valid, whether or not there are local charges. It is not uncommon for police agencies to cancel warrants and delay in removing the person or stolen property from NCIC.

Officer

1. Requests a Communications Supervisor to confirm the "hit" prior to arrest. To "confirm a hit" by telephone means to:
 - a. Verify with the originating agency of the record that the warrant is still outstanding.
 - b. Verify the person or property inquired upon is identical with the person or property of the record, and
 - c. Obtain extradition information.
2. Requests an alternate member to make the call if the Communications Supervisor is unable to do so. The persons listed below (not in priority order) will follow the same procedures as the Communications Supervisor in requesting the information.
 - a. Fugitive Detail Investigator
 - b. Detective Bureau Investigator
 - c. Desk Officer
 - d. PD or SOD Supervisor
3. Proceeds with arrest and/or seizure of stolen property after confirmation.
4. Indicates in the Declaration Of Arrest the P. No. of the person who made the call for confirmation, and the agency and person contacted.
5. Releases the subject if confirmation cannot be obtained within a reasonable period of time – not longer than one hour.

Communications Supervisor (or Person Confirming the Hit)

6. Places a call to the originating agency to confirm that the warrant is still outstanding.
7. Requests a certified copy of the warrant of arrest be forwarded to the LVMPD Fugitive Detail when confirmation is made.
8. Requests the originating agency to forward an abstract (hard copy) of the warrant to the Detention facility.
9. Notifies the requesting officer of the following: the P. No. of the person placing the call, and the agency and person contacted for "hit" confirmation.
10. Notifies the requesting officer if confirmation cannot be made. (11/90, 7/93) ■

5/209.08 DANGEROUS OFFENDER NOTIFICATION SYSTEM (DONS)
A.S. 81.2.9

The Dangerous Offender Notification System (DONS) alerts officers, dispatchers, booking facilities and Parole and Probation District Offices that a subject is under the supervision of Nevada Parole and Probation. The system provides P&P information to law enforcement agencies, including the charge for which the subject is on probation, the supervision start and end dates, the supervising officer and a contact number. In addition, the system is designed to allow us to notify P&P each time we receive a response. This information, along with the subsequent notification, provides investigative information for "tracking" the subject's movement throughout the state.

NRS 178.484 requires that a person arrested for a felony who has been released on probation or parole for a different offense must not be admitted to bail; except as provided by the provisions of this statute.

DONS PRIORITY LEVELS

Priority 1- Immediate Notification

- Immediate notification to Parole and Probation must be made under any circumstances; PPCN (P&P Contact Notification) for dispatch/field officer (field officers will go through dispatch for the notification) or PPBN (P&P Booking Notification) for booking facilities.
- Parole and probation will respond with a message advising to detain or release the subject.
- Parole and probation attaches this priority to violent individuals, absconders and individuals thought to be

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absconders, sex offenders and inmates. A response containing a DONS “hit” may also contain cautionary information, such as if the subject has violent tendencies, is under “in-house” arrest, is suicidal, etc.

Priority 2 - Special Conditions

- Immediate notification to Parole and probation must be made if the subject has violated one or more of the special conditions of his parole or probation, or if the subject was involved in a violent or weapons crime.
- Parole and Probation will respond with a message advising to detain or release the subject.
- This priority provides the special conditions of an individual’s supervision for determination as to whether or not the subject has violated any of the conditions.

Priority 3 - In-Person Contact

- Requests Parole and Probation be notified anytime “in person” contact is made with the subject.
- Parole and Probation will respond with a message advising to detain or release the subject. Unless the subject is being arrested or one of the flags in DONS is checked (i.e., cooperative, violent, etc.), the response from P&P will always be, “Please do not Detain for P&P”.
- This priority provides notification of condition violations and “tracks” the subject’s movement and agency contact throughout the state.

Priority 5 - Pending Warrant

- This priority always results in an automatic response stating, “Please Detain for P&P”.
- Immediate notification to Parole and Probation must be made ; PPCN (P&P Contact Notification) for dispatch/field officer (field officers will go through dispatch for the notification) or PPBN (P&P Booking Notification) for booking facilities.
- The response by P&P to the PPCN/PPBN will always be “hold”.

Priority 9 - Pending

- The subject is pending a “pre-sentence investigation” or discharge.
- The response will always be, “Please Do Not Detain for P&P” because P&P does not have the authority to detain or hold.
- Notification to Parole and Probation is requested; PPCN (P&P Contact Notification) for dispatch/field officer (field officers will go through dispatch for the notification) or PPBN (P&P Booking Notification) for booking facilities.

Priority “S” - Lifetime Supervision

- This is a Lifetime Supervision Sex Offender that has been identified by their assigned officer as unique and requires special attention.
- The response will always be, “Please Detain for 10 Minutes for P&P Response”.
- Notification to Parole and Probation must be made if there is probable cause the subject has committed a new offense (violating one of their conditions is a new offense); PPCN (P&P Contact Notification) for dispatch/field officer (field officers will go through dispatch for the notification) or PPBN (P&P Booking Notification) for booking facilities.

PROCEDURE

Officer

1. Advises Channel 1 of the DONS “notification hit” and provides the subject’s available information such as name, DOB and SS number. (Note: Dispatch does not automatically receive a DONS hit when an officer runs a subject on the MDT.) Also provides the following information:
 - a. Has the subject been involved in a violent crime?
 - b. Was a weapon involved?
 - c. Is the subject wanted?
 - d. Is the subject being arrested on any charge?
 - e. Is the subject cooperative?

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- f. Is the subject under the influence?
- g. How was the contact made with the subject? (Vehicle stop, person stop, burglary suspect, robbery victim, etc.)

Communications Bureau

- 2. Channel 1 receives information of a DONS "notification hit" and runs the subject to view the "hit" information.
- 3. Sends notification to P&P via the PPCN.
- 4. Advises the officer of the response.

Officer

- 5. Receives information from Channel 1 to detain or release the subject.
- 6. If notified to detain, takes the subject into custody and transports to CCDC.
- 7. Obtains the P&P electronically sent print-out from the booking counter and completes the Temporary Custody Record and Declaration of Arrest utilizing the appropriate booking code and charge. (Note: the TCR must denote the authorizing P&P officer as the arresting officer and the LVMPD officer completing the TCR as the transporting officer).

Detention Booking

- 8. Provides the transporting officer with the P&P print-out received electronically from NHP.
- 9. Processes the subject according to regular booking procedures.
- 10. If no PPCN query was performed by dispatch/field officer prior to arrival at CCDC, sends notification using the appropriate Parole and Probation notification function (PPBN for booking facilities).

Any Other User Receiving a DONS Hit

- 11. Upon receipt of a DONS "notification hit", notifies Parole and Probation via the PPCN.-(Note: Parole and Probation contact number available from dispatch, if unknown).
- 12. Receives a response from P&P to detain or release. If advised to detain, notifies the supervisor or senior LEST in charge who will notify dispatch. (9/99, 3/06) ■

5/209.09 DEPARTMENT OF MOTOR VEHICLES INQUIRIES

Department personnel can obtain Department of Motor Vehicles information from either the Communications or Records Bureau, through the respective CRT terminals or microfiche files.

As part of the contractual agreement with the Department of Motor Vehicles, records furnished shall be given only to law enforcement personnel, and used only for law enforcement purposes. The Communications Bureau and the Records Bureau are responsible for the return of superseded microfiche records to the Department of Motor Vehicles, Automated Division.

TYPES OF INFORMATION THAT CAN BE OBTAINED

DMV COMPUTER

Registration by NUMBER

- 1. License Plate
- 2. Vehicle Identification Number (VIN)
- 3. Personalized License Plate
- 4. Commercial Plate (Motor Carriers)
- 5. Special License Plate
 - a. Dealer Plate
 - b. Loaner Plate
 - c. Old Timer Plate
 - d. Handicap Plate
 - e. U.S. Senator Plate
 - f. U.S. Representative Plate
 - g. State Senator Plate
 - h. State Assembly Plate
 - i. State Supreme Court Plate
- 6. Driver's License
- 7. State I.D. Card

MICROFICHE

Registration by NUMBER

- 1. License Plate
- 2. Special License, Exempt Plates only
- 3. Driver's License and Demerit Listings
- 4. Vehicle Registration

PUBLICATION (L.V. DMV Office)

Registration by NUMBER & NAME

- 1. Used Demo Permit
- 2. 5-day Demonstration Permit
- 3. Dealer's Report of Sale

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TELEPHONIC AND IN-PERSON REQUESTS (Records Bureau)

Telephonic and In-person requests for information shall be directed ONLY to the Records Bureau. The phone number dedicated for this purpose of 386-3300. Authorized persons having more than three (3) requests (by phone) will have their requests filled by return call. Communications Bureau will not accept telephone requests.

VOICE RADIO REQUESTS (COMMUNICATIONS BUREAU)

Voice Radio requests from field operations shall be directed to the Communications Bureau. Digital radio requests by Mobile Communications Terminals in the form of Administrative Messages (AM's) will NOT be honored.

Information obtained from the microfiche or data processing terminal records reflecting a revoked, canceled, or suspended record should be verified with the respective DMV division before taking any enforcement action. (11/77)■

***Las Vegas Metropolitan Police Department
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5/209.10 WANTED VEHICLE SYSTEM

The Las Vegas Metropolitan Police Department Wanted Vehicle System was designed to complement the NCIC Wanted Vehicle System, which was felt to be too restrictive in many aspects. Although originally designed as a local system, other southern Nevada law enforcement agencies have requested use of this system. There are twelve parts to the Las Vegas Metropolitan Police Department Wanted Vehicle System, which are:

1. **STOLEN, NRS 205.220** - This category is used whenever the elements are present which show that a vehicle has been taken unlawfully with the intent to permanently deprive the owners of its use. Entry is made through a vehicle theft report (Incident Report, LVMPD 603) or RMS and must have a supervisor's approval. Immediate entry can be made by contacting the WVS desk by telephone and forwarding the reports through by the end of shift.
2. **EMBEZZLED, NRS 205.300** - This category is used whenever the elements are present which show that a person entrusted with a vehicle (loaned, leased, rented or deposited to) converts it to his own use with intent to defraud or steal. Entry is made through a vehicle theft report (Incident Report, LVMPD 603) or RMS and must have a supervisor's approval. Immediate entry can be made by contacting the WVS desk by telephone and forwarding the reports through by the end of shift.
3. **OBTAINING PROPERTY UNDER FALSE PRETENSES, NRS 205.380** - This category is used whenever the elements are present which show that the vehicle is obtained knowingly by false pretenses with intent to cheat or defraud the owner. Entry is made through a vehicle theft report (Incident Report, LVMPD 603) or RMS and must have a supervisor's approval. Immediate entry can be made by contacting the WVS desk by telephone and forwarding the reports through by the end of shift.
4. **STOLEN OR LOST LICENSE PLATES** - This file contains a list of all reported stolen or lost license plates. Entry is made through a larceny report (Incident Report, LVMPD 603) or a Lost Property Report (LVMPD 67) or RMS and must have a supervisor's approval.
5. **STOLEN VEHICLE PARTS** - This file contains a list of stolen vehicle parts which have identification numbers corresponding to the vehicles VIN number, i.e., VIN plates, engines, transmissions, certificates of title, etc. It does not include unmarked parts or equipment with different serial numbers i.e., C.B.'s, tape decks, etc. Entry is made through a larceny report (Incident Report, LVMPD 603) or RMS and must have a supervisor's approval. **NOT CURRENTLY USED.**
6. **FELONY VEHICLE** - This file contains a list of vehicles that are associated with the commission of any felony incident (additional to Vehicle Theft) or believed to be in the possession of a subject wanted on a felony charge. Entry can be made immediately by contacting WVS by telephone and/or by completing an Attention All Officers Report (LVMPD 30) which must have a sergeant's or above signature of approval. The Attention All Officers Report must be submitted (generally by fax) by the end of shift when making this entry by telephone. Because of the delicate nature of this file, additional information must be included to explain the exact circumstances warranting this entry so that if an officer locates this vehicle he or she knows exactly what and who they are dealing with.
7. **KNOWN DANGEROUS** - This field contains a list of vehicles believed to be in the possession of persons who are considered to be a threat to an officer's safety based upon their past history, i.e., known to be combative, mentally ill to the point of being dangerous, believed to be armed and dangerous, etc. It should be stressed that the person or vehicle need not be wanted. Entry can be made immediately by contacting WVS by telephone and/or by completing an Attention All Officers Report (LVMPD 30) which must have a sergeant's or above signature of approval. The Attention All Officers Report must be submitted (generally by fax) by the end of shift when making this entry by telephone. Additional information must be provided to ensure that an officer that stops this vehicle or person knows exactly what and who they are dealing with.
8. **IMPOUNDED VEHICLES** - This file contains a list of all vehicles impounded by WVS user agencies only. Entry is made through a Vehicle Recovery or Impound Report (LVMPD 503) and must have a supervisor's approval. Immediate entry can be made by contacting the WVS desk by telephone and forwarding the reports through by the end of shift.
9. **PRIVATE TOWS - NOT CURRENTLY BEING USED.**

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10. MISSING PERSONS - This file contains a list of vehicles associated with a missing person. They may be either an adult or juvenile. Entry is made through a Missing Person Report (Incident Report, LVMPD 603) or RMS and must have a supervisor's signature of approval. Immediate entry can be made by contacting the WVS desk by telephone and forwarding the reports through by the end of shift.
11. FIELD INTERVIEW - This file contains a list of vehicles believed to be operated by active criminals and there is a present need to keep the vehicle and/or subject(s) under surveillance. Entry is made through an Attention All Officers Report (LVMPD 30) and must have a lieutenant's or above signature of approval. Additional information must be provided to ensure that any officer that might come across this vehicle knows who and what they are dealing with, what action is requested, and who is requesting the action.
12. CONTACT MESSAGE - This file contains a list of vehicles believed to be in the general area that have emergency messages for the owners. Entry can be made through an Attention All Officers Report (LVMPD 30) or from a teletype message. All the known details of the emergency must be included.

RESPONSIBILITIES

1. All User Personnel - It is the responsibility of all users of the Wanted Vehicle System to maintain the credibility of the system. This includes ensuring that the proper procedures are adhered to, that confidential information is safeguarded, and that timely entries, modifications, or deletions are made in a timely manner.
2. Records Bureau - The Records Bureau has the primary responsibility for maintaining the Wanted Vehicle System. When any requests for entries, modifications, or deletions are made the accepting clerk will ensure that the appropriate authorization and information is present. Once received, the information will be given to the Wanted Vehicle System operator for entry into the system as soon as possible.
3. Initiating Officer - The initiating officer is responsible for ensuring that all information he or she is requesting to be entered into the system is as complete and correct as possible, that the necessary paperwork is properly filled out, that the necessary authorizations are obtained, and that the information is made available to the Records Bureau as soon as possible for timely entry into the system. Stolen vehicle information should always be called into WVS when the report is taken even if the plate and/or VIN numbers are unknown.
4. Communications Bureau - The Communications Bureau is responsible for fully utilizing the Wanted Vehicle System in cases where an officer does not have access to the system and upon request, informing officers of the status of a vehicle the officer might be dealing with.

The Communications Bureau is NOT responsible for relaying information back and forth between Records Bureau WVS personnel and other department personnel. Only in the most severe emergencies or when a speedy and successful conclusion of a case depends upon it will this practice be condoned.

5. Plaza Desk Personnel - The Plaza Desk personnel will refer citizens to the specific detail placing a "hold" on a vehicle for purposes of vehicle release.
6. Auto Theft Section - The Auto Theft Section is responsible for ensuring that any additional information they might obtain during a follow-up investigation that pertains to the Wanted Vehicle System is forwarded to the Records Bureau as soon as possible for entry.

When the Auto Theft Section authorizes the release of a vehicle, the releasing officer is responsible for immediately flagging the concerned entry in the Wanted Vehicle System. They shall be responsible for forwarding their release forms to the Records Bureau in a timely manner.

7. Authorizing Supervisor - Each supervisor who authorizes a transaction in the Wanted Vehicle System (entry, addition, deletion, etc.) is responsible for ensuring that the information is as accurate and complete as possible and that the transaction is warranted and proper.
8. Technical Services Division - The Technical Services Division is responsible for ensuring that proper transactions are being made by outside users of the Las Vegas Metropolitan Police Department's Wanted Vehicle System. (4/77, 10/94) ■

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**5/209.11 AUTOMATION PROJECTS - REQUESTS, MANAGEMENT AND MODEL
A.S. 81.2.4, 82.1.7**

It is the policy of this department that all automation projects, including projects to implement new systems or enhance existing systems, shall be a joint activity between the operational unit(s) and the Information Technologies Bureau.

GENERAL

To be considered an "Automation Project" and be covered by this procedure, the project must:

- Be a computer-based system or application; AND
- Have more than one user (single-user analytical applications NOT included); AND
- Have a life expectancy of 6 months or more.

The bureau/area commander of an operational unit planning an automation project is responsible for the planning, budgeting, and management of the project. Information Technologies Bureau (ITB) will designate a project engineer or project manager, as appropriate for the type of project and stage of planning or implementation. The respective bureau/area commander and the assigned ITB project engineer/manager will work together as a cooperative **project team** to ensure success and completion of the project.

ITB will maintain the department's Automation Strategic Plan. Any modifications to the Automation Strategic Plan must be approved by the TSD commander to ensure all obligations of ITB can be met. All projects approved by command staff will require an update to the plan.

PROCEDURE

Bureau/Area Commander

1. Designates a project liaison that will be the point of contact and liaison for the life of the project with the following responsibilities.
 - a. Developing, documenting and obtaining approvals for the project plan and budget.
 - b. Coordinating with ITB.
 - c. Facilitation of user participation in the development of detailed requirements and in implementation.
 - d. Management reporting.
2. Directs completion of an Automation Project Feasibility Analysis, LVMPD 276, providing a detailed explanation of the need for the automation project and what outcome is expected.
3. Coordinates with ITB for assistance in determining anticipated budget, technical assessment, expenses and time line for implementation.
4. Forwards the Automation Project Feasibility Analysis to the Division Commander.

Information Technologies Bureau

5. Provides assistance to the requesting unit (project liaison) in completing the Automation Project Feasibility Analysis.
6. Signs the form indicating concurrence with information contained therein.

Division Commander

7. Ensures project is well documented and includes information on purpose, budget and time lines.
8. Determines the project is reasonable and feasible based on the Automation Project Feasibility Analysis.
 - a. If approved, returns to bureau/area commander with direction to coordinate completion of the Automation Project Planning Form, LVMPD 277.
 - b. If disapproved, returns to bureau/area commander with explanation of reason for denial.

Bureau/Area Commander

9. If Feasibility Analysis is approved by the division commander, directs completion of an Automation Project Planning Form, LVMPD 277, providing expanded information concerning the project.
10. Coordinates with ITB for assistance.
11. Forwards the Automation Project Planning Form to the Division Commander.

Information Technologies Bureau

12. Provides assistance to the requesting unit (project liaison) in completing the Automation Project Planning Form.

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Division Commander

13. Ensures project is well documented and justified.
14. Forwards to the Office of Finance for coordination of funding alternatives.
15. Upon return and recommendation from the Office of Finance, presents to Command Staff for approval.

Office of Finance

16. Advises requester of funding alternatives, notes any concerns on the Automation Project Planning Form and returns to the respective division commander.

Command Staff

17. Upon approval, negotiates a priority and time phasing for the project relative to the department's Automation Strategic Plan.
18. If not approved, advises respective division commander of concerns to determine if the proposal can be revised and resubmitted or is not viable at this time.

Information Technologies Bureau

19. If project is approved by command staff, assigns a project engineer/manager with the following responsibilities.
 - a. Assisting the unit in developing a project plan and management model.
 - b. Coordinating the assignment of additional technical personnel to the project team.
 - c. Analyzing and documenting concepts of operation and functional requirements.
 - d. Evaluating technologies and providers to identify viable alternatives.
 - e. Development of detailed implementation plans and technical specifications.
 - f. Technical oversight of the acquisition or development of activities
 - g. Assisting the project liaison in project management and management reporting.

AUTOMATION PROJECT MODEL

The Automation Project Model is a set of standards that define the types of planning and activities associated with each phase of development of an automation system. Every automation project will have the following stages and documentation:

<i>Automation Program Stage/Activity</i>	<i>Principal Documents or Data Items</i>
Initial Requirements	Automation Project Feasibility Analysis, LVMPD 276
Implementation Planning	Automation Project Planning Form, LVMPD 277 Alternatives analysis Implementation plan Budget
Acquisition	Technical requirements specifications Implementation requirements specifications Formal acquisition document (RFP, FRQ, IFB, IDR) Vendor response evaluation plan and criteria Contract
Implementation	Project plan System Design Document Preliminary and critical design reviews Pre-delivery and installation test plans and procedures
Transition to Operations Data Conversion	Conversion Plan Conversion Report
Acceptance Testing	Acceptance Testing Plan and Procedures Acceptance Test Report
Training	Training Plan Training Courseware and Materials

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Support Infrastructure	Maintenance Plan and Procedures Operational Support Plan and Procedures
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(5-01) ■

5/209.12 *COMPUTER SYSTEMS MANAGEMENT*

To facilitate the development and modifications of major computer systems, such as the Computer–Aided Dispatch (CAD), Records Management System (RMS) and Automated Fingerprint Identification System (AFIS), a Computer Systems Steering Committee has been designated. This committee is responsible for adopting/approving conceptual changes to the systems and directing the development of the most appropriate operational plan to implement approved changes.

The committee will consist of the Technical, Patrol and Investigative Services Division commanders as permanent members, with the TSD commander as the chairman and the Executive Director of Information Services as permanent technical advisor. The chairman will request the necessary specialty directors/managers/supervisors to participate as appropriate for the issues at hand.

Daily operational activities within an existing software package may be completed at the discretion of the appropriate commander/director, provided that no significant impact upon system performance results. Impact is significant when, in terms of response times, observable performance deteriorates.

Suggestions for improving any major computer system will be delivered to the Technical Services Division commander. All suggestions will be reviewed to determine whether operational benefits may result. Suggestions with this potential will be forwarded to the Computer Systems Steering Committee who will meet as necessary. (9/93, 7/95) ■

5/209.13 *REQUEST FOR INFORMATION TECHNOLOGIES SERVICES*

NETWORK LIAISONS

To facilitate the coordination of LVMPD computer network systems with employee actions such as new hires, changes of assignment and terminations, each division/office commander will appoint at least one representative from each unit under their command to serve as network liaison. The names of the persons appointed will be submitted, via e-mail, to PCHELP, Information Technologies Bureau whenever any changes occur.

The network liaison (NL) is responsible for notifying ITB of any personnel changes at least five (5) working days before these changes become effective, whenever possible. ITB will be responsible for the actual management of the network accounts based upon the information received from the network liaisons. This will include additions/deletions of network accounts, as well as changes in existing accounts.

The NL will also utilize this form to request miscellaneous services from IT for any other purpose (other than help desk), such as moving computers, installing hardware/software, etc.

PROCEDURE

To request the services of ITB, a Request for Microcomputer Services, LVMPD 230, must be completed and sent to PCHELP, via e-mail. This form is automated and can be accessed through WordPerfect's LVMPD templates directory.

ITB will process network account requests on Tuesday of each week. Requests not received by the close of business on Monday will not be processed until the following week. The network liaison will be notified through e-mail when the request has been completed. Miscellaneous service requests will be processed based upon ITB resources as they are received. A request with a specific due date should state so within the request. In case of an emergency due to lack of notice, the Help Desk should be contacted. (1/98, 1/01) ■

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5/209.14 VOICE RADIO COMMUNICATIONS
A.S. 61.1.7, 81.2.3, 81.2.4, 81.2.5, 81.2.6, 81.3.1

It is the policy of this department to utilize and enforce uniform communications procedures to enhance the safety of members in field operations, to ensure the most effective use of the fixed and mobile communications systems, and to conform to applicable regulations.

PROCEDURE

The Communications Bureau is a full partner in providing police services through Community Oriented Policing and Problem Solving.

Since this department uses the 400 series incident codes and other agencies may use other codes, common English or clear speech (in conjunction with common codes) will be used while communicating in the various modes, including car-to-car and dispatch-to-dispatch, during these agency interactions.

These instructions are not absolute and a degree of flexibility does exist in emergency situations.

DISPATCHING AND ACKNOWLEDGING CALLS

1. Communications: 1H1, Control, Copy a call.
2. Unit: Acknowledges with unit number and location.
3. Communications: Dispatch type of call using 400 code, and address, then particulars, including name of person reporting and address, if different from location of complaint. If no further information is available, the unit will be advised.
4. Unit: Acknowledge call with unit number. If two units are assigned to a call, the car assigned to the area in which the incident occurred will be dispatched first.
 - Traffic units will also give an estimated time of arrival when acknowledging the call.
 - Communications specialists will support Community Oriented Policing through interaction with field units, allowing for officer discretion in response to calls.
5. Communications: Upon receiving a request from a field unit for additional service (tow, ambulance, I.D., etc.) advise the unit of the estimated time of arrival.
 - When the location of an incident is a business establishment, the location will be identified by the name and address or location. It is imperative that both elements are included.
 - If Communications receives an emergency call, by name of establishment only, the first broadcast will be made with the best information available followed by an additional broadcast with the specific location or address.

ALTERNATE RADIO CHANNELS

Personnel will use the following designated alternate radio channels if assigned channels become inoperative:

<u>Assigned Channel</u>	<u>Utilize Channel</u>
Info	Admin
Northwest	Admin
Bolden	Admin
Northeast	Info
Downtown	Tac 2
Southwest	Tac 1
South Central	Tac 1
Southeast	Tac 1
Resident North	Utilize MDT, Cell Phone, or Sat. Phone*
Resident South	Utilize MDT, Cell Phone, or Sat. Phone*

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Admin

Info

Note: No alternate channels are available for the outlying resident areas.

When using an alternate channel, voice-radio traffic will be restricted to a minimum. Should an alternate channel be "CODE RED" at the time of the change, the Info Channel will be selected until further advised. In the event an alternate channel is required, but inoperative, the Info Channel will be selected and voice-radio traffic restricted to EMERGENCY TRAFFIC ONLY until normal communications are restored.

USE OF CODES AND TERMS

The Incident Disposition Function Code (400 code), Disposition Code, administrative segments and Glossary will be strictly adhered to.

1. Officers are provided these codes on the pocket sized I.D.F. Code card.
2. Use of unauthorized codes between individuals, squads, and shifts is prohibited.
3. The use of slang and derogatory terms is prohibited.
4. The phonetic alphabet will be used in all cases where license plate numbers are broadcast. Do not spell proper names, street and business names phonetically unless a doubt exists.
5. When a unit clears from a dispatched call, the 400 code and only one letter of the Disposition code will be used. The unit will give priority to the code which is more inclusive or which advises Communications more exactly of the disposition.
6. Back-up units will clear with a letter Disposition code only.
7. If the 400 Code, as dispatched, is not the correct nature of the call, the unit will reclassify to the correct 400 code.
8. Only one 400 code designation can be used to log off the air.
9. On all vehicle stops, the unit will indicate 467, license plate number, and then the location of the stop. A back-up unit will not be dispatched automatically on a traffic stop or when checking subjects on foot. The unit will be responsible for determining if assistance is needed and must request a back-up unit from Communications.

DISPATCH REQUIRING MORE THAN ONE UNIT

When receiving a call for service, Communications will make a determination of the number and type of officers required, utilizing the current Response Category Profile (RCP), and dispatch accordingly. (Note: The RCP is a predetermined list containing information on each type of call and the number and type of officers that should be dispatched for that particular event.)

The field supervisors will have the responsibility to supplement and delete field units responding to calls in their area as they deem necessary, taking into account their knowledge of the incident, location, and participants involved. Supervisors may be required to explain these variations of the RCP to their superiors. Supervisors are to avoid over response to calls and exercise discretion in these variations.

Once a unit arrives at the scene, that unit has the best available information and can request additional units or cancel any backup units.

When a sufficient number of officers have been assigned to a situation, nonassigned units who indicate that they will also be responding will be canceled by the field supervisor.

Officers involved in an incident are to return to service when no longer needed at the event. The field supervisor will be responsible for ensuring officers do not linger on calls when no longer needed.

If only one unit is available to respond to a call requiring another unit, the responding unit will be sent alone. The unit will be advised by the dispatcher that he/she is responding alone and that a backup will be sent as soon as one is available.

DISPATCH OUT OF ASSIGNED AREA

Communications has the authority to dispatch any unit out of the unit's assigned area, based on need and availability, without clearance from a field supervisor. However, if the field supervisor has knowledge of a closer unit, or information that Communications is not aware of, he/she should suggest an alternate unit to Communications.

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When a unit is assigned a call outside of the unit's assigned area, the dispatcher will advise the officer of the area to which he is assigned by saying, "_____ unit, handle a call in _____ area," so that the officer will know that Communications is aware that the call is outside his/her assigned area. If the field supervisor assigns a unit to a special detail, Communications will be advised. If Communications assigns a unit to leave the Metropolitan area, the field Lieutenant will be advised.

When a unit is requested to contact a crime victim at a hospital, hotel or residence after the victim is hospitalized or discharged following medical treatment, and the request is made DURING the shift the event occurred, a unit from the sector of occurrence will be dispatched. If a similar request is made AFTER the shift on which the incident occurred, a unit from the sector where the victim currently is will be dispatched. For example, if the victim is at a hospital, a unit from that area will be dispatched; if the victim has returned to their residence after medical treatment, a unit from the residence area will be dispatched.

Out of Sector/Beat:

Units will be dispatched across adjacent sector/beat boundaries where those units assigned to the sector/beat will be unavailable due to other assignments. This includes report calls.

Out of Area Command:

Communications will dispatch a unit out of one area command to another area command only if the call to be dispatched is in an adjoining district boundary and is of a felony nature or a disturbance call of a nature where a unit is needed "NOW" (for example, 403, 416, 417, etc.), and then only if all units in the area command have been called off coffee breaks and 494's.

Out of Jurisdiction:

Communications will not dispatch a unit out of this jurisdiction to respond to wanted or missing subjects, or to handle recovered stolen vehicles (unless approved by the area lieutenant or a hold has been placed by this department).

Similarly, neighboring jurisdictions will not be requested to respond to these types of situations within the LVMPD jurisdiction.

PENDING CALLS FOR SERVICE

Emergency:

Emergency calls will be dispatched to on shift units up to the conclusion of their shift. This applies to all shifts. The area supervisor will be notified immediately of emergency calls that are pending. If no patrol units are available, Communications will dispatch the area supervisor to the emergency.

Non-Emergency:

The Communications Bureau will dispatch shift units to routine calls (including report calls) up to forty-five minutes before the conclusion of their shift. It is the responsibility of the area supervisor to stay abreast of pending events. The dispatcher will advise the area supervisor of calls holding in excess of thirty minutes via the most appropriate means; administrative message, text pager message, telephone call or radio broadcast. Where there is an extended time delay, an effort will be made by the dispatcher to re-contact the person reporting to advise the delay. When the call is dispatched, the unit assigned will be advised of the time delay.

When a call is canceled or held for an extended period of time (in excess of one hour), by direction of the area supervisor, that supervisor will re-contact the Person Reporting and advise of the reason for cancellation or time delay.

PLAINCLOTHES ACTIVITIES

When plainclothes activities, other than routine interviews, non-suspect contacts, etc., are planned within established patrol areas, it is the responsibility of the senior officer or his supervisor to notify the area command supervisor responsible for the area, and the Communications Supervisor, to ensure that plainclothes activities do not conflict with patrol activities.

Undercover officers will not respond to a call assigned to a patrol unit unless specifically requested to, or unless the crime is occurring in their presence. In all cases, undercover officers should not respond to a scene, or leave their vehicle at a scene until they have notified Communications, and Communications has notified them that they are aware that undercover officers are at the scene.

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CODE RED EMERGENCY SITUATION

A "Code Red" (emergency traffic only) may be initiated by either the unit at the scene or a dispatcher working the channel. The dispatcher will activate the All Points Alert, state "Code Red," and activate the Code Red Tone Button. Units initiating a Code Red may request that the Code Red Tone not be activated. The only units authorized to break a Code Red are:

1. The primary and secondary units involved in the Code Red call to advise they have arrived;
2. Any officer taking action on the Code Red situation;
3. The dispatcher to relay necessary information; and
4. Resident Officers.

Supervisors are responsible for controlling the superfluous radio traffic of personnel under their supervision. Unit-to-unit radio traffic and passing of information will be held to a minimum. When a lengthy conversation is necessary, units will utilize an alternate channel that will not interfere with normal radio traffic. All units will refrain from asking why any other unit or agency is responding Code 3.

COMPLAINTS

Officer complaints about Communications procedures will be referred to their supervisor who will discuss the complaints with the Communications Supervisor. At no time will complaints be directed to the dispatcher.

ACCESS TO COMMUNICATIONS CENTER

Access to the communications center is generally restricted to Communications Bureau personnel. Department supervisors who have a need to discuss official police business with Communications Bureau supervisors, and department members with job-related paperwork or information will be given access as required.

Business will be conducted in the office areas only. Department members given entrance to the Communications Bureau will be admitted to the dispatch room only with the permission of the communications supervisor on duty. Department members whose duties interface with those of dispatch personnel are encouraged to arrange a tour and observation session with the Communications Bureau research assistant or on-duty communications supervisor. Personnel not assigned to the Communications Bureau will not be allowed inside the computer room or equipment room unescorted.

REQUESTING THE SERVICES OF PATROL DIVISION

Due to the number of calls for service from other bureaus, personnel from those bureaus will clear the requests through their immediate supervisor, who in turn will clear the request through the field sergeant before requests of non-emergency nature are dispatched. All requests from outside agencies must be cleared through the Communications Supervisor. If these requests are other than routine, the Communications Supervisor will notify the field lieutenant, if appropriate.

REQUESTS FOR SERVICE BY A UNIT THROUGH COMMUNICATIONS

1. Taxicabs: Requests from citizens to field units for taxicabs should not be referred to Communications unless a telephone is not available.
2. Event Numbers: The only time an event number will be obtained through Communications is when the officer does not have an MCT available.
3. Lunch Breaks: Lunch breaks for field units will be scheduled during the briefing and submitted to Communications as a part of the line-up. Prior to logging out for lunch, units will contact the area supervisor who will ensure sufficient manpower is available to cover the area during that time. Field units will not decline a dispatch because their scheduled lunch break is near. Generally, units from the same sector will not be cleared to break at the same time and units will eat at locations within their assigned sector. Deviations from this policy will be the exception rather than the rule.

NOTE: Patrol units will be authorized to take a 483 (coffee break) at their discretion, without having to clear through the area supervisor or Control. Communications personnel have the authority to call patrol units off of a coffee break to answer routine calls in their district.

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4. Ambulance and Tows: All requests for ambulance and tows are to be made on each unit's assigned radio channel.
5. Stolen Vehicle Information: Requests for physical description of stolen vehicles listed on the hot sheets for the purpose of comparing similar plates will not be accepted by Communications. If there is a question, the unit will be responsible for stopping and checking the vehicle.
6. Personal Phone Messages: On-duty personnel will make every attempt to limit the receiving of personal phone calls or messages. Necessary or emergency calls will be taken by PBX.
7. Records and Wants Checks: All personnel running checks will advise their respective channel that they are going to switch to the Info Channel (common channel). Exception will be when dispatch has advised the units to run checks on their own channel. When the unit returns to its assigned channel, the officer will advise Communications by saying, "Control, 1H1, Back on Southeast Channel." The term "back" on assigned channel should be used rather than clear so that no confusion as to unit status exists. If the unit is also clearing, the officer will advise, "Control, 1H1, Back on Southeast Channel, Clear." (4/98, 6/03) ■

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**5/209.15 UNIT IDENTIFIER LETTERS, CALL SIGNS & OTHER DESIGNATORS
A.S. 81.2.5**

A listing of calls signs which includes the member's name and call sign must be forwarded to Communications Bureau anytime changes are made (this does not apply to area commands). This listing may be sent via memo or via e-mail to "LVMPD Communications Bureau." Any inaccuracies in this information should be reported to the Communications Bureau Commander as soon as possible so that corrective action can be taken.

UNIT IDENTIFIERS

All units not assigned a unit identifier letter will state the word "UNIT" followed by their P# (i.e., "Unit2525"). In the event of a major incident and not assigned a call sign or involved in an off duty situation and the need to use the radio arises, members will use the call sign of "Unit" followed by their P#.

ABUSE/NEGLECT: AN __

A two-digit number will follow the "AN" to designate the individual employee.

AIRCRAFT UNITS: AIR 1, 2, 3, 4, 5, 6, 7 & 8 (Note: Air 8 is the fixed wing airplane)

ARMOR SECTION (Homeland Security Bureau): ARM __

A one or two digit number will follow the "ARM" to designate the individual officer.

AUTO THEFT: AT __

A one or two digit number will follow the "AT" to designate the individual officer. The supervisor's communication's number will be followed by "AT".

BIKE UNITS:

Bike units operating as a designated patrol unit, assigned to work a specific sector beat, will log on as follows: The first number will denote the shift, the second letter will denote the sector, the third and/or fourth number will denote the beat, and the last letter will be "B" for bike unit. Example: 3A12B.

EXCEPTION: Laughlin bike units will use their assigned call sign followed by the letter "B".

Bike units working special events will be assigned special event call signs.

CADET UNITS: _CD_

A single number preceding the "CD" will indicate shift. A two-digit number will follow "CD" depending on the area command of assignment.

SC - 10 to 19	DT - 40 to 49	BA (Bolden) - 70 to 79
SE - 20 to 29	NE - 50 to 59	
SW - 30 to 39	NW - 60 to 69	

COUNTER TERRORISM SECTION: CTS __

A one or two-digit number following "CTS" will designate the individual officer. The supervisor's communication's number will be followed by "CTS".

CRIME SCENE ANALYSTS AND CSA SUPERVISORS: C_ (one digit for supervisors); C__ (two digits for CSA's)

A single digit following the "C" will indicate a supervisor. A double digit following the "C" will indicate a CSA.

CRIMINAL APPREHENSION TEAM (CATS) AND FUGITIVE: WF __

A one or two-digit number will follow "WF" to designate the individual officer. The supervisor's communication's number will be followed by "WF".

CRIMINALISTICS-EVIDENCE VAULT: CE_

A single digit will follow the "CE" to designate the individual unit.

CRIMINALISTICS-FORENSIC CLANDESTINE LAB RESPONSE TEAM: CL __

A one or two digit number will follow the "CL" to designate the team member.

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CRISIS INTERVENTION TEAM STAFF: CIT__

A one or two-digit number following "CIT" will designate the individual officer. The supervisor's communication's number will be followed by "CIT".

DARE: DAR__

A one or two-digit number following "DAR" will designate the individual officer. The supervisor's communication's number will be followed by "DAR".

DEPLOYMENT OPERATIONS CENTER: DOC__

A one or two-digit number following "DOC" will designate the individual officer. The supervisor's communication's number will be followed by "DOC".

DETENTION SERVICES DIVISION: DS__

A one or two-digit number following "DS" will designate the individual officer. The supervisor's communication's number will be followed by "DS".

DOMESTIC VIOLENCE: DV__

A one or two digit number will follow the "DV" to designate the officer.

ELECTRONIC CRIMES DETAIL: EC__

A single digit will follow the "EC" to designate the individual detective. The supervisor's communication's number will be followed by "EC".

EMERGENCY MANAGEMENT SECTION: EM__

A one or two digit number will follow the "EM" to designate the individual officer.

FIELD TRAINING PROGRAM: FT__

A two digit number following the "FT" will indicate the officer. The supervisor's communication's number will be followed by "FT".

FIREARMS INVESTIGATIONS UNIT: FA__

A two digit number will follow "FA," the first will designate the detective and the second the area of assignment. The supervisor's communication's number will be followed by "FA".

FOOT PATROL: _FP__

A single number preceding the "FP" will indicate the shift. A two-digit number will follow "FP" depending on the area command of assignment.

SC - 10 to 19	DT - 40 to 49	BA (Bolden) - 70 to 79
SE - 20 to 29	NE - 50 to 59	
SW - 30 to 39	NW - 60 to 69	

FRAUD AND FORGERY: FC__

A one or two-digit number following "FC" to designate the individual officer.

FC1 through FC29 for Day Shift
FC30 through FC49 for Swing Shift

GANG CRIMES: GC__

A one or two-digit number following "GC" to designate the individual officer. The supervisor's communication's number will be followed by "GC".

CANINE UNITS: K9__

A one or two-digit number following "K9" will designate the individual officer. An "N" will be added when the K-9 team is a narcotic detector, i.e., "K97N."

HISPANIC INTERPRETER SERVICE: _HIS__

A single number preceding the "HIS" will indicate shift. A single digit number following the "HIS" will indicate the individual interpreter.

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HOMICIDE: H_ _

A two-digit number following the "H" will designate the individual officer's seniority within the unit.

HOMELESS LIAISON: HL_ _

A one or two-digit number following "HL" will designate the individual member.

HORSE PATROL: HP_ _

A one or two-digit number following "HP" will designate the individual officer. The supervisor's communication's number will be followed by "HP".

INTELLIGENCE: OC_ _

A one or two-digit number following "OC" will designate the individual officer. The supervisor's communication's number will be followed by "OC".

INTERGOVERNMENTAL SERVICES: IS_ _

A one or two-digit number following "IS" will designate the individual officer. The supervisor's communication's number will be followed by "IS".

INTERNAL AFFAIRS: IA_ _

A one or two-digit number following "IA" will designate the individual officer. The supervisor's communication's number will be followed by "IA".

JUVENILE: J_ _

A one or two-digit number following "J" will designate the individual officer. The supervisor's communication's number will be followed by "J".

LIGHT DUTY OFFICERS (in patrol cars): _ LD_ _

A single number preceding the "LD" will indicate the shift. A two-digit number will follow "LD" depending on the area command of assignment.

SC - 10 to 19	DT - 40 to 49	BA - 70 to 79
SE - 20 to 29	NE - 50 to 59	
SW - 30 to 39	NW - 60 to 69	

MAJOR CRIMES RESPONSE DETAIL (GRAVEYARD ONLY): MC_ _

A two-digit number following "MC" will designate the individual officer.

MAJOR EVENTS PLANNING: ME_ _

A two-digit number following "ME" will designate the individual officer.

MISSING PERSON DETAIL: MP_ _

A two-digit number following "MP" will designate the individual officer.

NARCOTICS SECTION: N_ _

A two-digit number following the "N" will designate the individual officer's seniority within the unit.

PATROL - DIRECTED PATROL ACTIVITY UNITS: _ DP_ _

A single number preceding the "DP" will indicate shift. A two-digit number will follow "DP" depending on the area command of assignment.

SC - 10 to 19	DT - 40 to 49	BA - 70 to 79
SE - 20 to 29	NE - 50 to 59	
SW - 30 to 39	NW - 60 to 69	

PATROL - PROBLEM SOLVING AND COMMUNITY POLICING UNITS

Beat number 7 and 8 will be used by PSU Units (example: 8A7 or 8A71-89)

Beat number 9 will be used by C.O.P. Units (example: 6A9 or 6A91-99)

Las Vegas Metropolitan Police Department
Partners with the Community

Problem Solving Units (PSU) will use a shift designator of "8", their primary area of responsibility sector and a beat of "7" or "8". (i.e., A PSU unit whose primary sector of responsibility is "Adam" area would be 8A7, 8A8, additional units would be 8A71....8A89.

Community Policing Units will use a shift designator of "6", their primary area of responsibility Sector and a Beat of "9". (i.e., A C.O.P. Unit whose primary sector of responsibility is "Adam" area would be 6A9, additional units would be 6A91....6A99.

PATROL SERVICES REPRESENTATIVE: PS__

A single number preceding the "PS" will indicate shift. A two-digit number will follow "PS" depending on the area command of assignment.

SC - 10 to 19	DT - 40 to 49	BA - 70 to 79
SE - 20 to 29	NE - 50 to 59	
SW - 30 to 39	NW - 60 to 69	

PUBLIC INFORMATION OFFICE: PIO__

A one or two digit number following the "PIO" will designate the individual member. The supervisor's communication's number will be followed by "PIO".

PROPERTY CRIMES SECTION: PC__

A one or two digit number following the "PC" will designate the individual officer. The supervisor's communication's number will be followed by "PC".

PRISONER TRANSPORT VEHICLE: _PT__

A single number preceding the "PT" will indicate the shift. A two-digit number will follow "PT" depending on the area command of assignment. NOTE: Indicate in the rider field if the unit is a "Bike" transport unit.

SC - 10 to 19	DT - 40 to 49	BA - 70 to 79
SE - 20 to 29	NE - 50 to 59	
SW - 30 to 39	NW - 60 to 69	

REPEAT OFFENDERS: RD__

A one or two-digit number following "RD" will designate the individual officer. The supervisor's communication's number will be followed by "RD".

REPORT CARS (regular duty officers): _RP__

A single number preceding the "RP" will indicate the shift. A two-digit number will follow "RP" depending on the area command of assignment.

SC - 10 to 19	DT - 40 to 49	BA - 70 to 79
SE - 20 to 29	NE - 50 to 59	
SW - 30 to 39	NW - 60 to 69	

ROBBERY SECTION: R__

A one or two-digit number will follow "R" to designate the individual officer.

SATURATION TEAM: SAT__

A one or two-digit number following "SAT" will designate the individual officer. The supervisor's communication's number will be followed by "SAT".

SEARCH AND RESCUE: SR__

A one or two-digit number following "SR" will designate the individual officer. The supervisor's communication's number will be followed by "SR".

SEXUAL ASSAULT (SEX CRIMES): SC__

A two-digit number will follow "SC" to designate the individual officer. The supervisor's communication's number will be followed by "SC".

Las Vegas Metropolitan Police Department
Partners with the Community

SHERIFFS DETAIL: SD__

A single digit will follow the "SD" to designate the individual officer. The supervisor's communication's number will followed by "SD".

SPECIAL EVENTS: __ SE

A two-digit number between 30 and 99 will precede "SE" and will be assigned at each event.

SPECIAL INVESTIGATIONS: SI __

A Two-digit number will follow "SI" to designate the individual officer. The supervisor's communication's number will be followed by "SI".

TECHNICAL AND SURVEILLANCE SECTION : TAS__

A two-digit number will follow "TAS" to designate the individual officer. The supervisor's communication's number will be followed by "TAS".

TOURIST SAFETY UNITS: TS ___

A two or three digit number following the "TS" will designate the individual officer. Supervisors will use their assigned call sign followed by "TS."

TRAFFIC UNITS: T ___

The first digit following "T" will designate the shift, and the remaining three digits will identify the individual officer's seniority status within the Traffic Section. Squad numbers will consist of the following:

T1___	-	Graveyard Squad	T4___	-	Fatal/Hit & Run
T2___	-	Day Squad	T5___	-	Special Events/Assignments
T3___	-	Swing Squad	T6___	-	Problem Solving Unit

VICE UNITS: V __

A two-digit number following the "V" will designate the individual officer's seniority within the unit.

VIOLENT CRIMES SECTION: VC __

The first digit following the "VC" will indicate shift (3 for swing shift, 2 for day shift) and the second digit will indicate the individual officer.

SWAT UNITS: Z __

A two-digit number will follow "Z" to designate the individual officer's seniority within the unit.

COMMUNICATIONS NUMBERS BY PERSONNEL/SERIES

100 Series - deputy chiefs and above and selected appointed administrators.

200 Series - captains

300 Series - lieutenants

500/600/700/800 Series - sergeants

(An "A" following any of the above series numbers will indicate "acting.")

1000 Series - corrections supervisors

7000 Series - reserve officers

8000 Series - resident officers

9000 Series - certain special assignment

NON-DEPARTMENT CALL SIGNS

A two-letter designator followed by a three digit number, as follows:

CC - Clark County Agencies

LV - City Agencies

NV - State Agencies

US - Federal Agencies

CT - Area Courts (District, Justice and Municipal)

SHIFT DESIGNATORS

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The shifts are numbered and designated as follows:

Shift	1	Grave
Shift	2	Day
Shift	3	Swing
Shift	4	Late Day
Shift	5	Late Swing
Shift	6	Utility Squad /C.O.P. Units
Shift	7	Extra/Special Units (available for calls for service)
Shift	8	Extra/Special Units (not available for calls for service)

PATROL CALL SIGN ASSIGNMENTS

For consistency between areas and to assist in the assignment of recommended unit responses, the following method of assignment of call signs is to be utilized:

1. The first character denotes shift.
2. The second character denotes sector.
3. The third and fourth characters denote beats within the sector.

Bicycle units operating as primary patrol units in a sector/beat will utilize the appropriate shift designator, followed by the assigned sector/beat, followed by "B" (example: "3A12B").

<u>No. of Units Assigned in Sector</u>	<u>Call Sign Assignment</u>
1	A (Example using Adam Units)
2	A12, A34
3	A, A12, A34
4	A1, A2, A3, A4
5	A, A1, A2, A3, A4
6	A1, A2, A3, A4, A12, A34
7	A, A1, A2, A3, A4, A12, A34
8	A1, A2, A3, A4, A12, A34, A13, A24
9	A, A1, A2, A3, A4, A12, A34, A13, A24
10	A1, A2, A3, A4, A12, A34, A13, A24, A21, A43

MOBILE FIELD FORCE CALL SIGN ASSIGNMENTS

A-1 Platoon used as example. Subsequent platoons would be numbered from A-2, A-3, etc.)

<u>Unit Designators</u>	<u>Unit Composition</u>
Alpha 100	Command Lt., Sgt., and two police officers
Alpha 110, 120, 130, and 140	Sergeants and three police officers
Alpha 111, 121, 131, and 141	Four police officers
Alpha 101 and 102 (arrest)	Four police officers
Alpha 1 (transport)	Two corrections officers (4/05, 6/07) ■

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Partners with the Community***

**5/209.16 VOICE AND/OR DIGITAL RADIO COMMUNICATIONS
A.S. 61.1.7, 81.3.1**

These instructions provide for the uniform use of the voice and/or digital radios when the unit is equipped with both pieces of equipment. For the efficient use of this equipment, it is important that these instructions be closely adhered to by all those concerned. These instructions are not intended to describe how to operate either the voice radio or the mobile computer terminal (MCT). The intent is to describe how and when to use one in conjunction with or to the exclusion of the other. The overall policy will be to use the MCT as much as possible without endangering officer or citizen safety. The Communications system is a MCT-intensive system and every effort must be made to maximize MCT use.

VOICE AND/OR MCT COMMUNICATIONS TRANSACTIONS

Communications for the below listed items will be transmitted by voice.

1. Priority "0" calls (also transmitted digitally) includes the following: crime occurring; crime having occurred with good chance of locating suspect; incident with person's life in imminent danger; robbery alarms; unknown trouble call (404); and officer needs help (444).
2. Priority "1" calls (also transmitted digitally) will be transmitted for benefit of those units not having MCT's or out of their vehicle. The information transmitted will be limited to the call signs of the units assigned, the LVMPD IDF code for the call, and the location by address or name. Call details will only be given by radio to promote officer or citizen safety, or when specifically requested by a unit that is available to respond.

Example: 3H3 copy a 416 at 400 E. Stewart, MCT; or 3H3 copy a 409 at Sahara & Boulder, suspect last seen east bound in a green 80 Ford pickup, no plates.

3. Information is not available through MCT
4. Support services requests (Do not use AMs)
5. Emergency radio traffic (Code Red requests)
6. Arrest situations
7. Officer initiated IDF codes (clear by voice and MCT)
 - a. 467 Out of service, vehicle stop (give location)
 - b. 468 Out of service, person on foot (give location)
8. Requesting IDF code 482
9. Code 5 on prisoner transports
10. Wants and warrant requests on suspects which the officer deems a safety concern
11. Requesting assignment to an event that has already been initiated

All other communications will be handled by the MCT.

The officer will provide status changes for priority "0" events (enroute, arrived, and cleared) both by voice and the MCT. In addition, upon receipt of an assignment to a priority "0" event by voice, the assigned officers will verbally acknowledge with their present location. Upon receipt of an event by MCT, the officer will acknowledge by using the "ENRT" key.

CREATING EVENTS

Administrative activities on the part of an officer no longer create numbered events. The "ADMN STAT" key of the MCT will be used to indicate administrative status changes in all instances. However, the 492 transport code will only be utilized by resident officers. In transporting prisoners, metropolitan area officers will either be on an existing event or request the dispatcher to assign them to an existing event, i.e., transporting for a traffic officer, and use the "TO OTHR" key.

Since the "ADMN STAT" key of the MCT shows the officer arrived at the location and not enroute, the officer when headed to an administrative status which is more than 5-10 minutes away should advise the dispatcher of enroute status by an administrative message.

Las Vegas Metropolitan Police Department
Partners with the Community

When assigned to an event, the officer will not clear from that event until all status and location changes have been completed. The "TO OTHR" key will be used to notify the dispatcher of changes of status or location.

Mileage will be indicated when transporting a prisoner of the opposite sex. The on-mileage will be indicated in the space provided on the "TO OTHR" form. The off-mileage will be filled in according to the screen. If it is the "STAT CLR" screen, the mileage will be placed in the comments field. If another "TO OTHR" screen is brought up, the mileage will be placed in the on-mileage field. See the example below:

Male officer makes arrest of a female at location of dispatched call and brings up "TO OTHR" form to go enroute to the jail as follows:

"TO OTHR"
To Booking X
To Other
On Mileage 245.6
Location CCJ
Cmt

When the officer arrives at the jail, presses "ARRV" key. It is determined that the prisoner must be taken to the hospital, so the officer brings up the "TO OTHR" form.

"TO OTHR"
To Booking
To Other X
On Mileage 250.4
Location UMC
Cmt

When the officer arrives at the hospital, after pressing the "ARRV" key, the prisoner is bandaged and the officer heads back to the jail by pulling up the "TO OTHR" form.

"TO OTHR"
To Booking X
To Other
On Mileage 255.6
Location CCJ
Cmt

The officer "ARRVs" and sees the prisoner is booked. The officer clears after leaving the jail by pulling up the "STAT CLR" screen and completing it as follows:

"CLEAR"
Event Type 416
Disposition D
Comments 260.7

The officer taking the report becomes the primary unit. If this is not the first officer showing on the dispatch line of the MCT event screen, that officer should notify Communications of the change of primary units. (11/87, 4/88) ■

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Partners with the Community***

**5/209.17 *REQUESTS TO COMMUNICATIONS BUREAU FOR REVIEW OF RADIO/TELEPHONE
AUDIO RECORDINGS***
A.S. 81.2.8, 82.1.1

Due to the sensitive nature of communications audio recordings, it is the policy of this department that the Communications Bureau may release radio/ telephone audio recordings only under three circumstances: (1) to department members for investigative or training purposes; (2) to other law enforcement agencies; or (3) non-law enforcement entities only after being subpoenaed.

Only the bureau/area commander in charge of an investigation may release an audio recording to the media if it is deemed beneficial to the department and/or may help with the investigation.

REQUESTOR

1. **Department Member**
Submits a written request for radio and/or telephone audio recordings research (signed by lieutenant or above) to the Communications Bureau Research Assistant. The request must include date, time, location, and type of incident or event number. Any other pertinent data that would be of assistance in locating the specific incident should be included.
2. **Other Law Enforcement Agency**
Submits the same information as a department member for review/approval by the Communications Bureau Commander. The request must be on agency letterhead or with a subpoena.
3. **Other Non-Law Enforcement Entities**
Obtains audio recordings and/or event printouts, directed to the Communications Bureau Research Assistant by subpoena, and pays charges as assessed by the Fiscal Affairs Committee.

COMMUNICATIONS BUREAU

The research assistant completes the Communications Bureau Investigation Request Form upon receipt of written request. researches the incident using the information provided, makes appropriate duplicate recording, and notifies requestor when request has been completed. (2/92, 3/03)■

Las Vegas Metropolitan Police Department
Partners with the Community

5/209.20 EVENT NUMBER ISSUANCE DURING CAD DOWN TIME
A.S. 81.2.4, 82.2.1, 82.2.3

When the Computer Assisted Dispatch (CAD) System is not in use (down), numbered manual mode cards will be used to document each call for service. During these times, the last four digits on the cards will be used with the date to create the event number. Numbers will be issued from two points: Communications Bureau and Records Bureau.

In order to prevent event number duplication, manual mode cards will be specifically numbered for the two issuance points. The numbers are as follows:

- | | |
|-----------------------------|-------------|
| 1. Communications Bureau | 4000 - 6999 |
| 2. Records Bureau | 7000 - 9999 |

The event number remains 10 digits, with the first six digits as the date. The last four digits imprinted on each manual mode card will become the last four digits of the event number. For example, the first event created in Communications during manual mode on July 1, 1995, will be depicted as 950701-4000. Field units will obtain the event number from Communications Bureau; non-field units will obtain it from Records Bureau.

A blue Manual Mode Card will be completed when a report is taken while in manual mode to obtain an event number. At the completion of manual mode, the cards will be checked for completeness and forwarded to Microfilm for processing. At a minimum, the following information will be recorded:

- | | |
|---|---|
| 1. Date/time the report is taken | 7. PR's name, telephone, and address |
| 2. Originator's P. no. and console no. | 8. Details of the call |
| 3. Location of call | 9. Final 400 Code (IDF) |
| 4. 400 code (IDF) | 10. Disposition |
| 5. Precedence code | 11. Time cleared (finished taking report) (3/91) ■ |
| 6. Sector/beat | |

5/209.22 TRIPLE I (III) USAGE LOG

Authorization to obtain records via the Interstate Identification Index(III) is governed by federal laws and state statutes which have been approved by the U.S. Attorney General and are applicable to the U.S. Department of Justice, Federal Bureau of Investigation and the National Crime Information Center (NCIC). The Privacy Act of 1974 requires the FBI to maintain an audit trail of all Triple I (III) usage. Therefore, inquiries and record requests transmitted to Triple I (III) must include the purpose for which the information is to be used and requestor's name and personnel number. The purpose for which this agency may use Triple I (III) and the appropriate codes are as follows:

Purpose Code C (Criminal Justice) - Used for official duties in connection with the administration of criminal justice

Purpose Code J (Criminal Justice Employment) - Used for employment with a criminal justice agency

Purpose Code F (Weapons Check) - Used for weapons-related background checks

Purpose Code H (Housing) - Used under the authority of the Housing Opportunity Extension Act of 1996.

Attention Field (ATN) - This field must include the requestor's name and personnel number.

In accordance with FBI audit requirements, restrictions and terminal monitoring, each inquiry and record request transmitted to Triple I (III) must be logged on the Triple I Log, LVMPD 281 (automated). Logs will be maintained at each terminal with Triple I (III) access (available as a template) and each field must be completed each time an inquiry or record request is made. Appropriate codes and abbreviations are noted on the log. Upon completion, the logs must be forwarded to the Criminal History Section where they will be maintained for a period of 12 months.

All Triple I (III) records must be maintained in a secure environment and properly destroyed when the record is no longer current. Because additions or deletions may be made at any time, a new copy should be requested when needed for subsequent use. (7/01) ■

Las Vegas Metropolitan Police Department
Partners with the Community

5/210.00 EVIDENCE AND PROPERTY PROCEDURES

5/210.02 BOOKING EVIDENCE AND PROPERTY
A.S. 83.2.1, 83.3.2, 84.1.1

It is the policy of this department that members will not, except in specified circumstances, retain in their personal possession or control, any items of evidence, found property, items impounded for safekeeping, recovered or seized items. These items will be properly booked, packaged, and sealed before being deposited in the evidence system prior to the end of the member's shift.

There are four exceptions to this policy.

1. Booking may be delayed when the property is of such great volume or complexity that it precludes proper follow-up by the investigative units. Those items may be retained by the responsible unit for a determinate period until such follow-up is completed. However, drugs, money, guns, and jewelry shall be booked into the evidence system immediately.
2. Criminalistics Bureau personnel may retain certain types of biological and clandestine lab evidence. Also, physical evidence (including drugs, money, guns and jewelry) recovered by Crime Scene Analysts may be retained past the end of the shift for examination/processing.
3. Items of a documentary nature, such as forged or stolen checks, altered titles, counterfeit papers, etc., may be temporarily stored at Forgery. Before these items can be deposited at the Vault they must be impounded, packaged and sealed according to LVMPD procedures.
4. When a video tape, CD or other recording surveillance has been recording while a robbery was in progress, valuable evidence may be available. All such media will be provided to the Robbery Section where enhanced viewing equipment is available. Such recordings are an exception to the normal booking of evidence procedures and will be deposited directly in the drop chute at Robbery Section, 24 hours a day. Recordings will be impounded in the normal manner with completion of a Property Report. The Evidence Vault copy of the report will be attached to the package containing the recording and the recording deposited at Robbery Section. Please note in the "Circumstances" section of the report that the recording was deposited at Robbery.

BOOKING PROPERTY

Booking evidence and property follows a logical sequence:

- a. PROPERTY REPORT - Completion of a Property Report,
- b. PACKAGING - Properly packaging the evidence or property,
- c. SEALING - Sealing the package, and
- d. DEPOSITING - Depositing the package at an authorized drop location.

PROPERTY REPORT

All items deposited in the evidence system must be recorded on the LVMPD 67a, Property Report form. The only items which do not require an LVMPD 67a are: blood and urine alcohol/drug kits, biology standards kits, buccal swab kits, sexual assault kits and medical examiner kits. Crime Scene Analysts are not required to complete a Property Report form, but instead, must complete the LVMPD ISD 10, Evidence Impound Report.

The Property Report Form will contain a detailed description of each item booked, including identifying characteristics, serial numbers, model numbers, etc.; the location or person from whom the item was impounded; and the name and P number of the member collecting the item or items. A brief explanation of why the items were booked and where they were booked from, will be written in the "Circumstances" portion of the report.

The original copy of this report will be forwarded to the Records Bureau immediately upon the booking of property. The yellow copy of the Property Report form will be deposited in the folder provided in the evidence deposit area at the time of the impound. When impounding firearm(s), check the box labeled "Firearms Impounded" and forward the pink copy of the Report to the Firearms Detail. The goldenrod copy may be retained or given to citizens when property is being impounded for safekeeping. The second page of the Property Report form, LVMPD 67b, is a continuation page with additional space for property listing and/or circumstances.

Las Vegas Metropolitan Police Department
Partners with the Community

PACKAGING

Property and evidence are divided into several classifications. Secure property/evidence is defined as firearms, drugs, money, and jewelry; all other items are considered general property/evidence. The "General Requirements for All Evidence" must be followed when booking all types of evidence and property; however, additional requirements exist for booking secure property, items bearing biological material, or sharps.

General Requirements for all Evidence

Completely fill out the applicable spaces on either the evidence packaging or evidence label, LVMPD 133, being used. This includes the Event number, name and P number of booking member, date, full description of the property including serial numbers (when applicable), owner identification information (if available) and package/item numbers.

All items recovered at a scene by each member will be consecutively numbered, even though there may be multiple packages. Each package number will be preceded by the four-digit P number of the impounding member. This pertains to each individual member even if more than one member is booking evidence under the same event number. For example:

Correct:	Package 0998/1, Items 1 and 2	Incorrect:	Package 0998/1, Items 1 and 2
	Package 0998/2, Items 3 and 4		Package 0998/2, Items 1 and 2

Property will be placed in an appropriate sized envelope or bag; an evidence tag may be used on items where the tag can be secured in the approved manner. (See SEALING THE PACKAGE.) If the top of the package cannot be closed and stapled, use two or more packages. Heavy, fragile, or breakable property, such as handguns, ammunition, radios, large amounts of coin, glass or china items, etc., must be double or triple-bagged. This will prevent property damage, torn packaging and disruption of the chain of custody. These packages will be placed in temporary bulk storage and not dropped down a chute.

Items of evidence for forgery-related cases, such as credit cards, checks, and documents, will be marked with a red "F" on the front of the package.

When impounding items that contain personal identifiers (names and/or numbers) such as driver's licenses, credit cards or social security cards, members will ensure that all identifying information is recorded on the outside of the evidence package as well as on the Property Report.

Various items of property may be placed within the same containers, however, all firearms, money, drugs, and jewelry will be booked separately and not co-mingled with other types of property. This allows for separate, secure storage within areas of the Evidence Vault. (See the Packaging Requirements For Secure Property section for further definitions.)

Packaging Requirements for Secure Property

1. **FIREARMS** - Firearms are defined as any device designed to be used as a weapon from which a projectile is expelled through the barrel by the force of an explosion or other form of combustion. Pellet guns, BB guns, air rifles, electronic control devices, archery equipment, and similar items that do not utilize a combustion propelled projectile are not considered firearms and will be packaged with other property. Only ammunition, magazines, holsters, and firearm related accessories may be packaged with firearms. Evidence seals are not to be placed on magazines, ammunition or directly on the weapon itself.

All firearms will be safely cleared and unloaded prior to packaging. Zip-ties (flex cuffs) may be put through the magazine well and ejection port of semiautomatic pistols and rifles, and through the top strap area of revolvers with the cylinder open. Other types of firearms may be made safe in a similar manner. Zip-ties are not to be placed through the barrel. NOTE: Firearms that cannot be made safe will be transported during normal business hours to a Firearms Examiner of the Forensic Laboratory prior to impound. After hours, the on-duty Crime Scene Analyst Supervisor will be contacted for assistance. The Crime Scene Analyst Supervisor will place the firearm in a secure holding area pending evaluation of the weapon by a Firearms Examiner.

Not all firearms require placement in an evidence package, however, ANY firearm that is suspected of bearing evidence such as fingerprints and/or biological material MUST be placed in an evidence package. Ensure proper

***Las Vegas Metropolitan Police Department
Partners with the Community***

size packaging is used; double or triple-bag if necessary. Firearms recovered for safekeeping purposes only may be tagged. If a tag is used, an evidence seal must be affixed, securing the wire ends to the back of the tag, so that the tag is not removable from the item. The tag will be completed to include all information mentioned below.

All firearms will be identified with a complete description, including make, caliber, model, color, type, Country/Importer if firearm is not made in the USA, and complete serial number.

Example: "Smith and Wesson 9mm 6906 blu semiautomatic, Serial #TCM6870."

If there is no serial number or the serial number has been altered or removed, this must be indicated in the description on the package and on the Property Report.

2. DRUGS - This includes all illegal/legal controlled substances, narcotics, prescribed medications, and over-the-counter medications including aspirin products, vitamins, diet aids, Visine, etc. These items and other paraphernalia type of items, including pipes, baggies, bongos, scales, razor blades, etc. with or without residue may be packaged together.

Any hypodermic device must be placed in a "sharps container" before placing in an evidence package to prevent injury. These devices must not be co-mingled with any other evidence and the package must bear a biohazard sticker.

Fresh vegetation, such as marijuana, must NOT be placed in plastic bags. Advice for the handling of wet or damp drug evidence will be provided by the Forensic Laboratory during normal business hours and the Criminalistics Bureau after hours.

All drug-related items must be identified with a complete description of the substance and container on the package and Property Report form.

Example: "white powder in baggie"; "green leafy substance in a folded piece of paper"; "pipe with residue"; or "baggie with green leafy residue," etc.

Items with residue on them are also considered "drug evidence". They must be identified as such and separated from other property. If an item bearing a residue is to be included as evidence, it shall be placed in a suitable container which will prevent contamination of other items within the evidence package.

Example: a mirror bearing a residue must be placed in a separate plastic bag before being placed in the evidence package.

All packages containing drug-related evidence will be marked with a red "N" on the front of the package.

Hazardous Materials Related to Drugs - Liquid PCP samples in small quantities (such as PCP in small brown "vanilla extract" bottles) may be booked by the officer providing the proper packing is utilized. These bottles must be placed in small cans and surrounded with absorbent material such as newspaper or vermiculite. Larger volumes of PCP (such as a gallon container) require the response of a Clan Lab Criminalist to assist in the booking and sampling process. During normal business hours the officer can call the Forensic Laboratory; after hours, the officer shall request Communications to notify a Criminalist to respond to the scene.

If any contraband is suspected of being related to clandestine laboratory manufacturing, the officer shall request Communications to notify a narcotics officer and a Criminalist to respond to the scene. (See Handling Dangerous Drugs and Hazardous Materials, 5/210.30)

3. MONEY - For impounding purposes, this term refers only to U.S. Currency, coins, blank money orders, and checks made payable to LVMPD. Travelers' checks, food stamps, casino tokens, foreign currency, etc. ARE NOT considered U.S. currency and cannot be placed in the same evidence package as money.

ALL impounds of money (as defined above) MUST contain an LVMPD 131, Money Accounting Report, with a complete description, including amount, written on the package and Property Report. (For detailed

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instructions, see Section 5/210.12, Impounding Money.)

Example: "\$300.25 in U.S. Currency; copy of LVMPD 131"

Except found U.S. Currency of \$49.99 and under, all impounded money is immediately deposited into the LVMPD General Fund. If the impounded currency has evidentiary value or is contaminated with a biological substance, the impounding officer will write in red ink DO NOT DEPOSIT on the front of the evidence package. If biological substance is present on the currency, a biohazard sticker will be placed on the package. This property will not be deposited until a case clearance is received. NOTE: Money with numismatic value, such as collectible coins, silver certificates, etc., must be marked DO NOT DEPOSIT to avoid being deposited at face value, and will be described as "collectible currency".

4. **JEWELRY** - This includes precious, semi-precious, costume items, and any property that may be described as jewelry, such as watches, necklaces, bracelets, earrings, pins/brooches, loose stones, and precious metals (i.e. silver plates, goblets, etc.) All items must be identified with a complete, but generic description. If an item of jewelry bears evidence of a biological nature, it must be packaged separately and the package must bear a biohazard sticker.

Examples: "wht metal ring with 3 clear stones"; "ylw metal necklace with pendant containing blu stone"; "man's ylw metal watch marked 'Rolex'" etc.

Packaging Requirements for Biological Evidence

A number of customized "kits" are designed for collecting biological samples. These are blood alcohol kits, urine kits, buccal swab kits, biology standards kits, sexual assault kits, and medical examiner kits. Each of these kits contains detailed instructions which, when followed, ensure the proper collection of the samples. Information requested on the outside of the kit must be completed in its entirety.

Items stained with biological materials (blood, semen, etc.) must not be placed in plastic bags. Items stained with these substances may contaminate other items that they come in contact with. If an item bearing biological material is to be included as evidence, it shall be placed in a suitable container (paper bag or envelope) which will prevent contamination of other items within the evidence package.

Advice for the handling of wet or damp biological evidence will be provided by the Forensic Laboratory during normal business hours and the Criminalistics Bureau after hours. The Evidence Vault will maintain a designated area to store biohazard evidence. The area will be labeled and kept decontaminated. Refrigerators used to store biohazard evidence will also be labeled "Biohazard."

SEALING THE PACKAGE

Evidence containers and packages must be sealed in a manner to preserve the integrity of the evidence and to prevent inadvertent addition or removal of items. An evidence container or package is properly sealed when its contents cannot readily escape and if entering the package results in obvious damage or alteration to the container or its seals. An evidence seal is to be affixed to every package placed in the evidence vault system in the following manner:

BAGS: Open end of bag must be folded over itself at least twice, stapled and then a continuous line of Evidence Seals must be applied to completely cover the flap. First initial, P# and last initial must be written so it overlaps both Evidence Seal and evidence bag on every location where an Evidence Seal is applied. Write today's date across the Evidence Seal the same way.

PLASTIC BIOHAZARD TUBES: These are designed to hold hypodermic needles. The cap must be firmly replaced and the tube must be placed in a small Evidence Bag.

ENVELOPES: Secure the flap by winding the string around the buttons. Place Evidence Seals over the flap and the loose end of the string to form a continuous seal along the entire length of the flap. First initial, P# and last initial must be written so it overlaps both Evidence Seal and evidence envelope on every location where an Evidence Seal is applied. Write today's date across the Evidence Seal the same way.

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METAL CANS: Lid must be tightly secured before applying Evidence Seals. Apply at least two Evidence Seals. Evidence Seals should be placed on opposite sides of can and overlapping the lid and container. First initial, P# and last initial must be written so it overlaps both Evidence Seal and the metal can on every location where an Evidence Seal is applied. Write today's date across the Evidence Seal the same way.

BOXES: Evidence Boxes: First, tape all seams and openings using clear packing tape. Then apply at least one Evidence Seal at each end where the flaps intersect with the ends of the box, and one across the seam in the center. If the box has hand holes then first place clear packing tape, and then Evidence Seals, across the hand holes. All Evidence Seals must run at right angles to the packing tape so it overlaps tape and container. First initial, P# and last initial must be written so it overlaps both Evidence Seal and evidence container on every location where an Evidence Seal is applied. Write today's date across the Evidence Seal the same way.

BOXES WITH LIDS: Using clear packing tape completely tape the lid to the box. All seams and flaps must also be sealed with clear packing tape to ensure the box remains intact. Factory seams, however, do not need to be sealed. The packing tape must overlap the lid and bottom portions of the box continuously, all the way around. Evidence Seals must overlap the lid and the box on all four sides. Use multiple seals, end to end, if necessary to form a continuous seal over both lid and bottom of box. First initial, P# and last initial must be written so it overlaps both Evidence Seal and evidence container on every location where an Evidence Seal is applied. Write today's date across the Evidence Seal the same way. Whenever possible use the boxes provided through General Services.

BULK: Items which are too large or heavy for packaging must be tagged with an evidence tag or Evidence Label, LVMPD 133. An evidence seal must be affixed, securing the wire ends to the back of the tag, so that the tag is not removable from the item.

MISCELLANEOUS: Other types of property, such as suitcases, briefcases, duffle bags, etc., will have evidence seals over all openings in which there are items present. (Empty pockets or sections need not be sealed.) (8/01, 9/02)

For additional information and diagrams concerning the sealing of evidence packages, please refer to the LVMPD Intranet/Training/Online Training/Correct sealing of impounded packages into the Evidence Vault System.

DEPOSIT OF PROPERTY

After items are correctly booked, packaged, and sealed, they will normally be deposited into an evidence chute or temporary bulk storage room provided at each evidence drop location prior to completion of the member's work shift.

The following items will be placed in the temporary bulk storage rooms and not dropped down chutes:

1. Items which are too large or heavy to drop in a chute. (i.e., long guns, large electronic equipment, etc.)
2. Items containing fluid of any kind.
3. Brittle, breakable, or valuable items other than money.
4. Items with sharp edges/corners likely to cause damage to other packages, such as long guns, semi-automatic handguns with open slides, large electronics, etc.

During Evidence Vault operating hours items may be taken directly to the Evidence Vault by the impounding member.

Members impounding property at evidence drop locations will make the appropriate entries on the Temporary Evidence/Property Control Log, LVMPD 126. Individual packages under a common Event number will be listed as separate line entries. Any discrepancies between log entries and related evidence noted by Evidence Custodians prior to transfer to the Evidence Vault will be reconciled before the transfer of the items is completed.

Biological samples recovered from original evidence or DNA samples associated with cases analyzed by the Forensic Laboratory will be maintained according to accepted forensic practices.

For instructions concerning the deposit and/or release of evidence or property at resident officer locations, see section 5/210.18. (5/05, 7/06) ■

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**5/210.04 EVIDENCE VAULT SECURITY
A.S. 84.1.1, 84.1.4**

The integrity of the Evidence Vault will always be maintained through physical security measures and restricted access to property areas. No citizen will be allowed access to property areas of the Evidence Vault without prior authorization by Vault supervisory personnel. Department members not assigned to the Evidence Vault will not be allowed access to property areas of the Evidence Vault unless a valid reason exists. Simple curiosity, the request to view property or its location are not valid reasons for access. Authorization can only be provided by the Evidence Vault Director, Evidence Vault Supervisors, or the Criminalistics Bureau Commander or Investigative Services Division Commander in the absence of Vault supervisory personnel. ALL visitors will sign in/out on an Access Log and be accompanied by an Evidence Vault employee whenever present in the property areas of the Evidence Vault.

Department members having a need to view evidentiary property will have the property brought to them in a designated reception area. Members will not be allowed to retrieve the property themselves. (11/97, 8/01) ■

**5/210.06 EVIDENCE CHAIN OF CUSTODY RECORDS
A.S. 83.2.1, 84.1.1**

The Evidence Vault is the storage facility for all items of recovered property and evidence. All items received and stored by the Evidence Vault must be properly impounded and bear the name of the last person having custody of the item. Prior to acceptance, Evidence Custodians conduct in-custody inspections of each evidence package or item to ensure tamper-proof seals, proper signatures, and detailed descriptions of contents prior to placing items in the vault system. If the package does not contain the event number, chain of custody signatures, the date, seals, item description(s) that corresponds to the Property Report, etc., that particular error will be referred to the member's bureau/area commander for immediate action.

No items of deposited evidence will be accepted if incorrectly booked by the impounding member, or if obvious omissions or errors occur on the evidence package, until corrections are made. (11/97, 8/01) ■

**5/210.08 IMPOUNDING AND DISPOSING OF FOUND OR SAFEKEEPING PROPERTY
A.S. 61.2.3, 74.4.1, 84.1.1, 84.1.7**

This procedure is applicable for all found/safekeeping property except found bicycles which will be handled in accordance with section 5/210.02, Impounding and Disposing of Recovered/Found Bicycles and firearms which will be handled in accordance with section 5/210.10, Impounding and Releasing Firearms. See section 5/210.05 for instructions concerning found property at resident officer locations.

DEFINITIONS

Safekeeping Property	Non-evidentiary property taken from an identified owner for a specific reason pending return at a later date.
Found Property	Non-evidentiary property discovered by a finder that may or may not have an identifiable owner.

PROCEDURE

Member Receiving Property

1. Completes Property Report, LVMPD 67.
2. Checks normal sources (NCIC, SCOPE, etc.) to determine if property is connected with a previously reported incident.
 - a. If connected with a previous incident, use that event number.
 - b. If not connected, use a new event number.
3. Provides citizen with appropriate copy of the Property Report.
4. Impounds property and places into the Evidence Vault, along with a complete copy of the Property Report.

Las Vegas Metropolitan Police Department
Partners with the Community

Records Bureau

5. Makes distribution of the report, ensuring a copy goes to the appropriate investigative unit.

Evidence Vault Section

6. After five days from the time of the report, compares names on any found property against SCOPE/LRMS records to ascertain if that person could have been the victim of a crime or other incident.
 - a. If the property can be connected to a previously reported crime, sends notification to the Detective Bureau under the original found property event number and also includes the crime report event number.
 - b. If there is no record in SCOPE/LRMS indicating a prior incident, attempts to notify the person named on the found property or report, by mail.
7. Recommends immediate disposal of found property, obviously unidentifiable, with no intrinsic value and little monetary value.

Evidence Vault Director

8. Reviews and approves all items recommended for immediate disposal.

Investigative Unit

9. Completes case dispositions on all Found Property Reports in which the person identified on the found property was also the victim of a crime or other incident.

With the exception of firearms, found/safekeeping property that is legal to possess, not obviously identifiable, and not connected with a previously reported incident or whose owner cannot be identified shall be released to the finder after 90 days if a written demand has been made to the Evidence Vault Section. If no claim is made within 90 days from the receipt of the property, the property may be disposed of.

Employees acting as agents of the Las Vegas Metropolitan Police Department are ineligible to make claim on any property found in the course of their duties.

Whenever narcotics and/or paraphernalia are impounded or found, they will be cleared by the Evidence Vault Section for burn or disposal after a period of thirty days has elapsed. Traveler's checks and credit cards will be returned to the issuing company or destroyed. (7/97, 3/01) ■

5/210.10 IMPOUNDING AND RELEASING OF FIREARMS
A.S. 74.4.1, 84.1.1

DEFINITIONS

Safekeeping Firearm	Non-evidentiary firearm taken from an identified owner for a specific reason pending return at a later date.
Found Firearm	Non-evidentiary firearm that may or may not have an identifiable owner and was discovered by a "finder".
Evidence Firearm	Firearm that has evidentiary value and may or may not have an identifiable owner.

PROCEDURE

Impounding Officer

1. Checks the firearm for registration (handguns only) and ensures it has not been reported stolen, both locally and NCIC.
 - a. Checks person in possession of firearm for warrants or ex-felon status.
 - b. Impounds all gun registration cards in the possession of ex-felons and forwards to Gun Registration Detail.
2. Completes a Property Report, LVMPD 67, marking "firearm" at the top and include caliber, make, model, type, color, barrel length, type of action, serial number and country of manufacture. Note: Country of manufacture information is located on the frame of the firearm (i.e., made in Italy).
3. Impounds firearm and places into the Evidence Vault.

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Note: 18 USC 922 (d) states that it is unlawful to release a firearm to someone who is a prohibited person, therefore, under no circumstances will members of this department release firearms in the field. If a member seizes or recovers a firearm, including stolen firearms, the firearm(s) will be impounded so that it can later be released by the Gun Dispositions Unit.

4. Distributes Property Report as indicated on the bottom of the form.

Records Bureau

5. Forwards copies of all reports concerning an impounded weapon to the appropriate investigative unit.

Firearms Section

6. Upon receipt of Property Report, checks serial number on all firearms listed through NCIC/PIG to ascertain if the firearm was reported stolen.
 - a. If the firearm was reported stolen locally, sends notification to the appropriate investigative section/detail and removes the firearm from NCIC.
 - b. If the firearm was reported stolen by another jurisdiction, sends notification to that jurisdiction that the firearm was located.
 - c. If there is no record in NCIC/PIG, the firearm was impounded as found property and the owner can be identified, attempts to notify the owner by mail.

Investigative Unit

7. Investigates case.
8. At the conclusion of the investigation and/or prosecution, forwards a Disposition Order to the Gun Disposition Unit with the following information:
 - a. disposition instructions (hold, release or dispose) for firearm and any associated ammunition,
 - b. owner of firearm, if known, and
 - c. any other facts known to the investigator which would bear on the release of the firearm..
9. If a handgun is not registered, notes on the Disposition Order, "Handgun not Registered."
10. Orders illegal firearms, described in NRS 202.275 and 202.277, destroyed.

Gun Disposition Detail

11. Authorizes the release or disposal of all firearms and any associated ammunition through the Automated Control of Evidence System (ACE):
 - a. upon receipt of a Disposition Order,
 - b. upon completion of a background investigation of the owner or person identified on the Disposition Order,
 - c. when reported stolen by another jurisdiction (returns firearm to the original reporting agency), or
 - d. when owner cannot be identified.

Evidence Vault Section

12. Releases or disposes all firearms upon authorization from the Gun Disposition Detail.
13. Verifies that the serial number and other data on the release instructions match the serial number and other data on the firearm in custody.
 - a. If the numbers do not match, immediately advises the investigator ordering the release and retains the firearm until new instructions are received.
 - b. If the firearm bears an altered, removed, obliterated or no serial number as prescribed in NRS 202.277, advises the investigator ordering the release and retains the firearm until new instructions are received.
 - c. If the firearm is a short-barreled rifle or shotgun as described in NRS 202.275, advises the investigator ordering the release and retains the firearm until new instructions are received.
14. If the Release of Property Form indicates a handgun is not registered, registers the handgun at the Evidence Vault, providing the rightful owner with an LVMPD Gun Registration Blue Card.
 - a. Forwards the gun registration form to the Firearms Section.
 - b. Releases the handgun to the rightful owner.
15. If the firearm is stolen out of another state jurisdiction, forwards the firearm in accordance with instructions received from the Gun Disposition Detail.

Unclaimed found firearms will not be released to the finder. Employees acting as agents of the Las Vegas Metropolitan Police Department are ineligible to make claim on any firearm found in the course of their duties. (11/02, 3/03) ■

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5/210.12 IMPOUNDING AND RELEASING MONEY
A.S. 84.1.1

IMPOUNDING MONEY

Member

1. Performs a count of all impounded money.
2. Completes the three-part Money Accounting Report, LVMPD 131, listing the impounded money by denominations and amounts.
3. Completes the Property Report, LVMPD 67, and reflects on the report that the Money Accounting Report has been completed.
4. Indicates on both reports whether the money is:
 - a. Evidence
 - b. Seizure
 - c. Found
 - d. Hold for safekeeping
5. Packages money separately from other related impounds, enclosing the PINK copy of the LVMPD 131 in the evidence package. The WHITE copy is forwarded to the Records Bureau and the YELLOW copy to the Accounting Section of the General Services Bureau.
6. Prints plainly on the outside of the package, in RED:
 - a. "Seized," "Found," or "Hold for safekeeping," as appropriate, if money is not evidence; or
 - b. "Not for deposit" if the money itself is evidence, has numismatic value, or for any other reason should not be deposited in the LVMPD general account.

Verifying Officer

7. Verifies independently the count (denominations and amounts) of all impounded money and affixes signature to the LVMPD 131.

Supervisor

8. Monitors and verifies independently the total count of impounded money for amounts of \$500 and over, and affixes signature to the LVMPD 131.

Evidence Vault

9. Receives the impounded money and logs appropriate information into computerized records system.
10. Stores money designated as evidence in appropriate money storage area at the vault.
11. Takes appropriate action for money designated as seized, found, or hold for safekeeping.
 - a. Stores money in appropriate storage area of vault if marked "do not deposit," OR
 - b. Deposits money in the LVMPD general account if there are no instructions to the contrary, and sends copies of deposit slips to the General Services Bureau, Accounting Section.
 - c. Returns notification to the impounding member's bureau/area commander for investigation and resolution when:
 - (1) discrepancies exist between the listed currency and that found to be in the package, OR
 - (2) packages are incorrectly marked.

Investigative Unit

12. Receives copies of the LVMPD 67 and LVMPD 131 and all related reports.

RELEASING MONEY

Investigating Officer

1. Completes the LVMPD 153, Property Receipt form, for the release of monies from the LVMPD General Account, to include the name, date of birth, social security number, and address of the person authorized to receive the funds. A Case Clearance Report, LVMPD 70, will not be accepted for the release of money.
2. Forwards the LVMPD 153 to the evidence vault.

Evidence Vault

3. Receives the LVMPD 153, verifies the deposit of the money, and forwards the request to the General Services Bureau.
4. Releases, as a courtesy, any found currency in the amount of \$50.00 or less within 90 days of impound.
 - a. If not released within 90 days, deposits the money. If a claim is made on the funds subsequent to deposit

Las Vegas Metropolitan Police Department
Partners with the Community

- all other procedures apply, and the evidence vault will submit an LVMPD 153 to the General Services Bureau.
- b. No other releases of currency will take place at the evidence vault.

General Services Bureau

5. Receives the LVMPD 153, and supporting documents, and mails a check for the appropriate amount to the claimant. (7/96, 3/98)■

5/210.14 IMPOUNDS OF LARGE MOTORIZED/GASOLINE POWERED PROPERTY/EVIDENCE
(Other than vehicles)
A.S. 84.1.1 (c), (d), (g)

Officer

1. Determines the size of property would require a tow for transportation. Such property includes motorized or gasoline powered property or evidence other than motor vehicles and must be suitable for outside storage.
2. Contacts Evidence Supervisor (on-call supervisor is available through Communications Bureau after hours) to obtain authorization to utilize the off-site storage facility.
3. If evidence storage at off-site facility is approved by the Evidence Supervisor, requests contracted tow through Communications. Advises dispatcher the property is to be towed to the "**seizure facility**".
4. Completes a Vehicle Impound Report, checking "**Seizure**" at the top of the form, and "**Hold for Evidence**" at the bottom. This ensures the evidence is transported to the appropriate storage facility.
5. Completes a Property Report (LVMPD 67).
 - a. Makes a notation in Circumstances Section of the Property Report listing specific items taken to the contracted storage facility.
 - b. Thoroughly describes item(s), including make, model, serial number, if available, color, etc.
6. Places copies of Property Report and Vehicle Impound Report form in folder at any drop-chute location.
7. Forwards all other reports to Records Bureau with copies to the concerned investigative unit, i.e., Burglary Detail or Narcotics Section.

Investigative Unit

8. Receives reports concerning off site impounds and makes appropriate attempts to identify victim(s).
9. Conducts follow up investigation as required.
10. Contacts Evidence Supervisor (on-call Supervisor after hours) for verbal authorization to access property stored at off-site facility.
11. Completes LVMPD SEIZURE LOT ACCESS LOG when viewing evidence at off-site storage facility and/or coordinates towing of evidence/property with the Evidence Vault if it is to be viewed by persons other than department members.

Evidence Vault

12. Retrieves paperwork from drop chute location and completes data entry of property into Evidence tracking software, indicating off-site storage.
13. Conducts audits of property stored at off-site facility and reconciles against monthly billing.
14. Coordinates towing of property/evidence when necessary for public viewing.
15. Disposes of property upon receipt of appropriate authorization. (9/00)■

5/210.16 IMPOUNDING AND DISPOSING OF RECOVERED/FOUND BICYCLES
A.S. 74.4.1, 84.1.2

This procedure is applicable for both bicycles and nonmotorized scooters. Bicycles impounded as evidence or as recovered stolen property will be impounded and disposed of pursuant to 5/210.04, Booking Evidence and Property.

PBX

1. Receives a call from a citizen reporting a recovered/found bicycle, and during business hours transfers the caller to the Evidence Vault.
2. Provides the phone number and the hours of operation of the Evidence Vault to a caller during nonbusiness hours, and advises the caller to contact the Evidence Vault directly.

Evidence Vault

3. Receives information from the caller regarding a recovered/found bicycle.

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4. Checks the serial number through the Pawn/Gun Detail to determine if the bicycle was reported lost or stolen.
5. If a previous report is on file, advises Communications for officer response.
6. If no previous report is on file, advises the citizen that they may retain the bicycle and that if the true owner is located, the owner will be referred to the finder.
7. Completes a Property Report, LVMPD 67, and obtains a new event number from the Records Bureau. Indicates on the report if the bicycle was retained by the finder.
8. Forwards the completed Property Report to the Records Bureau.

Patrol Officer

9. Responds to a report of a recovered/found bicycle and handles the call accordingly. Will not refer the call to the Evidence Vault for response.
10. Checks serial number through the Pawn/Gun Detail to determine if the bicycle was previously reported lost or stolen.
11. If a previous report is on file, impounds the recovered/found bicycle.
12. If no previous report is on file, advises the citizen that they may retain the bicycle and that if the true owner is located, the owner will be referred to the finder. If the finder does not want to retain the bicycle, impounds it and:
 - a. Transports it to the Evidence Vault during normal working hours, or,
 - b. Places it in the area command storage facility after properly tagging with an evidence tag during the hours that the Evidence Vault is not open.
13. Completes a Property Report, LVMPD 67, utilizing the existing event number if a report is on file (otherwise obtains a new event number). Indicates on the report if the bicycle was retained by the finder, and leaves the pink copy with the bicycle.
14. Provides instructions on the Property Report to the Evidence Vault identifying any person(s) entitled to reclaim the bicycle, if the bicycle was impounded for safekeeping after an arrest.
15. Forwards the completed Property Report to the Police Records Bureau.

Police Records Bureau

16. Forwards a copy of the Property Report and all related reports to the Pawn/Gun Detail if a serial number is known.

Evidence Vault

17. Removes impounded bicycles from temporary impound at the area commands to storage areas at the Evidence Vault.
18. Makes every effort to return bicycles to the rightful owners. For impounded bicycles, the following applies:
 - a. If the bicycle was impounded for safekeeping, releases it to the person identified by the Property Report.
 - b. If the owner is known but cannot be located, handles the bicycle as unclaimed property.
19. Holds any remaining unclaimed bicycles for auction. Bicycles without serial numbers will have an Evidence Vault ACE number applied prior to being transported to the auction site (12/94, 7/97)■

5/210.18 IMPOUNDING AND DISPOSING OF EVIDENCE AT RESIDENT OFFICER LOCATIONS
A.S. 61.2.3, 84.1.1, 84.1.2, 84.1.3, 84.1.6

DEPOSIT OF EVIDENCE/PROPERTY

Evidence and/or property connected to misdemeanor, gross misdemeanor, or felony crimes; property seized for safekeeping; and found property may be deposited at resident officer locations in a secure evidence storage container/area. All such containers/areas must be approved by the Criminalistics Bureau.

All items must be recorded on a Property Report Form, LVMPD 67, and the report must indicate that the property is impounded and being held at the resident officer location. In addition to the normally required reports, resident locations approved to hold evidence shall use the Temporary Evidence/Property Log, LVMPD 126, to list all property deposited. Use of the form will be in accordance with the requirements of 5/210.04.

Resident locations not having an approved storage container/area must transport their evidence/property items to the evidence vault.

RELEASE OF EVIDENCE/PROPERTY

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Any evidence items remaining in secure storage for 90 days must be transported to the evidence vault.

Evidence released by the order of a township justice of the peace shall be released by the on-duty resident officer. Property ordered destroyed or disposed of shall be transported to the evidence vault within seven days. Property impounded for safekeeping may be released after 72 hours by the on-duty resident officer.

Found property may be held in a resident location's secure storage up to 30 days in an attempt to return the property to the rightful owner. If the property is not claimed within 30 days it shall be transported to the evidence vault.

Found property bearing an out-of-town or out-of-state identification must be submitted to the evidence vault within seven days so the proper notification and handling can be completed.

Found property such as jewelry, cash, or other property valued at more than \$1000 shall be handled with discretion and transported to the evidence vault within seven days.

When property is returned to the rightful owner, the person will acknowledge receipt by signing the Property Receipt Form, LVMPD 153.

AUDITS

All evidence/property storage areas at resident locations are subject to semiannual unannounced audits at the direction of the Sheriff.

Sergeants are responsible for conducting internal audits of the secure evidence/ property storage in area(s) under their responsibility every 60 days. Results of the audits will be forwarded to the Criminalistics Bureau. (1/85, 5/94) ■

5/210.19 DOCUMENTATION FOR FRAUD, FORGERY AND IDENTIFY THEFT ARRESTS A.S. 42.2.1, 42.2.2, 84.1.1

It is the policy of this department to collect all relevant documentation during preliminary investigations to strengthen and expedite "probable cause" arrest cases involving fraud, forgery and identity theft.

The following guidelines, approved by the District Attorney, will assist in prosecution. If a "paper trail" can be established at the time of the arrest, the decision to proceed with the case will be greatly enhanced, and the suspect may stay in jail until appearing in court.

1. Attach legible copies of all credit cards and checks, front and back, fake or stolen identification, forged documents, and any document containing an inked fingerprint to the arrest package before impounding the originals. Include acceptor's name and title, i.e., clerk, teller, cashier as this is needed for prosecution since the acceptor is the witness for prosecution. Include the event number, initials, date, and time, on all pieces of paper.
2. Attach legible copies to the arrest package, but leave other original documents with the victim. Advise victim to keep all other originals (not to include originals impounded pursuant to paragraph one) until their case is resolved, as many times a civil trial is also proceeding through District Court.
3. Attach legible copies of any register tapes, financial reports, audits, or other documents which prove the total loss to the arrest package. This determines the total loss, i.e., felony or misdemeanor. Include the event number on all documents, initials, date, and time.
4. Obtain a statement from the victim - the real owner of the check, checking account, credit card, or credit card number. When speaking to the victim on the phone, include detailed information from the victim in the report, and it will not be necessary to go to the victim in person and obtain a written statement. In either case, their name, address, and phone number needs to be on the witness list.
5. Include witness statements from everyone present - cashier, security, loss prevention, teller, and anyone else involved. If video is retained by the victim but available for court, have the person responsible include the information in their voluntary statement; however, it is better to obtain and impound at least a copy of the tape.

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6. Explain why the check or credit card is not valid. Some examples are the account could be fictitious, the account is real but the check is counterfeit, the check number issued out of sequence, the routing number is incorrect, or why the credit card is not being accepted.

In addition, if a patrol officer responds to a call for service where an employer does not want to give an employee their last paycheck, due to theft by the employee, or a current pending embezzlement by the employee, refer them to the Nevada Labor Board. Employers should know paying wages for hours worked and seeking restitution through criminal prosecution are not related. (5/03) ■

5/210.20 RELEASE OF EVIDENCE
A.S. 83.3.1, 83.3.2, 84.1.1

TEMPORARY RELEASE OF EVIDENCE FOR COURT AND VIEWING

When a physical transfer of an evidentiary item is made for temporary release, including presentation in court or for investigative purposes, an electronic record in ACE (Automated Control of Evidence) will be created. All members receiving property or evidence will be required to provide valid agency photo identification.

Evidence will be released to a member only under the following circumstances:

1. Possession of a valid subpoena on the day a trial is scheduled (evidence will only be released to the member whose name and P# appears on the subpoena), and presentation of valid agency photo identification,
2. If a subpoena is not available, an Authority for Temporary Release (LVMPD 17) must be completed in its entirety. The LVMPD 17 will be forwarded to Records Bureau by Evidence Vault personnel.

If the evidence package is opened for any reason, the member is required to reseal the container and sign the chain of custody before signing the evidence back into the Evidence Vault. When packages are opened, existing evidence seals are not to be broken. A new opening is to be cut on a different side of the package and sealed with new evidence seals as instructed in 5/210.02, Sealing the Package. The chain of custody will be signed by the person opening and sealing the package. The member will submit a brief Officer's Report giving the circumstances under which the evidence was opened. The evidence must be returned to the Evidence Vault or an authorized temporary evidence drop chute immediately following a court appearance. Evidence used for investigative purposes is to be returned within five (5) working days. Retention for longer periods requires written notification from the member's supervisor to the Evidence Vault.

Members releasing evidence to a court will have the receiving clerk complete the bottom portion of the ACE Property Withdrawal Receipt, and the member will return the completed form to the Evidence Vault. The member is responsible for the evidence until the completed Property Withdrawal Receipt is received by the Evidence Vault and the ACE system is updated. NOTE: An Officer's Report is not required when evidence is released to the court and the Property Withdrawal Receipt is completed.

EVIDENTIARY VIEWS: The assigned case investigator will coordinate evidentiary views through the Evidence Supervisor assigned to Customer Service. Normally 48 hours advance notice will be provided to allow for scheduling and assembling large amounts of evidence for viewing. Deviations from this procedure require approval of an Evidence Supervisor.

TEMPORARY RELEASE OF EVIDENCE FOR OUTSIDE LABORATORY ANALYSIS

The LVMPD Forensic Laboratory may make arrangements to have evidence analyzed by an outside laboratory when a request is received involving expertise which is beyond the scope of the Forensic Lab. Evidence required for outside laboratory analysis must have the Forensic Lab Director's prior authorization. (see LVMPD 5/209.03 Laboratory Examination of Evidence). In the event that evidence is sent out for analysis, the Authority for Temporary Release (LVMPD 17) must be completed by the Forensic Lab Director or designee and forwarded to the releasing Criminalistics Bureau section. That section forwards the LVMPD 17 to Police Records. The transfer will be electronically recorded in ACE.

When temporary release of evidence is compelled by court order and presented at the Evidence Vault, the Vault will advise the requesting party that the evidence cannot be released until the Forensic Lab researches the completion of all requested analyses. The Evidence Vault will forward a copy of all documentation received to the Forensic Laboratory.

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The outside laboratory will be advised to follow up on the case status and the availability of evidence for release. Upon release, valid agency identification will be required by the party retrieving the evidence.

PERMANENT RELEASE OF EVIDENCE/PROPERTY

The following permanent evidence release guidelines will be adhered to by all LVMPD personnel.

1. Evidence will only be released with authorization in the form of a Property Receipt Form, LVMPD 153, or ACE Disposition Order.
2. Each release authorization form will contain a listing of the specific items to be released. A separate form will be used for each event number.
3. Each form must be signed by the member releasing the property and the member's supervisor or higher authority.
4. No member of the department will be designated as the claimant for purposes of release of property, unless that individual is, in fact, the legitimate owner of that property. In cases where a department member serves as an intermediary for purposes of returning property to the rightful owner, the property will be transferred (not released) to that member in order to accurately preserve the chain of custody.
 - a. An approved LVMPD 17, Authority for Temporary Release, must be presented at the Evidence Vault to facilitate the transfer of property to the department member acting as intermediary.
 - b. Upon release of the property to the rightful owner, the department member must complete the bottom of the "transfer of receipt" and return it to the Evidence Vault.
5. All court orders, Municipal or District Attorney Notifications, etc., will be directed to the unit assigned those cases so that the appropriate release authorization form may be completed. No evidence items which are the subject of such orders will be released until the Evidence Vault receives the release orders from the assigned unit.
6. Persons receiving property from the Evidence Vault will be required to:
 - a. Provide proper photo identification.
 - b. Sign the Property Release Receipt and all other pertinent documents.
 - Surrender the signed Property Release Receipt, and also the Property Receipt Form, LVMPD 153, if applicable. (8/01, 3/03) ■

***5/210.22 RELEASE OF EVIDENCE REQUIRED ONLY FOR VISUAL IDENTIFICATION
A.S. 84.1.7***

Property impounded as evidence may be released to the rightful owner or other person entitled to its possession, prior to any court proceedings, if the relevance of said property in such court proceedings as evidence is for visual identification only. NRS 52.385 provides that photographs and measurements may be substituted in court proceedings in lieu of the actual property. A form entitled CLARK COUNTY UNIFORM PROPERTY REQUEST FORM is available in the Investigative Services Division and the District Attorney's Office. This form may be initiated by the owner of property in evidence either at the Investigative Services Division or the District Attorney's Office. Section I of the form must be filled out completely by the citizen or officer requesting release of the property, and all copies are then forwarded to the District Attorney's Office for approval. If the District Attorney's office determines that the property may be released without affecting the case for which the evidence was impounded, the yellow copy will be sent to the police investigator in charge of the case and the pink copy will be directed to the Criminalistics Bureau. Upon receipt of the approval copy by the Criminalistics Bureau, photographs and measurements will be made of the property. Such photographs and measurements will be forwarded to the District Attorney's Office for evaluation.

Certification of Photographs, Descriptions and Measurements and Authorization for Return of Property

If photographs and measurements are deemed sufficient for court presentation, a document entitled Certification of Photographs, Descriptions and Measurements and Authorization for Return of Property will be prepared by the District Attorney's Office. The pink copy will be sent to the Criminalistics Bureau. Upon receipt of the Certification, the Criminalistics Bureau will ensure that the photographic negatives and original reports setting forth the descriptions and measurements are retained for evidentiary purposes.

The yellow copy will be sent to the investigator responsible for the case who will arrange for the release of the property to the rightful owner or authorized person. The Investigative Services Division's copy of both the Uniform Property Return Request Form and the Certification Form will be forwarded by the investigator to the Records Bureau for inclusion in the event file.

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The white original copy and the gold copy of each of the documents will be retained by the District Attorney's office.

This procedure only applies to property which has evidentiary value for visual identification and does not apply to instrumentalities of a crime or contraband items. (9/79) ■

Las Vegas Metropolitan Police Department
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5/210.24 AUTHORIZED RELEASE AND RETURN OF CONTROLLED SUBSTANCES
A.S. 33.6.1 (all), 41.1.4

It is the policy of this department to authorize the use of specified types and quantities of cleared controlled substances, under highly regulated conditions. These controlled substances may be used for reverse/sting operations, narcotics detection dog training, and training for the use of preliminary field narcotic tests.

REVERSE/STING OPERATIONS

Various controlled substances are utilized in furthering department objectives through covert operations by Narcotics, Intelligence, Gangs, etc. These controlled substances must be accessible to detectives, however the process for obtaining and returning these substances is closely regulated. All requests for controlled substances originating inside Special Operations Division (SOD) must be approved by the originating unit's bureau/area commander with notification to the Vice/Narcotics Bureau Commander. Any request originating outside of SOD must be approved by the Vice/Narcotics Bureau Commander.

Sting Operation Supervisor

1. Obtains event number(s) of cleared controlled substance evidence for use in covert operation through Evidence Vault Supervisor.
2. Prepares Controlled Substance Evidence Release, LVMPD 94, specifying event number and package number of cleared controlled substances to be used and forwards to bureau/area commander.
3. Provides Forensic Lab with information regarding quantities and packaging specifications for the controlled substances.
4. Obtains prepared controlled substance items from Forensic Lab or Evidence Vault, signs appropriate paperwork indicating receipt of controlled substances.
5. At conclusion of operation, controlled substances that become evidence as a result of the sting operation will be packaged under a new event number. A designated member of the operation must draw the new event number and cross reference the new event number and the old event number on the property report and the package. If the packaging has been altered in any way, a Department Use Altered Property Report, LVMPD 94A, will be completed by the operation's lead officer, approved by a supervisor and a copy forwarded to the Forensic Lab.
6. Transports evidence to the laboratory during normal working hours and within 3 days of the completion of the sting operation by a designated member of the operation. (Forensic Lab open Monday-Friday only)
7. Controlled substances not utilized in the covert operation **must** be transported to the laboratory during normal working hours and within 3 days of the completion of the operation by a designated member of the operation. (Forensic Lab open Monday-Friday only.) Controlled substances held longer than seven (7) calendar days must be approved by appropriate SOD Bureau Commander.

Bureau Commander of Sting Operation Supervisor

8. Reviews and approves LVMPD 94, authorizing the use, release, quantity, and type of controlled substances to be used.
9. Forwards to Criminalistics Bureau Commander.

Criminalistics Bureau Commander

10. Reviews and approves LVMPD 94, advises Forensic Lab Manager / Chemistry Detail of pending request, and forwards the request to the Evidence Vault Supervisor.

Evidence Vault Supervisor or Designee

11. Organizes requested cleared controlled substances.
12. Prepares transfer paperwork under the event number of the cleared controlled substances to be used in covert operation.
13. Inspects evidence package(s) to ensure proper seals are in place.
14. Transports cleared controlled substances to Forensic Lab in daily run.

Forensic Laboratory

15. Repackages controlled substances according to packaging specifications established by the Sting Operation Supervisor.
16. Releases controlled substances to authorized recipients or to the Evidence Vault as an alternate release site.
17. Upon completion of covert operation, accepts controlled substances from Sting Operation Supervisor/Designee,

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Partners with the Community***

issues appropriate paperwork verifying return, transfers controlled substances to evidence vault for storage or destruction.

NARCOTICS DETECTION DOG TRAINING

Various controlled substances are utilized in maintaining certification and adhering to proper training protocol for all narcotics detection dogs. The use of these controlled substances as training aids is standardized and requires routine annual replacement.

The K-9 Detail, Narcotic Dog Training Coordinator is responsible for requesting the total amounts of the various controlled substances, on an annual basis, required for training and certification of all narcotic detection dogs regardless of assignment. Each individual dog handler is responsible for a limited amount of controlled substance training aids and the Narcotic Dog Training Coordinator maintains larger quantities of controlled substance training aids.

Narcotic Dog Training Coordinator

1. Obtains event number(s) of cleared controlled substance evidence for use as training aids through Evidence Vault Supervisor.
2. Prepares Controlled Substance Evidence Release Form, LVMPD 94, specifying type and quantity of cleared controlled substances required for training aids and identifies event number and package number of controlled substances to be used and forwards to Bureau/Area Commander.
7. Provides Forensic Laboratory with a list of approved dog handlers, the quantities and packaging specifications for the controlled substances to be released to each handler, and coordinates a date with the laboratory for preparation and release of the training aids.

Bureau Commander of Narcotic Dog Training Coordinator

4. Reviews and approves LVMPD 94, authorizing the use, release, quantity, and type of controlled substances to be used.
5. Forwards to Criminalistics Bureau Commander.

Criminalistics Bureau Commander

6. Reviews and approves LVMPD 94, advises Forensic Lab Manager/Chemistry Detail of pending request, and forwards the request to the Evidence Vault Supervisor.

Evidence Vault Supervisor or Designee

7. Organizes requested cleared controlled substances.
8. Prepares transfer paperwork under the event number of the cleared controlled substances to be used as training aids.
9. Inspects evidence package(s) to ensure proper seals are in place.
10. Transports cleared controlled substances to Forensic Lab in daily run.

Forensic Laboratory

11. Prepares distinct and separate LVMPD 94's (Controlled Substance Evidence Release forms) for each dog handler receiving training aids. Forwards LVMPD 94's to each dog handler's bureau commander for review and approval.
12. Obtains approval of Criminalistics Bureau Commander on LVMPD 94 for each dog handler.
13. Repackages controlled substances according to packaging specifications established by the Narcotic Dog Training Coordinator.
14. Releases training aids to authorized recipients.
15. Upon return of old training aids in preparation for annual replacement, accepts returned package(s), issues appropriate paperwork to dog handlers verifying return, transfers returned package(s) to Evidence Vault for destruction.

Dog Handler

16. Receives training aids from Forensic Lab and signs appropriate paperwork indicating receipt of training aids.
17. In the event that any training aid is damaged during the training process, contacts Forensic Lab to schedule inspection and repackaging of training aid.
18. Prepares a Department Use Altered Property Report, LVMPD 94A, with details of incident leading to training aid damage.

***Las Vegas Metropolitan Police Department
Partners with the Community***

19. Upon annual replacement of training aids, returns all remaining training aids to the Forensic Lab for destruction.

PRELIMINARY FIELD NARCOTICS TEST TRAINING

Only those preliminary field narcotics tests for marijuana, cocaine and methamphetamine which have received the approval of the department and the courts can be utilized. Various controlled and non-controlled substances are required as training aids by instructors who are certified to provide training on the preliminary field tests to department members. Verification of current certified instructors can be obtained through the Training Bureau. The specific substances necessary for the training protocol have been established in the lesson plan and therefore, a "bank" of class supplies is maintained at the Evidence Vault.

Forensic Laboratory

1. Procures cleared controlled substance evidence for use as training aids through the Evidence Vault Supervisor.
2. As needed, prepares class supply packages containing various controlled and non controlled substances for use in the preliminary field narcotics tests certification classes.
3. Transfers class supply packages to Evidence Vault for storage and release.
4. Upon return of used class supply packages, accepts returned package(s), issues appropriate paperwork to instructor verifying return, transfers package(s) to Evidence Vault for destruction.

Preliminary Field Narcotics Test Instructor

5. Prepares Controlled Substance Evidence Release Form, LVMPD 94, specifying quantity of class supply packages needed for officer training.
6. Receives class supply package(s) from Evidence Vault and signs appropriate paperwork indicating receipt of training aids.
7. Returns class supply package(s) and any remaining contents to Forensic Lab upon completion of class (must be done on the same day as the class or by the next business day) during normal working hours and receives appropriate paperwork verifying return of packages.

Bureau Commander of Instructor

8. Reviews and approves LVMPD 94, authorizing the use and release of class supply packages containing controlled substances and forwards to the Criminalistics Bureau Commander.

Criminalistics Bureau Commander

9. Reviews and approves request for class supply packet and forwards request to Evidence Vault Supervisor.
10. Forwards a copy of the LVMPD 94 approving release to Forensic Lab/Chemistry Detail.

Evidence Vault

11. Organizes requested cleared controlled substances.
12. Prepares transfer paperwork under the event number of the cleared controlled substances to be used as training aids.
13. Inspects evidence package(s) to ensure proper seals are in place.
14. Transports cleared controlled substances to Forensic Lab in daily run.
15. Maintains "bank" of class supply packages for release to instructor upon receipt of LVMPD 94. (5/92, 1/00) ■

Las Vegas Metropolitan Police Department
Partners with the Community

5/210.26 RETAINING EVIDENCE IN POLICE OFFICER INVOLVED SHOOTINGS

It is the policy of this department that all evidence (excluding the firearm) in a police officer involved shooting in which death or injury occurs will be retained for a minimum of three years. The weapon will be returned to the officer after examination by the Criminalistics Bureau and the Firearms Training Unit.

Homicide Section

1. Forwards a memo to the Evidence Vault and Communications Bureau the first working day following a police officer involved shooting, where death or injury has occurred, advising them to retain all evidence associated with that particular Event Number for three years.

Evidence Vault

2. Makes appropriate entries into the computer system to note that all evidence associated with the incident must be retained until the date indicated on the memo from Homicide Section.
 - a. When a release is requested for any reason prior to that date (i.e., Court Order, D.A.'s release, etc.), forwards request to Homicide Section for approval and/or notification.
3. After the expiration date (generally three years), forwards an Evidence Vault Follow-up Report to Homicide Section requesting status.

Communications Bureau

4. Ensures the radio tapes of all police officer involved shootings, where death or injury occur, are maintained for the period of time indicated in the memo from Homicide.
5. After the expiration date (generally three years), forwards a memo to the Homicide Section requesting status.

Homicide Section

6. Determines evidence is clear for disposal by checking with the Risk Manager to ensure no civil litigation is pending.
7. Notifies the Evidence Vault and Communications Bureau of the status of the evidence and radio tapes. (11/83, 3/92)■

5/210.28 PROPERTY AUCTIONS

It is the policy of this department that the Evidence Vault is charged with the responsibility of disposing of stolen/embezzled property no longer needed as evidence. Ideally, such property will be disposed of within six (6) months from the date of authorization for disposal.

PROCEDURE

Evidence Vault

1. Identifies property ready for disposal.
2. Attempts to identify/notify true property owner for release. If located, releases property to owner. If no owner is located, property is disposed of according to NRS 179.165.
3. Prepares Evidence Vault Follow-Up Report, TSD 111, and forwards it to the Detective Bureau for determination of disposition and authorization for disposal.
4. Prepares a list of property cleared for auction/disposal, including stolen/embezzled property, and forwards it to the Clark County Treasurer's Office for preparation of court order.
5. Maintains property cleared for disposal at an appropriate storage facility pending auction.
6. Assists County Treasurer's Office with auction.

Detective Bureau

7. Receives Evidence Vault Follow-Up Report and researches the status of case/property.
8. Determines status of property in question; indicates disposition; signs report, and returns Evidence Vault Follow-Up Report to the Evidence Vault within 30 days.

Accounting Section

9. Receives net proceeds from Treasurer's Office and deposits same into the LVMPD operating fund.
10. Receives and audits detailed documentation from Treasurer's Office, including list of items sold, sale price, and general accounting of gross auction proceeds, costs incurred, and net auction proceeds.

***Las Vegas Metropolitan Police Department
Partners with the Community***

11. Ensures all auction proceeds are audited annually during the Clark County independent audit. (6/89) ■

5/210.30 HANDLING DANGEROUS DRUGS AND HAZARDOUS MATERIALS
A.S. 83.2.1, 84.1.1, 84.1.2

HANDLING PRECAUTIONS

Inhalation of fumes and dust of chemicals, and the absorption of toxic substances through the skin can cause headaches, chills, nausea, temporary loss of motor functions, and other physical disorders. The following special precautions must be taken:

1. Protective gloves and protective eye wear will be used whenever chemicals, toxic substances, or hazardous materials are handled.
2. Unknown substances and materials will be given special attention.
3. Smoking will be prohibited in the immediate area of dust, fumes, etc.
4. Anyone having unusual symptoms from contact with these materials must be taken for immediate medical attention.
5. Air purifying respirator (gas mask) or protective mask will be used, if inhalation hazard is suspected.

NARCOTICS EVIDENCE

If the material is a significant amount, and is drug related, or used for the production of narcotics, i.e., clandestine drug labs, the officer shall request Communications to notify a narcotics officer and a criminalist to respond to the scene. Together they will determine the need for a crime scene analyst or other personnel to respond.

Chemical evidence retrieved from methamphetamine labs and other drug operations will be recovered in small quantities only. When requested, a criminalist will respond and take a representative sample of the material for analysis. The narcotics officer will request Communications to notify the contract disposal agency for removal of materials after samples are obtained.

The field officer will impound, for evidentiary purposes, drugs, liquids, clothing, controlled substances in powders, pills, or other forms, and unknown substances in sealed, personal-size quantities that do not exhibit a strong chemical odor. Substances that are liquid, breakable, or capable of giving off noxious odors WILL NOT be placed in drop chutes. (See 5/210.04)

A criminalist will be required to respond for special handling and packaging requirements as with narcotics-related evidence from clandestine drug labs.

HAZARDOUS MATERIALS EVIDENCE

If materials needed for evidence are flammables, acids, caustic substances, etc., the area lieutenant (or Patrol Division watch commander in the lieutenant's absence) will be requested to respond. The area lieutenant/watch commander will determine if other notifications are appropriate, such as a criminalist, crime scene analyst, emergency management coordinator, or the jurisdictional fire department's hazardous materials unit. (Note: For a hazardous materials incident/accident, Section 5/213.14 will be followed.)

FOUND MATERIALS

If a found substance or material appears to pose an immediate and substantial threat, and the initial response is not law enforcement related, the responding officer will maintain a safe distance. Communications will be requested to notify the jurisdictional fire department's hazardous materials unit and the area lieutenant/watch commander.

The area lieutenant/watch commander, after verifying the threat, will request Communications to notify the emergency management coordinator who will have the responsibility for:

1. Coordinating with the hazardous materials unit ranking officer to ensure that the situation is resolved.
2. Authorizing the disposal of the material by requesting Communications to notify the contract disposal company if the hazardous material continues to pose a risk to the public, and the public service agencies are unable to alleviate the hazard.

**Las Vegas Metropolitan Police Department
Partners with the Community**

STORAGE OF HAZARDOUS OR VOLATILE MATERIALS

Hazardous and volatile materials shall be stored in strict accordance with the Uniform Fire Code. (6/96, 12/02)■

**5/210.32 PRELIMINARY FIELD NARCOTIC TEST FOR CONTROLLED SUBSTANCES
A.S. 84.1.1**

A preliminary field narcotic test will be conducted on all impoundments of suspected controlled substances, where a criminal case may result, regardless of whether the impoundment arises from a sales case, offer and agree, or any degree of possession. The ONLY test kits used will be those approved by the Clark County District Attorney and Clark County Justice Courts for use as presumptive evidence in Justice Court and before the Grand Jury (cocaine, marijuana and methamphetamine). This test will be conducted by a properly certified examiner, under the best conditions as possible, in accordance with instructions. Tests in which the results will be used for the immediate incarceration of a suspect MUST be conducted at the Detention Center in the “pre-arrest” area, where a field station is located, PRIOR TO THE COMPLETION OF THE BOOKING PROCESS. The only exception to this for those officers working in a resident location where a suspect is booked into a facility other than CCDC (i.e., Tucker Holding Facility). All tests will be conducted in the presence of a witness officer (who should also be certified to perform field narcotic tests) and results will be recorded immediately. Anyone that becomes decertified due to a “false positive” or paper work error (two errors that occur with in a twelve month period) must attend the next available certification class to become recertified.

Officer

1. Determines that a subject is to be arrested and charged with an offense involving a suspected controlled substance for which testing has been approved.
2. Transports the subject into the Detention Center.
3. Conducts a preliminary field test or contacts a certified examiner (if arresting officer is not a certified examiner or has become decertified due to a paperwork error or “false positive”) to conduct a preliminary field narcotic test on the substance, prior to completing the booking process. The certified examiner must ensure that a certified witness is present.
4. Books the subject if test results indicate such.

Certified Examiner

5. Determines that the substance being analyzed appears to be a controlled substance in which a field test is authorized by the District Attorney and Justice Court, and sufficient quantities exist for analysis. If the substance does not appear to be one of those controlled substances or there are insufficient quantities, notifies the arresting officer and his/her supervisor.
6. Conducts the preliminary field narcotic test under conditions outlined during training sessions to become a certified examiner (i.e., weigh the substance, ensure the area is as clean and sanitary as possible and well lighted, wear gloves, etc.).
7. Document preliminary field test results:
 - a. Accurately and completely records the test results on the appropriate Checklist and Results form and signs it (LVMPD 151 for cocaine, LVMPD 157 for marijuana or LVMPD 229 for methamphetamine). Ensures the checklist is signed by the certified witness.
 - b. Includes the pink copy of the form in the evidence bag and forwards the remaining copies to Records Bureau.
 - c. Ensures the officer impounds the controlled substance and the certified examiner signs the chain of custody on the impound bag.
8. Notifies the arresting officer and his/her supervisor if the results do not confirm the presence of the controlled substance being tested for.
9. Disposes of used test equipment safely after neutralizing chemical content and re-sterilizes test area.

Supervisor

10. In the event the examination determines the substance is not one of the tested controlled substances, evaluates the circumstances to determine whether the suspect should be re-booked on another charge or a request for further testing for additional controlled substances should be forwarded to the appropriate bureau.

Officer

11. Impounds the controlled substance using normal evidence procedures and includes a copy of the checklist in the evidence bag after completion of the test.

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12. If arresting officer is not a certified examiner, requests the certified examiner, who conducted or witnessed the preliminary field test, sign the chain of custody on the evidence bag.
13. Deposits evidence in the locked storage room.
14. Includes the results of the preliminary field test of positive or inconclusive in the Declaration of Arrest and Arrest Report. Reports shall also include but not limited to: the weight and certification date of the certified examiner.

Records Bureau

15. Forwards the yellow copy of the Checklist and Results Form to Narcotics Section.

Forensic Lab

16. If a "false-positive" or paperwork error result is discovered, notifies the certified examiner's bureau/area commander by memo. Also forwards a copy of the memo to the Narcotics Administrative Lieutenant.

Bureau/Area Commander

17. Notifies the supervisor of the examiner who had a "false positive" or decertifying paperwork error and ensures no further tests are conducted by that examiner until recertification.

Supervisor

18. If notified of a "false-positive," documents the discrepancy, notifies the examiner and arranges for the examiner to be recertified (no further tests to be conducted by the examiner until recertification by a Certified Field Test Trainer).
19. Once notified of a paperwork error, documents the discrepancy, notifies the examiner of the error and arranges corrective training if needed on the first error. If a decertifying paperwork error occurs (no further tests to be conducted by the examiner until recertified by a Certified Field Test Trainer).
20. Ensures the chain of command (through the bureau/area command level) are advised that the examiner has been notified and will no longer conduct tests until recertified.

Certified Examiner

22. If notified of a "false-positive" or decertifying paperwork error, discontinues all subsequent testing until recertification is completed. Recertification will include, but is not limited to, attending a preliminary field narcotics test class offered by In-Service Training or at the LVMPD Academy. (3/98, 6/06) ■

***5/210.34 HANDLING OF CONFISCATED LICENSE PLATES AND DRIVERS' LICENSES
A.S. 83.2.1, 84.1.7***

NRS 485.320 requires that suspended/revoked license plates and drivers' licenses be confiscated and returned to the Department of Motor Vehicles for proper record keeping and disposition. If a person is cited for driving on a suspended or revoked license (as opposed to driving with an invalid license), upon conviction, the period of suspension or revocation will be doubled.

In addition, if a person is using another's identification (as in a bar) and the person is cited for possession of a document to establish false status or identity (NRS 205.465), upon conviction, the licenses of the individuals involved are canceled and they must reapply, retest, and pay penalty fees in addition to regular fees. If it is necessary to impound these licenses as evidence, DMV can proceed on a photocopy of the license and an explanation of why it was confiscated. This photocopy and explanation can be sent to Driver's License, License Review Section, 555 Wright Way, Carson City, NV, 89711. Any of these items impounded as evidence will be handled in accordance with routine evidence procedures (5/210.04 of the Department Manual).

Officer Seizing/Receiving Drivers' Licenses/License Plates

1. Determines that licenses are suspended, revoked, found, or otherwise being used illegally.
2. Using an event number, completes the Property Report Form and evidence tag or bag. (Note: Drivers' licenses will be stapled to the evidence tag.) If the item is for return to DMV, write only the letters "DMV" in red across the evidence bag. If impound needs to be held for court, write in red "Case Pending, Citation # _____". Drivers' licenses or license plates which do not have one of these notations will not be accepted and the impounding officer will be notified.
3. Indicates on the Property Report Form the reason for the impound and if the item(s) are to be returned to the Department of Motor Vehicles. It must be noted on the Property Report whether the impound is for

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- prosecution (i.e., used for illegal purpose) or for return to DMV (i.e., suspension, found, etc.).
4. Deposits items in the evidence storage areas per normal evidence handling procedures.

Evidence Custodian

5. Upon pick-up of evidence items, pulls the items that have the red letters indicating DMV.
6. Enters appropriate information into the automated evidence tracking system (ACE).
7. Returns items to the Department of Motor Vehicles inspectors at the rear of 2701 E. Sahara, whenever appropriate.
8. In the case of plates/licenses impounded for misdemeanor traffic offenses, safekeeping or found property, releases those that have "case pending" designation to the DMV after one year unless otherwise notified by the investigating officer. (3/90, 1/95)■

***Las Vegas Metropolitan Police Department
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5/211.00 TACTICAL PROCEDURES

5/211.01 FIELD COMMAND RESPONSIBILITY
A.S. 12.1.2, 46.1.2

In the event an emergency situation occurs requiring the use of patrol personnel, the Area Lieutenant or if unavailable, the designated PD Watch Commander shall assume command of all police operations until relieved by a senior command officer. All police activity during the emergency situation shall be coordinated through the Area Lieutenant or if unavailable, the designated PD Watch Commander.

When it has been determined that an emergency no longer exists, command of the operation shall revert to the appropriate command officer (Investigative Services, Criminalistics, etc.). (6/74) ■

5/211.02 ASSIGNMENT OF AIR SUPPORT UNITS
A.S. 46.2.1

The primary mission of the Air Support Unit is to provide aircraft support to all sections of the department to enhance public service. In order to realize the most effective control of this specialized resource and insure compliance with all current Federal air regulations, all aircraft owned and/or operated by the LVMPD will be assigned to the Air Support Section of the Support Services Bureau. This section is responsible for the flight operations and maintenance of all department aircraft as well as the training and certification of all department pilots in compliance with Federal Air Regulations.

Pilots in command of department aircraft must meet FAA requirements (being current in category and class), department, and insurance requirements. The pilot is directly responsible for, and is the final authority as to the operation of the aircraft.

Air units will respond to assignments based on priority of calls within limitations of weather, equipment, and pilot experience. Requests for air support which require flights out of the Metropolitan area will be cleared by the Officer in Charge of the Search and Rescue/Air Support Section or the Support Services Bureau Commander. Requests for utilization of air units by other jurisdictions will also be cleared in the same manner.

The Metropolitan area is defined as the Las Vegas valley area bounded by Sunrise Mountain on the east; Spring Mountain Range on the west; Sheep Range on the north; and the McCullough Range on the south. (2/74, 3/89) ■

5/211.04 SPECIAL WEAPONS AND TACTICS SECTION
A.S. 33.6.2, 46.1.10, 46.2.1

It is the policy of this department to maintain a Special Weapons and Tactics (S.W.A.T.) Section to furnish tactical support to other members in the form of highly trained teams composed of officers with specialized skills and equipment.

PROCEDURE

The Support Services Bureau Commander has overall authority and responsibility for the S.W.A.T. unit. The S.W.A.T. Section Lieutenant is responsible for the operation of the section.

S.W.A.T. Section personnel may respond to incidents while on-duty that are in their areas of responsibility and under the direction of their supervisors. The S.W.A.T. Section is composed of teams, and team integrity is of prime importance. Therefore, a request for assistance will consist of response by a team and not for individuals. Section personnel are under the sole command of S.W.A.T. supervisors at all tactical operations.

S.W.A.T. SECTION RESPONSIBILITIES

The S.W.A.T. Section is responsible for the following tactical responsibilities:

1. Hostage/barricaded suspects (per 5/213.08 and 5/213,10)
2. High-risk warrant service (per 5/200.06)

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3. High risk arrests/random violent acts, such as snipers and armed and dangerous suspects
4. Arrests of those suspects who pose a violent threat that could be dealt with by the use of special tactics and the use of less than lethal weapons
5. Major incidents, such as civil disturbances (per 5/213.06)
6. Downed citizen and officer rescue
7. Dignitary and VIP protection

UTILIZING THE SWAT SECTION

1. Hostage/barricaded suspects/random violent acts

Hostage/barricaded suspect(s) situations and random violent acts are highly unpredictable. (A random violent act is one that a suspect is using a weapon to cause serious bodily injury or death to citizens, such as a mass shooting and needs an immediate response to save lives.) Since the lives of citizens and officers may be in jeopardy at any given moment, the supervisor on the scene is in the best position to make decisions as to the need for tactical response.

In the absence of the PD watch commander or area lieutenant at the scene, the on-scene supervisor may request the S.W.A.T. unit to respond. The supervisor will ensure that the watch commander is notified and responds to the scene.

The watch commander or area lieutenant may also request that the S.W.A.T. unit be placed on standby if an incident does not merit a full response.

2. High-risk warrant/arrests, downed citizen/officer rescue, need for less than lethal weapons

Department supervisors may request the use of S.W.A.T. through the on-duty/on-call S.W.A.T. supervisor for high-risk warrant service, high-risk arrests, downed citizen and officer rescue, or a suspect posing a threat that could be dealt with by the use of special tactics and less than lethal weapons.

3. Major incidents/civil disturbances

The PD watch commander, area lieutenant, or senior officer assuming command of these types of incidents will ensure the on-duty/on-call supervisor is notified.

4. VIP and dignitary protection services

Requests for these services will be made through the S.W.A.T. Section lieutenant. (3/75, 2/94) ■

5/211.06 TACTICAL OPERATIONS PLANS A.S. 12.1.2, 46.1.10

The SWAT commander's office will be the department repository for all Tactical Operations Plans. It is the responsibility of the SWAT commander to maintain files on all tactical operations and provide copies of past plans when requested.

Any officer assigned to a tactical operation as an incident commander must contact the SWAT commander to obtain a Tactical Operations Plan number and copies of any past plans that may assist in the assignment. Tactical operations may include scheduled protests, demonstrations, annual celebrations or any other pre-planned and scheduled event. The use of these plans will help to ensure proper preparation and coverage of such special events.

A Tactical Operations Plan manual is available to serve as a guide in completing these plans and can be obtained through normal supply procedures. (3/91) ■

5/211.08 DIGNITARY PROTECTION A.S. 33.6.2, 46.1.9, 46.2.1

It is the policy of this department to provide protection to dignitaries, when necessary, to safeguard them from harm or

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embarrassment, or to expedite their movements. Protection will be provided to officials receiving protection from the federal government, visiting foreign dignitaries, heads of state, and to others designated by the Sheriff as “dignitaries requiring protection.”

Homeland Security Bureau

1. (Operations Section) Serves as the designated contact point for all dignitary protection requests.
 2. Coordinates protection requests with designated department personnel, appropriate federal agencies, or requestor, and acts as the department’s liaison as needed.
 3. Conducts, in coordination with federal agencies, or the requestor, a threat assessment and determines bonafide threats against the dignitary, or related to the visit.
 4. Coordinates with other units, such as Intergovernmental Services, Airport, Patrol, Traffic, SWAT, K-9, Special Events, etc. as appropriate, to provide the most effective protection predicated on known intelligence, the dignitary, and any federal protection requirements.
 5. Participates in the physical protection of individuals, as necessary, during unique dignitary protection activities.
- Special Operations Division Commander or Designee
6. Designates an Incident Commander (IC), generally from the Special Operations Bureau or Homeland Security Bureau, based on the protection requirements and operational needs.

Incident Commander

7. Coordinates and manages the incident consistent with the threat level, and in accordance with the Incident Command System.

SWAT

8. Serves as the designated unit responsible for all tactical and physical dignitary protection based on threat assessments.
9. Maintains training readiness, equipment selection and readiness, and the ability to protect dignitaries in accordance with Secret Service guidelines and specific mission requirements, including plain clothes protection details, covert protection tactics, counter sniper, and tactical responses.

Traffic Section

10. Provides and coordinates any non covert motorcade and traffic control operations.

Participating Support Units

11. Formulates incident action plans and operational/tactical plans per unit requirements.

Special Events Section

12. Coordinates and schedules authorized reimbursable overtime for dignitary protection when individuals of national or political prominence require protection due to the threat assessment, and are paid a fee for their appearance. This does not include political fund raising by federally-designated protectees.(9/03) ■

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5/212.00 CRIMES IN PROGRESS

**5/212.02 BANK ROBBERY ALARMS
A.S. 81.2.6**

Communications Dispatcher

1. Broadcasts the initial call of the bank alarm.
2. (Call Taker) Contacts the bank to ascertain the validity of the alarm immediately after receiving the alarm.
3. Dispatches patrol units to the bank location in accordance with the department's Response Category Profile (R.C.P.).
4. Advises the patrol supervisor of the incident. Based on the bank's location and other factors, the supervisor may respond immediately or monitor the situation.
5. Advises responding units to utilize channel "1" as the common channel of operation, and places a Code Red on the channel after the first unit's arrival. (Should a subsequent alarm occur at another bank during this period, the second incident shall be worked off the affected patrol channel, unless otherwise advised by dispatch.)
6. Dispatches additional patrol personnel and other units as necessary if an actual robbery or attempt.
7. Advises the responding units and the patrol supervisor if reported as a false alarm.
8. Instructs the bank official in charge to walk out the front door of the bank to a patrol vehicle to make proper identification and to advise the officer or supervisor of the alarm status.

Communications Supervisor

9. Sends a group page to robbery detectives notifying them of an actual robbery or attempt.
10. Notifies the area lieutenant and the F.B.I. if an actual robbery or attempt.

Patrol Officers

11. Responds and takes positions at major intersections where and when practical. Actual deployment locations should be determined by the bank's location, traffic congestion, and time of day.
12. Maintains strategic positions.
 - a. Proceeds to the immediate area of the bank to contact the exiting representative if reported to be a false alarm.
 - b. Considers the alarm to be valid and a robbery in progress if the bank official fails to respond within a reasonable time.
13. (Additional units) Responds to the bank location when a robbery has been confirmed and the suspect has fled:
 - a. Secures the crime scene.
 - b. Obtains more complete suspect information.
 - c. Locates and isolates witnesses until a detective unit arrives.
14. Clears the bank location and systematically searches the area after detectives are on the scene and the patrol officers' presence is no longer needed.

Robbery Detectives

15. Responds to the scene if dispatched or near the incident.
 - a. Provides unit identifier to dispatch.
 - b. Parks vehicles as inconspicuously as possible to prevent a hostage situation. Detectives and/or F.B.I. agents shall be the only officers to actually enter the premises until the scene is confirmed Code 4.
16. Determines the validity of the call and takes appropriate action if the suspects are still at the scene.
 - a. Refrains from entering the bank until confirmation by a bank official of a false alarm, or that a robbery has occurred and the suspects have left the premises.
 - b. Deviation may be made, after careful evaluation, when failure to make entry would probably result in loss of life.
17. Provides pertinent information to dispatch as soon as possible.
18. Completes reports and obtains witness statements.
19. Coordinates with patrol supervisory personnel prior to implementation of contingency plans, hostage negotiations, S.W.A.T., etc. if the possibility of a barricaded suspect or a hostage situation exists.

Patrol Supervisor

20. Takes charge of the scene if detectives or F.B.I. agents have entered the bank and have not communicated within a reasonable time. The assumption must be made that there is a robbery in progress, and the detectives and F.B.I. agents are unable to communicate without jeopardizing their welfare or the welfare of others.

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Partners with the Community

21. Considers, as a last resort, the option of committing patrol officers to the interior of the bank if neither the detectives nor the F.B.I. agents are able to respond. (7/90, 11/97)■

5/212.03 ROBBERY ALARMS-OTHER THAN BANKS
A.S. 81.2.6, 81.2.13

PD Personnel

1. Responds to the business where the robbery alarm is received.
2. Once sufficient units have arrived to secure the building, the primary unit requests that dispatch call the business to ascertain if they are being or have been robbed.

Communications

3. Initiates a code red on the channel, upon arrival of the first officer.
4. Receives request from primary unit to telephone business.
5. Telephones business and attempts to determine if they have been or are being robbed in a discreet and covert manner.
6. If the business is secure and code four:
 - a. Advises a responsible party to exit the building and speak with the patrol officer.
 - b. Broadcasts that a code four has been obtained and provides a description of the person exiting the building.
- OR**
7. If the business is NOT secure and is being or has been robbed:
 - a. Broadcasts to all units that a robbery is in progress or has occurred.
 - b. Attempts to ascertain any suspect description and broadcasts to all units.
8. When requested by the primary patrol unit, clears the channel.

PD Personnel

9. Upon verification of a code four or when the scene is secure, requests the channel be cleared.

Dispatched units will be canceled when notification is received from an alarm company that a situation is code four. If the employees from the business call to advise code four, they will be directed to go through their alarm company, otherwise the call will not be canceled and units will proceed to ensure the situation is code four. (5/89)■

5/212.04 "DURESS ALARM" FOR DETENTION FACILITIES
A.S. 81.2.6

Detention Center

1. In the event of an unusual occurrence requiring assistance, activates the "Duress Alarm" (sounds in Communications only).
2. Contacts Communications Bureau and explains situation.

Communications Bureau

3. Dispatches patrol units
4. Recalls and confirms details of situation
5. Notifies Senior PD Lieutenant of situation
6. Notifies Detention Division Commander of situation, if not Code 4.

Patrol Officer

7. Responds to Detention Center

Detention Center

8. If situation is Code 4, a Corrections Officer exists the facility and makes contact with arriving patrol unit to confirm Code 4.

First Officer on the Scene

9. Makes contact with Corrections Officer to confirm Code 4.

If further action is required and situation is NOT Code 4, refer to the Detention Division Hostage Plan, 5/213.08 of the Department Manual. (4/80)■

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**5/213.00 UNUSUAL OCCURRENCES
A.S. 46.1.6**

**5/213.01 EMERGENCY MANAGEMENT
A.S. 46.1.1, 46.1.2, 46.1.6, 46.1.7, 46.1.8, 46.1.11, 46.2.1**

It is the policy of the department to support emergency management activities through planning, training, and participation, and to maintain a position of Emergency Management Coordinator.

RESPONSIBILITIES

The Emergency Management Coordinator reports to the Homeland Security Bureau Commander and duties include:

- Serving as principal advisor to the department on unusual occurrences.
- Planning for response to unusual occurrences
- Maintaining monthly inventory checklists of equipment designated for use in unusual occurrences by location, quantities, and state of readiness.
- Ensuring monthly and post-occurrence inspections are conducted by those responsible for the use of equipment.
- Maintaining liaison with other emergency management authorities and coordinating any department emergency plans with those affected agencies.
- Coordinating annual tabletop and functional exercises within the department and involves key department members in exercises conducted by local emergency management authorities.
- Complete an analysis of incidents and training effectiveness a minimum of every three years.
- Planning, reviewing, and updating annually, or more frequently when necessary, the department's Emergency Response Field Guide. This guide contains step-by-step instructions on how to implement emergency plans. It also contains referral worksheets that list operational orders, manpower and equipment resources, external resources, command post needs, available communications, security measures, intelligence matters, news media relations, and on-site operations.

Another part of this guide is the emergency mobilization plan (5/213.05) which serves as a guide for command officers and other supervisors in supervising and directing department units, and in facilitating coordination of police operations with the activities of other agencies responding to emergency situations. Though the plan provides guidelines for the department in emergency situations, it is not intended to limit or restrict police initiative, judgment, or independent action required to provide appropriate and effective police services.

Copies of the LVMPD Emergency Response Field Guide will be maintained in the Patrol Division; Area Commands; Support Services Bureau; Detective Bureau; Communications Bureau; Criminalistics Bureau; Office of Policy and Planning; Office of Finance; SWAT Section; and Transportation Safety Bureau; and in the vehicles of patrol lieutenants and resident lieutenants and sergeants. The guide is also automated and located in the LVMPD (WordPerfect) template database on the computer network.

NOTIFICATION OF EMERGENCY MANAGEMENT COORDINATOR

It is the responsibility of the Communications Bureau to notify the Emergency Management Coordinator for critical incidents and unusual circumstances including, but not limited to the following:

1. Hazardous material spills - Reports of any type or size. Small spills of fuel normally associated with traffic accidents need not be reported unless an unusual threat is posed by the spill such as flow into a waterway.
2. Methamphetamine labs - Based on the assessment of narcotics and/or forensics personnel.
3. Suspicious packages - exploded or unexploded in which an explosive device is suspected and if the Las Vegas Fire Department bomb squad is dispatched.
4. Radiological - Any incident that is reported.
5. Natural disasters - Situations such as earthquakes, floods, avalanches, or large storms where the safety of the public is jeopardized.
6. Wild land fire - Regardless of land ownership (Federal, State, or private property).
7. Fires - Involving large facilities, i.e., motels, casino/hotels, or hospitals.
8. Crashed aircraft - Involving injuries.

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Partners with the Community

9. Terrorists or civil disorders - i.e., exploded bomb.
10. Utility disruption - Any incident/accident that may require state assistance, i.e., major power outages, pipeline breakage, etc.
11. Suspicious powders/substances - if patrol units are dispatched.

EMERGENCY MANAGEMENT TEAM

The purpose of the Emergency Management Team is to assist the Emergency Management Coordinator in the direction and coordination of any emergency event. Members of the Emergency Management Team are assigned by the Emergency Management Coordinator subject to the approval of the Homeland Security Bureau Commander. The Emergency Management Team will be deployed, when necessary, by the Emergency Management Coordinator. (5/93, 11/99) ■

5/213.02 BOMB THREATS - LOCATED EXPLOSIVE DEVICES - DETONATIONS **A.S. 46.1.5, 46.1.11, 46.2.1**

Homeland Security Bureau is responsible for providing assistance with investigations resulting from all bomb threats, located explosive, and other similar events pertaining to certain acts relating to terrorism, including weapons of mass destruction, biological agents, chemical agents, radioactive agents and other lethal agents, toxins and delivery systems; that threaten the security of our community. Homeland Security Bureau in coordination with LVMPD's federal partners maintains intelligence information on such activities. Homeland Security Bureau Operations will act as a liaison, under certain situations, to investigative units and the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) which is the law enforcement agency within the U.S. Department of Justice under the U.S. Department of Homeland Security responsible for such investigations.

BOMB THREATS (NON-EXTORTION)

Definition: A bomb threat is the expression of an intention to detonate an explosive device.

Communications Bureau

1. Dispatches a patrol officer to the scene. If the person reporting insists that police response is NOT necessary, an I.O. report will be taken. Communications personnel will explain the alternatives to the person reporting.
2. Notifies Explosive Detector Dog Sergeant in the event an Explosive Detector Dog (EDD) is requested.
3. Notifies the Homeland Security Operations lieutenant if the threat is directed at a particular community group, any building or situation where the security of the community is threatened.

Patrol Officer

4. Responds to the scene and confers with the senior representative or key employee of the establishment. The representative of the establishment must make the following decisions: whether to conduct a search (using establishment personnel); whether to evacuate during a search; if further action should be taken if no device or suspected device is found; and if the area is safe or free of explosives. LVMPD personnel will not make these decisions or judgements. On any specific threat where the senior representative or key employee of an establishment is willing to evacuate the premises and conduct a search, the EDD can be deployed to provide a more comprehensive search. Examples of such searches could be buildings, aircrafts or vehicles (see 5/213.03).
5. Requests the Las Vegas Fire Department (LVFD) Bomb Squad, detectives, or other support units if required. (Outlined in Located Explosive Devices section.)
6. Takes incident report and, if appropriate, completes a brief Officer's Report.
7. Requests EDD if needed.

Homeland Security Bureau Operations Section

8. Responds to the scene as appropriate.
10. Assists the responding units with any investigative or intelligence information available.
11. Provides information to Homeland Security Bureau Analytical Section

Threats Against Vehicles

An officer responding to a threat against a vehicle should attempt to determine the existence of a device through a prompt preliminary investigation prior to requesting the bomb squad. A visual inspection of the inside and underside of the vehicle will be conducted without opening doors, trunk, or hood. A booby-trapped vehicle could mean serious injury or death to the officer and bystanders.

Nonspecific Threats

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A victim is difficult to identify in a bomb threat against a location, e.g., a bomb will blow up at the southwest corner of Spring Mountain and Las Vegas Boulevard in fifteen minutes. In those cases, the responding officer will dictate an Officer's Report explaining the incident and action taken if the report may be of future value to investigators.

Communications

1. Notifies Homeland Security Bureau if the threat is related to the security of the community.

Homeland Security Bureau Operations Section

2. Contacts the person reporting, if available.
3. Documents the situation detailing the circumstances, threats, and other significant information.
4. Forwards all documents to HSB Analytical Section for proper documentation.

BOMB THREATS (EXTORTION)

Definition: A bomb extortion is a demand for material value or services in which an explosive device is indicated as a means of perpetrating the extortion. This is a situation where the clear intent is robbery and not associated with a defined terrorist activity.

It should be noted that any and all actions and decisions made by LVMPD employees should take into consideration that the intention of the department is to conduct the investigation in a covert manner. Investigative techniques which are appropriate for the situation will be used, including minimizing public awareness and chances of alerting suspects to police involvement. In the event that the LVMPD receives initial information of a bomb threat /extortion against any person or establishment, the target individual or establishment will be notified as soon as possible by detectives unless urgent or emergency circumstances dictate otherwise.

Department members will make every attempt to work closely with management or their designees in the coordination and execution of their standard emergency operating procedures to ensure public safety. All decisions regarding compliance with extortion demands will be made by the representative of the establishment.

Communications Bureau

1. Notifies the PD field lieutenant and patrol supervisor.
2. Notifies the robbery supervisor / detective during normal working hours or Major Crimes Detail supervisor / detective on graveyard shift.
3. Notifies EDD Sergeant in the event an EDD is requested.

Robbery/Homicide Bureau

4. During regular working hours, the Robbery Detail will respond to the scene; during swing shift, Violent Crimes Section will respond and on graveyard, Major Crimes Detail will respond.
5. Confers with the senior representative or key employee of the establishment. The representative of the establishment must make the following decisions: whether to conduct a search (using establishment employees); whether to evacuate during a search; if further action should be taken if no device or suspected device is found; and if the area is safe or free from explosives. LVMPD personnel will not make these decisions or judgments. On any specific threat where the senior representative or key employee of an establishment is willing to evacuate the premises and conduct a search, the EDD can be deployed to provide a more comprehensive search. Examples of such searches could be buildings, aircrafts or vehicles (see 5/213.02).
6. Request the LVFD Bomb Squad and other support units if required (outlined in Located Explosives Devices Section).
7. Contacts the robbery supervisor by phone (if Major Crimes or Violent Crimes has responded) if the threat appears legitimate or an actual device is found.
8. Requests EDD if needed.

Patrol Officer

9. Responds to the scene, if requested, and assists in any search, evacuation, or cordoning off of area as directed by detectives.

LOCATED EXPLOSIVE DEVICES AND EXPLOSIVE SUBSTANCES

Definition: Explosive substances include, but are not limited to commercial explosives, such as dynamite, plastic explosives,

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and gun powder. Explosive devices can be anything constructed of an explosive substance and designed to be detonated. This can include, but is not limited to military ordinance, such as hand grenades, blasting caps, pipe bombs, and booby-trapped vehicles.

Handling by Trained Personnel

Department personnel shall not in any way handle, touch, or move an explosive device, either suspected or known. Suspected explosive devices and threats against a vehicle represent potentially dangerous assignments and will be handled by the LVFD Bomb Squad. The bomb squad will also handle any explosive or explosive supplies, such as blasting caps, even when not constructed as a bomb.

Any acids, liquids, gases, or cylinders containing any dangerous substances not considered to be an explosive will be handled by the fire department in whose jurisdiction the object is found.

Persons, other than members of the bomb squad, locating an explosive or suspected explosive device shall be advised to remain available for direct communication with the bomb squad commander. This will help to ensure the proper equipment is dispatched to the scene. Persons finding explosive substances in remote areas should be asked to remain available at a safe nearby location to aid the bomb squad in locating the explosives.

When the Incident Commander determines a suspicious object is a suspected explosive device, the Las Vegas Fire Department (LVFD) Bomb Squad will be called to "render safe" the device. Once this has occurred, an EDD will not be used to sniff a suspected explosive device. When this process is complete, the EDD should be called to search the area for a second device. If a second device is located, the LVFD Bomb Squad will be called to "render safe" the second device. The EDD will then continue to search until no further devices are located.

There are circumstances, such as special events and airport operations, where the EDD will be called to sniff a suspicious object for the presence of an explosive odor. Each circumstance will be evaluated separately because of the dangerous nature of explosives. The ultimate decision to deploy the EDD in each circumstance rests with the K-9 Detail Sergeant, EDD Handlers, and the Chief of the LVFD Bomb Squad. (see 5/213.03)

The helicopter and search & rescue units may be called upon to assist in transporting bomb squad personnel to remote areas.

Communications Bureau

1. Dispatches a patrol officer to scene of located explosive device or substance.
2. Notifies the LVFD Bomb Squad upon request by the field supervisor.
3. Makes following notifications when explosive device or substance is found:
 - a. Field supervisor of the target area
 - b. Robbery detective during normal work hours or general assignment detective at other times
 - c. Homeland Security Bureau Operations lieutenant
 - d. Fire department responsible for the area
 - e. Bureau of Alcohol, Tobacco and Firearms (ATF).

Field Supervisor

4. Responds to and assumes command of the scene. The field supervisor or senior officer in charge will remain at the scene in the vicinity of the device to brief the bomb squad commander of all relevant matters.
5. Assigns an additional officer to the primary location (see Command and Control) to assist in communications.
6. Remains at scene with the additional officer to assist the bomb squad and prevent unauthorized access to the location of the device.
7. Determines the need for an EDD to search for a second device.

Homeland Security Bureau Operations Section

8. Responds to the scene and determines if the situation is related to a possible domestic or international terrorist activity.
9. Assists the investigative units with critical intelligence information related to homeland security.
10. Provides investigative assistance, as necessary.
11. Acts as a liaison with the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) as needed.
12. Documents all intelligence information pertaining to homeland security.
13. Ensures all information is forwarded to HSB Analytical Section.

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Preliminary actions

Personnel are cautioned against radio transmissions in the vicinity of the device as it could cause detonation. Land lines should be used when possible.

When the ranking field supervisor requests the bomb squad, a responsible person from the establishment will be advised, by the field supervisor, of the potential for explosion and an evacuation of the premises will be initiated. A minimum preliminary evacuation perimeter of 300 feet, with persons behind cover, should be initiated immediately. If cover is not available at 300 feet, persons should be moved back until cover is available, or to at least 1200 feet in the open. At least two floors above and below the device should be evacuated in a high-rise building.

Upon arrival, the bomb squad commander will make an immediate diagnosis of the device, its potential and possible time limitation. Realignment of the evacuation perimeter will be recommended by the bomb squad commander, if necessary. The ranking field supervisor will contact the responsible person for the establishment and make modifications in the evacuation perimeter as requested by the bomb squad. Failure to respond to an evacuation order is a violation of NRS 475.070. Sufficient resources will be obtained to accomplish the evacuation and provide for traffic and crowd control at the scene.

Command and Control

Two command and control locations will be established when a device or suspected device is located.

1. The primary location will be a place in the vicinity of the device determined suitable by the bomb squad commander. Command of the primary location and all personnel assigned to it will rest solely with the ranking bomb squad member.
2. The field command post will be operated and staffed, and a staging area established as for any unusual occurrence, by LVMPD personnel, who will be in charge of all field operations in connection with the explosive. Investigative personnel will report to the field command post or staging area as directed, when arriving at the scene.

Police Reports and Media Releases

Department personnel will not routinely release the following types of information on explosive devices to anyone outside law enforcement:

1. Type of explosive
2. Components
3. Packaging
4. Method used to detonate
5. Opinions as to why the device did or did not detonate
6. Techniques used by the bomb squad to defeat or destroy the device.

Release of this information could, in certain circumstances, be detrimental to investigative efforts and to community safety. Information for media releases or for department reports will be determined by conferring with the bomb squad commander, ranking investigative supervisor, Homeland Security Bureau Commander or lieutenant, and/or the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF). If specific information is not to be released, a general statement will be used, such as "the bomb squad responded and rendered the device harmless."

REPORTS OF DETONATION (SMALL DEVICE, MINIMAL OR NO PROPERTY DAMAGE, NO INJURY)

Examples of situations falling in this category include, homemade pipe bombs, small explosives placed in mail boxes, park toilets, or trash cans.

Communications Bureau

1. Dispatches a patrol officer to location of reported detonation.
2. Notifies Homeland Security Operations lieutenant.

Patrol Officer

3. Responds to the location and confirms that the detonation was of a minor nature causing minimal or no property damage and no injury.
4. Conducts the preliminary investigation, takes an incident report and requests Criminalistics, if necessary.

Homeland Security Bureau Personnel

***Las Vegas Metropolitan Police Department
Partners with the Community***

5. Responds to the scene, as needed, and determines if the situation was related to a possible domestic or international terrorist activity.
6. Provides intelligence information and/or investigative assistance to lead investigators.

REPORTS OF DETONATION (PROPERTY DAMAGE AND/OR INJURY OR DEATH)

Scene of Detonation

LVMPD personnel should utilize extreme caution at the scene of a detonation. The possibility of a second device or unexploded charge should not be discounted.

In any case where an explosion has occurred, there is always the chance for the presence of unexploded bombs or a second device left by the suspect. The EDD should be used to clear the crime scene prior to personnel entering and conducting investigations. (see 5/213.03)

The bomb squad has the responsibility and authority to conduct the post-blast crime scene investigation whether it occurs within the city limits or in the county. Access to the detonation scene must be strictly limited to emergency actions required to prevent the loss of life. Otherwise, the scene must be left undisturbed until the bomb squad arrives and takes command of the scene.

At the post-blast scene, important evidence can be extremely small items blown a considerable distance from the center of the detonation. These items can be very fragile and protection of the scene is extremely important.

Communications Bureau

1. Dispatches patrol officer(s) and a patrol supervisor to the location of the reported detonation.
2. Dispatches a robbery detective during normal working hours or Violent Crimes detective or a Major Crimes detective at other times.
3. Notifies Homeland Security Bureau Operations lieutenant who will determine the proper response for HSB personnel.
4. Notifies the Fire Department Communications Center, who will notify the LVFD Bomb Squad, and also the Clark County Fire Department (CCFD) if the detonation occurred in the county.
5. Notifies the Bureau of Alcohol, Tobacco & Firearms.
6. Notifies EDD Sergeant in the event a search for a second device is requested.

Patrol Division Personnel

7. Provides any emergency assistance as required.
8. Creates and maintains a post-blast scene perimeter, preventing any unnecessary access, and establishes control of the post-blast scene.
9. Locates potential witnesses.
10. Completes Incident report.

Patrol Watch commander

11. Makes contact, upon arrival of the bomb squad, with the ranking bomb squad member for instructions regarding adjustment of the perimeter and other scene control concerns.
12. Determines the appropriate support personnel needed to facilitate the investigation and security of the scene.
13. Maintains the perimeter until released by the ranking member of the bomb squad, or the investigator functioning as liaison for the bomb squad.
14. Determines the need for an EDD to search for a second device. This request can come from the LVFD Bomb Squad.

Violent Crimes Section/Major Crimes Detail (after normal working hours)

15. Responds to the scene
16. Contacts the robbery lieutenant by phone, and also notifies the homicide lieutenant if death or injury has occurred.

Robbery Investigator

17. Responds to the scene during normal working hours or when contacted.
18. Contacts the ranking bomb squad member.

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Homeland Security Bureau Operations Section

19. Assists the investigative unit, bomb squad, and/or ATF with the preliminary investigation and appropriate intelligence information.
20. Functions as a liaison with the bomb squad and ATF situations affecting the security of the community until they relinquish control of the post-blast scene to this department.
21. Provides intelligence information relating to incident to ranking investigative officers.
22. Assists with the investigation as needed.

Homicide Detail (when responding)

23. Assumes command of the entire investigation if death or injury has occurred.
24. (Ranking member) Coordinates with the ranking bomb squad member regarding the crime scene investigation. Bomb squad personnel, if used, will conduct any post-blast investigation under the direction of the ranking homicide detective.

Criminalistics Bureau

25. Responds to the scene and contacts the assigned investigator, who is functioning as liaison with the bomb squad, for instructions.
26. Recovers and photographs evidence as directed by the bomb squad personnel, provided the assigned Crime Scene Analyst has sufficient training and skill to perform the requested tasks. If an in-depth investigation is required, BATF special teams should be contacted.
27. Receives instructions from the ranking bomb squad member until the scene is released to this department.
28. Refrains from handling or impounding live explosives other than to accept a small sample of the suspect material for analysis under the guidance of the bomb squad member. (7/99, 8/03) ■

**5/213.03 *EXPLOSIVE DETECTOR DOG*
*A.S. 46.1.4, 46.1.5, 46.2.1***

This department maintains Explosive Detector Dogs (EDD) which are trained to find the presence of explosive substances to include firearms and ammunition. The EDD can be used to search offices, casinos, vehicles, parking lots, aircraft, luggage, packages, schools and locker rooms to detect such substances.

Preplanned use of the EDD will be coordinated through the K-9 Detail Lieutenant or Sergeant. Emergency requests for the EDD will be requested through the Communications Bureau.

BOMB THREATS

On any specific threat where the senior representative or key employee of an establishment is willing to evacuate the premises and conduct a search, the EDD can be deployed to provide a more comprehensive search. Examples of such searches include buildings, aircraft or vehicles.

LOCATED OR SUSPECTED EXPLOSIVE DEVICES

When the Incident Commander determines a suspicious object is a suspected explosive device, the Las Vegas Fire Department (LVFD) Bomb Squad will be called to “render safe” the device. Once this has occurred, an EDD will not be used to sniff a suspected explosive device. When this process is complete, the EDD should be called to search the area for a second device. If a second device is located, the LVFD Bomb Squad will be called to “render safe” the second device. The EDD will then continue to search until no further devices are located.

There are circumstances, such as special events and airport operations, where the EDD will be called to sniff suspicious objects for the presence of an explosive odor. Each circumstance will be evaluated separately because of the dangerous nature of explosives. The ultimate decision to deploy the EDD in each circumstance rests with the K-9 Detail Sergeant, EDD Handlers and the Chief of the LVFD Bomb Squad.

DETONATED EXPLOSIVE DEVICES

In any case where an explosive device has occurred, there is always the chance for the presence of unexploded bombs or a second device left by the suspect. The EDD should be used to clear the crime scene prior to personnel entering and conducting investigations.

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DIGNITARY PROTECTION SWEEPS

The EDD should be used to sweep or clear an area of explosive devices for visiting dignitaries. Requests for this type of deployment will be coordinated with the K-9 Detail Lieutenant or Sergeant. (10/86, 7/99) ■

***5/213.04 TERRORISM INVESTIGATIONS, INTELLIGENCE INFORMATION AND RELATED SITUATIONS
A.S. 46.1.1, 46.2.1, 51.1.1***

It is the policy of this department to investigate all situations, individuals and groups, both domestic and foreign, that pose a bonafide terrorist threat to the Las Vegas community.

GENERAL RESPONSIBILITY

The Homeland Security Bureau is responsible for the lawful collection, analyzation and dissemination of all related intelligence information, criminal investigations, assistance to department units, covert investigations related to domestic and international terrorism under the definition of terrorism.

Homeland Security Bureau Operations Section is the liaison unit between LVMPD and the federal investigative units concerned with homeland security and will generally have officers assigned to these federal operations. LVMPD employees will contact HSB for all terrorism related information, assistance and investigations prior to contacting a federal agency.

DEFINITION OF TERRORIST RELATED CRIMES (NRS Chapter 202)

This NRS states in part: Act of terrorism means any act that involves the use or attempted use of sabotage, coercion or violence which is intended to cause great bodily harm or death to the general population; or cause substantial destruction, contamination or impairment of any building or infrastructure, communications, transportation, utilities or services; or any natural resource or the environment. As used in this section, "coercion" does not include an act of civil disobedience.

Terrorist means a person who intentionally commits, causes, aids, furthers or conceals an act of terrorism or attempts to commit, cause, aid, further or conceal an act of terrorism. Weapon of mass destruction means any weapon or device that is designed or intended to create a great risk of death or substantial bodily harm to a large number of persons.

FEDERAL DEFINITION OF TERRORISM

Domestic terrorism is the unlawful use, or threatened use, of force or violence by a group or individual based and operating entirely within the United States or its territories without foreign direction committed against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.

International terrorism involves violent acts dangerous to human life that are a violation of the criminal laws of the United States or any state, or that would be a criminal violation if committed within the jurisdiction of the United States or any state. These acts appear to be intended to intimidate or coerce a civilian population, influence the policy of a government by intimidation or coercion, or affect the conduct of a government by assassination or kidnaping. International terrorist acts occur outside the United States or transcend national boundaries in terms of the means by which they are accomplished, the persons they appear intended to coerce or intimidate, or the locale in which the perpetration operate or seek asylum.

OPERATIONAL RESPONSIBILITY

No investigation, intelligence or file will be established by HSB or any employee based solely on race, religion, color, creed, national origin, political affiliation, or sexual orientation of any individual or group. This procedure does not eliminate the responsibility for conducting preliminary investigations outlined in department Manual Section 5/206.12, but identifies a method for HSB to coordinate all matters pertaining to terrorism related activity and corresponding investigative responsibilities.

Homeland Security Bureau will be notified of any calls for service or information provided to any employee:

- Where the information indicates a person known or suspected has or intends to commit or aid, or somehow further or conceal a terrorist or an act of terrorism.

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- Details indicate a suspect is providing materials or financial support with the intent that this support be used, in whole or in part, to further an act of terrorism.
- Suspected immigration violations where the investigating officer, citizen, informant, source believes the person to be engaged in activity supporting an international or domestic terrorist action through this immigration violation. (See 5/106.24)
- Describing any activity related to any type of explosive devices or manufacture of such a device. (See 5/213.02)
- Details related to any building, or any portion of any infrastructure, communications, transportation, utilities or services are threatened, or the activity reported has a direct link to suspicious activity relating to terrorism.
- Information of a threat or suspicious activity that threatens any natural resource or the environment.
- Information indicates person(s) whose intent is some form of terrorism is suspected of possessing a chemical agent or any chemical substance, material or product or any component or compound that is considered highly dangerous, which the officer or citizen reasonably believes is capable of causing death or substantial bodily harm; substantial deterioration or contamination of food, water, equipment, supplies or material of any kind; or substantial damage to natural resources or the environment.
- Information pertaining to a letter, note or any other type of written correspondence of mail or a package delivered by any person or electronic mail or delivered by any postal or delivery service. or any other similar means of communication where the intent is some form of terrorism.

Except as noted: Homicides, sexual assaults, and high-profile takeover robberies, such as a casino robberies will be handled in accordance with other procedures unless the crime was motivated or committed by a known terrorist group or an individual or has ties to terrorism directly or financially. In those cases, HSB will assist the investigative detail as needed.

PROCEDURE

The HSB Operations lieutenant is to be notified on a 24-hour basis of all situations and possible criminal activity where there is a perceived motive toward terrorism or the intent to affect the communities' security as described in the definitions above. Any HSB Operations supervisor, lieutenant or detective can be contacted for immediate response, assistance, advise, or information regarding a possible interview, investigation, intelligence or incident.

Field Officer/Investigative Units

1. Responds to an incident, or conducts an investigation and determines that it is, or the suspect involved is motivated or related to terrorism as defined.
2. Initiates a preliminary investigation and an LVMPD 603, Incident Report as needed. An Incident Report should be completed for all incidents in which it is clear a person, group of persons, structure, property, or a part of the infrastructures is threatened or is in imminent danger, as defined by NRS, or another crime has been committed and the motivation may be defined as terrorism.
3. Requests Communications Bureau notify the Homeland Security Bureau regarding a possible terrorism situation.

Communications Bureau

4. Notifies citizens, as necessary, of the HSB Hot Line number. (General information that does not require immediate officer response.)
5. Notifies HSB Operations of calls for service where HSB may be needed or if requested by responding/investigating officers.
6. Notifies the HSB Bureau Commander of any major incident where multiple facets of HSB may be needed, such as Emergency Management or other such needs. (See appropriate procedures)

Homeland Security Operations Section

7. Responds when notified by Communications, supervisor at the scene, or the HSB Operations lieutenant or commander, and assists in the investigation as needed.
8. Collects intelligence information relating to Homeland Security concerns.
9. Assists patrol or detectives with preliminary investigations, intelligence information, and follow up investigations as needed.
10. Coordinates response of federal agencies as appropriate.
11. Ensures all information is forwarded from all related investigations to the HSB Analytical Section and coordinates further follow-up investigation case management as needed.
12. HSB Operations lieutenant coordinates the investigation and covert activities directly related to homeland security.

Las Vegas Metropolitan Police Department
Partners with the Community

INVESTIGATIONS/ FIELD INTERVIEWS/HOMELAND SECURITY INTELLIGENCE GATHERING

Any department member with intelligence information can complete an LVMPD 8, Field Interview Card (FI) or Officer's Report for the purpose of a "homeland security threat." This information must contain facts, such as known associates, why the person may be directly tied to a threat or terrorism, reasons the intelligence was gathered, any self admittance, activity discovered, etc. All homeland security motivated information that is included in the HSB intelligence files and must be validated by the standards listed by the HSB and federal definitions relating to terrorism (a consensual photograph of the individual can be attached for identification purposes, or any photos of evidence or other items that support the intelligence should be sent to HSB.)

An Officer's Report can also be completed and forwarded to HSB if the individual has given specific information about such activity that needs to be follow-up or distributed to department members. The HSB Operations supervisors can also be contacted for immediate response or assistance regarding such an incident.

The Homeland Security Analytical Section will review all information for completeness, authenticity and update HSB intelligence files accordingly. (8/03) ■

5/213.05 EMERGENCY MOBILIZATION PLAN
A.S. 46.1.8, 81.2.6

It is the policy of this department to respond to major incidents utilizing available personnel and resources, and if necessary to escalate to a partial or full mobilization of personnel.

GENERAL

The Emergency Mobilization Plan is a two-stage plan consisting of patrol mobilization and department-wide mobilization. It is designed to alert the appropriate number of personnel to respond to duty when the demands of a major incident have exceeded the capabilities of on-duty personnel and specified call outs.

Either stage of the plan can be implemented with authorization from the Sheriff or his designee. With the authorization will come the activation of 12 hour shifts with designations as follows:

"A" Shift – Day (1st shift)

"B" Shift – Night (2nd shift)

Actual hours will be determined by the Sheriff or his designee. The shifts will be effective until termination of the incident. RDO's will be canceled, and the nature of the incident may require cancellation of pre-approved leaves.

ADMINISTRATIVE PROCEDURE

Bureau/Area Commanders

1. Submits separate monthly "A" and "B" shift rosters of all personnel under their command, to the Communications Bureau and the Emergency Management Coordinator.
 - a. Gives consideration to normal work assignments.
 - b. Lists commissioned members squad number, shift, and RDOs. All squad members will be assigned to the same shift (A or B).
 - c. Lists all civilian members by name, shift, and RDOs.
2. Ensures the personnel under their command understand their shift and assignment under this plan.
3. Submits a monthly "X" roster, in the same manner as the "A" and "B" rosters, listing detectives and specialized officers who are critical to the ongoing mission of the department. These officers will be exempt from the "A" and "B" rosters.
4. Maintains an internal mobilization/recall plan for personnel notifications.

Patrol Division Commanders

5. Coordinates the rehearsal of the planning aspects of the Emergency Mobilization Plan with the Emergency Management Coordinator.
6. Ensures the Emergency Mobilization Plan is rehearsed semiannually in May and November. (The Homeland Security Bureau can be contacted to assist with planning and coordination.)

***Las Vegas Metropolitan Police Department
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MOBILIZATION PROCEDURE

Incident Commander

1. Requests approval from the Sheriff, or designee, to activate a Patrol Division or department-wide mobilization.
2. Requests the Communications supervisor to notify all division and bureau/area commanders once the mobilization is approved. Advises if key civilian personnel are to be mobilized also.
3. (Designee) Records the number of personnel reporting for duty following the bureau/area command notifications of the mobilization.
4. Coordinates management of the incident with field commanders, area commanders, Emergency Management Coordinator, and other key department members. Other agencies are included as appropriate. Planning and coordination shall include, but not be limited to:
 - a. Personnel allocations
 - b. Communications requirements
 - c. Alert stages
 - d. Equipment distribution
 - e. Special team/task force activation
 - f. Key personnel designations
 - g. Transportation requirements
 - h. Management control measures

Sheriff or Designee

5. Approves activation of a Patrol Division or department-wide mobilization.
6. Determines, in coordination with the Incident Commander:
 - a. Shift designation "A" or "B" to be notified
 - b. Primary/alternate assembly area for officers to report in uniform for duty.
 - c. Individual to whom the officers will report.
 - d. Any special instructions or equipment needed.

Communications Supervisor

7. Designates personnel to make the call-outs as expeditiously as possible.
 - a. Notifies the Office of Public Information and Emergency Management Coordinator of the mobilization.
 - b. Notifies division and bureau/area commanders of the mobilization via department pagers and/or telephones.
8. Advises division and bureau/area commanders to report to the Incident Commander, or his/her designated planning section chief, the number of officers (and civilians if applicable) responding from each bureau/area command.

Bureau/Area Commanders

9. Initiates notification of bureau/area command personnel, including key civilians, when directed by the Incident Commander. COMMUNICATIONS WILL NOT MAKE THESE NOTIFICATIONS.
10. Reports to the Incident Commander, or his/her planning section chief, the number of bureau/area command officers (and civilians if applicable) responding to the notification. DO NOT CALL COMMUNICATIONS WITH PERSONNEL RESPONSE NUMBERS.

Office of Public Information

11. Arranges for the broadcast of the mobilization effort on local radio and television stations to:
 - a. notify the community of the department's increased state of preparedness;
 - b. advise citizens of the curtailment of normal responses in proportion to the level of the emergency; and
 - c. aid in the notification of department members.

Communications Bureau Commander (Or Designee)

12. Initiates, after consulting with the field commander, or designee, Call Screening Level II or III for response to calls for service not related to the incident. Generally, this will give priority to calls involving danger to life and property, and temporarily suspend non-critical calls for service. (2/93, 6/03) ■

Las Vegas Metropolitan Police Department
Partners with the Community

5/213.06 MAJOR INCIDENT PLAN

A.S. 2.1.4, 12.1.2, 46.1.2, 46.1.3, 46.1.4, 46.1.9, 46.1.11, 46.2.1, 61.3.2, 81.2.6

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 departmental resources for an extended period of time.

GENERAL

In accordance with Department Manual section 5/211.01, in the event an emergency situation occurs requiring the use of patrol personnel, the area lieutenant or if unavailable, the designated PD Watch Commander shall assume command of all police operations until relieved by a senior commanding officer. (See Section 1/302.04 for rank order of precedence.)

The area lieutenant or if unavailable, the designated PD Watch Commander, or senior officer assuming command for the incident, shall have the discretion to use this procedure in its entirety or in part as appropriate to the situation. Other procedures, such as the Aircraft Accident Plan and the Hazardous Materials Incident/Accident Plan offer specific guidance for those types of incidents.

If a major incident appears to be exceeding the capabilities of on-duty members and selected augmentees, consideration will be given to implementation of LMVPD 5/203.05, Emergency Mobilization Plan and/or the City of Las Vegas All Hazard Plan or Clark County emergency Operations Plan.

PROCEDURE

First Officer(s) At Scene/First Line Supervisor

1. Assesses and reports the nature of the incident as soon as possible.
2. Implements the National Incident Management System (NIMS)
3. Establishes control and perimeter of the scene, providing entrance and exit routes for rescue/ emergency personnel.
4. Coordinates/assists in any rescue and evacuation efforts.
5. Utilizes available resources i.e., Emergency Response Field Guide (LVMPD form 258), equipment, transportation, personnel, etc., to control the situation and prevent loss of life and property.
6. Preserves the scene for identification and evidentiary purposes.
7. Conducts preliminary investigation of any criminal activity, death, or serious injury resulting from the incident.
8. Requests Communications to notify the Area Lieutenant or if unavailable, the designated PD Watch Commander.
9. Ensures that all requests for regional, state, or federal resources are made through the Emergency Management System.

Communications Bureau

10. Notifies the Area Lieutenant or if unavailable, the designated PD Watch Commander and makes appropriate notifications/call outs, such as Division/Bureau/Area Commanders, and other personnel such as Emergency Management Coordinator, S.W.A.T., Public Information Officer, etc., as directed by the Area Lieutenant/PD Watch Commander.
11. Establishes, if necessary, a dedicated radio channel and assigns personnel to handle the radio channel.
12. Notifies detention facilities of the incident (if mass arrests appear imminent), per request of the Area Lieutenant/PD Watch Commander.
13. Advises Support Services Bureau if the Mobile Command Post is to be activated.
14. Ensures that all requests for regional, state, or federal resources are made through the Emergency Management System.

Area Lieutenant

15. Ensures that the NIMS is being implemented.
16. Arrives at scene, establishes the command post and inner and outer perimeters, and directs evacuations as necessary for citizen safety and public/private facility security.
17. Coordinates the placement of the Mobile Command Post and staffing with Communications personnel.
18. Assigns Command Post positions as the incident may require:
 - a. Secondary On-Scene Commander - Assumes command in absence of Area Lieutenant/PD Watch Commander, completes log of the activities of the Field Command Post, and maintains liaison with other agencies as required.

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- b. Security Officer - Responsible for access/security at the scene, staging areas, and public facilities.
 - c. Logistics Officer(s) - Responsible for procurement and control of necessary supplies and transportation.
 - d. Facilities Coordinator - Responsible for securing special equipment and facilities as required in conjunction with the Emergency Management Coordinator.
19. Ensures that all requests for regional, state, or federal resources are made through the Emergency Management System.

Support Services Bureau

- 20. Places the Air Support Unit and Search and Rescue Section on standby.
- 21. Arranges for activation and delivery of Mobile Command Post.
- 22. Assigns Air Operations Officer to the Command Post.

Command Post Air Operations Officer

- 23. Coordinates landing sites, logistical support, mission assignments, communications, etc., and coordinates air operations with FAA and Air Traffic Control personnel, and with ATC for air space closure under FAR 91.91, if necessary.

Emergency Management Coordinator

- 24. Serves as advisor to Area Lieutenant/PD Watch Commander.
- 25. Maintains liaison with local emergency management authorities.

Traffic Section

- 26. Provides traffic control as dictated by the situation.

S.W.A.T Unit

- 27. Reports to the staging area fully equipped for assignment, when notified. (S.W.A.T. personnel take instructions only from S.W.A.T. Unit supervisors.)

Deputy Chief of ISD (or Designee)

- 28. Establishes liaison with the Coroner's Office in the event of deaths and injuries resulting from the incident.
- 29. Establishes court and prosecutorial liaison with the District Attorney's Office, City Attorney's Office, and the City and County Court Administrative Offices, as determined by mass arrests or other legal matters
- 30. Establishes liaison with the FBI or other Federal personnel during concurrent jurisdictional situations.
- 31. Assigns personnel to specialized investigative teams as dictated by the situation.

Public Information Officer (PIO)

- 32. Provides media releases/briefings, as appropriate, including situation updates, casualty information, arrest information etc., in order to dispel rumors and encourage the cooperation of the community. (See 5/107.24, News Media and Public Information.)

Detention Services Division Director or Designee

- 33. Assigns DSD Supervisor to the Command Post for coordination purposes if notified that mass arrests are to be made and Detention personnel, transportation, and mass booking kit are required.

Arresting Officer(s)

- 34. Ensures any juvenile offenders are separated from adults and handled in accordance with current Department procedures. (See 5/203.12, Juvenile Bookings.)
- 35. Handcuffs or otherwise restrains adult arrestees.
- 36. Completes LVMPD 22 (Temporary Custody Record) and LVMPD 22 A (Declaration Of Arrest).
- 37. Brings arrestee to transport vehicle.

Detention Services Personnel

- 38. Accomplishes the following, in accordance with DSD Mass Booking SOP (and interlocal agreements, if appropriate), before placing arrestee in transport vehicle:
 - a. Photographs arrestee and prints name on photograph.
 - b. Checks LVMPD 22 for completeness and attaches photograph.
 - c. Pat searches arrestees for weapons and other contraband.

***Las Vegas Metropolitan Police Department
Partners with the Community***

- d. Secures any contraband in envelopes, noting arrestee's name and I.D.# or description on envelope.
 - e. Observe arrestees for injuries or other conditions that would require medical treatment, and informs the field supervisor of the conditions.
39. Places arrestees in transport vehicle(s) and informs arrestees of the booking process while awaiting departure or in transit.
40. Requests Communications to inform the Detention Center/Las Vegas Jail of the estimated time of arrival/number of arrestees to be booked.
41. Completes booking process and ensures arrestees are provided proper food, water, sanitation, medical attention, and defense counsel visitations in accordance with existing policies.

Area Lieutenant or if unavailable, the PD Watch Commander

- 42. Coordinates normal field operations so as to avoid conflict with the incident.
- 43. Extends work shifts as necessary.
- 44. Coordinates other agency involvement through group/team tasks so as to maintain integrity of command.
- 45. Coordinates, through the Emergency Management Section, the activation of the National Guard/military should martial law be instituted. (Only the Sheriff, Undersheriff, and Deputy Chief of the PD are authorized to request the assistance of the National Guard.)
- 46. Retains command of all Department officers assigned to the incident.
- 47. Utilizes this procedure in the event the incident falls under the jurisdiction of another agency, local or federal, until such time as the Department is relieved of responsibility or reverts to a support function.
- 48. Determines the continued need for personnel and equipment at the scene as the situation subsides.
- 49. Deactivates Field Command Post upon conclusion of all incident-related activities and returns personnel to their normal schedule.
- 50. Ensures that all requests for regional, state, or federal resources are made through the Emergency Management System.

Supervisors

- 51. Identifies the special needs of first responders and other members, especially those incidents involving heavy loss of life, and provides them access to the Department's Police Employees Assistance Program (PEAP) for psychological support and counseling.
- 52. Ensures equipment issued to their members for use during the emergency is turned in before being relieved of duty.
- 53. Maintains record of assigned personnel, including names and personnel numbers, and hours worked, to be submitted on a day-to-day basis for purposes of payment.

PEAP

- 54. Arranges for psychological support and counseling for members as appropriate.

Deputy Chief of PD

- 55. Conducts critique of the entire operation as soon as practical, with the assistance of the Area Lieutenant/PD Watch Commander, and other involved personnel.

Area Lieutenant or if unavailable, the PD Watch Commander

- 56. Submits an after-action report, containing a complete and detailed account of the department's response to the incident, along with the Command Post log, to the Deputy Chiefs of the Patrol Divisions within (30) thirty days, with a copy to the Emergency Management Section and Records Bureau.

Deputy Chief of PD

- 57. Submits final report to the Sheriff. (6/89, 04/05) ■

***Las Vegas Metropolitan Police Department
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**5/213.08 DETENTION FACILITY HOSTAGE PLAN
A.S. 12.1.2, 46.1.3, 81.2.6**

NEGOTIATION TEAM

The Negotiation Team provides trained and qualified personnel to negotiate during a structured, stressful situation in an attempt to minimize violence. The functions of the negotiators are as follows:

1. Primary Negotiator
Concentrates his entire attention on communicating with the suspect.
2. Secondary Negotiator
Coaches and prompts the Primary, keeps logs of significant points, deadlines, etc. May act as relief negotiator if situation permits introduction.
3. Intelligence/Liaison Manager
Evaluates intelligence, assists secondary in interpreting tactics or strategy to guide Primary, runs errands.
4. Crisis Team Coordinator
Acts as the "link" or "insulation" between the negotiation team and the command post and staff, to better coordinate the combination of efforts and still insure the integrity of established negotiations procedures and tactics. This position will normally be facilitated by a SWAT Section Supervisor.

COMMAND RESPONSIBILITY

The Detention Supervisor in charge of the facility involved shall be the interior command post commander and assume command of all operations inside the Detention facility until relieved by higher authority within the Detention Division chain of command. (Mere presence of senior officers will not imply assumption of command.)

The interior command post commander will direct appropriate action and will make the decision to commit S.W.A.T. Once S.W.A.T. has been committed, the Command Post Commander will give the S.W.A.T. commander unlimited authority to neutralize the situation. Normally, aggressive action will not be taken by corrections officer staff.

The PD Field Lieutenant, in whose District the incident occurs, shall assume command of all police operations outside the Detention facility until relieved by a senior command officer.

Detention Division Command Post Commander

1. Ensures that the affected area is isolated and that all extraneous inmate and staff activity is halted by placing the affected areas or facility in lockdown status, depending upon the magnitude of the situation.
2. Contains the situation by not allowing the hostage taker(s) to move to another location unless the move would be of tactical advantage toward the containment of the situation and/or the removal of innocent persons from further danger. Under no circumstances will the hostage taker(s) be allowed to exit the confines of the facility.
3. Informs the on-duty PD Lieutenant and the Detention Division Commander of the existing situation.
4. Assigns one corrections officer to establish contact with the hostage taker and maintain contact until the negotiating team is in place and prepared to relieve that officer. In doing so, the officer shall not place himself in jeopardy of being taken hostage.
5. Establishes an interior command post preferably in the Control Center of Central Detention.
6. Notifies Communications Bureau supervisor of the existing situation and assigns a corrections officer to maintain an open telephone line with Communications Bureau dispatcher.
7. Designates an alternate booking facility, if needed, and so advises Communications Bureau.
8. Requests Communications Bureau to notify S.W.A.T. and Crisis Negotiation Team of incident. (if required)
9. Designates a staging area for non-assigned corrections officers out of the immediate area of the command post.
10. Appoints one officer as Personnel Officer to maintain personnel accountability records.
11. Appoints one officer as logistics officer to provide food services, special equipment, etc. Coordinates with Special Operations Bureau, for those services/equipment not available within the affected facility.
12. Requests an area command field officer of supervisory rank to report to the interior command post for staff assignment as a liaison officer.
13. Identifies those persons involved as hostage taker(s) and hostage(s). Requests the Criminalistics Bureau or Photo

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Partners with the Community***

- Lab to reproduce their “mug shots” for identification purposes.
14. Requests all available information from Records and/or Personnel concerning those persons directly involved as hostage takers or as hostages.
 15. Obtains a floor diagram of the affected area from the Main Detention Facility Watch Commander’s Office or from Holding Facility Supervisor’s Office.
 16. Provides a secure area for the hostage negotiation team to set up their operation.
 17. Selects an officer with knowledge of Detention operations to advise the Crisis Negotiation Team Coordinator.
 18. Advises Communications Bureau when the crisis negotiating team is in place and contact with the hostage takers is made.
 19. Appoints an operations officer to consult with uniform patrol and/or S.W.A.T. members as to a plan of action in the event order cannot be restored through negotiation.
 20. Requests a member of the District Attorney’s staff respond to the interior command post for legal representation.

Communications Bureau

21. Shift supervisor receives notification of incident from Detention Division.
 - a. Records the location on the interior command post, and alternate Detention booking facility, if applicable.
 - b. Designates code “RED” for a dedicated channel (Emergency Traffic Only).
 - c. Notifies area command field lieutenant of incident and informs lieutenant to utilize the dedicated channel.
22. Shift supervisor receives notification of exterior command post location and the number of units expected to respond for duty and assignment.
 - a. Notifies officer in charge of S.W.A.T. Unit that incident occurred and the location of exterior command post. (If requested by the interior command post commander).
 - b. Notifies Crisis Negotiation Team and Coordinator that incident occurred and the location of the exterior command post. (If requested by the interior command post commander).
 - c. Makes provisions to handle all subsequent communications until incident concludes.

PD Area Command

23. PD Field Lieutenant responds to the detention facility involved and establishes an exterior command post site. The Field Lieutenant commands all department personnel outside the detention facility unless relieved of this responsibility by higher authority. An announcement to that effect will be made by the officer taking command, who will advise Communications Bureau to notify all segments of the operation by radio or the telephone, identifying the name and rank of the officer taking command.
24. Advises Communications Bureau of exterior command post location and indicates which units are expected to respond for duty and assignment.
25. Identifies a staging area to which responding units may report. This area should be in close proximity to the exterior command post but not at the same physical site.
26. Assigns adequate personnel to the following positions:
 - a. Personnel Control Officer - responsible for maintaining a continuous record of all reporting personnel and subsequent assignments, including times for relief purposes.
 - b. Recording Officer - responsible for maintaining a chronological record of all events relating to the exterior command post activity.
 - c. Press Liaison Officer - responsible for coordinating press activities and providing timely and accurate information to the news media.
 - d. Operations Officer - evaluates incoming intelligence and designs tactical plans.
 - e. Intelligence Officer - gathers data on involved suspects, victims, associates, circumstances surrounding the incident, etc.
 - f. Logistics Officer - provides needed equipment, food services, barricades, etc.
 - g. Other appointments as needed. (i.e., Executive Officer, Perimeter Inspections Officer, etc.)
27. Makes provisions for relief of all personnel functioning from the exterior command post and all officers assigned (this includes coordination with the Support Services Bureau Commander for food supplies and other facilities needed).
28. Maintains contact with the interior command post and the Communications Bureau to ensure that there are coordinated and responsible actions, as the situation dictates. Advises the interior command post when the S.W.A.T. Unit is fully present and ready for deployment.
29. In the event the entire detention facility is taken hostage, the PD Watch Commander assumes full command unless relieved of this responsibility by higher authority; an announcement to that effect is made by the officer taking command, who then advises Communications Bureau to notify all segments of the operation by radio/telephone identifying the name and the rank of the officer taking command.

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S.W.A.T. Unit

30. Upon notification, S.W.A.T. Unit personnel report equipped for assignment to the Personnel Control Officer, exterior command post.
 - a. Standby until assigned.
 - b. Officer in charge consults with the interior Command Post Commander in order to assess all available information.
31. As necessary, S.W.A.T. Unit personnel will assume security positions or perform specific mission assignments. S.W.A.T. personnel once committed will be the only personnel to take aggressive action. S.W.A.T. personnel take instructions only from S.W.A.T. Unit supervisors.

Crisis Negotiations Team

32. Upon notification, members of the Crisis Negotiation Team and Coordinator will report to the Personnel Control Officer, exterior Command post.
 - a. Assembles all available information.
 - b. Establishes a suitable negotiation location.
33. Enters into negotiations to effect the surrender of the hostage taker(s) and the safe release of the hostage(s).
34. Once formal negotiations have begun, no member of the Department will make contact with the hostage taker(s) or hostage(s) unless directed to do so by the Crisis Negotiation Team.
35. All contact with the Negotiation Team shall be effected through the Negotiation Team Coordinator, only.

Support Services Bureau

36. Coordinates all requests for supplies/equipment from either command post.

Traffic Section

37. If requested by exterior command post commander, implements traffic blockages at appropriate streets and intersections, to secure the area from all traffic, except for emergency vehicles (police, fire, ambulance, etc.).
38. This condition shall remain in effect until advised otherwise by the exterior command post commander. Traffic supervisors are responsible for relief of Traffic personnel assigned, either from within the Traffic Section or be coordination with patrol through the exterior Command Post. (2/77, 1/80) ■

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5/213.10 HOSTAGE PLAN

A.S. 12.1.2, 46.1.4, 46.2.1, 81.2.5, 81.2.6

In hostage situations, it shall be the policy of this department to consider the lives of the hostages, civilians, and officers involved to be of the utmost importance, and whenever possible, to enhance the prospects of peacefully resolving the incident through communications with the suspect, to develop and maintain the ability to use alternative approaches to resolve the incident should communications fail, and to make every reasonable effort to effect the safe release of the hostages.

DEFINITIONS

Hostage Taker/Incident	A person who uses hostages to effect an escape, commit crime, or further a cause, and poses a clear and present danger to the hostages and to the public at large. Therefore, an incident in which a hostage taker has taken hostages is a hostage incident.
Crisis Negotiation Team (CNT)	A team consisting of: 1) Primary Negotiator - Communicates with the subject; 2) Secondary Negotiator - Coaches and prompts the primary; 3) Intelligence Officer - Gathers all pertinent information related to the incident. Debriefs hostages, witnesses, and suspects, and provides the intelligence coordinator with analysis of the intelligence; 4) Scribe - Logs all information concerning the incident, including communications between primary and suspect, as well as tactical information and ensures completion of the scribe report; 5) Intelligence Coordinator - Evaluates and interprets intelligence provided by the Intelligence Officer, assists the secondary in interpreting tactics or strategy to guide the primary, and acts as the link or insulation between the negotiation team and the Tactical Operations Center (TOC) in the absence of the Crisis Negotiator Coordinator; and 6) Crisis Negotiator Coordinator (CNC) - Acts as the link or insulation between the team and the TOC. The CNC is also responsible for all logistical and support concerns for the TOC.
S.W.A.T. Unit	Those units assigned to the Special Weapons and Tactics Section including support units attached to S.W.A.T. during a tactical operation.
Incident Command Post (ICP)	The operational site from which the Patrol Division supervisors operate. It shall consist of the patrol supervisor, fire and medical personnel, and the Public Information Officer (PIO).
Tactical Operations Center (TOC)	The site from which tactical unit assets operate. It is a centralized location for all tactically significant information and consists of S.W.A.T. supervisors, Crisis Negotiation Team, patrol liaison, and when requested, the ISD supervisor or designee.

GENERAL

In the case of hostage takers, the department will, through all its resources and by all means possible, attempt the safe rescue of hostages and apprehension of the hostage taker. Nothing in this plan will preclude the use of necessary force, deadly or otherwise (including chemical agents) by members of this department in protecting themselves and others from death and serious injury.

In a confirmed hostage situation, the S.W.A.T. Commander, or designee, will be immediately notified by Communications. Once the S.W.A.T. Commander and team arrive at the scene, the S.W.A.T. Commander will assume command of all tactical operations, inner perimeter control, and will coordinate all contact with the hostage taker through the Crisis Negotiation Team. Once this occurs, the area patrol supervisor will assume command of all logistical and support concerns. The mere presence of senior officers will not imply the assumption of command.

Once the S.W.A.T. team deploys and takes command of the inner perimeter, or if the hostage taker becomes mobile, the command of the incident for all deployment of tactical assets, apprehension of the hostage taker, and rescue of the hostages is maintained by the S.W.A.T. Commander until the situation is resolved.

PROCEDURE

Communications

1. Receives initial notification of a hostage incident and dispatches appropriate units to the scene in accordance with

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current response policy.

2. Dispatches the first available patrol supervisor to the scene upon notification by the first officer at the scene.
3. Dispatches the area lieutenant (or watch commander in his/her absence) to the scene.
4. Notifies the following for a confirmed hostage incident, and advises the field supervisor when notifications have been made:
 - a. S.W.A.T. Commander
 - b. Other agencies as applicable
5. Provides a dispatcher and dedicated channel for the incident, when requested by the field supervisor.
6. Makes additional notifications as needed and requested by field supervisors. (PEAP, Homicide, Internal Affairs, etc.)

Patrol Officer

7. Arrives at the incident scene and takes steps to stop the momentum, slow the action, and save human life. Attempts to avoid confrontation in favor of controlling and containing the situation.
8. Seals off the area as soon as possible. This should begin as soon as the officer(s) determines what type of confrontation is being faced. Isolates the critical zone to the smallest possible area by creating an inner perimeter.
9. Advise Communications of vital information related to the situation.

Patrol Supervisor

10. Reinforces inner perimeter and establishes a secondary perimeter based on the nature of the incident.
11. Directs units to stop any inbound foot or vehicle traffic as required.
12. Evacuates bystanders and injured persons from the area directly around the suspect's location.
13. Designates an officer with good verbal skills to make contact with the hostage taker to determine the subject's desires and purposes, and the well-being of hostages. Note: Prior to the arrival of S.W.A.T./CNT, there will be no negotiations for the supply of weapons, ammunition, drugs, alcohol, or exchange of hostages.
14. Requests a dedicated radio channel with a dispatcher.

Patrol Lieutenant

15. Ensures all the above steps are accomplished and makes adjustments as needed.
16. Designates a point for evacuated citizens to gather that is safe, and has facilities and access to phones, such as schools and shopping centers.
17. Establishes and Incident Command Post (ICP) that
 - a. is out of sight of the suspect;
 - b. has an area for responding units to stage; and
 - c. has access to a phone and unobstructed radio communications.
18. Establishes ingress/egress routes for responding units.
19. Requests fire and medical support to the ICP.
20. Assigns one officer to function as the Recorder to maintain a chronological log of events to update the Patrol Division supervisor of personnel assigned.
21. Advises Communications of the command post phone number.
22. Assigns a patrol supervisor or designee to the Tactical Operations Center.
23. Requests a Traffic Section supervisor to control the outer perimeter to relieve patrol personnel for duty in the field.
24. Maintains control over the relief and deployment of patrol officers.
25. Functions as media liaison, or appoints one, unless the PIO is present.
26. Plans for the availability/use of pursuit/surveillance vehicles and control of travel routes, if appropriate.
27. Notifies the Emergency Management Coordinator, when appropriate.

S.W.A.T. Unit

28. Ensures the following are notified and are en route:
 - a. Crisis Negotiator Coordinator
 - b. Crisis Negotiation Team
 - c. Search and Rescue Tactical Medics
 - d. Tactical Physicians
 - e. Tactical Psychologist
 - f. K-9 Units
 - g. Mobile Tactical Command Post
 - h. Phone company representative
 - i. Tactical Analytical Section
29. Proceeds directly to the scene and the S.W.A.T. staging area and prepares for deployment.

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30. (First unit en route) Requests a Code Red on radio channel "TAC 2" from Communications to ensure responding units have the capability to communicate. All other units will go en route on channel "TAC 2." The first unit arriving will advise Communications of the location of the S.W.A.T. staging area.
31. (Commander and supervisors) Begins operations.

Crisis Negotiation Team

32. Reports to the S.W.A.T. Commander upon notification.
33. Provides the S.W.A.T. Commander with intelligence by assigning CNT personnel to debrief witnesses, hostages, and suspects, and to provide any analysis of the intelligence gathered.
34. Enters into negotiations to effect the surrender of the hostage taker and the safe release of the hostages. CNT is responsible for all suspect contact once formal negotiations have commenced.
35. Receives all outside contacts via the Crisis Negotiator Coordinator, CNT Team Leader, and/or the Tactical Coordinator.

Investigative Unit

36. Takes direction during the operations from the supervisors at the location of assignment, TOC or ICP.
37. (Supervisor or designee) Assists the TOC by providing assistance in obtaining warrants and/or legal opinions when necessary.
38. Performs other investigative tasks as needed.

Unit Supervisors

39. Ensures Officer's Reports are completed upon completion of the incident by the following:
 - a. Primary responding unit
 - b. Patrol Command Post Recorder
 - c. Crisis Negotiation Team
 - d. S.W.A.T. Unit
40. Ensures all reports are completed in accordance with current policy, with copies sent to the S.W.A.T. Section for completion of the after-action report. (8/95, 5/03) ■

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**5/213.11 BARRICADED SUBJECT PLAN
A.S. 12.1.2, 46.1.4, 46.2.1, 81.2.6**

In barricaded subject situations, it shall be the policy of this department to consider the lives of the innocent civilians and officers involved to be of the utmost importance, and whenever possible, to enhance the prospects of peacefully resolving the incident through communication with the suspect, and to develop and maintain the ability to use alternative approaches to resolve the incident.

DEFINITIONS

Barricaded Subject/ Incident	A person who attempts to escape, commit a crime, or further a cause and poses a threat to the public. Such persons have refused to submit to the authority of officers and have barricaded themselves inside a residence, vehicle, or any other enclosure. Therefore, an incident involving a barricaded subject is a barricade incident.
Suicidal Subject/ Incident	A suicidal person who is threatening to take his or her own life. This may involve a suicidal person with a deadly weapon capable of causing injury to others barricaded in some type of structure, or in an open area. Therefore, an incident involving an armed suicidal subject is a barricade incident.
Crisis Negotiation Team (CNT)	A team consisting of: 1) Primary Negotiator - Communicates with subject; 2) Secondary Negotiator - coaches and prompts the primary; 3) Intelligence Officer - Gathers all pertinent information related to the incident. Debriefs hostages, witnesses, and suspects, and provides the Intelligence Coordinator with analysis of the intelligence; 4) Scribe - Logs all information concerning the incident including communications between the primary and suspect, as well as tactical information, and ensures completion of the scribe report; 5) Intelligence Coordinator - Evaluates and interprets intelligence provided by the Intelligence Officer, assists the secondary in interpreting tactics or strategy to guide the primary, and acts as insulation between the negotiation team and the Tactical Operations Center (TOC) in the absence of the Crisis Negotiator Coordinator; and 6) Crisis Negotiator Coordinator (CNC) - Acts as the link of insulation between the negotiator team and the TOC. The CNC is also responsible for all logistical and support concerns for the TOC.
S.W.A.T. Team	Those units assigned to the Special Weapons and Tactics Section including support units attached to S.W.A.T. during a tactical operation.
Incident Command Post (ICP)	The operational site from which the Patrol Division supervisors operate. It shall consist of the patrol supervisor, fire and medical personnel, and the Public Information Officer (PIO).
Tactical Operations Center (TOC)	The site from which tactical unit assets operate. It is a centralized location for all tactically significant information and consists of S.W.A.T. supervisors, Crisis Negotiation team, patrol liaison, and when requested the ISD supervisor or designee.

GENERAL

Nothing in this plan shall preclude the use of necessary force, deadly or otherwise (including chemical agents) by members of this department in protecting themselves and others from death and serious injury.

The patrol supervisor in whose area an incident occurs shall be in primary command of all police operations in a barricade situation. The S.W.A.T. Commander will provide the patrol division supervisor with tactical options to effect a resolution to the incident.

Subjects that are suicidal and pose an immediate or demonstrated threat to the public will be handled as barricaded subjects. Current tactical options that include low lethality methods may be considered based on the level of danger to the general public the subject poses.

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PROCEDURE

Communications

1. Receives initial notification of a barricaded subject incident and dispatches appropriate units to the scene in accordance with current response policy.
2. Dispatches the area patrol supervisor (if not available, any supervisor) to the scene upon notification by the first officer at the scene.
3. Dispatches the area lieutenant (or watch commander in his/her absence) to the scene.
4. Notifies the following for a barricade incident, when requested by the patrol supervisor, and advises the patrol supervisor via radio when the notifications have been made:
 - a. S.W.A.T. Commander
 - b. Other agencies as applicable
5. Provides a dispatcher and dedicated radio channel for the incident, when requested by the field supervisor.
6. Makes notifications as needed and requested by the field supervisors. (PEAP, Homicide, Internal Affairs, etc.)

Patrol Officer

7. Arrives at the incident scene and takes steps to stop the momentum, slow the action, and save human life. Attempts to avoid confrontation in favor of controlling and containing the situation.
8. Seals off the area as soon as possible. This should begin as soon as the officer(s) determines what type of confrontation is being faced. Isolates the critical zone to the smallest possible area by creating an inner perimeter.
9. Advises Communications of vital information related to the situation.

Patrol Supervisor

10. Reinforces the inner perimeter and establishes a secondary perimeter based on the nature of the incident.
11. Directs units to stop any inbound foot or vehicle traffic as required.
12. Gathers intelligence, and makes a determination for the need for S.W.A.T. and negotiators need to respond, and makes the requests via communications.
13. Evacuates bystanders and injured persons from the area directly around the suspect's location. Records names and addresses of persons and residences evacuated.
14. Designates an officer with good verbal skills to make contact with the subject to determine the subject's desire and purpose. If contact is made with the subject, every effort will be made to remain in a tactically sound position, using effective cover and concealment.
15. Requests a dedicated radio channel with a dispatcher, if required.

Patrol Lieutenant

16. Ensures all the above steps are accomplished and makes adjustments as needed.
17. Designates a point for evacuated citizens to gather that is safe, and has facilities and access to phones, such as schools and shopping centers.
18. Establishes an Incident Command Post that:
 - a. is out of sight and fatal funnel of the suspect;
 - b. has an area for responding units to stage; and
 - c. has access to a phone and unobstructed radio communications.
19. Establishes ingress/egress routes for responding units.
20. Requests fire and medical support to the Command Post.
21. Assigns one officer to function as Recorder, to maintain a chronological log of events to update the Patrol Division supervisor of personnel assigned.
22. Advises Communications of the Command Post phone number.
23. Assigns a patrol supervisor, or designee, to the Tactical Operations Center, if necessary.
24. Requests Traffic Section supervisor to control the outer perimeter to relieve patrol personnel for duty in the field.
25. Maintains control over the relief and deployment of patrol officers.
26. Functions as media liaison or appoints one, unless the PIO is present.
27. Plans, in coordination with the traffic supervisor, control of travel routes, including PIC, if appropriate.
28. Notifies Emergency Management Coordinator, when appropriate.

S.W.A.T. Unit

29. Ensures the following are notified and en route:
 - a. Crisis Negotiator Coordinator
 - b. Crisis Negotiator Team

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- c. Search and Rescue Tactical Medics
 - d. Tactical Physicians
 - e. Tactical Psychologist
 - f. K-9 Units
 - g. Mobile Tactical Command Post
 - h. Telephone company representative
- 30. Proceeds directly to the scene and the S.W.A.T. staging area and prepares for deployment.
 - 31. (First unit en route) Requests a Code Red on radio channel "TAC 2" from Communications to ensure responding units have the capability to communicate. All other units will en route on "TAC 2." The first unit arriving will advise Communications of the location of the S.W.A.T. staging area.
 - 32. Deploys upon direction from the S.W.A.T. Commander to positions of tactical advantage.
 - 33. (Commander and supervisors) Begins operations.

Crisis Negotiation Team (If requested)

- 34. Provides the S.W.A.T. Commander with intelligence by assigning CNT personnel to debrief witnesses, hostages, and suspects to provide the S.W.A.T. Commander with analysis of the intelligence gathered.
- 35. Enters into negotiations to effect the surrender of the barricaded subject. CNT is responsible for all suspect contact once formal negotiations have commenced.
- 36. Receives all outside contacts via the Crisis Negotiator Coordinator, CNT Team Leader, and/or Tactical Coordinator.

Investigative Unit (If requested)

- 37. Takes direction during the operation from the supervisors at the location of assignment, TOC or ICP.
- 38. (ISD supervisor or designee) Assists the TOC by providing assistance in obtaining warrants and/or legal opinions when necessary.
- 39. Performs other investigative tasks as needed.

Unit Supervisors

- 40. Ensures Officer's Reports are completed upon completion of the incident by the following:
 - a. Primary responding unit
 - b. Patrol Command Post Recorder
 - c. Crisis Negotiation Team
 - d. S.W.A.T. Section
- 41. Ensures all reports are completed in accordance with current policy, with copies sent to the S.W.A.T. Section for completion of the after-action report. (8/95, 5/03) ■

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5/213.12 AIRCRAFT ACCIDENT PLAN
A.S. 12.1.2, 46.2.1, 81.2.6

The Las Vegas Metropolitan Police Department investigates all aircraft accidents occurring within the city limits of Las Vegas and all unincorporated areas of Clark County. Close liaison is maintained with the National Transportation Safety Board (NTSB), the Federal Aviation Administration (FAA), and Nellis Air Force Base. As each incident may differ in magnitude, it will be at the discretion of each Department member to handle the situation accordingly.

Upon request, the department will render advice and assistance to any jurisdiction in Clark County. This includes notification, on behalf of the jurisdiction, of proper local and federal agencies, and on the scene assistance.

Where aircraft accidents occur in remote or mountainous areas, it shall be the responsibility of the Search and Rescue Section of the Las Vegas Metropolitan Police Department to assume command of police operations. Within the limits of Department owned equipment, Search and Rescue will transport medical personnel to the crash site and conduct evacuation of the injured. It shall be the responsibility of Search and Rescue to act as the Department liaison with the necessary county, state, and federal agencies involved in the aircraft accident investigation.

McCarran International Airport has a detailed emergency plan for aircraft accidents. The Director of Aviation is responsible for directing emergency operations within the airport boundaries.

The first priority is to minimize loss of life and property and to protect and assist the public. Blocking and controlling access to the scene of localized disasters is essential. A tight security perimeter must be established quickly in order to preserve the scene intact and aid in the investigations required. Action should be concentrated on taking necessary measures to:

1. Report the accident, suppress fires, control access to the scene and obtain assistance as necessary.
2. Rescue and assist victims and protect the public.
3. Maintain the accident scene wreckage and evidence intact.
4. Obtain names, addresses and telephone numbers of witnesses.

At any aircraft accident scene, the potential for explosion and/or radioactive contamination is present. Extreme caution should be exercised when near the accident scene to avoid unnecessary contamination or injury. Smoking is prohibited within the inner security perimeter.

In a populated or metropolitan area, the PD field lieutenant shall assume command of all police operations until relieved by a senior command officer. Mere presence of senior command officers will not imply assumption of command, unless the senior officer verbally assumes command. Upon arrival of the Search and Rescue Supervisor, he shall work in coordination with the field lieutenant and assume the responsibility for the crash site investigation and coordination with the N.T.S.B., F.A.A., and Coroner's Office. If the situation at the crash scene does not require a large police presence, the field lieutenant, at his discretion, may relinquish command of the overall operation to the Search and Rescue Supervisor.

First Officer(s) on the Scene

1. Seals off the area as soon as possible. Isolates the critical zone to the smallest possible area by creating an inner perimeter with available personnel.
 - a. If fire is involved, the responding fire department shall have primary responsibility until fire threat is removed.
2. Evaluates the situation. Establishes a control point nearby and informs the Communications Bureau of the situation details.
3. Requests Communications Bureau to notify Search and Rescue of the incident and request their response.
4. Takes emergency rescue action without delay. Since fire, explosion and other hazards are inherent to most aircraft accidents, persons injured or trapped must be removed promptly from the wreckage, but with due regard for the safety of the rescuers. Use care approaching the wreckage, by vehicle, particularly along the crash path as survivors may have been thrown clear.

First Supervisor on the Scene.

5. Establishes an outer security perimeter at a reasonable and safe distance from the accident scene as early as practical and allows only authorized persons to enter.
 - a. This includes fire, Search and Rescue, and medical personnel, Coroner Medical Examiner, NTSB, FAA, Military (if aircraft is military) and accredited representatives of the press for aircraft other than military. Members of the clergy may be permitted at the crash site to administer religious solace or last rites.

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6. Establishes and maintains a corridor to the aircraft accident scene to allow for entrance and egress for emergency vehicles and authorized persons.
7. Establishes a Field Command Post (in cooperation with the Fire Department) not in the critical zone.
8. Establishes telephone communication with the Communications Bureau and maintains an open line if possible. Requests a dedicated radio channel for the operation.
9. If nuclear or dangerous chemical contamination is suspected, evacuates all except fire fighting and rescue personnel as far from the area as practical.
10. Requests Communications Bureau notify the Health District and the U.S. Department of Energy (nuclear incident). Evacuates all persons from downwind of wreckage.
11. Prepares to make a concise situation report to relieving superior.

PD Field Lieutenant

12. Assumes command of field operations relating to the incident, upon arrival at the scene.
13. Requests the Detective Bureau respond for any follow-up investigation required.
14. Requests the Criminalistics Bureau respond to take photographs.
 - a. NTSB and FAA investigators request that local authorities arriving at the scene of a civil aircraft disaster take photographs as soon as practicable for later use in investigations. The scene should be photographed from various angles to provide complete coverage.
 - b. No photographs should be taken of military aircraft at an accident scene without the expressed permission of the military authority.
15. Requests Communications Bureau notify the office of the Coroner Medical Examiner in case of deaths.
 - a. In the event of multiple deaths, coordinates with the Coroner Medical Examiner to establish a temporary morgue in the vicinity of the accident scene.
16. Continues evacuation procedures to establish a sterile area in case of explosion or fire.
17. Appoints an officer as press liaison.

Press Liaison Officer

18. Permits authorized newsmen with credentials to the scene of a civil aircraft accident, but should not permit them to hamper or interfere with the emergency operations. News media personnel must be prevented from disturbing or moving any part of the wreckage or scattered documents.
19. Do NOT release the names of any fatalities. This activity is handled or coordinated by the Coroner Medical Examiner.

Support Services Bureau Personnel

20. In order to prevent unnecessary aggravation of an injury or a fatality due to improper procedures, Search and Rescue personnel will be utilized to assist in the removal of the injured. Depending on the nature and scope of the accident, additional medical personnel needed will be requested from available resources.
21. Search and Rescue personnel will mark and reserve significant impact points and assist the Coroner's Office in the location marking and removal of bodies.
22. The Search and Rescue Supervisor will be responsible for the crash site investigation and act as liaison with the N.T.S.B., F.A.A., Coroner's Office, and any other agency involved in the investigation.
23. If necessary to prevent an unsafe congestion of sightseeing aircraft in the area of an incident which may attract a high degree of public interest, the Search and Rescue Supervisor shall coordinate with the F.A.A. for a temporary flight restriction under F.A.R. 91.137.

Patrol Personnel

24. Guards the wreckage and disturbs it only to the extent necessary to remove the injured.
25. Secures papers and certificates found at or near the crash scene and identifies the spot where they were found.
26. Do not move bodies unless necessary. If it is imperative to move a body, the spot from which it was moved shall be identified and recorded.

Detective Bureau Personnel

27. Detective officers shall obtain the names, addresses and telephone numbers of all witnesses for later contact and interview.

Traffic Section Personnel

28. The senior Traffic Section supervisor available has the primary responsibility for the maintenance and control of an effective and secure outer perimeter.

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29. Endeavors to relieve patrol personnel assigned to outer perimeter duty (to the degree practical), so that they may be available for assignment to other functions.
30. Ensures that roadways are passable for all emergency vehicles to and from the various hospitals.
31. All personnel assigned to outer perimeter duty shall be under the command of the Traffic Section supervisor in charge, until or unless relieved of their post by him.

Communications Bureau Personnel

32. Upon notification of the nature of the incident, notifies the PD Field Lieutenant of the circumstances, the Search and Rescue Supervisor, the PIO and the Emergency Management Coordinator.
33. Dispatches the Area Command Lieutenant to the scene.
34. Dedicates a radio channel exclusively for the operation and provides a dispatcher to man the channel, with no other responsibilities.
35. Mans an open telephone line to the field command post when one is established.
36. Makes other notifications and dispatches as directed by the Field Commander.
37. Makes provisions to supply a dispatcher to the mobile Field Command Post to man the radio, if one is requested by the Field Commander. (2/80, 11/87) ■

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**5/213.14 WEAPONS OF MASS DESTRUCTION AND
HAZARDOUS MATERIALS INCIDENT/ACCIDENT PLAN
A.S. 12.1.2, 46.1.11, 46.2.1, 61.2.1, 61.2.2, 61.2.3, 61.3.2, 81.2.6**

It is the policy of this department to secure the area of a hazardous incident/accident in order to protect human life (including department members).

DEFINITIONS

Hazardous Materials – Substances or materials in original form or as waste that are capable of posing an unreasonable risk to health, safety, property and the environment. Such substances include gases, chemicals, radioactive materials, etc., that have the potential for fire, explosion, asphyxiation or the release of radioactivity.

Weapons of Mass Destruction (WMD)	The use of conventional explosives and/or nuclear, biological or chemical (NBC) agents with intent to inflict mass casualties.
Evacuation	The systematic removal of person(s) from a POTENTIALLY hazardous situation or environment. (Outside the designated contaminated area.)
Rescue	The systematic removal of person(s) from a hazardous situation or environment. (Inside the designated contaminated area.) Rescues in a contaminated area will only be conducted by properly equipped personnel.

GENERAL

The FBI is designated by Presidential Decision Directive 39 (PDD39) as the lead agency for all WMD incidents. LVMPD personnel will assist in securing the scene and preserving evidence. LVMPD personnel will not enter a contaminated area unless properly equipped. WMD incidents will be treated as intentional hazardous materials incidents.

Although 85% of all explosions are attributed to power transformers or other occurrences, officers should approach any scene of an explosion as a possible criminal act. They should be cautious until the cause of the explosion has been confirmed.

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 material 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 Las Vegas Metropolitan Police Department must be prepared to take action and seek assistance in accordance with this procedure.

If a WMD or HazMat incident results in multiple casualties (in excess of 20), the Clark County Mass Casualty Plan will be implemented.

Copies of the Weapons of Mass Destruction & Hazardous Materials Incident/Accident Plan and the Department of Transportation Hazardous Materials Emergency Response Guidebook are available at the following locations:

- Northeast Area Command
- Southeast Area Command
- Northwest Area Command
- Southwest Area Command
- Downtown Area Command
- Transportation Safety Bureau
- Airport Substation
- Investigative Units
- Criminalistics Bureau
- Support Services Bureau
- SWAT Office
- South Central Area Command
- Office of Quality Assurance
- Resident Officer Substations
- Communications Bureau
- All Field Supervisor's Vehicles
- Bolden Area Command

PROCEDURE

Incidents or accidents involving hazardous materials and/or weapons of mass destruction have the potential for rapid and far reaching effects. Action should be concentrated on taking necessary measures to:

1. Secure the area from the public.
2. Attempt to make a preliminary identification of the hazardous substance(s), if possible. This should be done from a safe distance without placing the member in any danger.

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3. Assist the Fire Department in removing injured persons from the area by insuring available ingress and egress routes are available for the necessary responding emergency vehicles. Members should not expose themselves to a known contaminated area without the proper protective equipment.
4. Isolate for further examination those who may have had contact with hazardous materials.
5. Keep personnel out of smoke, dust, or fumes.
6. Detour vehicular traffic around the scene to prevent contact and dispersion of hazardous contaminants.
7. Do not allow eating, drinking, or smoking in the area. Do not use food or drink that may have been in contact with the material involved.
8. Limit activities at the scene to those who are competent in the field.

At any incident or accident scene, there is a potential for disaster including fire, explosion, asphyxiation, or the release of radioactivity. The Clark County Fire Department as well as the City of Las Vegas Fire Department have hazardous materials teams that must be requested to all scenes involving hazardous materials. The Area Lieutenant/Incident Commander shall assume command of all LVMPD police operations until relieved by a senior command officer. The mere presence of senior command officers will not imply assumption of command, unless the senior officer verbally assumes command. The Emergency Management Coordinator will be notified to help assist with the coordination of the numerous outside agencies involved in a hazardous materials incident/accident.

First LVMPD member on the Scene

1. Stays upwind from the scene and will NOT expose themselves to a designated contaminated area without the proper protective equipment.
2. Uses the best information available from the appropriate fire department and/or Department of Transportation's, "Emergency Response Guide Book", to set up a security perimeter and establish the designated contaminated area(s).
 - a. The designated contamination area must extend at least 50 yards in all directions from the boundaries of the spill.
 - b. If fire is present at the spill, the designated contamination area must extend 350 yards in all directions from the boundaries of the spill.
3. Evaluates the situation and informs Communications Bureau of the situation details, including:
 - a. Location
 - b. Type of hazardous material (if determined)
 - c. Carrier, make and type
 - d. Injuries
 - e. Need for additional assistance

First Supervisor on the Scene

4. Establishes a command post (at a safe distance upwind from the scene).
5. Assigns second or third unit arriving at the command post to check the immediate area for possible secondary devices. The officer(s) conducting the check should not touch suspicious objects. The locations that have not been thoroughly checked should be marked so the explosive detector dogs and/or Bomb Squad can eliminate them as threats.
6. Reviews established security perimeter and ensures that no personnel are deployed in a designated contaminated area without proper protective equipment.
7. Determines the need for an outer perimeter depending upon the circumstances of the event.
8. Coordinates the evacuation of the area downwind of the spillage or suspected spillage, with the Fire Department, in accordance with the Table of Isolation and Evacuation Distances found in the Hazardous Materials Guidebook. Department members will NOT conduct rescues without utilizing the proper protective equipment and being trained in its use.
9. Requests Communications Bureau make notifications.

Area Lieutenant/Incident Commander

10. Assumes command of field operations.
11. Reviews established perimeter(s) and ensures no personnel have been deployed in a designated contaminated area without the proper protective equipment.
12. Determines need for police investigation and requests appropriate detail (i.e., Traffic Section if vehicle accident is involved).
13. Appoints an officer as press liaison until the department's designated Information Officer can respond.
14. Appoints an officer as liaison at the Fire Department command post to ensure coordination of rescue efforts and

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crime scene preservation.

15. Appoints a supervisor to take custody of any weapons and equipment from contaminated police personnel once it has been decontaminated by the Fire Department HazMat Team. This supervisor will provide instruction to the Fire Department personnel on making weapons safe BEFORE they attempt decontamination. The supervisor will be responsible for impounding the equipment for safekeeping or destruction if it cannot be fully decontaminated.

Press Liaison Officer

16. Establishes a location for assembly of media personnel outside the safety perimeter.
17. Advises the media personnel they will not be allowed inside the perimeter for public safety reasons (to prevent possible spread of contamination).
18. Exercises care to ensure that information is released to the public and the news media only through the responsible official in charge of the scene, whether it be police, fire, or other government agency.
19. Does not release the names of any fatalities.
20. Coordinates release of information with PIO's from other agencies.

Area Command Personnel

21. Secure perimeter as directed for crowd control.
22. Assists emergency personnel as directed by the command post.
23. Limits access inside the perimeter to those authorized by the command post.
24. Attempts to identify and interview possible witnesses. (On several WMD incidents, the suspect has stayed in the area as an observer after the attack.)

Traffic Section Personnel

25. The Senior Traffic Section supervisor at the scene has the primary responsibility for the maintenance of the outer perimeter and traffic control.
 - a. All personnel assigned to the outer perimeter duty shall be under the command of the Traffic Section supervisor.
26. Endeavors to relieve Area Command personnel assigned to outer perimeter duty (to the degree practical), so that they may be available for assignment to other functions.
27. Ensures that roadways are passable for all emergency vehicles.

Communications Bureau Personnel

28. Upon notification of the nature of the incident, notifies and dispatches the Area Lieutenant, the Emergency Management Coordinator and the on-call Public Information Officer.
29. Makes other notifications and dispatches as directed by the field commander. (12/91, 6/00) ■

5/213.16 BIO-HAZARD DETECTION SYSTEM ALARM RESPONSE TO U.S. POSTAL FACILITY
A.S. 46.1.2 THROUGH 46.1.7

The Bio-Hazard Detection System(BDS) is a system contained within the U.S. Postal Facility located at 1001 E. Sunset Rd. The system currently tests for Anthrax, with the ability to expand for other substances in the future. All alarms reported by the United Post Office will be treated as an **ACTUAL ALARM**.

PROCEDURE

The U.S. Post Office employees will notify LVMPD Dispatch when they have a BDS alarm. They will then close the facility and not allow anyone to enter the building. Employees in the mail sorting facility will be isolated to reduce cross contamination and a roster will be completed of all persons that are working in the facility.

Communications

1. Creates a Priority "0" 425H call - indicating BDS activation.
2. Notifies the area supervisor.
3. Dispatches three patrol units to shut down traffic for east bound Sunset from Paradise Rd. to S. Maryland Parkway and for north and south bound traffic on Paradise Rd. from Sunset to Grier Dr. Additionally, dispatches one patrol unit to 950 Pilot Road (Warehouse)and one patrol unit to the 6730 S. Las Vegas Blvd (All American Sports Park).
4. Notifies Armor, Homeland Security, Emergency Management, the Watch Commander and the CCFD Hazmat

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Unit.

Patrol

5. Responds to the area and closes roads. The right travel lane for east bound Sunset will be closed from Paradise Rd to S. Maryland Parkway.
6. Closes down north and south bound traffic on Paradise Rd. from Sunset to Grier Dr.
7. **DO NOT** enter the Post Office building and deny access to all non-essential personnel.
8. Directs all persons that might have been infected to make contact with the United States Post Office Representative to obtain further directions. **DO NOT** send them to the hospital. If persons arrive and refuse to leave, direct them to 6730 S. Las Vegas Blvd. (All American Sports Park).
9. Assigns a patrol unit to 6730 S. Las Vegas Blvd. (All American Sports Park) where the Clark County Health District will respond to assist. Maintains a log of persons arriving at this location which will be turned over to the Clark County Health District upon their arrival.
10. Directs all mail trucks returning to 1001 E. Sunset to report to 950 Pilot road and advise the drivers to stay inside of their vehicle until contacted by a representative from the U.S. Post Office. A patrol unit will be located at this location to assist with the isolation area. Units are to make sure that trucks do not leave this area until they are released by the U.S. Post Office. If drivers refuse to stay at this location, **DO NOT** detain them, however, **DO NOT** let them leave with the truck.
11. Establishes a Unified Command ICP with CCFD and the U.S. Post Office. The Federal Bureau of Investigations is the lead investigative agency for the incident.
12. Advises persons wishing to leave the area of a possible contamination and that they should contact the United States Post Office Representative and the Clark County Health district for further information. **DO NOT** send them to the hospital and **DO NOT** detain or deny anyone from leaving, unless the Clark County Health District advises different. Obtain name, phone number and address of persons wishing to leave and give the information to the USPS representative.

Emergency Management

13. Establishes liaison with the command post.
14. Notifies the Clark County Health District for response.
15. Notifies the Clark County Emergency Manager of the incident. (6/06) ■

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6/000.00 CRITICAL PROCEDURES

Critical procedures cover those high risk incidents that require immediate action and have the highest potential for loss of human life. Commissioned personnel are required to maintain a thorough knowledge of these procedures. To demonstrate knowledge of these procedures, a series of exams (one related to each of the critical procedures) will be successfully completed. Lieutenants and above are exempt from completing the tests but must maintain a thorough knowledge of the critical procedures.

Training Bureau

1. Provides annually updated refresher training and examinations related to each critical procedure and makes them available to personnel via the University of Metro - Las Vegas (UMLV) Online Training Center.
2. Archives a copy of all critical procedure exam questions, answers and student responses.
3. Enters the final exam scores in the training database.

Sergeants and Officers

4. Demonstrates an understanding of the critical procedures by achieving a passing score on each of the exams in the series. (Instructions for completing this requirement are available by accessing "Instructions for completing the annual critical procedures review" on UMLV.)
 - a. Achieves a minimum passing score of 70% on each exam.
 - b. If a passing score is not attained after two tries, notifies his/her immediate supervisor.

Immediate Supervisor

5. Reviews subordinate test results to ensure the sergeant/officer has an acceptable understanding of each critical procedure, demonstrated by a passing score.
 - a. Conducts training session(s) on the appropriate critical procedure(s) if the member fails to pass the test by the second attempt.
6. Notifies UMLV staff (via email) when a sergeant/officer has failed to attain a passing score on any exam after two attempts.
 - a. Notifies bureau/area commander of exams failed by sergeant/officer after two attempts.
 - b. Ensures sergeant/officer completes the exams with a passing grade after UMLV grants access.
 - c. Notifies bureau/area commander when a passing score is obtained on all exams.
7. Completes sign-in roster for critical procedure training session and forwards to Advanced Training.
8. Ensures subordinates complete the annual requirement by December 31 of each year.
9. May request Administrative Assistants at their location use UMLV to access subordinate results.

UMLV Staff

11. Increases the number of allowable final exam attempts when advised by a sergeant/officer's immediate supervisor that a passing score has not been attained after the allowable number of attempts. (4/06, 5/07) ■

6/002.00 USE OF FORCE

A.S. 1.2.2, 1.2.7, 1.3.1 through 1.3.8

It is the policy of this department to accomplish the police mission as efficiently and unobtrusively as possible. The department has the highest regard for the dignity and liberty of all persons, and places minimal reliance upon the use of force and authority.

In vesting members with the lawful authority to use force for the public welfare, a careful balancing of all human interests is required. The level of force must reflect the totality of circumstances surrounding the immediate situation. The member will select a level of force that is within the range of "objectively reasonable" options [Graham v. Conner, 490 U.S. 386 (1989)]. Department members should use only that force that appears reasonably necessary to bring an incident under control, while protecting the lives of citizens or department members. Any force used will be only that which is reasonably necessary to accomplish a lawful police task.

DEFINITIONS

Deadly Force	Any force which creates a substantial risk of causing death or serious injury.
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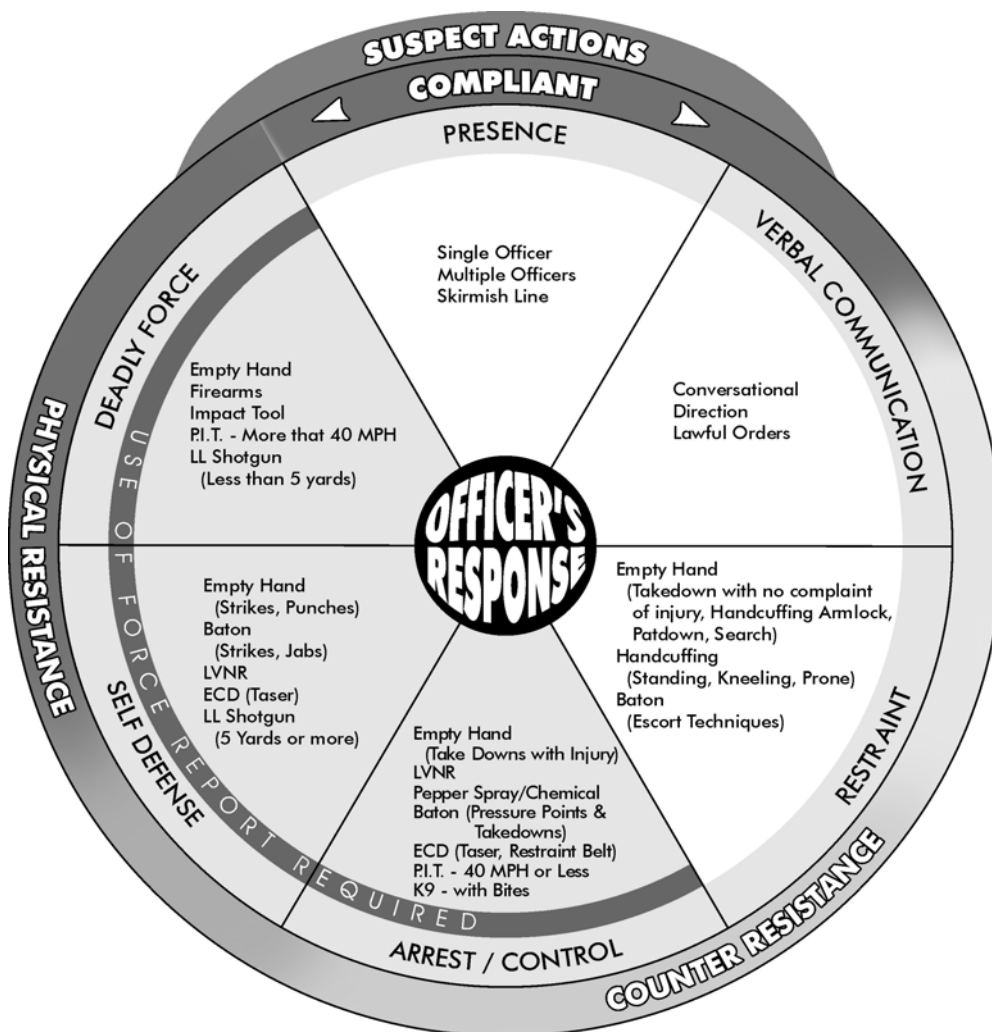
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Low Lethality Force	Any force other than that considered to be deadly force; that degree of force which is neither likely nor intended to cause death. It may range from restraint to blunt trauma, and could include chemical aerosol projectors, impact munitions, electronic control device (a.k.a. electronic stun device; i.e. TASER® and Restraint Belt), impact tools, or other means.
Significant Force	Any force which results in treatment at a medical facility due to injuries or alleged injuries caused by any department member. Examples include, but are not limited to: skeletal fractures; injury or complaint of injury to a person's head or sternum area.
Reportable Force	Any use of force which is required to overcome subject resistance to gain compliance that results in death; injury or complaint of injury; complaint of continuing pain; or any use of force greater than restraint (see Force Options). Reportable force incidents include, but are not limited to: a firearm discharged outside the firearm's range (excluding off-duty situations such as hunting or participating in competitive shooting); use of a low lethality tool; a rifle is deployed (except SWAT); intentional traffic collisions or P.I.T. is used or attempted; use of a canine, when a bite or other injury occurs; LVNR.
Reasonable Force	The degree of force that is appropriate for gaining compliance. In accordance with <i>Graham v. Connor</i> , 490 U.S. 386 (1989), the degree of force used in effecting an arrest, investigatory stop or other seizure is evaluated by using a reasonable police officer standard: Whether the officer's actions were "objectively reasonable" in light of the surrounding facts and circumstances, including the severity of the crime at issue, whether the suspect poses an immediate threat to the safety of the officer or others, and whether the suspect is actively resisting arrest or attempting to evade arrest.
Serious Bodily Injury	A bodily injury that creates a substantial risk of death, causes serious, permanent disfigurement; or results in a prolonged loss or impairment of the functioning of any bodily member or organ.
Authorized Weapons	Weapons meeting department specifications for which members receive proficiency and safety training.
Force Options	Broad categories of influence and or force in identifiable, escalating stages of intensity. They are commonly identified as presence, verbal communication, restraint, arrest/control, self defense, and deadly force.
Compliant	A person, contacted by a police or corrections officer, who acknowledges direction or lawful orders given and offers no counter or physical resistance.
Counter Resistance	The person's verbal or physical actions are intended to prevent an officer's control, but are not directed at harming the officer. Examples include, but are not limited to: walking away, breaking the officer's grip, holding on to a fixed object, or locking arms to another during a protest or demonstration.
Physical Resistance	The resistance offered by a person in the form of active physical aggression towards an officer or another person and can include the threat of or actual use of a weapon by a person against an officer or third party.

USE OF FORCE OPTIONS

Members may use reasonable force to protect themselves and others. When use of force is needed, department members will assess each incident to determine, based on policy, training and experience, which use of force option will best de-escalate the situation and bring it under control in a safe and prudent manner. Use of Force Options is a visual representation of broad categories of influence and/or force in identifiable, escalating stages of intensity. They are commonly identified as presence, verbal communication, restraint, arrest/control, self defense, and deadly force.

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AUTHORIZED LOW LETHALITY TOOLS /RESTRAINTS/TECHNIQUES

When possible, only department approved weapons and training techniques should be used. Non-uniformed commissioned personnel, below the rank of captain, are required to carry either pepper spray or an expandable straight baton unless the requirement is waived by a bureau/area commander.

Low lethality tools and techniques are intended as less than lethal force. However, in certain situations, such weapons may be used in a deadly force incident. During non-deadly force incidents members are to avoid striking suspects with objects on the head, neck, sternum, spine, groin, or kidneys unless confronted with a deadly force situation.

The following are authorized low lethality tools /restraints and techniques:

1. Presence and Verbal Communication
Officers should, whenever possible, use verbal skills to attempt to control subjects before resorting to physical control methods.
2. Empty Hand Tactics (Restraint, Arrest/Control, Self Defense, Deadly Force)
Officers should only use tactics appropriate to the situation and that have been taught by department defensive tactics instructors during department defensive tactics instructions.

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3. Aerosol spray (Arrest/Control)
Pepper spray may be used when a person displays the intent to engage in counter resistant behavior . Pepper spray may be used on vicious or aggressive animals when those animals interfere with the safety of the officers or citizens. Pepper spray may only be used in a protest or demonstration situation when authorized by an incident commander as part of a crowd control strategy. 5/109.06 defines pepper spray and further controls its use.
High Capacity Pepper Spray may be used in the same manner as authorized for the use of pepper spray. Members in addition will assess the effect of impact the use of the device will have on subjects in the general area due to the larger volume of agent that will be dispersed.
4. Baton (Restraint, Arrest/Control, Self Defense, Deadly Force)
A baton is a department authorized Expandable Straight Baton, Side Handle Baton or a rigid or rattan (horse) baton. Batons are designed for blocking, jabbing, striking, or to apply control holds.
5. Handcuffs, flexible handcuffs, or other restraint devices (Restraint, Arrest/Control)
In an attempt to minimize the risk of personal injury to members and others during arrest situations, all members will handcuff, as soon as possible, all persons arrested:
 - a. Under the authority of a warrant or court order
 - b. On probable cause justifying an arrest under NRS 171.1231

In addition, members have the authority to handcuff persons under the following circumstances:

 - c. During investigatory stops (Terry stops) where the member has one or more of the following factors
 - Articulate facts that the subject is physically uncooperative
 - Articulate facts that a subject's actions at the scene may present physical danger to themselves or others if not restrained
 - Reasonable possibility of flight based on the action of the subject
 - Information that the subject is currently armed
 - The stop closely follows a violent crime and the subject matches specific parts of a description
 - When there are articulable facts that a crime of violence is about to occur

The authority to handcuff during investigatory stops continues for only as long as the circumstances above exist.
 - d. Suicidal persons
 - e. During a search warrant service
 - at a private residence as is reasonably necessary to execute the warrant with all practicable safety
 - at a commercial business open to the public if it reasonably appears that handcuffing is necessary to protect a member or others from physical harm. Circumstances which may justify initial handcuffing may change and eliminate continued justification
 - f. Detox clients being transported
 - g. Detention for minor crimes that result in citation and release
 - h. By detention personnel moving in-custody subjects
6. LVNR (Arrest/Control, Self Defense)
The use of LVNR is governed by policy 5/109.03.
7. Pursuit Intervention Technique (PIT) (40 mph or less - Arrest/Control; greater than 40 mph - Deadly Force)
The use of PIT is governed by policy 6/014.00 Vehicular Pursuits.
8. Low Lethality Shotguns (distance greater than 5 yards - Self Defense; distance less than 5 yards - Deadly Force)
The use of Low Lethality shotguns is governed by policy 5/208.04 Low Lethality Shotguns. The low lethality shotgun may be used against persons who are armed with a weapon, EXCLUDING FIREARMS, that could cause serious injury or death to themselves or others or when a subject poses a significant threat to the safety of the officer or other persons. This includes, but is not limited to: an edged weapon, club, pipe, bottle, brick, etc.

The low lethality shotgun is a Force Option in both the Self Defense and Deadly Force categories. When fired at a subject in the center body mass/head area from closer than five (5) yards, it may constitute deadly force. Two officers are required to be present when a low lethality shotgun is deployed. It may be used as an option to deadly force, only when circumstances allow the officers involved to bring an incident to a safe conclusion without unnecessary risk to the officers.

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Low lethality munitions will not be used in a civil unrest situation unless authorized by a lieutenant OR ABOVE.

9. Chemical Agents (Arrest/Control)
Hand propelled and propelled chemical agents will only be used under the direction of an incident commander, or by SWAT or SERT during tactical operations.
10. Specialized methods
K-9 (Arrest/Control for K-9 with bites), DSD remote electronic restraint devices (a.k.a. restraint belt) (Arrest/Control) and pyrotechnic devices (Self Defense). Only those members assigned to units receiving specialized training in these tactics or tools are authorized to use them, and any other tool or technique not listed in which they have been trained and have been approved. Training and use of such methods are under the control of those specialized units.
DSD members should consult division procedures concerning the use of other deadly and less than lethal weapons used with DSD facilities only.
11. Electronic Control Device (a.k.a. electronic stun device; i.e. TASER® and Restraint Belt) (Arrest/Control, Self Defense)
The use of the conducted energy weapon is governed by 6/003.00.

INSTRUMENTS USED TO STRIKE, JAB, OR CUT

The use of instruments as a weapon for the purposes of striking, jabbing, or cutting (e.g., flashlights, knives, radio, etc.) other than department authorized batons, is strongly discouraged and acceptable only when other authorized force responses are either unavailable or ineffective.

DEADLY FORCE - PARAMETERS FOR USE

Department members are not authorized to draw or display their firearms, except for training at the firearms range, unless the circumstances create reasonable belief that it may be necessary to use the firearm in conformance with this order. Before using a firearm, department members will, whenever feasible, identify themselves and state their intention to shoot. Members are to fire their weapons only to stop and incapacitate an assailant from completing a potentially deadly act. Members should shoot at the "center body mass" for maximum stopping effectiveness and minimal danger to innocent bystanders.

The use of a vehicle to stop or apprehend a suspect, such as the Pursuit Immobilization Technique, may be considered a use of deadly force at speeds above 40 mph. Forcible stopping may produce unpredictable movements of the vehicles involved, thus creating an immediate danger. Members initiating these tactics may be held accountable for unintentional damage or injury to bystanders resulting from their actions.

Department members are authorized to use deadly force in accordance with NRS 171.1455 to:

1. Protect themselves or others from what is reasonably believed to be an IMMEDIATE THREAT OF DEATH OR SERIOUS BODILY HARM;
2. Prevent the escape of a fleeing felon who the member has probable cause to believe will pose A SIGNIFICANT THREAT TO HUMAN LIFE if escape should occur; and that the justification for the action must be CLEAR and IMMEDIATE.
3. Kill an animal:
 - a. In self-defense,
 - b. To prevent serious harm to the member or another, or
 - c. When an animal is so badly injured and humanity requires its relief from further suffering.

Note: A seriously wounded or injured animal may be destroyed only after all attempts have been made to request assistance from the agency (Humane Society, animal control, game warden, etc.) responsible for the disposal of animals. The destruction of vicious animals follows the same rules set forth for self-defense and the defense and safety of others. (See Department Manual section 5/109.08 for an exception regarding the Humane Disposal of Animals at Resident Locations.)

Department members are not authorized to discharge their firearm:

1. As warning shots;
2. If it appears likely that an innocent person may be injured;
3. From a moving vehicle, except as a last resort; or

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4. At a moving vehicle, unless it is absolutely necessary to do so to protect against imminent threat to life of the member or others. As such, members:
 - a. Will attempt to move out of the path of an oncoming vehicle, if possible, rather than discharge their firearms.
 - b. Will not intentionally place themselves in the path of an oncoming vehicle and attempt to disable the vehicle by discharging their firearms; and
 - c. Will not discharge their firearms at a fleeing vehicle (a vehicle moving away from the officer) or its driver.

USE OF FORCE INVESTIGATION AND REPORT

The department investigates all use of force incidents to determine justification, as well as to correct any identifiable training deficiencies. Members involved in reportable use of force incidents will immediately notify their supervisor or, if unavailable, another on-duty supervisor, and complete the Use of Force Report, LVMPD 156 (Automated), prior to the end of shift. Supervisors will respond to each use of force incident in which reportable force is used, conduct an investigation and assist with the completion of the use of force report. (NOTE: Acting supervisors are not authorized to complete this investigation). The type of force will be checked in the appropriate box, or the "Other" box will be utilized when the type of force must be written in, such as deployment of a rifle. The report will be required by each member, officer or civilian, involved in a use of force incident when reportable force is used.

Reportable Force (See Definition)

Use of Force Options not requiring a Use of Force Report (When no injury or complaint of injury occurs):

Restraint

Low Profile Pat Down
High Profile Patdown
Handcuffing Armlock
Standing Search
Handcuffing #1, 2, 3
Felony Prone Handcuffing (Front and Rear)
Felony Prone Search
Felony Kneeling
Baton Escort Techniques
Takedowns with No Complaint of Injury

Use of Force Options requiring a Use of Force Report:

Arrest/Control

Reverse Wrist Lock Take Down (Injury caused by Takedown)
Arm Bar Take Down with Brachial Strike (Injury caused by Takedown)
Vertical Arm Bar Take Down (Injury caused by Takedown)
Front Wrist Lock Takedown (Injury caused by Takedown)
Use of Pepper Spray
Lateral Vascular Neck Restraint
Use of an Electronic Control Device
Pursuit Immobilization Technique (40 MPH or less)
Baton Pressure Points & Takedowns

Self Defense

Baton Strikes and Jabs
Lateral Vascular Neck Restraint
Empty Hand Strikes, Punches, and Kicks
Use of an Electronic Control Device
Low Lethal Shotgun (5 yards or more)

All Deadly Force Applications Require a Use of Force Report.

Officers will obtain all available evidence at the scene to include, if available (video, audio, suspect/witness statements). All reporting in deadly force incidents will be conducted in conjunction and with input of the homicide section. Supervisors will

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ensure the preliminary investigation includes as many facts as can be gathered concerning the incident. Persons subjected to use of force will be closely observed for the need for medical attention.

LOW LETHALITY FORCE INVESTIGATIVE RESPONSIBILITIES

Incidents of low lethality force, not resulting in death or serious bodily injury will be investigated by the officers' chain of command.

Member

1. Requests Communications notify his/her respective immediate supervisor when a reportable low lethality use of force occurs.
2. Completes the Use of Force Report and all other reports connected to the incident when reportable force is used (see definitions).

Supervisor

3. Responds to the scene without unnecessary delay when reportable force is used. If unable to respond, requests an alternate supervisor at the same level or higher respond to the scene.
4. Interviews the subject(s) and officer(s) involved and documents their statements.
5. Locates and interviews any witnesses and on-scene medical personnel (when applicable) and documents their statements and/or logs the names of any potential witnesses who claim no first hand knowledge.
6. Collects evidence and ensures photographs are taken of the subject(s), the scene and officer(s) involved when possible and appropriate.
7. Ensures all reports are completed and that the incident is properly documented.
8. Notifies the area lieutenant/DSD lieutenant or watch commander when an Electronic Control Device has been used.
9. Notifies Communications and the area lieutenant/DSD lieutenant or watch commander when significant force was used or alleged.

Area Lieutenant/DSD Lieutenant/Watch Commander

10. Personally examines and interviews the subject regarding the incident when significant force is used. If unable to respond, requests an alternate supervisor at the same level respond to the scene.
11. Ensures interviews, photographs and reports are properly completed.
12. Notifies Internal Affairs Section Lieutenant if significant force is used.
13. If the incident rises to the level of serious bodily injury, ensures all notifications are made and action is being taken.

DEADLY/SERIOUS BODILY INJURY FORCE INVESTIGATIVE RESPONSIBILITIES

Incidents of deadly force, whether or not they result in a fatality, will be investigated by the Homicide Section. In cases where the Pursuit Immobilization Technique (P.I.T.) is used at speeds over 40 mph and serious injury or death occurs, the Homicide Section will coordinate their investigation with the Fatal Detail of the Transportation Safety Bureau.

Member

1. Contains and protects the crime scene and separates potential witnesses.
2. Requests Communications Bureau notify his/her respective immediate supervisor when a deadly or potentially deadly use of force occurs.

Supervisor

3. Responds to the scene without unnecessary delay. Upon notification of a deadly force incident, whether or not death occurs, notifies the patrol watch commander, the respective patrol area lieutenant if on duty, and the member's bureau/area commander. Notification of the appropriate staff members will be made, as deemed necessary. A staff member's response to the scene will be dependent upon the circumstances of the incident.
4. In the case of deadly force, whether or not it results in a fatality, requests the Homicide Section be notified.
5. The area lieutenant (or in his/her absence, the watch commander) or DSD lieutenant (as appropriate) are summoned to take control of the incident scene until relieved by investigative personnel when:
 - a. A firearm is discharged outside the LVMPD Range;
 - b. The use of force results in death or serious bodily injury;
 - c. A citizen or person arrested complains that an injury has been inflicted as the result of the use of significant force; or

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- d. P.I.T. is used, or attempted, at speeds greater than 40 mph.

Homicide Section

- 6. Conducts a thorough, objective investigation of the incident, using accepted investigative procedures and techniques.
- 7. Completes the Use of Force Report.

Area Lieutenant/DSD Lieutenant/Watch Commander

- 8. If the area lieutenant responds, briefs the watch commander as soon as possible.
- 9. Notifies Internal Affairs Section Lieutenant.

NOTIFICATIONS BY COMMUNICATIONS

The patrol lieutenant ensures Communications has made the appropriate notifications. Communications will immediately notify:

- 1. Property Damage Incident: The member's immediate supervisor and the Criminalistics Bureau for non-injury or property damage incidents. (The IA on-call lieutenant and the Risk Manager will also be notified when a firearm is discharged at anything other than a person. See Department Manual Section 5/109.08 for an exception regarding the Humane Disposal of Animals at Resident Locations).
- 2. Vehicle Incident: The member's immediate supervisor and the Traffic Section, Fatal Detail for the use of P.I.T., at speeds above 40 mph when contact is made. If death or serious bodily injury results, the Homicide Section investigates and completes the report, and the Fatal Detail assists, with notifications the same as #3.
- 3. Firearm Discharge Incident: The member's immediate supervisor followed by the Homicide Section, the Criminalistics Bureau, and Risk Manager for any intentional discharge of a firearm at a human being, or death/serious bodily injury incidents resulting from the use of force.
- 4. Officer Assistance: PEAP officers where the actions by a member did or could have resulted in serious injury/death (including any intentional discharge of a firearm at a human being).
- 5. Officer Representation: The Homicide Lieutenant, Robbery/Homicide Bureau Commander, or the Investigative Services Division Commander will ensure members involved in shooting incidents have been informed of their right to have either their bargaining association representative, or another representative of their choice, present with them during any phase of the investigation.

INVESTIGATIVE RESPONSIBILITIES

Incidents of Deadly Force or wherein Serious Bodily Injury results: The involved members are placed in relief of duty status by the immediate supervisor (completes LVMPD 117, Notice of Relief of Duty), for any incident involving the use of deadly force or wherein serious bodily injury results. (Supervisors will place other members in relief of duty status at the direction of PEAP. This will be done based on all the facts and circumstances known to the PEAP members and only for the well-being of that employee.) The Homicide Section ensures the member's weapon (if used in a deadly force incident) is impounded by the Criminalistics Bureau and a loaner weapon is provided by the Homicide Section, if appropriate. The supervisor also notifies the division/office commander in writing regarding the relief of duty and rearming the member. The identity of department members involved in deadly force incidents is not released to the public or media for 48 hours. The lead investigator will complete the Use of Force Report (LVMPD 156 - Automated) and forward it to Internal Affairs.

Fatal/Near Fatal Incident: The Homicide Section investigates all deaths and serious injuries resulting from the use of force (including in-custody incidents) and incidents involving intentional shootings at human beings, and submits a written report of the findings to the Sheriff through the Investigative Services Division Commander. The ISD Commander, Robbery/Homicide Bureau Commander, or the ranking Homicide Investigator present has command of the investigation. All media releases concerning the incident will be made by the ISD Commander or designee.

Traffic Incident: The Traffic Section/Fatal Detail investigates the use of P.I.T., at speeds above 40 mph when contact is made and no serious bodily injury or death occurs, and submits a written report of the findings to the Sheriff through the member's respective division commander. The Transportation Safety Bureau Commander, or the ranking traffic investigator present, has command of the investigation. The Traffic Section will forward to the Homicide Section statistical breakdowns of deadly force PIT incidents. All media releases concerning the incident will be made by the Transportation Safety Bureau Commander or designee.

Other Shootings: Internal Affairs Section investigates the discharge of any firearm, including low lethality shotgun, at

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anything other than a human being (see also Department Manual section 5/109.08, Humane Disposal of Animals at Resident Locations).

PEAP ASSISTANCE

A PEAP member responds to use of force incidents resulting in death, serious injury, where death could have resulted or any intentional discharge of a firearm at a human being. PEAP arranges for a psychological counseling of involved members by a qualified psychologist and advises the appropriate chain of command of the employee's readiness to return to duty. Normally, for incidents resulting in death, an employee will be returned to duty following a finding by a coroner's inquest that the death was justifiable or excusable.

ADMINISTRATIVE REVIEW

All components of this order will be reviewed and evaluated annually, during the month of January, by the Human Resources Division Commander. (6/05, 8/06) ■

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6/003.00 USE OF THE ELECTRONIC CONTROL DEVICE
A.S. 1.3.4, 1.3.5, 1.3.6, 1.3.7, 1.3.9, 1.3.10, 1.3.11

It is the policy of this department to authorize the use of the Electronic Control Device ECD as a use of force option. The only ECD authorized by this department is the Taser® and Restraint Belt. The ECD falls into level four and five of the force options and is considered a non-lethal use of force.

DEFINITIONS

ECD	A Neuro-muscular Incapacitation (NMI) device that disrupts the body's ability to communicate messages from the brain to the muscles causing temporary motor skill dysfunction to a subject.
Touch Stun	A secondary function of the ECD is to stun a subject by making direct contact with the body after the air cartridge has been expended or removed. Touch stun can be used to complete a two point immediate action or a three point contact.
Air Cartridge	A replaceable cartridge for the ECD which uses compressed nitrogen to fire two barbed probes on thin connecting wires sending a high voltage/low current signal into a subject.

GENERAL

Department members are not authorized to draw or display the ECD, except for training, unless the circumstances create reasonable belief that it may be necessary to use it. The ECD will be handled in the same manner as a firearm and will be secured prior to entering any detention facility.

There are three separate types of reportable ECD applications

1. Spark Display - A non-contact demonstration of the ECD's ability to discharge electricity. This is conducted only when the cartridge has been removed from the weapon. The purpose of this display is to convince the subject to comply with a lawful order and avoid the ECD being deployed in the Touch Stun or Probe mode.
2. Touch Stun - Contact is made by pressing the front of the ECD (cartridge removed) into the body of a subject resisting lawful orders, and activating the ECD. The Touch Stun causes significant localized pain in the area touched by the ECD but does not have a significant effect on the central nervous system. The Touch Stun does not incapacitate a subject but may assist in taking a subject into custody. If a ECD is fired using the cartridge, at a distance of less than three feet, the effect will be very similar to a Touch Stun.
3. Probe - The ECD is most effective when the cartridge is fired and the probes/darts make direct contact with the subject. Proper application will result in temporary immobilization of the subject and provide the officer a "window of opportunity" in which to take the subject safely into custody. Optimum range for probe deployment is 7 to 15 feet with a 21 foot maximum distance. Deployment of the ECD cartridge at distances of less than three feet will not result in temporary immobilization or central nervous system disruption.

The ECD is one of the options available to officers. The ECD, like the baton, OC spray or empty hand techniques may not be effective in every situation. Officers must assess the effectiveness of each application and determine whether further applications are warranted or a different tactic should be employed. The decision to use the ECD will be dependent upon the severity of the crime, does the suspect pose a threat to the safety of the officer or others, and is the suspect actually resisting or attempting to evade arrest. Just as with any use of force option, the force used must be objectively reasonable.

The ECD may be used when a subject is displaying counter or physical resistance to an officer attempting to conduct legal law enforcement activities provided the force is objectively reasonable (see 6/002.00, Use of Force, for definitions). Officers will apply, as they do with other force options, Graham v. Connor "objectively reasonable" standard when determining if the use of the ECD is the best option to bring a volatile situation under control. Any use of a ECD must be in accordance with LVMPD ECD training.

The ECD will not be used:

1. when the officer knows a subject has come in contact with flammable liquids or is in a flammable atmosphere;
2. when the subject is in a position where a fall may cause substantial injury or death;
3. punitively for purposes of coercion, or in an unjustified manner;
4. to escort or jab individuals;
5. to awaken unconscious or intoxicated individuals; or

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6. when the subject is visibly pregnant, unless deadly force is the only other option;
7. when the subject is handcuffed/waist restraints.

The ECD should not be used in the following circumstances (unless there are compelling reasons to do so which can be clearly articulated):

1. when the subject is operating a motor vehicle;
2. when the subject is holding a firearm;
3. when the subject is at the extremes of age (elderly and young children) or physically disabled; or
4. in a situation where deadly force is clearly justifiable unless another officer is present and capable of providing deadly force to protect the officers and/or civilians as necessary.

TRAINING AND CERTIFICATION

Defensive Tactics Instructors who have been certified as ECD instructors will be the only authorized persons to instruct on the ECD. Training will be conducted in accordance with department protocols. Officers authorized to use a ECD must successfully complete an initial 4-hour certification training course, to include written and practical tests. Once certified, officers must attend an annual 2-hour re-certification training. All Patrol Division officers, below the rank of lieutenant, must obtain certification training and carry the ECD when in uniform. Defensive Tactics Instructors will be re-certified as ECD Instructors every two years when completing the Defensive Tactics Refresher Course.

EQUIPMENT CARE AND HANDLING

Officers will use only authorized ECD equipment issued by the LVMPD Supply Section. The ECD will be inspected for damage and cleanliness, and batteries and cartridges replaced when required by the officer. The battery display will be checked on the CID at the beginning of each shift. A reading of 20% or less will require the DPM/battery pack be changed. The DPM/battery pack will not be removed from the ECDs except when the reading is 20% or less or to conduct a data download. The ECD will never be stored more than 48 hours without the DPM/battery pack attached. When off duty, ECDs must be stored and secured in a climate-controlled area (i.e. locker), not in a vehicle.

Officers must conduct a spark check at the beginning of shift to ensure the ECD will function properly. A spark check is an equipment check conducted outside of public view to ensure the ECD is operable. It is conducted by removing the cartridge, test firing the weapon and observing the electrical arc. This spark check does not require completion of a use of force report. When spark checking or replacing cartridges, **DO NOT MASK THE WEAPON** or point it in the direction of others.

Uniformed officers will carry the ECD in a department issued holster. The holster will be carried on the duty belt, on the side opposite the duty firearm, cross-draw position is optional. Non-Uniformed officers will carry the ECD in an approved holster on the side opposite the duty firearm. Officers have the option of carrying the standard DPM or the X-DPM which is an extended version, capable of carrying a spare ECD cartridge.

PATROL DIVISION DEPLOYMENT ONLY

Patrol Officer

1. Gives a warning, when practical, to the subject and other officers before firing the ECD at the subject.
2. Center mass of body should be primary target area, particularly the center mass of the back, as clothing tends to be tighter on this part of the body.
3. When encountering subjects wearing heavy or loose clothing on the upper body, the legs should be considered as a target.
4. Attempts to avoid hitting the subject in sensitive tissue areas such as head, face, neck, groin, or female breast area, however probes penetrating these areas will be removed by medical personnel at a medical facility.
5. Officer will assess suspect's actions after each application of the ECD, avoiding multiple hits when possible. Back-up officer should handcuff the suspect during the ECD cycle as soon as possible.
6. Ensures the probes are removed from the subject's skin by a ECD certified officer.
7. Use of the "Touch Stun" is discouraged except in situations where the "probe" deployment is not possible and the immediate application of the "Touch Stun" will bring a subject displaying physical resistance safely under control. Multiple "Touch Stuns" are discouraged and must be justified and articulated on the Use of Force form. If initial application is ineffective, officer will reassess situation and consider other available options. "Touch stun" may be used to effect a two-point immediate action, or to complete a "3 point contact" as described in training.
8. Notifies detention medical personnel, at the time of booking, that the subject has been struck with ECD probes

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or received a touch stun. An examination will be conducted by detention medical personnel to determine whether the individual has suffered any injury, either directly from the ECD discharge or indirectly, such as by falling after incapacitation.

9. Makes notification to immediate supervisor whenever the ECD has been used.

Communications

10. Makes notifications as requested.

Immediate Supervisor

11. Responds to the scene when a ECD has been used.
12. Notifies the area lieutenant and/or watch commander when a ECD has been used.
13. Ensures photographs are taken of the site of the probe impacts and any related injuries and attached to the Use of Force Report.

Area Lieutenant/Watch Commander

14. Responds to the scene if serious bodily injury resulted from the use of the ECD, or other circumstances dictate.

DSD DEPLOYMENT ONLY

Corrections Sergeant or SERT Team Officer

1. Responds to the scene with at least two cartridges.
2. Considers other alternatives to resolve the incident before deploying the ECD.
3. Ensures sufficient back-up officers are present prior to use.
4. Gives a warning, when practical, to the inmate and other officers before targeting and firing the ECD at an inmate.
5. Center mass of body should be primary target area, particularly the center mass of the back, as clothing tends to be tighter on this part of the body.
6. When encountering subjects wearing heavy or loose clothing on the upper body, the legs should be considered as a target.
7. Attempts to avoid hitting the subject in sensitive tissue areas such as head, face, neck, groin, or female breast area, however probes penetrating these areas will be removed by medical personnel.
8. Officer will assess suspect's actions after each application of the ECD, avoiding multiple hits when possible. Back-up officer should handcuff the suspect during the ECD cycle as soon as possible.
9. Ensures the probes are removed from the subject's skin by a ECD certified officer.
10. Video tapes non-emergent deployments pursuant to division procedures.
11. Use of the "Touch Stun" is discouraged except in situations where the "Probe" deployment is not possible and the immediate application of the "Touch Stun" will bring a subject displaying physical resistance safely under control. Multiple "Touch Stuns" are discouraged and must be justified and articulated on the Use of Force form. If initial application is ineffective, officer will reassess situation and consider other available options. Touch stun" may be used to effect a two-point immediate action, or to complete a "3 point contact" as described in training.
12. Notifies the corrections lieutenant and medical staff to respond to the scene of a ECD deployment.
13. Ensures photographs are taken of the site of the probe impacts and any related injuries.

DSD Medical Staff

14. An examination will be conducted by DSD medical personnel to determine whether the individual has suffered any injury, either directly from the ECD discharge or indirectly, such as by falling after incapacitation.

POST-DEPLOYMENT

Police Officer/Corrections Officer

1. Handles the probes the same as contaminated needles and sharps in accordance with department bio-hazard disposal procedures (see Department Manual section 5/110.10). Impounds all probes removed at a medical facility.
2. Completes Use of Force Report, LVMPD 156 (Automated) in accordance with Department Manual Section 6/002.00, Use of Force, whenever a ECD is fired, whether a subject is struck or not, when the touch stun mode is used on a subject or when a spark demonstration is conducted. Attaches any photos to original copy of the report.
3. Presents ECD to supervisor for data download prior to end of shift if a reported use of force incident occurs.
4. Forwards a copy of the Use of Force Report to the bureau/area commander.

Supervisor

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5. Ensures the officers complete reports and that required photographs are taken.
6. Verifies the probes are disposed of properly and arranges for replacement cartridges.
7. Downloads the data record of the ECD prior to the end of shift in which a reported use of force incident occurs and attaches to the Use of Force Report.

Bureau/Area Command Supervisor

8. Ensures data of the ECD has been downloaded, Use of Force report is complete, accurate and forwarded to the Internal Affairs Section according to department protocols.
9. Ensures a control log is maintained for weapon/cartridge check-out and check-in, and weapon repairs. (11/04, 06/06) ■

***Las Vegas Metropolitan Police Department
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6/004.00 TRANSPORTING PRISONERS
A.S. 1.2.4, Chapter 71 (all)

It is the policy of this department that the transportation of prisoners will be performed with the safety of the officer, the prisoner, and the general public being of primary importance at all times.

PROCEDURE

TRANSPORT OPERATIONS

1. Prisoner Searches

Officers will carefully search prisoners and take possession of all weapons and evidence prior to placing prisoners in vehicles. When practical, prisoners will be searched by officers of the same sex.

DSD personnel will conduct searches of inmates before and after each move outside of the detention center.

2. Officer/Prisoner Seating

a. Vehicles Without Prisoner Screens

A police officer, in a standard sedan without a prisoner screen, transporting an individual prisoner will place the prisoner in the front passenger seat. In a two-officer unit, the prisoner will be placed in the rear seat behind the passenger's position and the second officer behind the driver. A second prisoner would be placed in the front seat. Individual officers will not transport more than one prisoner, nor a two-officer unit more than two prisoners without supervisory approval.

b. Vehicles With Prisoner Screens

Prior to seating prisoners in a vehicle with a prisoner screen, the spring-loaded barrier must be locked in the upright position. Raising the barrier with a prisoner seated could cause injury as the barrier springs up. Prisoner screens are not bullet resistant, and are not intended to replace good safety practices such as thorough searches of suspects and vehicle interiors, proper handcuffing techniques, and monitoring prisoner activities.

In a standard one or two-officer patrol sedan equipped with a prisoner screen, up to two prisoners of the same or opposite sex may be transported in the rear seat. In a two-officer unit, the second officer in the front passenger seat will periodically monitor prisoners. No more than two prisoners will be transported without supervisory approval.

When two prisoners are combative, officers may, at their discretion, hobble the prisoners or transport them separately.

If a prisoner is to be held in a parked vehicle for an extended period of time, consideration should be given to leaving the safety barrier in the lowered position and the front windows opened slightly for air circulation. A prisoner will not be left alone in a vehicle unless under close observation.

c. Special Prisoner Transport Vehicles

Officers will place prisoners in the rear of special prisoner transport vehicles, not to exceed the manufacturer's specifications. Contingent upon the assignment, one or two officers will be assigned and seated in the front. Discretion is allowed of supervisors in transporting situations based on the functions to be performed, number of prisoners, security and safety of prisoners, and the anticipated violence level of the prisoners.

d. Resident Officer Vehicles

Resident officers may transport two persons (same or opposite sex) in the rear of the vehicle. If the two persons are combative, the least violent prisoner will be placed in the right front seat. More than two persons may be transported at the same time with the permission of a supervisor.

e. DSD Vehicles

Corrections officers and inmates will be seated in DSD vehicles according to the type of vehicle, number of corrections personnel present, number of inmates, and security classifications of inmates.

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3. Transport Without Delay

Due to the relatively short distances involved, officers will transport prisoners to the appropriate facility without delay, and will not accompany them to their homes, eating establishments, rest room facilities, etc., where sight and control of the prisoner could be compromised. Prisoners will be denied public contact with others, and may not smoke, eat, or drink while being transported. Officers will not be diverted to any other law enforcement activities while transporting unless the risk to third parties is both clear and grave, the risk to the prisoner(s) is minimal, and supervisory approval is given. Under no circumstances will a person under arrest be held in a transport vehicle longer than two (2) hours before being transported to the detention facility and booked.

Conversely, patrol officers assigned to operate prisoner transport vehicles are to engage in other law enforcement activities, such as traffic and pedestrian stops, writing citations, field investigations, assisting citizens, advising of hazards, making arrests, etc., when not transporting prisoners.

4. Escape of Prisoner

In the event of a prisoner escape, the transporting officer will notify Communications and attempt to recapture the prisoner. The officer may request additional units to establish a perimeter and/or conduct a search, taking into consideration the original charge for which the prisoner was in custody and the level of threat to citizens in the area.

Should the escape occur in another jurisdiction, the transporting officer will notify Communications, if possible, and the agency in whose jurisdiction the escape occurred. An Officer's Report will be completed detailing the events of the escape.

5. Transporting From One Facility to Another

At the destination point, officers will secure their weapons in gun lockers. Handcuffs will not be removed until the prisoner is placed in a holding cell or placed in the custody of a corrections officer, court security officer, medical officer, etc. Documentation accompanying the prisoner will be turned over to the receiving officer and his/her signature obtained. Prisoners taken to medical facilities for admittance or examination will be kept under close security at all times.

6. Vehicle Search And Examination

Vehicles will be searched at start of the shift and after transporting prisoners to ensure that no contraband, weapons, or other such items are present. Special transport vehicles will also be checked for condition, operation, and presence of tools and safety equipment, as applicable.

SPECIAL TRANSPORT SITUATIONS

1. Prisoners of the Opposite Sex

When a prisoner is transported by an officer of the opposite sex, the start/stop mileage, to include tenths of a mile, will be entered on the MCT. (See 5/209.16) If a prisoner of the opposite sex is transported in a vehicle without an MCT, the start/stop mileage will be voice reported to the dispatcher. Prisoners of both sexes may be transported together as long as the ability to restrict contact exists.

Every effort should be taken to prevent an opportunity for an allegation of misconduct.

2. Handicapped, Sick, Mentally Ill, or Injured Prisoners

Whenever possible, handicapped, sick, injured, or mentally ill prisoners will be transported and restrained in the same manner as other prisoners. In emergency situations ambulance services may be required. Treatment of prisoners incurring injuries during the arrest process and other medical services will be handled in accordance with 5/205.22 of the Department Manual.

3. Transportation to Funerals, Etc.

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The DSD Transportation Section may transport prisoners to funerals, reading of wills, visiting a critically ill person, etc., when directed by court order. Special precautions, such as the use of additional restraints, additional personnel, SWAT, etc., should be taken if the prisoner poses a security risk.

RESTRAINING DEVICES

1. Handcuffs

Except under extraordinary situations approved by a superior, no member will permit a prisoner to enter a department vehicle without first being handcuffed. Prisoners in police vehicles will be handcuffed behind the back, unless impractical or impossible due to prisoner obesity, handicap, or other reason. Special restraints will not be used unless approved by a supervisor.

Handcuffs, belly chains and/or leg irons will be used by corrections officers in DSD vehicles as appropriate for the transporting vehicle and security requirements.

2. Leg Restraints

Officers may restrain the legs of combative prisoners with soft leg restraints, commonly known as “hobbles,” (Hobbles may be flexible handcuffs, commercial leg restraint devices, any issued by the department or authorized by the Defensive Tactics Committee.) Officers must receive defensive tactics training in proper leg restraint procedures before hobbling prisoners.

When a prisoner’s legs are hobbled, the trailing end of the restraint will be anchored out the passenger door of the vehicle so as to not catch on anything while the vehicle is in motion. Officers will not attempt to restrain a prisoner’s legs without the assistance of another officer.

Hobbles or flexible handcuffs will not be used to secure prisoners’ legs to fixed positions inside a vehicle, as this could result in serious injury in the event of an accident. Restraining devices will not be affixed to the prisoner’s handcuffs, nor will prisoners be transported facedown with their hands behind their back and their legs restrained. (Note: Transporting facedown on an ambulance gurney is permissible when attending medical personnel determine that it will not be harmful to the prisoner.)

3. Seat Belts

Unless physically impossible because of size, handicap, etc., all prisoners transported in department vehicles that are equipped with seat restraint/belts will be secured with the restraints before vehicles are set in motion.

TRANSPORT EQUIPMENT

1. Safety Barriers

Special prisoner transport vehicles, resident officer vehicles, and all DSD vehicles used primarily for transporting prisoners will have the driver separated from the prisoner(s) by a safety barrier such that conversation may be conducted between the front and back of the vehicle. Patrol vehicles may also be equipped with safety barriers.

Officers using vehicles equipped with prisoner screens that the top portion drops down must be familiar with the operation of the barrier.

2. Modification of Vehicles

Department vehicles used to transport prisoners in the rear seat or compartment, without the presence of an officer in the rear, will be so equipped or modified to minimize opportunities for prisoners to exit from the vehicle without the aid of an officer.

Prior to closing the rear doors of patrol vehicles, officers will engage the child- proof locking mechanism to prevent the doors from being opened from the inside.

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DOCUMENTATION

1. Positive Identification of Prisoner

Any prisoner to be transported from a detention facility will be positively identified/confirmed as the person described in detention records prior to being transported.

2. Documentation to Accompany Prisoner

Documentation, including the prisoner's name, facility prisoner number, and destination, and other pertinent information must accompany all prisoners transported from a detention facility. For interstate transports, the escort officer must have a properly executed governor's warrant or properly executed waiver.

3. Potential Security Problems

Documentation on prisoners transported from a detention facility should include any information relating the prisoner's escape or suicide potential or personal traits of a security nature. Additionally, transporting officers should be specifically alerted to any potential security problems or illnesses. Judges should be made aware of any potential court security problems in order that any necessary safeguards such as restraints and additional security may be provided. (2/94, 7/96)■

**Las Vegas Metropolitan Police Department
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**6/005.00 *EXCITED DELIRIUM*
A.S. 1.3.5, 41.2.8**

It is the policy of this department to identify a subject displaying symptoms of excited delirium and de-escalate the situation with care, consistent with provided training, ensuring that the person receives a response which is appropriate to their needs and protects the safety of all concerned.

Persons in this acute excited state should be considered in medical crisis. They typically have an elevated body temperature, increased heart rate and may be under the influence of drugs or alcohol, which can lead to sudden death.

DEFINITION

Excited Delirium	<p>A state of extreme excitation, usually associated with illicit drug use and manifested by behavioral and physical changes that may result in sudden and unexplained death. Signs of this condition typically include some or all of the following:</p> <ul style="list-style-type: none">• excessive body temperature• profuse sweating• dilated pupils• uncontrollable shaking• talking incoherently• screaming• yelling• paranoia• extreme aggression toward objects• violent resistance/struggling• inappropriate shedding of clothing• self-inflicted injuries.
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PROCEDURE

Communications

1. Receives a call for service involving a person that may be exhibiting the signs of excited delirium as described above. Ensures possible “excited delirium” or “ED” is noted in the comments of the event.
2. Dispatches officers, as appropriate, and notifies their respective supervisor to respond on calls where the call taker has defined the situation as a possible excited delirium. Broadcasts the call details, noting the ED signs, to the responding officers
3. Requests medical when the original nature of the call dictates or when advised by arriving officers on the scene.
4. Dispatches nearest available CIT trained officer, as requested by responding officer (See 6/005.01) and sufficient back-up units to the scene.

Responding Patrol Officer(s)

5. Assesses the situation and confers with other on-site responders in an attempt to determine if the person is suffering from mental illness or excited delirium.
6. If excited delirium is suspected, requests medical personnel, supervisor and CIT officer to respond immediately.
7. Establishes containment of the area.
8. Formulates a custody plan prior to making physical contact with the subject. The object of the plan is to de-escalate the situation, calm the individual and gain control of the person, as practicable. This can include verbal communication, request of CIT trained officers, or other levels of the force continuum as are reasonable to the situation.
9. Closely observes the subject prior to arrival of medical personnel and shares any observations with medical upon their arrival.
10. Once sufficient officers are present and if the determination is made that physical force is necessary, the custody plan must be executed quickly to prevent the escalation of the excited physical state of the person and an increase in distress. If possible, does not execute custody plan until medical personnel arrive.
11. Considers options available to help reduce the physical and mental distress that subject is experiencing. Such options include, but are not limited to:
 1. Using two sets of handcuffs to avoid further discomfort
 2. Assisting subject in sitting up-right or laying on side to facilitate breathing
 3. Calming the subject verbally by explaining the situation and advising that medical is en route.
12. A subject who suddenly becomes quiet or who no longer offers resistance should be immediately assessed to ensure

Las Vegas Metropolitan Police Department
Partners with the Community

adequate breathing and the presence of a pulse.

13. Coordinates with on-scene medical personnel to transfer custody of the subject to them, assisting in any way to avoid delay in transportation of the individual to a medical facility.
14. Responds to the medical facility to complete appropriate paperwork which may include a Legal 2000, and/or submission of appropriate paperwork for a warrant and/or in absentia booking **if it is determined that a crime has been committed.**
15. If physical force was used, completes a Use of Force Report as detailed in 6/002.00 and/or an Officer's Report detailing the events and actions of the subject that led to the decision that the person was suffering from excited delirium.

Supervisor

16. Responds to the scene to provide advice, ensure sufficient back-up is available and appropriate decisions are made.
17. Ensures forms and reports are completed as required, including the Legal 2000, Use of Force Report (if necessary) and Officer's Report.

EXCITED DELIRIUM SITUATIONS IN DSD

Corrections Officer

1. Assesses the situation and suspects it may be a case of excited delirium.
2. Ensures containment of the area and relocates uninvolved inmates.
3. Summons and confirms that a supervisor, back-up, medical and psychological staff are en route.
4. Formulates a plan to de-escalate the situation, calm the individual and maintain control of the area, as practicable. This can include verbal communication, request of CIT trained officers or other levels of the force continuum as are reasonable to the situation.
5. Avoids all unnecessary physical contact or struggles.
6. Coordinates with on-scene medical personnel to arrange for transfer of the subject to the appropriate housing or care facility, assisting in any way to avoid delay in transportation.
7. If physical force was used, completes a Use of Force Report as detailed in 6/002.00.

Medical Contractor

8. Determines appropriate action to deal with the individual and provides guidance to the Corrections Officer(s). (2/05) ■

Las Vegas Metropolitan Police Department
Partners with the Community

6/005.01 CRISIS INTERVENTION TEAM (C.I.T.)
A.S. 41.2.7, 46.2.1

It is the policy of this department to handle incidents involving the mentally ill and those in crisis with care and expertise, ensuring that such persons receive a response which is appropriate to the needs of the individual involved. The diversion of certain persons away from the criminal justice system and toward treatment, whenever available and appropriate, is a desirable option. Whenever possible, patrol officers with specialized skills will be dispatched to provide direction and guidance during the initial patrol response to events involving persons who are in crisis, showing signs and symptoms of excited delirium (see 6.005.00) or who are believed to be mentally ill (see 5/105.12).

All contacts made by officers who are dealing with persons who may be suffering from mental illness will be thoroughly investigated for adherence to procedures and policies. The results of these contacts as well as other related analyses, will be the foundation for updating procedures and training.

GENERAL

Crisis Intervention Team (CIT) officers are on-duty, uniformed patrol division officers who perform all normal patrol-related services, including routine response to calls for service. They will be dispatched to certain events involving persons who are known to have a diagnosed mental illness or who are in a volatile emotional crisis. CIT officers are not SWAT officers or hostage/crisis negotiators. CIT Officers are trained to:

- Interact with persons who are mentally ill, in an emotional crisis, (including suicidal persons, subjects experiencing signs and symptoms of excited delirium, Alzheimer/dementia victims when violent and the developmentally disabled)
- De-escalate crisis events and move them away from violent outcomes whenever possible
- fully utilize the resources/services available for the mentally ill in southern Nevada

During the initial patrol response to an event involving a person believed to be mentally ill or who is experiencing a volatile emotional crisis, the senior CIT officer on the scene has the authority to direct police activities during the event unless relieved by a field supervisor. CIT officers are accountable for actions and outcomes relative to such events.

CIT officers will be dispatched to:

- disturbances involving persons known to have a reported or diagnosed mental illness (including domestic events reported by family members, crimes involving the mentally ill, etc.)
- events involving persons threatening suicide under violent/volatile circumstances (individual armed and threatening/holding weapon/firearm/other instrument, threatening to jump from life-threatening height, etc.)
- persons who are experiencing the signs and symptoms of excited delirium (see 6/005.00)

CIT officers will not be dispatched to events:

- involving threats of suicide which are vague/uncertain/unclear/non-violent/or where no immediate threat of harm is suggested or implied
- involving intentional or accidental overdose of individual who is not violent/combative and has no known diagnosed mental illness (NOTE: CIT will respond if an individual has a reported or diagnosed mental illness or escalating or volatile circumstances suggest immediate presence of CIT officer may be beneficial.)
- subject has been transported to hospital and officers are needed for report purposes only
- to transport persons from one hospital/treatment facility to another hospital/treatment facility

LOGGING ON TO MCT

Officers trained for CIT will log on with CIT in the "rider" field. In addition, CIT will be listed in the special skills section of CAD system. Supervisors will ensure that officers who are CIT trained will have CIT noted on the daily lineup next to the officers name.

PROCEDURE

Communications Bureau Call Taker

1. Receives report from citizen, field supervisor, or patrol officer of threatened suicide, excited delirium, or other disturbance meeting above criteria.
2. Prepares event accordingly and forwards to communications area dispatcher.

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Communications Area Dispatcher

3. Dispatches patrol units to event according to established response protocols for particular event type.
4. Dispatches nearest available CIT officer (from primary channel if immediately available or if not immediately available, requests nearest available CIT officer from any other channel).
5. Updates event with information indicating that a CIT officer has been notified and is en route, or, if none is available on any channel, that the field supervisor responsible for the event has been notified.
6. Notifies field supervisor (and area CIT officer, if unavailable to respond) of the event and that a CIT officer is needed and/or is being dispatched (Communications will designate a supervisor if the officers supervisor is not available).

Patrol Officer

7. Responds to event in accordance with current procedures for event type.
8. Requests CIT officer, when appropriate, through communications if none was previously assigned (must communicate sufficient information to dispatcher to justify request.)
9. Establishes and maintains radio contact, when possible, with responding CIT officer to coordinate tactics.

CIT Officer

10. Responds to event in accordance with current procedures for event type.
11. Establishes and maintains radio contact, when possible, with responding patrol officers to coordinate tactics.
12. Considers a pre-arrival meeting with responding officers near scene, when appropriate and time permitting, to coordinate response tactics.
13. Provides direction and guidance for responding patrol officers unless relieved by a field supervisor, assessing when possible, mental condition of subject, and develops tactics which will likely be successful based upon available information
 - obtains all available information from friends, family members, neighbors, and any other available sources
 - evaluates history of subject, if known
 - assesses need/potential need for use of force and coordinates appropriate tactics with assisting patrol officers
 - takes advantage of low lethality options, when possible, adhering to all current procedures which may apply
14. Determines most appropriate course of action for individual involved, considering
 - Legal 2000 (legal process required for involuntary commitment of mentally ill individual)
 - voluntary removal to Westcare Crisis Triage Center (CTC), if available
 - alternative voluntary treatment options
 - arrest (seriousness of crime, status of victims, lack of other viable options)
15. Ensures that all available information which may assist mental health professionals or corrections personnel is documented using Legal 2000 form, arrest report/declaration, and/or officer's report as appropriate; includes
 - diagnosis if known
 - medications past/current
 - specific statements and actions of subject
 - contact information for nearest relative or responsible party
16. In all cases involving hostage situations or armed and/or threatening barricaded subjects, immediately notifies field supervisor and requests SWAT and Crisis Negotiators pursuant to established procedures.
17. Completes CIT After-Action Report, LVMPD 367, for all CIT related responses, and ensures that field supervisor initials report.
18. In events involving the use of a weapon, threat of violence, or any other factor which may effect a later decision to release from custody, faxes the CIT After-Action Report to the CIT Coordinator at 380-3048.

Field Supervisor

19. Acknowledges notification over the radio, and assumes responsibility for monitoring the event and ensuring that a CIT officer is en route as soon as possible.
20. Assumes command and control, if necessary, to ensure appropriate tactics are employed in the best interests of all parties involved.
21. Ensures SWAT/Crisis Negotiators are requested when appropriate and required by existing policy.
22. Ensures notification of Watch Commander when necessary.
23. Ensures completion of CIT After Action Report, LVMPD 367.

Watch Commander

24. If the event rises to the level of inclusion in the watch commanders log, ensures that the entry includes the name and P# of CIT officers on scene or if no CIT officer responded, state the reason for the lack of response.

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25. Conducts follow-up to ensure adherence to policy and notifies the respective bureau/area commander of any potential violations.

CIT Coordinator (or designee)

26. Obtains after action reports , reviews for analytical data and determines if additional follow-up is needed. (2/03, 11/06) ■

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6/006.00 ARREST PROCEDURES AND DECLARATION OF ARREST
A.S. 1.2.5, 82.3.7

It is the policy of this department that warrantless FELONY OR GROSS MISDEMEANOR arrests will be limited to the most serious charge(s) arising from a single set of circumstances. In the County, misdemeanor arrests will be limited to the SINGLE most serious offense and generally will NOT be combined with a felony or gross misdemeanor arrest. (See procedure for further instructions.) In the City of Las Vegas, all appropriate misdemeanor charges will be reflected for each arrest. This policy does not apply to arrests made pursuant to warrants.

PROCEDURE

The Temporary Custody Record and Declaration of Arrest, LVMPD 22 and 22A, will be used for all adult arrests, excluding misdemeanor citation arrests (see 5/202.04). When an arrest is made on a local warrant, the Declaration will serve as the Arrest Report, detailing the circumstances of the arrest and reasonable cause that exists to believe the person arrested is the one named on the warrant.

The Declaration of Arrest must be completed DURING the booking process. All other pertinent reports connected to the arrest will be completed before the officer secures the shift. Shift supervisors are responsible for ensuring the reports are completed and the quality of the report is acceptable. See NCF procedures below for release of subjects when the validity of the arrest is in question.

Arresting Officer

1. Investigates the situation and determines which law(s) have been violated.
2. If practical in misdemeanor cases, issues citation(s).

AND/OR
3. If arrest is necessary, books into the appropriate detention facility by completing the Temporary Custody Record, LVMPD 22, for the most serious felony or gross misdemeanor offense(s) or the single most serious misdemeanor offense (in the County). (Note: In the City of Las Vegas, suspects may be booked for all appropriate misdemeanor offenses.) Suspects will NOT be booked for any misdemeanors when being booked for any felony or gross misdemeanor (with the exceptions listed below).

EXCEPTIONS:

 - Crimes against the officer. Suspects committing those offenses may be booked on them IN ADDITION to any other offense(s).
 - When arrest is mandated by statute for certain misdemeanors (i.e., domestic violence or driving on a DWI revoked license).
 - Suspects may be booked for a misdemeanor (combined with a felony or gross misdemeanor) when it is the charge that results in a SEARCH leading to a felony or gross misdemeanor arrest. (e.g., a suspect is arrested for Disturbing the Peace and the subsequent search reveals Possession of a Controlled Substance. In this case the suspect can be booked for the Felony and Misdemeanor.)
- a. The Temporary Custody Record MUST have an original signature on the first and second copies; BE SURE TO SIGN PAGE 1 AND 2 AS INDICATED.
- b. In situations where more than one offense is alleged in the County, requests approval of the authorizing supervisor to book on additional charges and lists those approved charges in the shaded area of the Temporary Custody Record. The initials and P Number of the supervisor granting approval will be noted on the Temporary Custody Record and in all subsequent reports.
4. Completes the Declaration of Arrest, LVMPD 22A, listing the probable cause for all charges. This report shall contain ONLY THAT INFORMATION NECESSARY TO ESTABLISH PROBABLE CAUSE, INCLUDING THE ELEMENTS OF THE CRIME AND THE ACTIONS OF THE DEFENDANT CONSTITUTING THE CHARGE. BOTH COPIES OF THIS FORM MUST HAVE AN ORIGINAL SIGNATURE.
 - a. Any other offenses the officer believes should be considered may be listed in the area indicated on this form and sufficient probable cause must be included to justify those additional offenses.
5. Provides the Temporary Custody Record and the Declaration of Arrest to the Detention booking officials prior to leaving the detention facility.
6. Dictates an Arrest Report for all felony and gross misdemeanor offenses, LVMPD 602, (using the suspect ID Number) detailing the events surrounding the arrest. With the exception of the suspect's name, ID Number, and appropriate charge, the personal identifiers are not to be dictated. Any event number pertinent to this arrest should be mentioned in the details of the Arrest Report.
7. Completes all other reports connected to the arrest (i.e., property report, etc.), and notes any reports that have been

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- dictated on LVMPD 124 (used only for felony and gross misdemeanors).
8. For felonies and gross misdemeanors, completes a Case/Arrest and Connecting Reports for Screening Process form, LVMPD 124, and attaches it to the Declaration of Arrest with all handwritten connecting reports attached. This shall be known as the Arrest Report Package. (NOTE: Local warrant arrests will not require completion of LVMPD 124).
 9. Contacts supervisor as soon as practical (preferably during the work shift) for review of the Arrest Report Package.
 10. Turns in reports to supervisor no later than the end of the shift.
Note: In the absence of the officer's immediate supervisor, the officer will have the Arrest Report Package reviewed by the shift lieutenant. If the shift lieutenant is not available, the Arrest Package must be reviewed by any available PD or ISD supervisor (as appropriate to the arresting officer's chain of command).

Supervisor

11. Reviews Declaration of Arrest for:
 - a. Sufficient justification for multiple charges on felony or gross misdemeanor arrests.
 - b. Sufficient probable cause.
 - c. Adequate explanation of the actions of the defendant constituting the charge; each element of the crime is sufficiently addressed.
 - d. Quality of the report.
12. For felony and gross misdemeanor arrests, reviews the Case/Arrest and Connecting Reports for Screening Process, LVMPD 124, for completeness, ensures that it is attached to the top of the Arrest Package and completes the lower portion.
13. Determines that all reports connected to the arrest have been submitted and/or completed. Ensures that all handwritten connecting reports are fastened together.
14. Marks "approved" and signs the Case/Arrest Form, LVMPD 124, if the felony or gross misdemeanor arrest meets all of the requirements listed above.
15. Ensures that all other reports are forwarded to the Records Bureau.

Transporting Officer (In Citizen Arrest)

16. Assists citizen in completing a handwritten Declaration of Citizen's Arrest, LVMPD 16, for misdemeanor arrests only.
17. Ensures that the citizen signs the Declaration.
18. Deposits all completed and notarized Declarations, Complaints and Crime Reports with Records Bureau.

Detective (Assigned to the Case)

19. Receives felony and gross misdemeanor cases and reviews for completeness.
20. Prepares Criminal Complaint Request Form for District Attorney, listing all viable charges, both City and County and submits the case to the District Attorney within five working days for a criminal complaint.

Records Bureau

21. Transcribes Arrest Report.
22. Matches Declaration, Booking Voucher, and Arrest Reports (if included) for distribution to appropriate prosecuting attorney on misdemeanors or to Investigative Detail involved on gross misdemeanors or felonies. Files originals in the ID folder.
23. Ensures a copy of the Case/Arrest Screening Form, LVMPD 124, is forwarded to the respective investigative unit, if applicable, and files the original in the ID folder.

Detention Records

24. When a subject is booked for multiple charges, ensures the Approval Control Number appears on the Temporary Custody Record.
 - a. If the Approval Control Number is NOT present on the Temporary Custody Record, forwards a copy of it to the Detention Services Division Commander.
25. Makes a certified copy of Declaration of Arrest for Municipal Court when a suspect is booked on warrants with a City probable cause offense also indicated.

The District Attorney will review all cases submitted for probable cause and double jeopardy. They will ultimately file charges on ALL appropriate offenses. Charges for City misdemeanors will be referred to the City Attorney for prosecution if those charges do not jeopardize felony or gross misdemeanor cases. The City Attorney will also approve for prosecution all charges that meet the appropriate criteria. If the suspect has already been released from custody, the Courts will issue warrants or

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summons, as appropriate.

NCF (NO CHARGES FILED) PROCEDURES

If the arrest does not meet all the necessary requirements, the charge(s) can be released by filing for an NCF. (NOTE: Arrests will NOT be routinely NCF'd from the Las Vegas City Detention Center.) This must be done within 48 hours of the time of arrest in the field (prior to the submission of the arrest information to the District Attorney's Office) otherwise the release must be coordinated directly with the District Attorney's Office (Screening Office 455-4721), as the authority to release is out of the control of LVMPD.

Patrol Sergeant (or above); Detective or Detective Sergeant

1. Reviews completed arrest reports to determine the validity of the arrest based on:
 - a. Probable cause established.
 - b. Elements of the crime charged.
 - c. Applicability of the crime charged.
 - d. Presence of any additional evidence to support the allegation (charge).
2. If the subject is booked in the Clark County Detention Center and does not meet the above criteria:
 - a. Completes the LVMPD Prisoner Release form (LVMPD 57).
 - b. Faxes a copy to Detention Records.
 - c. Forwards original to Detention Records via inter-departmental mail.
 - d. Contacts Detention Records and verifies that the Prisoner Release Form was received and provides CCDC Records the signing supervisor's name and P number.

Detention Records

3. Receives the Prisoner Release Form via fax.
 - a. Verifies that all required information is legible and that the arrest packet has not been submitted to the District Attorney's Office.
 - 1) If the arrest packet has been submitted to the District Attorney's Office, informs the signing supervisor of the release that they must-coordinate the release directly with the District Attorney's Office.
 - b. Upon receipt of a phone call confirming that the LVMPD 57 form has been received, notes the officer's name, P number, date, time of call on the faxed Prisoner Release form.
 - c. Forwards the form to the Booking Supervisor who ensures that the NCF is timely and complete and makes the appropriate arrangements for release of the charges and/or inmate. (8/04, 4/05) ■

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6/006.01 ARRESTS WITHOUT WARRANTS
A.S. 1.2.3, 1.2.4, 1.2.5, 1.3.1

It is the policy of this department that warrantless arrests shall be made when justified and with full consideration for the rights of the arrestee.

DEFINITIONS

Arrest	The taking of another person into custody, in a case and in the manner authorized by law.
Probable Cause	Exists when the facts and circumstances known to the officer would warrant a prudent man in believing a crime had been committed and that the accused had committed it.
Miranda Warning To Suspect	You have the right to remain silent. If you give up that right to remain silent, anything you say can and will be used against you in a court of law. You have the right to speak to an attorney before answering any questions. If you cannot afford an attorney, an attorney will be appointed for you by the court at no cost to you, and you need not answer any questions until that attorney has been appointed for you.

(In Miranda the Supreme Court ruled that before there could be an interrogation of a person in police custody or otherwise deprived of his freedom in any significant way, he must be given the four warnings. Only upon waiver of those rights could an interrogation occur. Moreover those rights must be afforded him throughout his interrogation.)

GENERAL

An officer may make an arrest without a warrant for:

1. Crimes (felony, gross misdemeanor, or misdemeanor) which have been committed in the officer's presence;
2. Felonies and gross misdemeanors not committed in the officer's presence when the officer has reasonable belief (probable cause) that the crime was committed and the specific person committed it;
3. Any person which a police officer has probable cause to believe is about to commit a felony crime;
4. Juvenile misdemeanors not committed in the officer's presence;
5. Traffic offenses delineated in NRS 484.791; and
6. Domestic violence.

The elements that must exist for an arrest to take place are:

1. A show of authority by an officer in words or actions or both which
2. Would cause a reasonable person to think that they were being deprived of their liberty more than temporarily (i.e., more than an investigative detention sense) AND either
3. Submission by the subject to the officer's show of authority, OR
4. An actual physical touching which places the subject under the control of the officer.

PROCEDURE

Making A Warrantless Arrest

When making an arrest of a person, the arresting officer:

1. Informs the suspect that he/she is under arrest and names the charge or cause for arrest;
2. Uses only the minimal amount of force necessary to make the arrest or for protection of self and others;
3. Restrains the arrestee by handcuffing the hands behind the back, unless handicapped, obese, or other physical reasons for not doing so;
4. Gives the arrestee the Miranda warning at the time of arrest or as soon after as possible if interrogation is to follow;
5. Searches arrestee for weapons and instruments of fruits of the crime which are within his/her immediate control;
6. Protects and safeguards the arrestee and personal property; and
7. Transports the arrestee to the appropriate detention facility.

Stop And Frisk Prior to Arrest

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An officer does not need probable cause for arrest to stop a person, but reasonable suspicion is required. Officers must have articulable factors for the stop and must be prepared to state in the report why the person was detained.

If there is reasonable suspicion in addition to that which justifies the stop which causes the officer to believe the suspect is armed, the officer can pat down clothing for weapons. A legal stop does not automatically make a frisk legal, but safety should be the officer's first consideration.

Use Of Force In Making An Arrest

Every arrest by an officer involves either a show of force or the actual use of force. Generally speaking, the officer is the judge in each case of the force necessary to accomplish his/her purpose. In making lawful arrests, officers are entitled to use only the reasonable amount of force which is necessary to secure prisoners, overcome resistance, prevent escape, effect recapture, or to protect themselves from bodily harm.

Release of Arrested Persons

An officer may immediately release from custody without any further proceedings any person he/she arrested without a warrant if the officer is satisfied that there are insufficient grounds for issuing a criminal complaint against the person. A person so released shall be deemed not to have been arrested but only detained. (Detention shall be no longer than 60 minutes nor extend beyond the place or immediate vicinity where the detention first effected – NRS 171.123)

Rights of Arrested Persons

Arrested persons shall be afforded all Constitutional rights; proper medical attention for conditions indicated by medical alert identification, or for conditions sustained during arrest; care and safeguarding of property in possession at time of arrest; a sign language interpreter if required to communicate; and a reasonable number of completed telephone calls after being booked as provided by law. (2/93, 5/94) ■

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6/012.00 *CODE "3" DRIVING*
A.S. 41.2.1, 41.2.2, 41.3.7

It is the policy of this department to make timely response and facilitate the movement of traffic during emergency situations. This procedure exceeds the requirements of NRS 484.261, "Authorized Emergency Vehicles," and is intended for the safety of officers and the public, and in no instance should take the place of common sense and good judgement. Field supervisors will monitor their respective radio channels to ensure strict adherence to this procedure, and will cancel Code "3" responses when not warranted.

DEFINITIONS

- Code "3" A radio code designating an emergency which must be answered immediately, with responding units utilizing both emergency lights AND sirens, and using due regard for public safety.
- Code "Red" A radio code used to inform units and dispatchers that an emergency exists and that only emergency radio traffic is authorized.

PROCEDURE

Code "3" may be utilized by an officer, or assigned by a supervisor, when:

- an officer is in ACTUAL pursuit;
- there is IMMINENT danger to a citizen and the IMMEDIATE presence of an officer might save lives;
- when an officer requires IMMEDIATE assistance to control a VOLATILE situation; or
- where there is reliable, direct information regarding a FELONY "IN PROGRESS" situation.

When officers are responding to one of the above situations, or in the case of a pursuit, they will notify Communications via the radio that they are responding/arriving Code "3." When responding, officers should not, under normal circumstances, divert their attention toward their mobile computer terminals.

Exception: Officers will not break a Code "Red" on a radio channel to announce that they are en route Code "3" unless specifically dispatched. Only the first two arriving units will announce their arrival on the air. Other units will notify dispatch of their en route/arrival status via the MCT.

Vehicles not equipped with siren and authorized emergency lights (visible from the front, back, and both sides) will not be permitted to respond Code "3" under any circumstances.

When approaching the scene of a Code "3" call where an active siren and emergency lights could impede the probability of an apprehension, i.e., a silent robbery alarm or in-progress burglary, officers may discontinue the use of emergency equipment and assume a non-Code "3" driving condition. However, when doing so, officers must obey all traffic laws as during nonemergency situations. The use of emergency lights or the siren alone is not authorized while the vehicle is in motion.

Emergency vehicles do not have absolute right of way and must always have due regard for public safety. Furthermore, defensive driving skills require slowing or coming to a complete stop when a traffic control device is against the emergency vehicle or visibility is poor. When driving through an intersection against a red traffic signal, officers must ensure that each lane they traverse is clear or that traffic has stopped. Also, officers responding to nonemergency calls will not use emergency lights and siren for the purpose of crossing intersections. If the vehicle is equipped with an opticom light cyler, the officer will not assume the traffic light has cycled and will ensure each lane of traffic has stopped.

If an emergency vehicle becomes stopped by traffic, i.e., in a turn lane or at a red light, the officer may turn off the emergency lights and siren until traffic conditions allow for the safe movement of the vehicle. Or, as a last resort, if the officer elects to continue against the traffic in the opposite lane of travel, he or she must drive in a manner that is reasonable and prudent.

Emergency response vehicles driving Code "3" may exceed the posted speed limit, but officers must drive in a manner that is reasonable and prudent. Existing road, traffic and weather conditions will dictate the safe operating speed of the vehicle. (3/00, 8/03) ■

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6/014.00 VEHICULAR PURSUIT
A.S. 1.3.1, 1.3.2, 12.2.2, 41.2.2

It is the policy of this department that a vehicular pursuit may be initiated based on a pursuing officer's conclusion that the pursuit is the best of his or her available options at the time. Understandably, the decision to pursue is often made under difficult, unpredictable, and rapidly changing circumstances. For those reasons, the requirement for immediate supervisory authorization for a pursuit and on-going supervisory control of a pursuit is the cornerstone of the department's pursuit philosophy. Considering the totality of circumstances, sometimes the best course of action to take may be not to pursue or to discontinue a pursuit already in progress.

All pursuits will be thoroughly investigated for adherence to procedures and tactics. The results of these investigations, as well as other related analyses, will be the foundation for updating procedures and training.

DEFINITIONS

Vehicular Pursuit	An active attempt by an officer in an authorized emergency vehicle as defined by NRS 484.261, to apprehend a suspect who is fleeing in a vehicle and attempting to avoid apprehension.
Caravanning	Additional police units following authorized pursuing units on the same route.
Paralleling	Additional police units following authorized units on parallel streets.
Bubble Tactic	A NON-CODE moving surveillance of the suspect vehicle at a safe distance to aid in the apprehension of the suspect.
Discontinuance of Pursuit	Ending a pursuit by the decision of pursuing officers or supervisors.
Termination of Pursuit	Ending a pursuit by the suspect's decision to stop or inability to continue, or by the employment of stopping tactics by pursuing officers.

PURSUIT CRITERIA

Vehicle pursuits will be conducted in strict compliance with Nevada Revised Statute 484.261, Authorized Emergency Vehicles, and Department Procedure 6/012.00, Code "3" Driving. Pursuing officers will operate Code "3" using both siren and emergency lights, and exercise reasonable care for persons and property. Vehicles not equipped with siren and authorized emergency lights (visible from the front, back, and both sides) will not be permitted to take part in a vehicular pursuit under any circumstances.

The pursuit will consist of the initial (primary) unit and secondary unit. Under extraordinary circumstances, the primary unit may request the field supervisor to authorize additional units to join the pursuit. Other units will stay clear of the pursuit.

When initiated by an officer operating a motorcycle, unmarked unit (with appropriate emergency lights and siren), or marked sport utility vehicle (SUV), that officer will relinquish the primary position to the first standard marked patrol unit joining the pursuit, and will leave the pursuit when a second standard marked patrol unit joins the pursuit as the secondary unit. The relieved officer will proceed to the end point of the pursuit.

Supervisors should also relinquish the primary position to the first standard marked patrol unit joining the pursuit to enable the supervisor to maintain control and objectivity of continuing the pursuit or determining if it should be discontinued.

There will be NO Code "3" caravanning or paralleling of units, or other attempts to join the pursuit without authorization from a supervisor.

The LVMPD engages in vehicular pursuits to arrest offenders when necessary to protect people, rights, and property in our community. Vehicle pursuits are hazardous, and may result in death or injury to innocent bystanders, officers, or suspects. A pursuit will be conducted only for a violent felony or if the suspect presents a clear and immediate danger to the public. A pursuit will not be engaged for a property crime, minor traffic infraction or an occupied stolen vehicle unless the suspect

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presents the aforementioned clear and immediate danger to the public. In addition, officers who initiate vehicle pursuits, and field supervisors who allow pursuits to continue, must consider the following initiation and evaluation factors:

1. Whether the need for immediate apprehension of the suspect(s) outweighs the dangers created by the pursuit itself.
2. Whether the suspect is known to officers and/or can be apprehended at a later time.
3. Vehicular and pedestrian traffic, and road conditions.
4. Nature of the area of the pursuit: Residential, commercial, or rural.
5. Weather conditions such as rain, fog, snow, etc., time of day, and visibility which create an unreasonable risk of injury to the public or the pursuing officers.
6. Alternatives to pursuit, including the availability of the helicopter, the use of P.I.T. or Stop Sticks (see 5/207.10), or arrest at a later time.

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.

Prior to conducting a felony car stop for a stolen vehicle, officers will request the Air Support Unit and allow it adequate time to arrive on scene before activating lights and siren.

PURSUIT NOTIFICATIONS AND UPDATES

Officers **must notify Communications** under the following circumstances:

1. When a pursuit is initiated and completed.
2. When a pursuit is canceled prior to completion.
3. When a situation is observed that could result in a pursuit, but the pursuit did not meet the criteria for pursuing (a CAD event must be created or updated in this situation).

Upon notification, the dispatcher will update the CAD event with the appropriate code using the Modify Circumstance (MC) identifier. Codes are as follows:

1. PS - Pursuit initiated and completed.
2. PC - Pursuit initiated but canceled prior to completion.
3. PO - Potential pursuit situation observed but situation did not meet criteria.

CONTROL OF THE PURSUIT

Primary Unit

1. Assumes responsibility for controlling pursuit tactics.
2. Notifies Communications immediately that a pursuit is underway with the following information:
 - a. The nature of the original offense;
 - b. Location, speed, and direction of travel of the fleeing vehicle;
 - c. Description and license plate number of the vehicle if known;
 - d. Number of occupants in the vehicle, and descriptions, where possible; and
 - e. The intent to use P.I.T. if circumstances permit. Otherwise, notification will be made after the fact
3. Broadcasts the progress of the pursuit until relieved by secondary unit.
4. Constantly reevaluates conditions and discontinues the pursuit when the dangers of the pursuit outweigh the need to apprehend the suspect, or when so ordered by a supervisor.
5. Ceases emergency operations (lights and siren) reduces speed, and terminates visual contact with the suspect vehicle if the helicopter takes over the pursuit, unless otherwise directed by a supervisor.

Secondary Unit

6. Whenever feasible, assumes responsibility for broadcasting progress of the pursuit until relieved by the air unit.
7. Becomes the primary unit, if the primary unit cannot continue the pursuit.
8. Coordinates activities should the primary unit become involved in a foot pursuit.
9. Ceases emergency operations (lights and siren) reduces speed, and terminates visual contact with the suspect vehicle if the helicopter takes over the pursuit, unless otherwise directed by a supervisor.

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Communications Area Dispatcher

10. Initiates a Code Red and ensures that all channels receive the Code Red and pursuit information.
11. Requests and dispatches the helicopter to the pursuit whenever possible.
12. Notifies the officer's supervisor immediately of the pursuit. (Communications will designate a supervisor if the officer's supervisor is not available.)

Monitoring Communications Supervisor

13. Notifies the area lieutenant immediately of the pursuit. (Patrol division watch commander if the area lieutenant is not logged on)
14. Advises other dispatchers when the pursuit is headed toward adjacent areas.
15. Advises neighboring jurisdictions when the pursuit is headed in their direction, giving direction, status, and description of the vehicle.
16. Contacts other agencies when LVMPD officers request assistance, describing the circumstances and specific assistance requested. Remains in contact unless a common radio frequency is available to both agencies.

Field Supervisor

17. Immediately acknowledges notification over the radio, and assumes responsibility for controlling pursuit tactics and continuing the pursuit.
18. Orders discontinuation of the pursuit when the necessity for apprehension is outweighed by the dangers of the pursuit.
19. Considers use of P.I.T. and/or Stop Sticks, as appropriate.

Shift Lieutenant (PD Watch Commander in Shift Lieutenant's absence)

20. Monitors the pursuit and is responsible for ensuring that the pursuit is conducted according to department policies and procedures.
21. Orders discontinuance of the pursuit when the dangers of the pursuit outweigh the need to apprehend the suspect.

Helicopter Unit

22. Responds to the pursuit scene when dispatched.
23. Arrives on the scene of the pursuit and assumes primary radio responsibilities when visual contact of the suspect vehicle is made.
24. Assumes a surveillance mode, continuing to advise the ground units of the vehicle's location, traffic congestion, road hazards, that might endanger the ground units or others.
25. Broadcasts information to aid ground units if the pursued vehicle is lost or the suspect flees on foot.

Ground Units

26. Ceases emergency operation (lights and siren), reduces speed, and terminates visual contact with the suspect vehicle once the air unit advises the suspect vehicle is in view, unless otherwise directed by a supervisor.
27. Considers using the "Bubble Tactic" based on information being provided by the primary and secondary pursuit units, or the helicopter when it takes over the pursuit.

POST-PURSUIT REQUIREMENTS

Primary Officer

1. Completes reports, as appropriate, to include the mandatory LVMPD 174, Vehicle Pursuit Report.
2. Forwards a copy of the Vehicle Pursuit Report to the shift lieutenant.

Field Supervisor

3. Responds to the termination point and assumes responsibility for the scene.
4. Ensures all applicable reports are completed and required notifications made.

Communications Supervisor

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5. Notifies the officer's supervisor, and a traffic unit whenever P.I.T. has been used to terminate a pursuit
6. Notifies a traffic supervisor and the Risk Manager whenever a pursuit, or the use of P.I.T. results in property damage, injury, or death.

Traffic Officer

7. Responds to assist with the traffic investigation whenever P.I.T. has been used to terminate a pursuit. Since P.I.T. is a planned enforcement technique, no accident report will be required.

Traffic Supervisor

8. Responds to the scene in the event of third-party property damage, injury, or death.
9. Ensures completion of the LVMPD PD 42, Vehicle Incident Report, or NHP-5, Accident Report, as appropriate.

Communications Research Assistant

10. Forwards an event number listing of all pursuits to the Risk Management Section at the end of each month.
11. Sends a copy of the pursuit recording and event printout to the last primary officer's bureau/area command.
12. Retains pursuit recordings for one year in event copies are lost, or there are other requests for a recording.

Shift Lieutenant

13. Reviews Vehicle Pursuit Report, pursuit recording, and event printout to determine if pursuit procedures were followed, and forwards memo to the bureau/area captain for review, and initiates any necessary corrective actions.

Bureau/Area Captain

14. Ensures that necessary investigative and corrective actions have been followed.
15. Records comments/actions on the Vehicle Pursuit Report and forwards the original to the Risk Management Section, with copies to the Training Bureau Commander, Crime Analysis Section (Central Unit), and division commander.

Crime Analysis Section (Central Unit)

16. Maintains the Vehicle Pursuit Report database and reconciles event number listings and reports.
17. Prepares an annual analysis report of vehicular pursuits for the purpose of identifying patterns or trends.
18. Forwards copies of the analysis report to Executive Staff, Risk Manager, and Training Bureau Commander.

Risk Manager/Training Bureau Commander

19. Reviews the Vehicle Pursuit Reports and annual analysis report, and when appropriate, makes recommendations for policy changes or modifications in the training curriculum.
20. Risk Management is the repository for the original forms and CAD event recall and tapes.

INTER AND INTRA-JURISDICTIONAL PURSUITS

Pursuits will be discontinued when leaving Clark County unless the suspect has endangered life, or is fleeing the commission of a felony crime, other than felony evading, during the pursuit and the decision to continue is approved by the LVMPD on-duty watch commander or field lieutenant.

An outside agency with a pursuit entering this jurisdiction is responsible for the conduct of the pursuit. LVMPD officers will not assume the role of primary or secondary unit unless the pursuit meets LVMPD pursuit policy criteria. LVMPD officers may assist unless discontinued by a field supervisor or field lieutenant. Officers operating as secondary units in pursuits involving a lone primary unit from another agency will be subject to all department procedures governing primary pursuit units, including as a priority the responsibility to discontinue the LVMPD role in the pursuit immediately whenever:

1. An additional unit from the originating agency joins the pursuit and is able to takeover the secondary unit responsibilities
2. The pursuit is not conducted to the standards of the LVMPD as outlined in this procedure
3. Information is made available which indicates the dangers of the pursuit outweigh the need to apprehend the suspect
4. An LVMPD supervisor orders the LVMPD role in the pursuit terminated

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LVMPD units will not join other-agency vehicle pursuits not meeting the above. LVMPD officers will not assume the primary position unless the following conditions are met:

1. The pursuit meets LMVPD pursuit criteria.
2. The other agency is unable to maintain the pursuit due to fuel depletion, or other disabling causes; and
3. An LVMPD supervisor authorizes it.

LVMPD field supervisors will monitor and control the department's role in such pursuits exactly as they would any other pursuit.

USE OF THE PURSUIT IMMOBILIZATION TECHNIQUE (P.I.T.)

It is important that an officer's behavior is regulated during the pursuit within the parameters of the law and department policies to ensure the safety of persons and property, while enforcing the law by bringing a pursuit to a stop and taking suspects into custody for their violations and/or criminal charges.

Without the willful compliance of the fleeing suspects to voluntarily bringing their vehicle to a stop, circumstances develop which may warrant a forcible stop. Primary and secondary units will exhaust all other means of apprehension before attempting forcible stops and will use only the minimal amount of force which is consistent with the accomplishment of the mission. The use of a vehicle to stop or apprehend a suspect, such as ramming or the use of P.I.T. may be considered a use of deadly force.

Officers will be trained on the Pursuit Immobilization Technique and when its use is permissible. Only commissioned personnel who maintain current certification may use this stopping technique. P.I.T. will not be used to stop a vehicle with deflated tires unless deadly force is authorized. Members driving department SUV-type vehicles are not authorized to use P.I.T. Note: P.I.T. is considered reportable force under Department Manual Section 6/002.00, and must be reported using the Use of Force Report, LVMPD 156 (Automated).

P.I.T. as Deadly Force

Circumstances warranting the use of P.I.T. as deadly force are as follows:

1. The officer believes that continued movement of the pursued vehicle would place others in danger of bodily harm or death.
2. Apparent risk of harm, to other than the occupants of the pursued vehicle, is so great as to outweigh the risk of harm in making the forcible stop.
3. All other means of apprehension have been considered and rejected as impractical, e.g., continue to follow, call for air support.

P.I.T. as Non-Deadly Force

P.I.T. may be used as non-deadly force to apprehend violators at speeds 40 MPH and below after the violator has clearly demonstrated the intention to avoid arrest.

Locations and Hazards

Officers will consider the safety of the public and suspects before executing this technique, evaluating the following locations and hazards:

1. Areas with high concentrations of pedestrians
2. Other vehicle traffic
3. Parked vehicles
4. Telephone/utility poles
5. Bridges

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6. Areas adjacent to paved roads with a large elevation change
7. High center of gravity vehicles, such as vans, SUVs, and jeeps, likely to roll over (4/05, 9/05) ■

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6/016.00 ARREST WITHOUT A WARRANT FOR DOMESTIC VIOLENCE
A.S. 1.2.5, 1.2.7, 42.1.4, 42.2.3(H), 82.2.1

INTRODUCTION

The intertwined nature of child, spouse and elder abuse, neglect and other forms of family violence requires a consistent and coordinated response. Domestic violence in all its forms is a serious crime which adversely affects the lives of all who are exposed to it. Domestic violence crimes can include, but are not limited to battery, assault, threats, harassment, sexual assault, stalking, arson, trespassing, larceny, destruction of private property, home invasion, false imprisonment and violations of protection orders, TPO, EPO, Stalking Protective Orders. These crimes often result in injury and death. Due to the serious nature, broad scope and cycle of violence inherent in these crimes, the response of law enforcement must reflect an appropriate sense of urgency.

With the exception of homicide, fraud, forgery, sexual assault and child/elder abuse, whenever domestic violence (as defined in NRS 33.018) is a part of the investigation of any other offense, the investigation will be assigned to the Domestic Violence Detail. They will conduct the investigation to provide for consistency in investigations and prosecution of domestic violence cases with a focus on presenting the case with or without the victim's cooperation whenever possible. This can be accomplished by investigating/prosecuting based on 9-1-1 tapes, photographs, medical records, witnesses (including children), officer testimony, defendant admissions and spontaneous declarations of the victim and suspect.

APPLICABLE STATUTES

Chapter 171 of the Nevada Revised Statutes states:

1. Except as otherwise provided in subsection 2, whether or not a warrant has been issued, a peace officer shall, unless mitigating circumstances exist, arrest a person when he has probable cause to believe that the person to be arrested has, within the preceding 24 hours, committed a battery upon his spouse, former spouse, a person to whom he is related by blood or marriage, a person with whom he is or was actually residing or with whom he has a child in common, his minor child or a minor child of that person or with whom he/she had or is having a dating relationship.
2. If the peace officer has probable cause to believe that a battery described in subsection 1 was a mutual battery, he shall attempt to determine which person was the primary physical aggressor (predominant physical aggressor). If the peace officer determines that one of the persons allegedly committing a battery was the primary physical aggressor (predominant physical aggressor) involved in the incident, the peace officer is not required to arrest any other person believed to have committed a battery during the incident. In determining whether a person is a primary physical aggressor for the purposes of this subsection, the peace officer shall consider:
 - a. Prior domestic violence involving either person;
(SCOPE, Trip I, LRMS, prior events, etc.)
 - b. The relative severity of the injuries inflicted upon the persons involved;
(Slap in the face v. broken arm, etc.)
 - c. The potential for future injury;
(Do not arrest solely on this, the elements of battery must be present to make a lawful arrest.)
 - d. Whether one of the alleged batteries was committed in self-defense; and,
(Check for defense wounds on both parties)
 - e. Any other factor which helps the peace officer decide which person is the primary physical aggressor.
(Corroborating evidence/statements, witnesses, damage to property, pet abuse, inconsistencies in stories, etc.)

(NOTE: Primary: first or highest in rank, occurring first in time or sequence, "most significant."
Predominant: "something greater or superior in power and influence to others with which it is connected or compared", "overwhelming aggressor." The primary / predominant is not necessarily the person who was first to use force. The officer must complete an investigation to determine who is the primary/ predominant aggressor.

3. A peace officer shall not base his decision whether to arrest a person pursuant to this section on his perception of the willingness of a victim or a witness to the incident to testify or otherwise participate in related judicial proceedings. "When investigating an act of domestic violence, a peace officer shall:

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- a. Make a good faith effort to explain the provisions of NRS 171.137 pertaining to domestic violence and advise victims of all reasonable means to prevent further abuse, including advising each person of the availability of a shelter or other services in the community.
- b. Provide a person suspected of being the victim of an act of domestic violence with a written copy of information concerning domestic violence.” (Domestic Violence Card)

It should also be noted that the liability for police officers making warrantless arrest in this situation remains unchanged. NRS 41.032 protects an officer from civil action in the official discharge of his duties. In view of recent court decisions, however, officers should be aware that the potential for liability may be greater if an arrest is not made when it is clearly warranted.

POLICY

It is the policy of this department to aggressively pursue domestic violence issues to prevent further acts of violence. Warrantless arrests will be made in domestic abuse situations when probable cause exists to believe that a battery was committed within the parameters of State Statutes. Visible signs of injury need not exist in this type of alleged assault if the officer finds other evidence or witnesses to support a probable cause arrest.

PROCEDURE

Responding Officer(s)

1. Upon arrival at the scene
 - a. Determines location/condition of persons involved.
 - b. Secures any weapons involved.
 - c. Ensures medical assistance is requested if injuries exist.
 - d. Separates parties from hearing and eye contact, whenever possible.
 - e. Immediately notifies his/her immediate supervisor who then notifies the area lieutenant to respond whenever a commissioned member of ANY law enforcement agency is involved as a suspect or victim.
 - f. Whenever an LVMPD employee is involved as a suspect or victim, immediately notifies his/her immediate supervisor, who then notifies the area lieutenant to respond.
2. Conducts a preliminary investigation.
 - a. Interviews victims to obtain the most accurate information while maintaining objectivity in reporting.
 - b. Determines and documents suspect's and victim's conduct.
 - c. Distinguishes the primary aggressor from the victim according to NRS guidelines listed above; the person most likely to inflict injury and the person least likely to be afraid.
 - d. Records all statements by victim and/or suspect as accurately as possible.
 - e. Obtains written statement from victim, witnesses and suspect. If refused, notes in report the reasons for refusal (i.e., uncooperative, afraid, injured, language barrier, etc.).
3. Completes a Domestic Violence Report, LVMPD 611, ensuring all information is documented including identity of children present (and if they witnessed or heard the incident), witnesses, medical information and spontaneous statements made by anyone involved. This report can be used as an “A” page for a felony crime report.
4. Provides the victim with a Victims Information Guide, LVMPD 608, a copy of the Domestic Violence Report, and a Domestic Violence card and explains information about victim assistance, emergency relocation assistance and protective orders.
5. Based on probable cause and a review of the facts to determine the primary aggressor, arrests the perpetrator of the offense.
 - a. Arrest will be made regardless of whether the officer believes the offense may be ultimately prosecuted. The decision to prosecute rests with the prosecuting agency not the victim or the officer.
 - b. An Incident Report is not required, however a Domestic Violence Report IS required when responding to a domestic violence call where a battery occurred or is alleged (NRS 171.1227).
 - c. If a suspect is arrested, the arresting officer will advise the victim of the availability of obtaining an emergency restraining order and having such order served on the suspect prior to his/her release from custody.
 - d. Notifies his/her immediate supervisor who then notifies the area lieutenant if it is determined that the suspect has a previous conviction for domestic violence and is in possession of a firearm and/or ammunition. Completes a Firearms Notification, LVMPD 181, and faxes to the local office of the Bureau of Alcohol, Tobacco and Firearms. Impounds the firearm and/or ammunition for safekeeping.
6. Ensures evidence collection/documentation is completed.
 - a. Ensures photographs of victim with any visible injuries, property damage, physical evidence, etc. are taken by officer or Criminalistics.

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- b. Documents visible injuries on "body map" on Domestic Violence Report and notes description in narrative.
 - c. Areas victim indicates pain will be documented in the narrative only.
 - d. Includes documentation of physical evidence of struggle, damage to furnishings, unusual noises heard upon arrival, etc. in the narrative of the Domestic Violence Report.
 - e. Impounds any physical evidence such as torn or bloodied clothing, destroyed telephones, etc. whenever practical. Photos will be placed with the arrest package or forwarded to the Domestic Violence Detail if no arrest is made.
7. Documents any independent provable crimes such as trespass, vandalism, child abuse/endangerment, coercion, etc.
 8. When booking a suspect for misdemeanor Battery Domestic Violence or Violation of a Temporary Protective Order, makes a complete copy of entire booking package and leaves it at CCDC/City Jail in the basket provided. Attaches a cover sheet (available at CCDC/City Jail) for the DA/City Attorneys office. PACKAGE WILL INCLUDE THE FOLLOWING :
 - a. Request for Prosecution
 - b. Witness List
 - c. Copy of Domestic Battery Report
 - d. Copy of Voluntary Statement(s)
 - e. TCR
 - f. DOA
 - g. Pictures (stickers on back of all photos, placed in 6"x 9" clasp envelope attached to package)

Immediate Supervisor

9. Immediately notifies the area lieutenant to respond whenever a commissioned member of any law enforcement agency is involved as a suspect or victim.
10. Once notified that an LVMPD employee is involved as a suspect or victim, immediately notifies the area lieutenant to respond.
11. Notifies the area lieutenant if it is determined that the suspect has a previous conviction for domestic violence and is in possession of a firearm and/or ammunition. Ensures completion of a Firearms Notification, LVMPD 181, and ensures it is faxed to the local office of the Bureau of Alcohol, Tobacco and Firearms. Ensures that all firearms and/or ammunition are impounded for safekeeping.
12. Reviews the report and ensures all applicable information is included.
13. Forwards the white copy of the report to Records Bureau, the yellow copy to the Domestic Violence Detail, ensures the pink copy has been given to the victim and directs the white hard copy to DMV.

Area Lieutenant

14. If the victim or suspect is an LVMPD employee or a commissioned member of any other law enforcement agency, notifies the Domestic Violence sergeant who will notify the on-call detectives. The on-call detectives will respond if determined necessary by the Domestic Violence Sergeant. (See 6/020.00, Domestic Abuse and DUI Violations by Employees.)

Domestic Violence Detail

15. Conducts victim/witness interviews as soon as possible.
16. Further documents incident including any past history of violence and suspect's criminal history. If appropriate, notify parole/probation of offense.
17. Submits case to the appropriate prosecuting attorney's office.
18. Ensures contact with appropriate victim/witness coordinator.
19. Ensures Watch Commander and Bureau/Area Commander notifications are made.

STATION REPORTS

Area Command/Records Personnel

1. Interviews victims to obtain the most accurate information while maintaining objectivity in reporting.
2. Determines and documents in the narrative victim's conduct and demeanor.
3. Records all statements by victim as accurately as possible in narrative.
4. Completes a Domestic Violence Report, LVMPD 611, ensuring all information is documented including identity of children present and if they witnessed or heard the incident, witnesses, medical information and spontaneous statements made in your presence by anyone involved. This report can be used as an "A" page for a felony crime report. Automated or handwritten Domestic Violence Reports, must be completed with visible injuries noted on the "body map" and detailed in the narrative. In addition, complaints of pain will be noted in the narrative only.

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This report must be completed if a battery is alleged, regardless of the report takers belief of validity (in accordance with NRS 171.1227).

5. Provides the victim with the Victims Information Guide, LVMPD 608; copy of the Domestic Violence Report; Domestic Violence Card and explains information about victim assistance, emergency relocation assistance and protective orders.
6. If a battery has occurred within the last 24 hours and visible injury or evidence exists, notifies the on-duty patrol sergeant to determine if officers need to respond and attempt to arrest suspect.
7. Ensures evidence collection/documentation is completed.
 1. Ensures photographs of victim with any visible injuries are obtained and submitted with report (do not impound photos).
 2. Documents visible injuries on "body map" and notes description in the narrative.
 3. Areas victim indicates pain will be documented in the narrative only.
 4. Documents any independent provable crimes such as trespass, vandalism, child abuse/endangerment, coercion, etc.
 5. Indicates the reason given by the victim for the delay in reporting (i.e, afraid, warrants, injured, etc.)
 6. Obtains a written statement from the victim. Obtains written statements from witnesses if possible. If a written statement is refused, notes in the report the reason for the refusal (i.e, uncooperative, afraid, injured, language barrier, etc.
8. Immediately notifies his/her immediate supervisor, who then notifies the area lieutenant to respond whenever a commissioned member of any law enforcement agency is involved as a suspect or victim.
9. Whenever an LVMPD employee is involved as a suspect or victim, immediately notifies his/her immediate supervisor who then will notified the area lieutenant to respond. (1/04, 12/04) ■

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**6/018.00 ORDERS FOR PROTECTION (RESTRAINING ORDERS)
A.S. 74.1.1, 74.1.2, 82.2.2 (a), (c), (d), (e), 82.3.1**

DEFINITIONS

There are several types of orders for protection that victims may apply for. The types of orders for protection include:

Emergency Temporary Protective Order (ETPO)	This type of order <u>against domestic violence</u> is available to victims, 24-hours a day, <u>when the suspect has been arrested</u> for a domestic violence related crime. This order is obtained by telephone through Safe Nest, the domestic crisis program (702) 646-4981. This information is also available to victims on the domestic violence blue cards. The suspect will be served with notice prior to release from custody. Both parties are required to appear in court at an established time within one week of the date of issue. There is no fee associated with this order.
Temporary Protective Order (TPO)	A temporary order for protection <u>against domestic violence</u> may be granted without notice to the adverse party. It is generally valid for thirty days or until the scheduled court appearance indicated on the back side of the order. Applications must be completed, in person, at the Temporary Protective Order Office, Family Court Complex, Room 54, 601 North Pecos, between the hours of 9:00 a.m. and 4:00 p.m., Monday through Friday (except holidays). These orders do not have a fee associated with them. The violation of any domestic violence protective order is a misdemeanor, however, for arrest to occur, there must be documentation that the adverse party has been notified of and/or served with the order.
Extended Protective Order (EPO)	An extended order for protection <u>against domestic violence</u> may only be granted after notice to the adverse party. It is effective for a maximum of one year as indicated on the order itself. Extended orders are issued at the court hearing prior to the expiration of the temporary order.
Civil Restraining Order	A restraining order may be obtained for relief regardless of the relationship between the two parties. There is a filing fee associated with this order. It can be completed by an attorney or by an individual who obtains the necessary paperwork from the local law library.
Stalking/Harassment Order (SHO)	This order is granted to victims requesting relief regardless of the nature of their relationship with the suspect. The victim must file a crime report demonstrating a series of events. These orders are issued by Justice Court. Applications must be completed by the victim, in person, at Justice Court, 2nd floor, Clark County Courthouse, 200 South Third Street. There is a \$36.00 fee associated with this order. Initially, a temporary order will be issued for up to thirty days. The violation of a Temporary Stalking/Harassment Order is a gross misdemeanor. Once the order has been extended for up to one year, the charge for any violation is a felony. The adverse party must be served with this order for the order to be enforceable.

POLICY

It is the policy of this department that when notification is returned (via NCIC, NCJIS, or other source) that a person is the subject of a temporary or extended order for protection, notice and/or service will be made of that order. In addition, an arrest will be made when there is a violation of a temporary or extended order for protection reference domestic violence, restraining order or stalking/harassment order when determined that the adverse party has been notified/served.

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NOTICE AND SERVICE OF TEMPORARY AND EXTENDED ORDERS FOR PROTECTION
(Does not apply to Stalking/Harassment Orders)

Service	This is the process of serving the actual court order.
Notification	This is the process of notifying an adverse party that a court order has been issued against him/her and requiring him/her to obtain a copy of the court order.

State law requires a commissioned officer serve/notify the adverse party of temporary and extended orders for protection against domestic violence when they become aware that such orders exist and have not yet been served/noticed. Employees may become aware of this situation when receiving a NCIC or NCJIS return on a subject. This return will indicate the conditions which are present in the order and must be provided to the subject being served/notified. These procedures do not apply to Civil Section.

Employee

1. Becomes aware of the existence of a temporary or extended order for protection which has not been served/notified on an individual.
2. Notes the conditions indicated in the NCIC or NCJIS "hit".
 - a. Field officers will be notified of the conditions by the Communications Bureau and/or MCT.
 - b. All other personnel receiving a "hit" will determine the conditions by viewing the NCIC or NCJIS "hit".

NOTE: Temporary and extended orders for protection must be served (or adverse party notified) by a commissioned officer. Any other department member becoming aware of an unserved order must request a commissioned officer respond to the location to serve/notify the adverse party in accordance with the instructions below.

Communications (When receiving the "hit" for field personnel)

3. Notifies the field officer of the conditions of the order.

Officer (police or corrections)

4. If not already assigned to an event, creates an event and responds to the indicated location to provide notification or serve the court order.
5. If this is the result of an NCIC hit and the party is being notified, completes the following:
 - a. Prepares a Temporary/Extended Order for Protection Against Domestic Violence Notification, LVMPD 266, indicating on the form the conditions noted in NCIC or NCJIS.
 - b. Indicates the appropriate court of jurisdiction on the form, signs the form as the serving/notifying officer and ensures the subject being served/notified signs the form.
 - c. Provides the person notified with the pink copy of the form and forwards the original (white copy) to Police Records Bureau.
6. If serving the actual court order (generally as part of the "NO HITTER" program), completes the Return of Service and notes the event number on the top.
7. Whether providing notification OR service, immediately notifies Communications Bureau, by voice, that the order has been served OR the adverse party notified.

Communications Bureau

8. When advised that service or notification has been completed, notes in the event whether service or notification was made and sends a copy of the event (via the CAD system) to the printers in the Police Records Bureau with disposition noted.

Police Records Bureau

9. Upon receipt of a printed copy of the event indicating that a Temporary/Extended Order for Protection Against Domestic Violence has been served or the adverse party notified, immediately makes appropriate notations to the NCIC/NCJIS system.

VIOLATIONS OF TEMPORARY OR EXTENDED ORDERS FOR PROTECTION, RESTRAINING ORDERS AND STALKING/HARASSMENT ORDERS

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Domestic violence may occur against a person related by blood or marriage, a person he is or was actually residing with or with whom he has a child in common, or of his minor child or a minor child of the other person or with whom there is/was a dating relationship. A person violating a emergency, temporary or extended order for protection or a restraining order for domestic violence is guilty of a misdemeanor.

A person violating a restraining order for other situations is guilty of a misdemeanor; a person violating a temporary stalking/harassment order is guilty of a gross misdemeanor; a person violating an extended stalking/harassment order is guilty of a felony.

When an officer responds to a situation and determines the existence of a valid stalking/harassment, restraining or protection order by consulting NCIC or NCJIS, or SCOPE, and the adverse party was previously served/notified, the subject will be arrested for violation of the order. If verification of service of the order cannot be made, follows instructions above for service of order.

When an officer is dispatched to a call in which there has been an alleged violation of a temporary or extended restraining or protection order in a domestic situation (a misdemeanor) or violation of a stalking/harassment order (a gross misdemeanor) and the suspect is "gone on arrival", a crime report must be taken if the situation dictates (i.e., corroborating witnesses, property damage, justified belief of suspect's imminent return or a violation of the order for which the suspect could be prosecuted). The responding officer will take the report in the field ensuring that witness statements are obtained whenever possible (necessary for consideration by the City or District Attorney's Office).

The person taking the report must then advise the victim that the crime report will be submitted to the Domestic Violence Detail. If the victim wants to follow through with prosecution, he/she must contact the Domestic Violence Detail after five business days to activate the case. The detective assigned the case will then pursue a warrant/summons with the appropriate City or District Attorney's Office. (8/95, 11/00) ■

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**6/020.00 DOMESTIC ABUSE AND DUI VIOLATIONS BY EMPLOYEES
A.S. 26.1.1**

Department employee violations for domestic abuse and DUI are a breach of the department's fundamental values, as well as the community's confidence. Because of the nature of these offenses, it is the policy of this department to deal with offenders through administrative sanctions in conjunction with court-specified remedies. The department shall make support programs available to assist members in resolving contributory problems when appropriate.

GENERAL

Criminal violations by employees are generally handled in accordance with 5/101.52; however, domestic abuse and DUI cases may depart from that directive, except for notifications, due to the availability of court-referred treatment programs. The successful completion of a treatment program may give consideration to the reduction of disciplinary sanctions.

In accordance with an opinion by the District Attorney's Office, officers subject to any of the "orders for protection" for domestic abuse (see 6/018.00) may carry only department-owned firearms, and only while in the performance of their duties.

PROCEDURE

Employee's Division/Office Commander

1. Receives notification of an employee's domestic abuse or DUI offense through the ranking field lieutenant, chain of command, or other source.
2. Determines, if an IAB complaint is sustained against the employee:
 - a. If the employee is agreeable to a court-referral action, such as treatment, counseling, or training, when applicable.
 - b. If the employee meets the criteria for the court-referred action by contacting the Clark County Manager of Employee Assistance and Wellness Programs.
3. Determines, with input from the employee's immediate chain of command, the range of discipline for the employee in the event a court referral is:
 - a. Not available for the offense
 - b. Not offered to the employee
 - c. Declined by the employee
 - d. Not satisfactorily completed
 - e. Completed, but with accompanying discipline

Employee's Bureau/Area Commander

4. Confers with the employee's supervisor regarding the implementation of court-referred program and/or discipline.

Employee's Immediate Supervisor

5. Deals with the employee's behavior through:
 - a. discipline; and/or
 - b. counseling, training, or care programs.
6. Ensures any reduction in discipline, wholly or in part, due to the successful completion of court-referred treatment retains the designation of the initial discipline. For example, "40 hours suspension - reduced to a 20 hour suspension with option, plus 20 hours in abeyance, due to the satisfactory completion of a court-referral program."
7. Coordinates any voluntary follow-up care for the employee through PEAP. (10/95, 8/96) ■

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**7/000.00 THE STRATEGIC PLAN
A.S. 11.5.1, 11.5.2, 11.6.4**

It is the policy of the department to maintain a strategic planning process to identify and articulate the aims of an organization as well as the efforts required to attain them. The planning process will result in a written plan covering a two or three year period. The plan will be reviewed each year by the Executive Staff and updated as needed. Changes can be made to the plan at anytime throughout the year to meet current demands and changes.

7/001.00 THE ENVIRONMENTAL ASSESSMENT HIGHLIGHTS

The strategic planning process includes both external and internal environmental assessments. Assumptions are formulated based upon the best information available at the time. The highlights for the planning period 2006-2009 are as follows:

ANTICIPATED WORKLOAD TRENDS

1. Service demand, as measured by the total number of request-based provisions of service, will experience a 10% growth rate during the planning period.
2. The crime rate, as measured by the number of Part I crimes per thousand service area residents, is expected to increase during the planning period.
3. Greater numbers of arrests and incarcerations, roughly proportional to population growth, will place additional demands on the county's detention related services.
4. Results from community policing initiatives will reduce specific areas of crime and improve the perception of safety in identifiable neighborhoods.

ANTICIPATED ECONOMIC AND POPULATION TRENDS

1. The Las Vegas area will exhibit moderate to strong economic growth throughout the planning period.
2. Based upon Clark County Comprehensive Planning Department projections, resident population within the LVMPD jurisdiction is projected to increase to 1,370,810 by mid-year 2008.
3. Based upon projections from the Las Vegas Convention and Visitors Authority, Clark County will host approximately 40,825,000 visitors in 2007.

ANTICIPATED PERSONNEL LEVELS

1. The commissioned police officer to population ratio will reach 1.9 per thousand residents by mid-2003.
2. The hiring of civilian support staff will be proportional to that of commissioned personnel during the planning period.
3. The number of detention staff will expand in relationship to the inmate population growth due to the expanded detention facility capacity.

ANTICIPATED CAPITAL FACILITY NEEDS

1. The model of participating agency cooperation in providing necessary construction funding through debt instruments managed by Clark County and scheduled repayment by the City of Las Vegas will provide four new area command stations and a training academy building which will be built and occupied during the planning period.
2. Prior to the end of the planning period, planning and programming will be underway for a centralized police administration building which will house all police operations, except communications, area commands and undercover operations, with anticipated construction completion in 2009.
3. The county detention center is at capacity.

ANTICIPATED CAPITAL EQUIPMENT NEEDS

1. Critical equipment for all personnel will be acquired when needed.
2. Major technological advances will be undertaken and accomplished during the planning period.

ANTICIPATED FUNDING ISSUES

1. The traditional funding mechanisms provided by NRS 280, earmarked property taxes and cooperative debt management by the participating agencies, will be reviewed.
2. Resources for police services will continue to be among the highest priorities for the community, as the perception of safety and the control of crime contributes to the success of Las Vegas as a tourist destination, as well as a safe place to live and work.

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Partners with the Community***

As part of the external environmental assessment, public feedback was actively sought. The public strongly supported the strategic planning efforts of the department; clearly found the goal “Assure Public Safety” as the most important for the department; and overwhelmingly selected “Integrity” as the most important of the values.

The Internal environmental assessment was comprised of the feedback gathered by IED during every employee focus group session. The commitment of the employees to the vision of being the BEST was apparent during this assessment process.

7/002.00 DEPARTMENT VISION
A.S. 12.2.1, 33.7.1

The vision of the Las Vegas Metropolitan Police Department is to provide the best public safety and service in partnership with our community. ■

7/003.00 DEPARTMENT VALUES
A.S. 12.2.1, 33.7.1

The values of the Las Vegas Metropolitan Police Department are:

- ***Integrity***
- ***Courage***
- ***Accountability***
- ***Respect for People***
- ***Excellence***

The acronym “I CARE” is the guiding principal for each and every employee.

The values are supported by behaviors, demonstrated by the actions of employees, as they live these values. All employees are expected to represent the values of the department while in the workplace and on-duty. ■

7/004.00 DEPARTMENT MISSION
A.S. 12.2.1, 33.7.1

The mission of the Las Vegas Metropolitan Police Department is to protect people, property and rights in our community. ■

7/005.00 DEPARTMENT GOALS
A.S. 11.5.1, 12.2.1, 31.2.2, 33.7.1

The goals of the Las Vegas Metropolitan Police Department are:

1. Assure public safety
2. Assure homeland security
3. Enhance neighborhood quality of life
4. Provide excellent service
5. Use technology effectively
6. Attract, develop and retain the best people ■

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7/005.01 GOALS AND STRATEGIES
A.S. 11.5.1, 31.2.2

GOALS	STRATEGIES
1. Assure public safety	<ul style="list-style-type: none"> • broaden efforts to anticipate and preempt crime • attain long term reductions for street level crimes in traditional high crime areas • facilitate in the successful prosecution of criminals • improve traffic and pedestrian safety
2. Assure homeland security	<ul style="list-style-type: none"> • reduce vulnerability to terrorism, including terrorist acts • prevent terrorism, including terrorist acts • minimize the severity of terrorist acts and disasters, if they should occur * respond effectively * manage the consequences * assist in community restoration
3. Enhance neighborhood quality of life	<ul style="list-style-type: none"> • actively involve the community in policing efforts • strengthen community partnerships, particularly in high crime areas • support community programs and activities • participate in community programs and activities
4. Provide excellent service	<ul style="list-style-type: none"> • steadily improve the quality of service extended to all customers • accentuate responsiveness in the delivery of services • transform services to optimize cost efficiency without sacrificing customer service.
5. Use technology effectively	<ul style="list-style-type: none"> • enhance stakeholder involvement in comprehensive , multi-year technology planning • sustain appropriate technology standards (equipment, software and services) • develop compatible systems and processes
6. Attract, develop and retain the best people	<ul style="list-style-type: none"> • advance workforce capabilities • secure highly qualified and diverse employees • encourage and support career development for all employees • selectively intensify training efforts where performance enhancement offers the greatest return on investment • foster organization-wide employee accountability

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7/006.00 VALUE BEHAVIORS

VALUES	BEHAVIORS FOR INTEGRITY
Integrity	<ul style="list-style-type: none"> • Exhibits ethical behavior in all that he/she does • Is honest and tells the truth in dealing with others • Avoids both the perception and reality of wrong-doing • Does not tolerate ethical lapses of others • Maintains trust and confidentiality • Keeps commitments, does what he/she says • When asked to do something, follows through and does it • Committed to do the right thing, even under pressure • Dependable, a person you can count on • Avoids over committing • Walks the talk, sets a good example • Adheres to and "lives" Metro's values • Supports Metro's strategic direction, vision, mission and goals • Acts with a sense of purpose/responsibility for Metro's success • Provides clear direction, clarifies goals and expectations • Explains the relationship between the job and Metro's mission/goals • Allocates resources and helps remove obstacles • Shows leadership, someone you are willing to follow
Courage	<ul style="list-style-type: none"> • Does what is right and stands up for what he/she believes in • Does the right thing even if it is not easy, expedient or popular • Willing to support others even under difficult circumstances • Does not play favorites or political games • Analyzes facts, situations and circumstances effectively • Exhibits sound judgment, making decisions or taking actions • Does not allow preconceived views to affect his/her judgment • Willing to make a tough decision even if it is not popular • Makes good decisions under pressure or in difficult situations • Takes corrective action in a timely, responsive manner • Takes the necessary action when it is needed • Willing to take a calculated risk • Speaks up and willing to challenge conventional wisdom • Stands by others when they take a reasonable risk • Able to manage effectively when there is uncertainty or ambiguity • Recognizes that there is often conflicting information • Deals with change in a positive and professional manner • Is flexible, adaptable and open to change
Accountability	<ul style="list-style-type: none"> • Willing to take responsibility for his/her actions • Accepts responsibility for his/her subordinates, team or unit • "Owns" the decision, even if it turns out wrong • Open to scrutiny and evaluation by others • Adheres to high standards of conduct and performance • Recognizes that he/she carries out the public trust • Communicates expectations and standards to others • Holds people accountable for their performance • Is self-directed, knows what to do • Performs work at a productive and high level • Shows initiative, does not wait to be told what to do • Able to achieve good performance even under pressure • Admits when he/she is wrong or makes a mistake • Learns from mistakes, problems and other situations • Does not place blame, point fingers or "pass the buck"

***Las Vegas Metropolitan Police Department
Partners with the Community***

	<ul style="list-style-type: none"> • Is strong enough to admit fault, brave enough to fix it • Avoids defensiveness and stubbornness
Respect for People	<ul style="list-style-type: none"> • Coaches, guides and helps people grow • Builds confidence and shows encouragement • Asks people what they need to do their job better • Gives people the resources and training to do the job • Provides recognition and encouragement when performance improves • Treats others as he/she wants to be treated • Shows respect and dignity when dealing with others • Avoids public display of anger or criticism • Does not condescend or talk-down to people • Appreciates differences regardless of culture, race, sex, religion, etc. • Does not tolerate discrimination or demeaning remarks by others • Able to deal with conflict in a constructive and professional manner • Willing to be a good team player • Encourages and fosters teamwork with others • Supports collaboration and partnerships across the organization • Communicates clearly and consistently • Provides information in an accurate and timely manner • Approachable, encourages people to speak up • Asks for and accepts feedback without being defensive • Willing to listen, makes you feel that what you have to say is important
Excellence	<ul style="list-style-type: none"> • Exhibits a positive, can-do attitude • Tries to make the best of difficult situations • Avoids complaining, giving excuses and being negative • Contributes to a positive work environment, encourages success • Works to the best of his/her ability, gives 100% • Dedicated and has pride in his/her work • Exhibits professionalism and high standards • Cares and wants to make a difference • Has a focus on service and helping others • Delivers excellent service in all that he/she does • Sets high standards, wants to achieve excellent results • Values creativity, innovation, imagination and fresh ideas • Willing to think “outside the box” or try something new • Gives support and is open to new ideas or concepts • Looks for ways to improve • Interested in growing and getting better • Is not satisfied with mediocrity or “it is good enough” • Shows respect for learning, knowledge and education • Has an open mind, recognizes there is always a better way • Monitors and measures progress to enhance performance

7/007.00 STRATEGIC INITIATIVES

Strategic Initiatives are the programs, projects or grouped activities which the department performs to support strategies. Strategic Initiatives are not expressed in the strategic plan document because the operational units need the flexibility to frequently evaluate the effectiveness of initiatives and to change them when necessary.

The development of Strategic Initiatives will be a continuing process. Initiatives should be:

- a) developed by those who carry them out
- b) efforts of sufficient scope to make a difference
- c) realistic
- d) achievable in the time available, and
- e) measurable

***Las Vegas Metropolitan Police Department
Partners with the Community***

Strategic initiatives identify who, what, when, where and how. Each initiative will have a clear relationship to a strategy published in the strategic plan. Strategic Initiatives involve long term efforts that may last upwards of six (6) fiscal year quarters to complete. Each initiative is characterized by a group of related activities, some of which are addressed through tactics. Responsibility for reporting on the progress of initiatives in the Quarterly Performance Report (QPR) should be clearly assigned.

A Strategic Initiative Worksheet, LVMPD 330, will be prepared by the unit primarily responsible for the activities to be completed, usually this is also the unit in which the funds supporting the activities are budgeted. The designated employee participants have the authority to implement adjustments to meet the needs of the situation. Significant changes (modifications) in an initiative require the completion of a new worksheet.

Approved Strategic Initiative Worksheets will be maintained in the Initiatives Log Book available in the Policy and Planning Unit. Strategic Initiative worksheets will be resubmitted with the actual date completed and closed out with a statement of success when all aspects of work have been accomplished or operationally institutionalized. This after-action report will also be placed in the Initiatives Log Book upon final sign-off approval by the appropriate division commander (8/00, 8/03) ■