



# NORTH LAS VEGAS POLICE DEPARTMENT

## POLICY MANUAL



## FOREWORD

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

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

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

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

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



Date Issued  
or Revised

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<u>ACRONYM</u>	<u>DEFINITION</u>
ADP	Assignment Differential Pay
AMBER Alert	America's Missing Broadcast Emergency Response
AMR	American Medical Response
ATF	Alcohol, Tobacco, and Firearms
ATL	Attempt to Locate
BAC	Blood Alcohol Content
BO	Bound Over
BOP	Bureau of Prisons
B/W	Bench Warrant
BWC	Body Worn Camera
CAD	Computer Aided Dispatch
CAS	Chemical Abstracts Service
CCDC	Clark County Detention Center
CCJJS	Clark County Juvenile Justice Services
CCSO	Civilian Community Service Officer
CCW	Carrying a Concealed Weapon
CD	Compact Disk
CDC	Center for Disease Control
CDL	Commercial Drivers License
CEW	Conducted Electrical Weapon
CFR	Code of Federal Regulations
CHINS	Child in Need of Supervision
CHRI	Criminal History Record Information
CI	Confidential Informer/Cooperative Individual
CLETS	California Law Enforcement Telecommunications System
CLV	City of Las Vegas
CLV D&E	City of Las Vegas Detention and Enforcement
CNT	Crisis Negotiation Team
CPS	Child Protective Services
CPTED	Crime Prevention Through Environmental Design
CRB	Collision Review Board

<u>ACRONYM</u>	<u>DEFINITION</u>
CSA	Crime Scene Analyst
CSC	Corrections Systems Coordinator
CSI	Crime Scene Investigator/Crime Scene Investigations
DEA	Drug Enforcement Agency
DIMS	Digital Imaging Standards
DMV	Department of Motor Vehicles
DOJ	Department of Justice
DTO	Department Training Officer
DUI	Driving Under the Influence
DWI	Driving While Intoxicated
EAP	Employee Assistance Program
EARR	Employee Assistance Resource Representative
EAS	Emergency Alert System
ECD	Electronic Control Device
EIS	Early Intervention System
EOC	Emergency Operations Center
EPD	Electronic Commander's Log
ERC	Emergency Restraint Chair
EVOC	Emergency Vehicle Operations Course
FAA	Federal Aviation Administration
FAA	Forensic Analyst of Alcohol
FBI	Federal Bureau of Investigation
FMB	Facilities Management Bureau
FST	Field Sobriety Test
FTA	Fail to Appear
FYS	Family and Youth Services
GPS	Global Positioning System
GSR	Gun Shot Residue
HBV	Hepatitis B Virus
HEPA	High Efficiency Particulate Air
HGN	Horizontal Gaze Nystagmus

<u>ACRONYM</u>	<u>DEFINITION</u>
HIV	Human Immunodeficiency Virus
HR	Human Resources
HVAC	Heating, Ventilation, and Air Conditioning
IAB	Internal Affairs Bureau
ICE	Immigration and Customs Enforcement
ICS	Incident Command System
III	Interstate Identification Index
INS	Immigration and Naturalization Service
IT	Information Technology
JPEG	Joint Photographic Experts Group
JLINK	Justice Link
KITE	Inmate Request Form
LEST	Law Enforcement Support Technician
LPR	License Plate Readers
LVC	Las Vegas Municipal Court
LVGTF	Las Vegas Gang Task Force
LVMPD	Las Vegas Metropolitan Police Department
MCC	Mobile Command Center
MDT	Mobile Data Terminal
MF	Master File
MOR	Medical Own Recognizance
MOR/JOR	Municipal Court/Justice Court Own Recognizance
MPD	Metropolitan Police Department
MPWV	Metropolitan Police Wanted Vehicles
MSDS	Material Safety Data Sheets
MVO	Motor Vehicle Officer
NAC	Nevada Administrative Code
NCIC	National Crime Information Center
NCJIS	Nevada Criminal Justice Information System
NDI	Nevada Division of Investigation
NFD	Non-Federal Detainees

<u>ACRONYM</u>	<u>DEFINITION</u>
NHP	Nevada Highway Patrol
NICB	National Insurance Crime Bureau
NIMS	National Incident Management System
NJC	Neighborhood Justice Center
NLETS	National Law Enforcement Teletype System
NLV Ord.	North Las Vegas Ordinance
NLVFD	North Las Vegas Fire Department
NLVPD	North Las Vegas Police Department
NLVPOA	North Las Vegas Police Officers Association
NMI	Neuro-muscular incapacitation
NRS	Nevada Revised Statute
NTSB	National Transportation Safety Board
NVAL	Nevada All
NWAC	Northwest Area Command
O.C.	Oleo-resin Capsicum
OFF	Order for Protection
OIC	Officer in Charge
OJ	Other Jurisdiction
OOB	Out on Bail
OR	Own Recognizance
ORI	Originating Agency
PALCAR	Patrol Automated Laptop Computer Assisted Reporting
PBT	Preliminary Breath Test
PC	Personal Computer
P/C	Probable Cause
PCOJ	Probable Cause Other Jurisdiction
PERS	Public Employee Retirement System
PID	Personal Identification System
PIN	Personal Identification Number
PIO	Public Information Officer
PND	Pending

<u>ACRONYM</u>	<u>DEFINITION</u>
POA	Police Officers Association
P.O.S.T.	Peace Officer's Standards & Training
P&P	Parole and Probation
PPCT	Pressure Point Control Tactics
PPD	Protein Purified Derivative
PR	Person Reporting/Person Responding
PR	Public Relations
PRISim	Professional Range Instruction Simulator
PSU	Problem Solving Unit
PTC	Police Tracking Computer
RAW	Unaltered Data
RBA	Records Bureau Administrator
R/O	Registered Owner
ROJ	Released to Other Jurisdiction
RP	Responsible Party
RSO	Reserve Swat Officer
RTP	Released to Pay
SAC	South Area Command
SANE	Sexual Assault Nurse Examiner
SCAN	Suspected Child Abuse & Neglect
SCOPE	Shared Computer Operation for Protection and Enforcement
SCRS	Standardized Crime Reporting System
SFST	Standardized Field Sobriety Test
SI	Source of Information
SID	State Identification Number
S.I.L.A.	Summons in Lieu of Arrest
SKA	Skills, Knowledge, Abilities
SOA	Senior Office Assistant
SRT	Special Response Team
SUV	Sport Utility Vehicle
SVRN	Stolen Vehicle Recovery Network

<u>ACRONYM</u>	<u>DEFINITION</u>
SWAT	Special Weapons and Tactics
SWGIT	Scientific Working Group on Imaging Technology
TAC	Terminal Agency Coordinator
TADC	Temporary Assistance for Domestic Violence Center
TB	Tuberculosis
TECRO	Taipei Economic and Cultural Representative Office
TFMV	Theft from Motor Vehicle
TIFF	Tagged Image File Format
TLO	Terrorism Liaison Officer
TPO	Temporary Protection Order
Triple I	Interstate Identification Index
TSR	TraSer Wireless
TWA	Time Weighted Average
UC	Undercover Officer
UCR	Uniform Crime Reporting
UFAP	Unlawful Flight to Avoid Prosecution
UMC	University Medical Center
USAF	United States Air Force
USB	Universal Serial Bus
USCA	United States Court of Appeals
USM	Unites States Marshals
USSC	United States Supreme Court
VIN	Vehicle Identification Number
VoIP	Voice over Internet Protocol
VSA	Voice Stress Analysis
W/A	Warrant of Arrest
WFOJ	Warrant From Other Jurisdiction
WVS	Wanted Vehicle System



#### **04.01.01 – PURPOSE**

(revised 10/15)

The policy and procedure manuals of the North Las Vegas Police Department (NLVPD) are official publications and will be disseminated through the issuance of directives authorized by the Chief of Police. Department directives are official documents establishing, defining and communicating Department-wide policies, procedures or programs issued in the name of the Chief of Police. These directives are intended to guide the efforts and objectives of the NLVPD so the activities of Department members are consistent with and support the mission and overall philosophy of the Department.

#### **04.05.01 – POLICY**

(revised 12/13)

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

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

#### **04.10.01 – TERMS**

(revised 4/19)

General Orders (GO) are directives that establish critical policies directly related to the core values and functions of the Department or the broad organization policies and procedures related to those core values. GOs are issued under the authority of the Chief of Police and will bear the signature of the Chief or his/her designee. Department directives supersede all Division level directives.

Division Orders (DO) are directives that establish policies and procedures concerning specific Division functions, operations, programs or processes. DOs are issued under the authority of the commanding staff member of the Division that is affected by the DO and will bear the signature of the Chief or his/her designee. Division policies and procedures will not direct the activities of Divisions other than those Divisions under the command of the issuing commanding officer.

Special Orders (SO) are directives that establish protocols and procedures concerning unusual or extraordinary Department functions, operations, programs or processes. SOs are issued under the authority of the Chief of Police and will bear the signature of the Chief or his/her designee.

When used in policies and/or procedures, the words “shall” and “will” are mandatory; the word “may” is permissive. The word “should” is used where it is intended that while a procedure is not mandatory, it would be in the best interest of the Department to be followed.

When used in policies and/or procedures, pronouns will be interpreted to include both the masculine and feminine gender, unless specifically stated otherwise.

#### **04.15.01 – MECHANICS OF MANUAL**

(revised 12/13)

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

To find a subject area, consult the Table of Contents at the front of each manual for a related chapter.

To find a specific subject, consult the Alphabetical Index at the front of each manual.

To find definitions for acronyms used in the manuals, consult the Glossary at the front of each manual.

#### **04.15.05 – NUMBERING SYSTEM**

(revised 10/15)

##### **General Order, Division Order, Special Order Numbering**

General Order (GO), Division Order (DO), and Special Order (SO) directives will be assigned consecutive directive numbers. The directive number will consist of the directive's classification (alpha character), the two digit year of issuance, followed by a two digit sequential number.

##### **Policy and Procedure Manual Numbering**

The numbering system used in the NLVPD policy and procedure manuals use alpha digits to indicate the manual designation (PO = policy; PR = procedure), followed by chapter number and section number.

#### **04.15.10 – MANUAL REVISION DATING**

(revised 12/13)

The issued or revised date of a policy/procedure can be found to the right of the paragraph heading.

#### **04.20.01 – CONTRADICTIONS OF DIRECTIVES**

(revised 12/13)

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

#### **04.25.01 – MANUAL DISTRIBUTION**

(revised 10/15)

The Professional Standards Division serves as the official repository for Department policies, procedures and directives. Current manuals can be accessed by NLVPD staff members on the network drive provided by CNLV IT to the NLVPD at Police\Information Docs\Department Policy and Procedures. Changes to Department policies and/or procedures are not permitted without the expressed authority of the Chief of Police.

It is the responsibility of:

- the Professional Standards Division to notify Department members by email that a directive is newly published.
- each employee to read and acknowledge receipt of all published directives and updates in the time allotted for review, and to return all materials issued upon retirement or separation.

#### **04.30.01 – REFERENCE MANUALS**

(revised 12/13)

A complete set of current manuals is readily available to all NLVPD staff members on the network drive assigned to the NLVPD by the City's IT Department.

#### **04.35.01 – MANUAL SECURITY**

(revised 4/19)

The Department Policy Manual is considered public information. A copy of the Department Policy Manual can be found posted to the City's webpage on the PD's Department Information page.

The Police Procedure Manual and Division Procedure Manuals are, however, highly confidential. Except in cases approved by the Chief of Police, access to those manuals is restricted to PD employees who are accessing the manuals on a City computer. To keep information confidential:

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

#### **04.40.01 – OTHER OFFICIAL DEPARTMENT PUBLICATIONS**

(revised 10/15)

Other official Department publications include, but are not limited to:

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

It is the responsibility of each Department staff member to maintain, update, and keep secure and confidential all such publications in their possession.



### **1.01.01 – VISION**

(revised 10/09)

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

### **1.01.05 – MISSION**

(revised 10/09)

The Mission of the NLVPD is to enforce state, Federal, and local laws within the framework of the constitution. We encourage the involvement of the community to assist in holding accountable those that commit crimes.

### **1.01.10 – GOALS**

(revised 10/09)

The Department goals are:

- reduce crime;
- increase clearance rates;
- continue community partnerships and programs;
- employ fiscal oversight and reduce spending where possible by evaluation of spending practices, purchasing supplies, and contract awards;
- search for alternative funding sources that will provide the best opportunities to hire, purchase equipment, and acquire technologies.

### **1.01.15 – VALUES**

(revised 10/09)

The Department values are:

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

**1.05.01 – ORGANIZATIONAL CHART**

(revised 4/19)

The purpose of the Organizational Chart is to visually familiarize members with the Department Command Structure. Refer to pages 3 through 9 of this Chapter.

**1.05.05 – DEFINED TERMS**

(revised 8/17)

Beat – The primary subdivision of a district.

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

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

Command Staff – The NLVPD Command Staff consists of the Chief of Police, Assistant Chief and Captains.

Commanding Officer – The Captain of the Division issuing an order or performing a specific function.

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

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

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

Division Commander – Usually the lieutenant/manager of a Division.

Employee, Member, Personnel, or Person – Any person employed by the NLVPD in a temporary, probationary, or permanent status.

Incident Commander – The ranking officer in command and control of any incident until the arrival on scene of the Watch Commander.

Lieutenant/Manager – Personnel appointed as the primary administrative head of a specific division/bureau.

Neighborhood – A subdivision of a beat, which follows census tracts or contractor subdivisions.

North Las Vegas Police Department (NLVPD) – Shall mean the North Las Vegas Police Department operating as the law enforcement agency within the incorporated areas of the City of North Las Vegas.

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

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

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

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

Post assignment – Anywhere an employee is directed to report for duty will be considered a post assignment.

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

Report classification – The identifying title of a report.

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

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

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

Superior – A person of higher rank.

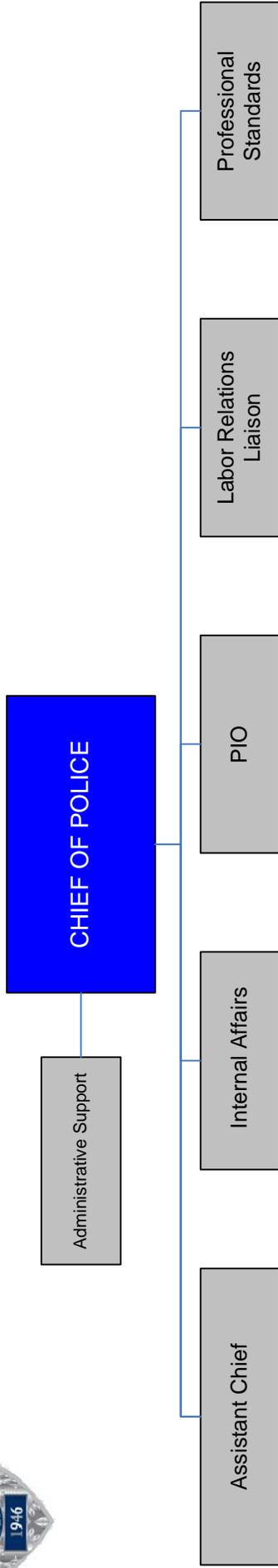
Supervisor – All supervisory personnel within the Department, both commissioned and civilian.

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

Watch Commander – A Police Operations Command supervisor who is responsible for operational functions. This position will be a designated supervisor 24 hours a day and may be rotated between supervisors but will be clearly made known to other supervisors and to the Communications Division.

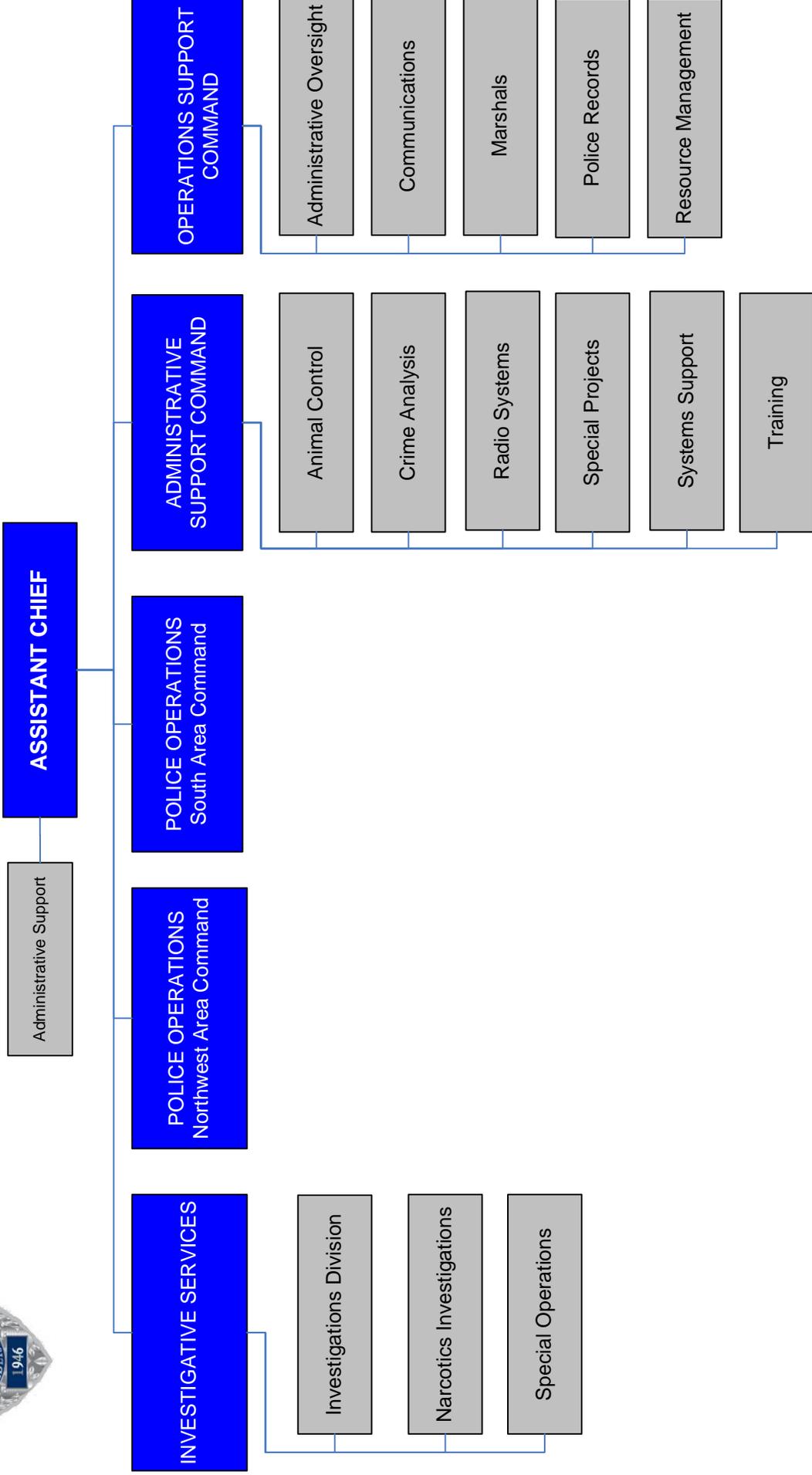
# NORTH LAS VEGAS POLICE DEPARTMENT

## DEPARTMENT COMMAND STRUCTURE



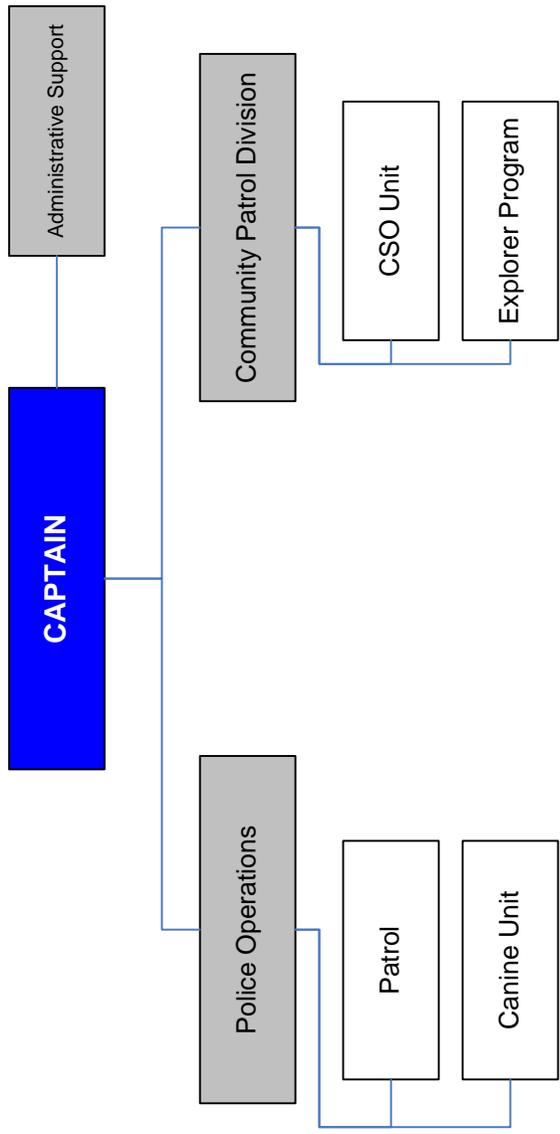
# NORTH LAS VEGAS POLICE DEPARTMENT

## LAW ENFORCEMENT OPERATIONS/SUPPORT



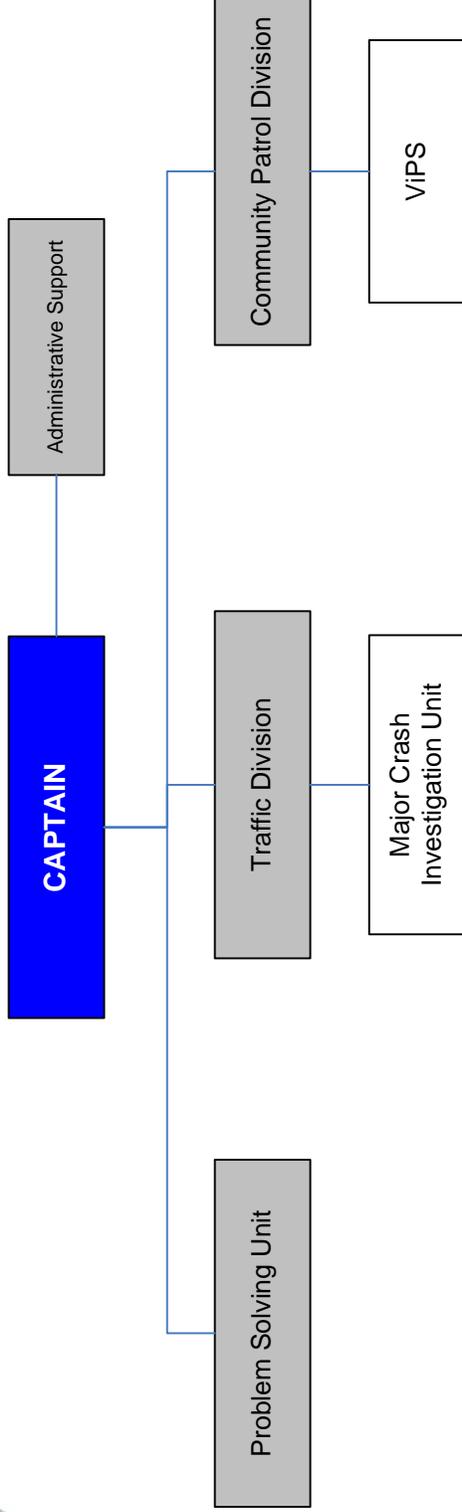
# NORTH LAS VEGAS POLICE DEPARTMENT

## OPERATIONS — SOUTH AREA COMMAND



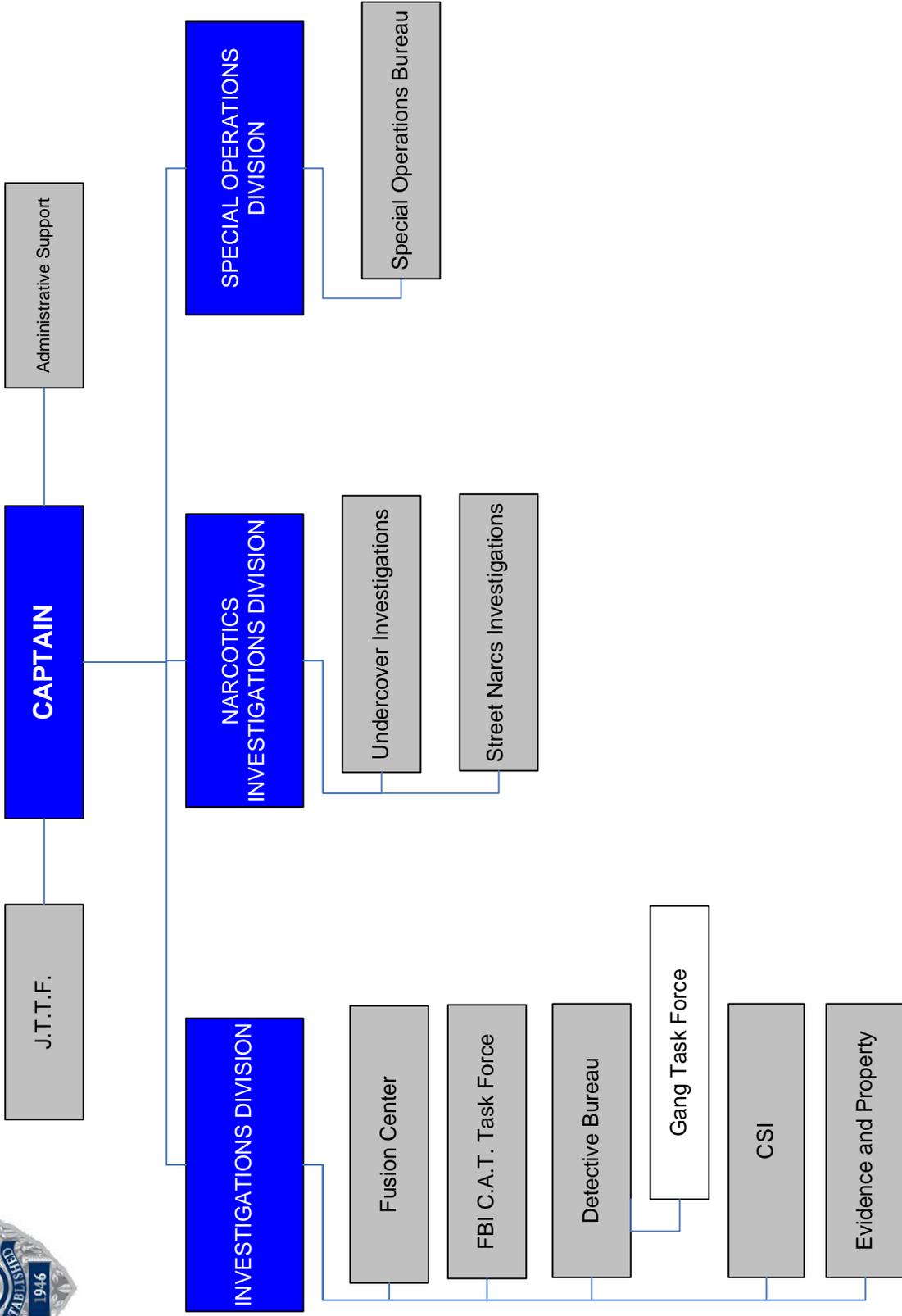
# NORTH LAS VEGAS POLICE DEPARTMENT

## OPERATIONS — NORTHWEST AREA COMMAND



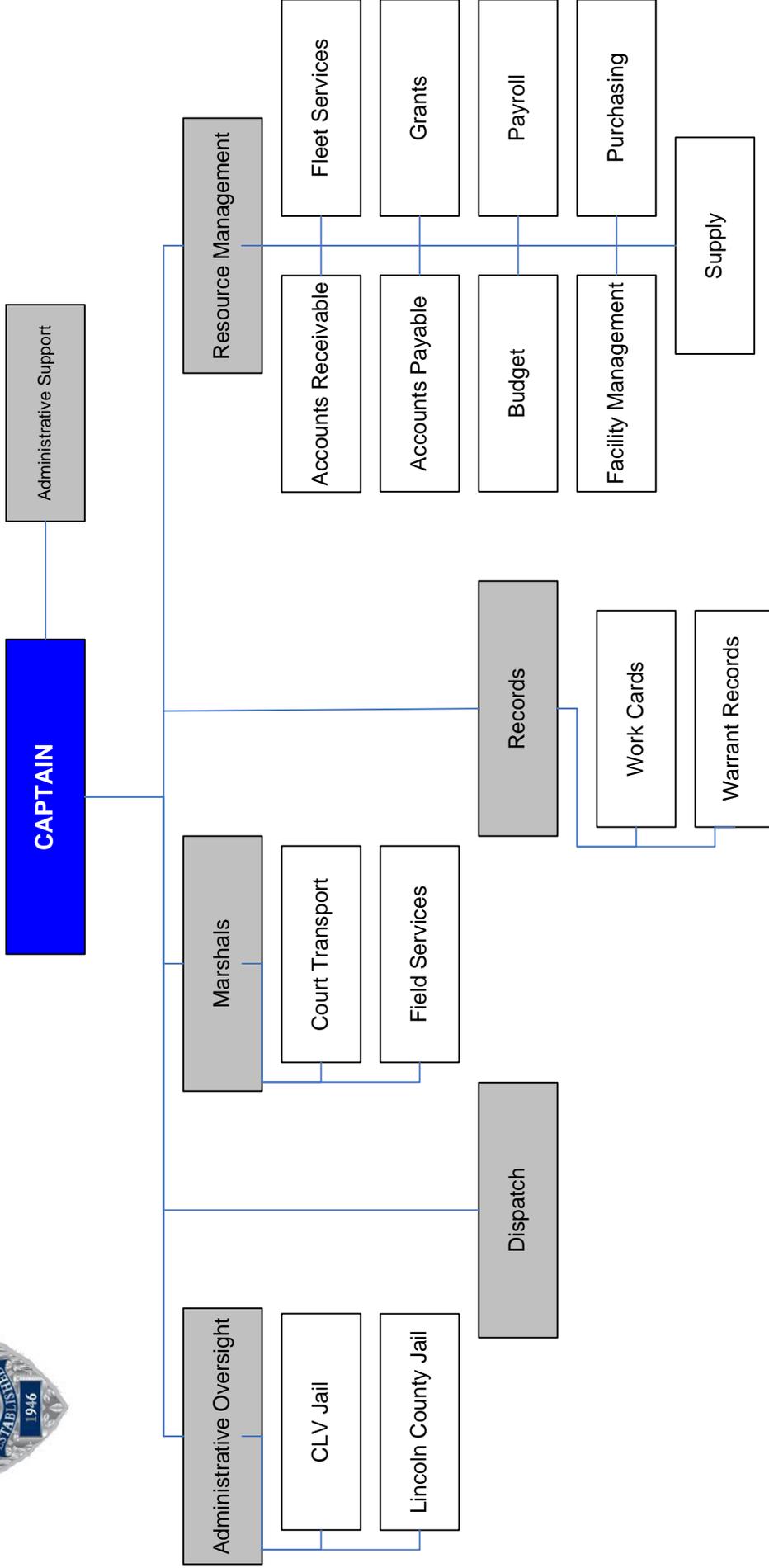
# NORTH LAS VEGAS POLICE DEPARTMENT

## INVESTIGATIVE SERVICES COMMAND STRUCTURE



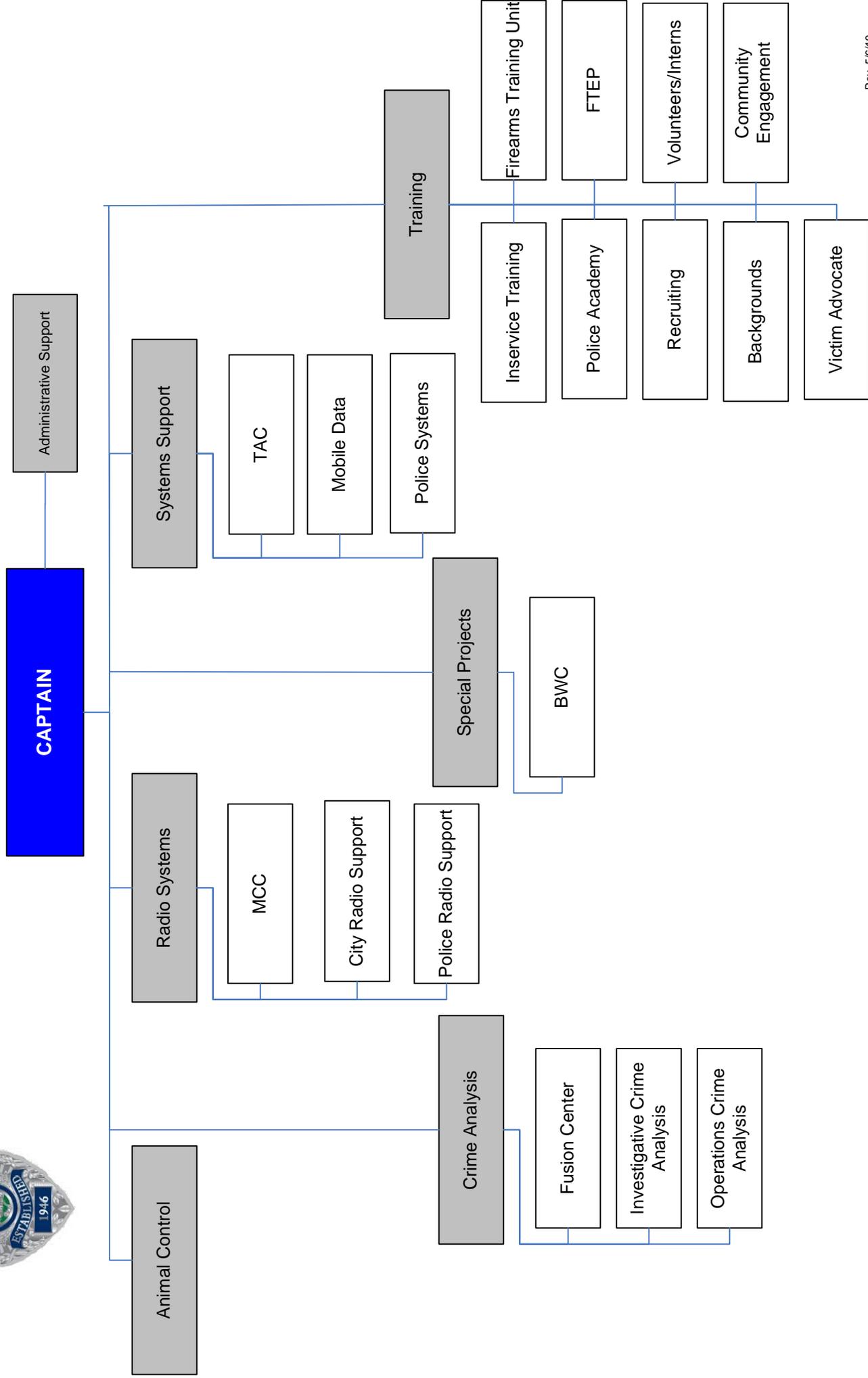
# NORTH LAS VEGAS POLICE DEPARTMENT

## OPERATIONS SUPPORT COMMAND



# NORTH LAS VEGAS POLICE DEPARTMENT

## ADMINISTRATIVE SUPPORT COMMAND





**1.10.01 – CHAIN OF COMMAND**

(revised 4/15)

Department activities and correspondence shall be carried out using the chain of command whenever possible.

Chain of command will be adhered to by both supervisors and subordinates in all cases except the most routine. Routine is defined as basic general operation, on a day-to-day basis.

**Note:** Currently, the Deputy Chief of Police level of our organization is not staffed, which has an effect on various Department policies, procedures, and routing requirements. Effective immediately and until further notice, all Departmental policies, procedures and routing requirements that list the Deputy Chief level of the organization will revert back to the next highest staffed level in the Department. For example, if a policy requires notification to the Deputy Chief, that notification will revert back to the Assistant Chief's level, as this is the next highest level of the organization that is currently staffed. If the organizational structure is either permanently changed or those staffing levels are filled, the policy/procedure manuals will be revised accordingly.

**1.10.05 – OPEN DOOR POLICY**

(revised 10/05)

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

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



### **1.15.01 – SUCCESSION OF COMMAND**

(revised 3/06)

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

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

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

### **1.15.05 – UNITY OF COMMAND**

(revised 3/06)

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

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

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

### **1.15.10 – SPAN OF CONTROL**

(revised 11/03)

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

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

Limits on span of control under normal operations shall not exceed the following limits without authorization from the Chief:

- lieutenant/manager level – 6 subordinate supervisors;
- sergeant/first line supervisor level – 13 to 15 officers/employees;

Special overtime assignments or detail span of control will be determined by the event coordinator.

**1.20.01 – WRITTEN DIRECTIVES SYSTEM**

(revised 3/14)

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

The purpose is to establish a consistent format for written orders, directives, and policies to ensure the proper preparation, indexing, and distribution to all concerned personnel; thus, personnel are kept aware of new and revised policies and procedures of the NLVPD. Personnel are responsible for familiarizing themselves with any and all written documentation pertaining to their respective assignments.

**1.20.05 – DIRECTIVE TYPES**

(revised 4/15)

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

- General Order – An order issued by the Chief of Police or his designee that is a permanent order concerned with policy, rules, or procedures affecting more than one division.
- Special Order – An order concerning a policy, rule, or procedure affecting a specific command or division. A special order may be issued by the Chief of Police, Assistant Chief, Captain, or any of their designees in charge of the affected command.
- Personnel Order – An order that reflects actions such as appointments, assignments, transfers, promotions, and discipline. Personnel orders are issued by the Chief of Police or his designee.
- Memorandum – An informal written document that may or may not convey an order. It is generally used to clarify, inform, or inquire. It may be used for training announcements or other situations not covered by orders. It may be initiated at any level in the Department. It should generally follow the chain of command but lateral communication among supervisors is permitted.

**1.20.10 – ORDER WRITING**

(revised 3/14)

Policies and procedures will be in a written format. A prescribed format will be followed to ensure consistency and to provide necessary documentation.



**1.30.01 – ANNUAL BUDGET PREPARATION**

(revised 10/05)

It is the policy of the NLVPD that all supervisors of the organization components participate in preparation of the Department's budget.



**1.32.01 – GRANTS**

(revised 5/09)

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



**1.33.01 – DONATION FUND/EQUIPMENT MANAGEMENT**

(revised 10/15)

The NLVPD will accept monetary and equipment donations for the Department's various programs, such as Shop With A Cop, National Night Out, Safe Halloween, the Honor Guard, the ViPS Program, *etc.*

Monetary donations will be deposited into the City's Fund 210 under the program for which the donation was intended.

Equipment donations will be entered into Department inventory and be used by the program for which the donation was intended.



**1.40.01 – SPECIALIZED ASSIGNMENT**

(revised 10/05)

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

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



**1.45.01 – COMMANDER’S LOG**

(revised 3/09)

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



**1.50.01 – HONOR GUARD**

(revised 8/19)

The NLVPD Honor Guard is comprised of officers and supervisors at the discretion of the Chief of Police. The Honor Guard Commander will be a commissioned supervisor of the rank of Lieutenant or Sergeant as designated by the Chief of Police.



## **1.55.01 – VOLUNTEERS AND INTERNS**

(revised 1/18)

The NLVPD has established a formal program for interns and volunteers whereby any individual desiring a position must submit a request through the proper channels and at the discretion of the Chief of Police, must submit to a background investigation conducted by the PD's Internal Affairs Bureau.

### **Volunteer Program**

(revised 1/18)

It is the policy of the PD to use volunteers in those areas where their expertise or services would be beneficial to the Department and the community. Volunteers can perform a myriad of duties, including those of a clerical and non-technical nature, but will not supplant a regular employee and will not assume all duties of any established classification.

For purposes herein, a 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/university for college credit), reserve personnel and explorers.

All persons interested in volunteering their services to the NLVPD must complete an NLVPD Volunteer Application form found on the Police Department page of [www.cityofnorthlasvegas.com](http://www.cityofnorthlasvegas.com) and submit the application form to the Community Engagement Division. At the discretion of the Chief of Police, applicants will be required to submit to a background investigation.

### **Student Intern Program**

(revised 1/18)

A formal student intern program, which fosters and encourages academic and career interest in law enforcement-related careers, is utilized by the Crime Scene Investigation Bureau. The program works in conjunction with colleges and universities that offer academic credit for internship.

The NLVPD student intern program provides an excellent opportunity to increase the quality of the applicant pool for various positions within the Department.

Student interns:

- are required to be enrolled in an accredited college or university;
- are to present a letter of intent from that institution's intern program;
- are to provide satisfactory proof of student medical/health insurance prior to the internship;
- must meet all the goals, objectives and work/credit requirements mandated by the institution; and
- must pass a required background investigation.



**2.01.01 – PERSONNEL STATUS REQUIREMENTS**

(revised 9/10)

Commissioned and non-commissioned personnel within the NLVPD must be able to report back to duty in a timely manner.

**2.01.05 – PHYSICAL FITNESS REQUIREMENTS**

(revised 9/10)

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

**2.01.10 – HEARING CONSERVATION PROGRAM**

(revised 9/10)

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



**2.05.01 – PERSONNEL NUMBERS**

(revised 10/05)

All personnel are assigned a personnel number (P#) by the Work Card section of the Records Division. The number is to identify the employee in computer systems and for other work related purposes. A Work Card supervisor must resolve discrepancies in personnel numbers and send a memo to applicable bureaus if a change in number is needed.

**2.05.05 – IDENTIFICATION CARDS**

(revised 10/05)

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

**2.05.10 – PROXIMITY ACCESS CARDS**

(revised 10/05)

The NLVPD will provide safe and efficient access of each facility to authorized personnel, with a pre-determined security matrix.



**2.10.01 – REPORTING FOR DUTY**

(revised 12/12)

All personnel will be present for duty on time and will be physically and mentally fit to perform their duties. They will be properly equipped and will become aware of any information necessary to properly perform those duties.

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

**2.10.05 – SICK LEAVE**

(revised 5/17)

Employees will be permitted to take sick leave per contractual bargaining agreements.

**2.10.07 – 85/15 LIGHT DUTY PLAN**

(revised 12/12)

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

**2.10.13 – NO PAY STATUS**

(revised 12/12)

No employee will be allowed to go into a No Pay status unless it has been approved by the City Manager or the Chief of Police. In instances where an employee is on leave pursuant to the Family Medical Leave Act (FMLA), the rules that apply to their FMLA status will be in effect.

For those employees not having adequate time in their sick leave banks to cover their absences, disciplinary action will be taken. No other accrued leave banks can be used in the place of sick leave without prior approval.

**2.10.15 – ANNUAL LEAVE**

(revised 12/12)

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

**2.10.20 – HOLIDAY LEAVE**

(revised 12/12)

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

**2.10.25 – MILITARY LEAVE**

(revised 12/12)

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

**2.10.30 – LEAVE WITHOUT PAY**

(revised 12/12)

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

**2.10.35 – MEAL PERIOD/BREAKS**

(revised 12/12)

Commissioned police officers are allowed to take one 60 minute meal period per shift. Non-commissioned personnel on duty will follow contractual agreements.



## **2.15.01 – OVERTIME**

(revised 10/06)

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

### **Definitions**

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

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

Mandatory Overtime – Overtime which occurs when an employee is involuntarily held over past the end of their shift or scheduled on a given date.



**2.20.01 – PERSONAL TELEPHONE CALLS**

(revised 9/11)

Personal calls must be kept to a minimum.

**2.20.05 – LONG DISTANCE CALLS/FAX MACHINES**

(revised 9/11)

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

**2.20.10 – CELLULAR TELEPHONES**

(revised 10/16)

Cellular telephones may be issued to personnel having a need for them as determined by the Chief or designee.

Unless authorized by a supervisor, personnel will not communicate the details of a crime scene to outside parties by means of a cell phone or other device while they are still at the crime scene.

Employees assigned a cellular phone must use it for police business only. The cost for personal use will be reimbursed by the employee.

**2.20.15 – PERSONAL COMMUNICATION DEVICES**

(revised 9/11)

Except in the case of an emergency and only where practical, employees who are operating Department vehicles shall not use cellular phones or other personal communication devices while driving unless they are specifically designed and configured to allow hands-free listening and talking. (Refer to PR 3.65.01)



**2.25.01 – ANNUAL SHIFT/BID ASSIGNMENTS**

(revised 10/05)

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

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

**2.25.05 – TRANSFERS**

(revised 10/05)

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

**2.25.10 – RESIGNATION/RETIREMENT**

(revised 10/05)

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



**2.30.01 – CALL BACK**

(revised 10/05)

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

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

**2.30.05 – STANDBY**

(revised 10/05)

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

**2.35.01 – OFF-DUTY EMPLOYMENT**

(revised 12/05)

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

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

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

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

**2.35.05 – EXTRA-DUTY EMPLOYMENT**

(revised 12/05)

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

**Definitions**

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

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

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



**2.37.01 – OFF-DUTY ENFORCEMENT**

(revised 5/06)

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



**2.40.01 – LAWSUITS**

(revised 5/11)

The NLVPD will comply with attempts by process servers to serve legal papers on, or deliver legal papers to the Department or any employee of this Department.

Employees who become subjects of lawsuits in the line of duty must notify the City Attorney to request representation. Notification must be made immediately upon receiving the summons or notification of the lawsuit.

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

**2.40.05 – REQUIRED COURT APPEARANCES**

(revised 5/11)

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



## **2.45.01 – EMPLOYEE RESOURCES**

(revised 10/06)

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

An employee assistance program (EAP) is also available through CNLV Human Resources to assist employees in addressing personal issues.

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

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

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



**2.50.01 – PERFORMANCE EVALUATIONS**

(revised 10/05)

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



## **2.55.01 – TRAINING**

(revised 8/15)

In-service training is designed to help NLVPD staff obtain training. It does not guarantee advancement or promotion, nor grant any rights of preferment relative to selection, transfer, or promotion.

Commissioned employees must have the required training outlined below and a minimum of 12 hours of additional training in order to maintain a Nevada POST Basic Certificate.

- Biannual training in the use of each firearm authorized to use.
- Annual training in each less lethal weapon or device authorized to use.
- Annual training in the use of arrest and control tactics, including techniques related to applying handcuffs, taking down suspects, self-defense and retention of weapons.
- Training in effective responses to incidents involving dogs or where dogs are present (police commissioned employees only).
- Annual review of the use of force policy.

## **2.55.05 – TRAVEL AND TRAINING EXPENSES**

(revised 5/15)

Training is provided to assist employees in meeting job requirements, updating skills, improving job performance and increasing knowledge, while meeting the needs of the Department. At times, employees are assigned to attend mandatory training that is provided as in-service training and does not require additional documentation. However, specialized, advanced or supplemental training that an employee wishes to attend and is offered from an outside source and/or offered as in-service training requires a Request for Training or Travel form to be completed.

Travel and training related expenses include:

- Travel to/from the site of out of area training;
- Tuition/registration fees;
- Books and supplies;
- Per diem
- Hotel and airport parking.

## **2.55.10 – DEPARTMENT TRAINERS/INSTRUCTORS**

(revised 6/15)

The NLVPD shall maintain an adequate number of trainers and instructors to meet Department goals and objectives. All Department trainers and instructors shall, as directed:

- Prepare lesson plans;
- Prepare training presentations;
- Prepare training needs assessments;
- Perform all other designated training assignments as deemed necessary.

Every Department instructor, including Department Training Officers (DTOs), shall complete a 40-hour Nevada POST certified Instructor Development Course prior to receiving any teaching assignments.

Any DTO, including non-commissioned, that has not trained an employee over a period of 36 consecutive months, must attend an FTO refresher course prior to being assigned a trainee. This requirement may be waived by the Captain of the affected area.

### **2.55.15 – TRAINING NON-GOVERNMENT EMPLOYEES**

(revised 5/15)

It is the policy of this Department that NLVPD personnel are not authorized to teach or demonstrate skills attained through the NLVPD to persons not associated with a law enforcement agency. Any instruction in high liability areas to be delivered by NLVPD staff must be requested via memo and approved through the requestor's chain of command, regardless of the expectation of pay for the training. This includes, but is not limited to techniques such as:

- baton use;
- handcuffing;
- weapon retention;
- defensive tactics;
- use of force polices of the NLVPD.

Exceptions to this policy must be granted by the Chief of Police or designee.

### **2.55.20 – TRAINING ATTENDANCE**

(revised 6/10)

Employees are responsible for attending mandatory training.

### **2.55.25 – MENTORING**

(revised 6/15)

The Department places a high priority on mentoring as part of our overall career development philosophy. Mentoring is an ongoing responsibility for all Department supervisors. The Training Division will assist supervisors in fulfilling this objective through coordinated training programs designed to increase core skills, knowledge and abilities in our personnel.



### **2.60.01 – FIREARMS**

(revised 3/12)

All sworn personnel are required to qualify once every six months with Department authorized firearms as specified in the Police Procedure Manual. Only Department authorized firearms and ammunition will be used.

### **2.60.05 – PREGNANT OFFICER EXEMPTION WAIVER**

(revised 3/12)

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

### **2.60.10 – LESS LETHAL WEAPONS**

(revised 3/12)

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

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

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



**2.65.01 – DEFENSIVE TACTICS OVERSIGHT COMMITTEE**

(revised 10/05)

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

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

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



### **2.70.01 – BRIEFING**

(revised 10/05)

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

### **2.70.05 – UNION REPRESENTATIVE ATTENDANCE AT BRIEFING**

(revised 4/14)

In accordance with current collective bargaining agreements, union representatives will be permitted to briefly exchange information with members of their specific bargaining unit when permission has been obtained in advance from the Area Commander and the requirements of the collective bargaining agreement have been satisfied.

In an effort to protect employees' rights, this exchange of information will be restricted to those employees that are represented by the specific collective bargaining unit that has sought advance permission. Specifically, when information is being exchanged by union representatives in briefing in accordance with the terms of collective bargaining agreements, supervisors will not be present when non-supervisors exchange information with their bargaining unit, and non-supervisors will not be present when supervisors exchange information with their bargaining unit.



### **3.01.01 – UNSATISFACTORY PERFORMANCE**

(revised 10/06)

NLVPD staff members shall perform their duties with the highest standards of efficiency to carry out the functions and objectives of the Department. Indications of unsatisfactory performance include, but are not limited to:

- a lack of knowledge to apply laws required to be enforced;
- unwillingness or inability to perform assigned tasks;
- failure to conform to work standards for the rank, grade, or position;
- failure to act appropriately on the occasion of a crime, disorder, or other condition deserving police attention; or
- absence without leave.

The following examples may also be considered evidence of unsatisfactory performance:

- performance deficiencies or written records of infractions of rules, regulations, directives, or orders of the Department for the time period set by current labor agreements.

### **3.01.05 – NEGLECT OF DUTY**

(revised 10/06)

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

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

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

### **3.01.10 – INSUBORDINATION**

#### **Definition**

(revised 10/06)

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

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

#### **Policy**

(revised 10/06)

All insubordination is subject to disciplinary action. Employees shall promptly obey and perform all legal duties required by superiors, regardless if such duties are specifically assigned to them in any rules or procedures. Should a lawful order given by a superior conflict with a previous order or published directive, the employee(s) will respectfully bring

the conflict to the attention of that superior officer. The superior officer will take any steps to correct the conflict and, at the same time, assume responsibility for the subordinate's actions.

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

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

### **3.01.15 – DELEGATION OF AUTHORITY**

(revised 10/06)

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

**3.05.01 – EMPLOYEE CONDUCT**

(revised 10/05)

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

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

**3.05.05 – DUTY TO REPORT MISCONDUCT**

(revised 10/05)

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

**3.05.10 – CRIMINAL VIOLATIONS**

(revised 11/15)

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

In order to comply with Federal guidelines (CJIS Security Policy 5.12.1.1), it is the policy of the NLVPD to periodically search criminal history databases for employee violations and infractions

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

(revised 10/05)

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

**3.05.20 – ASSOCIATION WITH KNOWN OFFENDERS**

(revised 12/17)

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

In the case where physical and telephone contact is unavoidable, a memo will be written to describe the relationship and sent through the chain of command to the Office of the Chief.

**3.05.25 – UNPROFESSIONAL CONDUCT**

(revised 9/16)

Unprofessional conduct is any conduct that adversely affects the morale, operations or efficiency of the Department, or any conduct that has tendency to adversely affect, lower or destroy public respect and confidence in the Department or any officer or employee. This also includes conduct that brings the Department or any officer or employee into disrepute or brings discredit upon the Department or any officer or employee. Officers and employees shall conduct themselves at all times, both on and off-duty, in such a manner so as to reflect most favorably upon the Department.

**3.05.30 – WORKPLACE VIOLENCE**

(revised 10/05)

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



**3.10.01 – POLITICAL ACTIVITY ON DUTY**

(revised 4/07)

No political activity will be conducted while on duty.

**3.10.05 – CONTACT WITH THE PUBLIC**

(revised 9/15)

Employees will always be courteous to the public. They will also be orderly, attentive, and exercise patience and discretion.

Upon request, employees will provide appropriate identification to include, at a minimum, their P# and name.

The use of tobacco products (including cigarettes, cigars, smokeless tobacco and electronic and/or vapor cigarettes) or chewing gum is prohibited while in contact with the public unless in a private place where the practice is not objectionable.

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

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

(revised 4/07)

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

**3.10.15 – PUBLIC STATEMENTS**

(revised 4/07)

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

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

**3.10.20 – TESTIMONIALS**

(revised 4/07)

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

**3.10.25 – RELEASE OF DEPARTMENT INFORMATION**

(revised 4/07)

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

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

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

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

### **3.10.30 – TAKING AND RELEASING PHOTOGRAPHS**

(revised 4/07)

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

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



**3.15.01 – PERSONAL PREFERMENT BY OUTSIDE INFLUENCE**

(revised 10/05)

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

**3.15.05 – REWARDS, GRATUITIES, PRIVILEGES**

(revised 10/05)

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

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



### **3.20.01 – TOBACCO/DESIGNATED SMOKING AREAS**

(revised 9/15)

The use of all tobacco products (including cigarettes, cigars, smokeless tobacco and electronic and/or vapor cigarettes) is prohibited in all indoor Police facility areas.

Pursuant to the City smoking policy, whenever there is a conflict between the rights of the smoker and the rights of the nonsmoker, the nonsmoker's rights will prevail.

South Area Command/Justice Facility smoking areas are located outside rolling door #17 near the former booking area on the first floor, the outside patio area to the east of the break room on the second floor (door D227) or outside the facility 25 feet from any entrance.

The Northwest Area Command has a smoking area at the back patio.

Tobacco products, as defined above, are prohibited in all Department vehicles (*i.e.*, undercover vehicles) unless authorized by the Chief of Police in certain circumstances.

### **3.20.05 – ALCOHOL AND DRUG USE**

(revised 5/09)

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

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

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

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



**3.25.01 – HARASSMENT**

(revised 9/09)

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

**3.25.05 – VERBAL ABUSE**

(revised 9/09)

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

**3.25.10 – INTER-DEPARTMENT RELATIONSHIPS**

(revised 9/09)

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

**3.25.15 – INMATE INTERACTION**

(revised 9/09)

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

**3.25.20 – AIDING ESCAPE**

(revised 9/09)

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



**3.30.01 – TRUTHFULNESS**

(revised 10/05)

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

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

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

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

**3.30.05 – EXCULPATORY EVIDENCE**

(revised 1/16)

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

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

Therefore, personnel in this Department will affirmatively offer any and all information that fits into the above categories to any prosecutor involved in the prosecution of any case for which the officer is offering testimony.



### **3.35.01 – VIDEO/AUDIO RECORDINGS**

(revised 10/05)

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

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

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



**3.40.01 – RECOGNITION OF UNDERCOVER OFFICERS**

(revised 10/05)

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



## PO 3.45

CHAPTER: RULES AND REGULATIONS  
SUBJECT: DEPARTMENT STATIONERY

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### **3.45.01 – STATIONERY**

(revised 10/05)

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



### **3.50.01 – APPEARANCE**

(revised 10/06)

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

### **3.50.05 – CLOTHING**

(revised 10/06)

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

### **3.50.10 – UNIFORMS**

(revised 10/06)

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

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

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

### **3.50.15 – COURT ATTIRE**

(revised 10/06)

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

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

### **3.50.20 – TRAINING ASSIGNMENT ATTIRE**

(revised 12/15)

The dress code during all in-service classroom training assignments shall be business casual unless specifically informed otherwise by the instructor. Denim jean pants in good repair are acceptable. Shorts, mini-skirts, or sandals are not permitted. Where physical training is required, exceptions to this dress code will be specified at the time training is announced.

While attending training at other agencies, employees must follow the dress code policy of that agency.

**3.50.25 – VIOLATION OF DRESS CODE**

(revised 10/06)

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



**3.55.30 – BODY WORN CAMERAS**

(revised 7/18)

It is the Policy of the NLVPD to use body worn cameras (BWC) as an effective law enforcement tool to reinforce the public's perception of the Department's professionalism through enhanced transparency.

BWCs have the potential to improve community relations and officer performance, increase agency accountability, and provide for enhanced investigation of citizen complaints and investigation of criminal cases.

BWCs provide a visual depiction of officer-citizen contacts, arrests, and critical incidents. BWCs enhance the accuracy of officer reports and the prosecution of criminal cases. BWC's audio and video recordings greatly improve the Department's ability to review evidence for probable cause determinations, officer/suspect interactions, and evidence for investigation and prosecution of criminal cases.

All officers are required to wear BWCs while on duty.

Any images, video, and/or audio recordings generated by any BWC are the sole property of the NLVPD.



**3.60.01 – CARE OF EQUIPMENT AND PROPERTY**

(revised 12/06)

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

**3.60.05 – RETIREMENT OF POLICE SERVICE DOG**

(revised 12/06)

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



### **3.65.01 – USE OF VEHICLES**

(revised 7/09)

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

### **3.65.03 – SURVEILLANCE VEHICLES IN PATROL**

(revised 7/09)

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

### **3.65.07 – FLEET COORDINATOR**

(revised 7/09)

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

### **3.65.10 – FLEET FUEL CARD**

(revised 6/16)

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

When a new employee is hired, it will be the responsibility of the Division supervisor to contact in writing personnel in the PD's Resource Management Division to request a PIN for the new employee.

If an employee forgets their fuel card PIN or has lost their letter containing their PIN, personnel in the PD's Resource Management Division should be contacted by e-mail to obtain a new PIN.

Refer also to the City's Policy found on the City's intranet site at <http://citynet> under Admin Policies, Chapter 6.13 Fleet Fuel Card Policy.



**3.70.01 – CODE OF ETHICS**

(revised 3/09)

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

“As a law enforcement officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception; the weak against oppression or intimidation; and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.

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

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

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

**4.01.01 – DEPARTMENT AUTHORITY**

(revised 10/05)

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

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

**4.01.05 – LIMITS OF AUTHORITY**

(revised 10/05)

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

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

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

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

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

**4.01.10 – USE OF DISCRETION**

(revised 10/05)

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

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

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

Examples of approved alternatives to incarceration are:

- Verbal warning and release;
- Referral to local support agencies;
- Issuance of misdemeanor citations;
- Complaint for prosecution consideration.

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



**4.05.01 – USE OF FORCE**

(revised 10/16)

The NLVPD is committed to protecting people, their property and rights, while providing the best in public safety and service. Officers will use only that amount of force that is reasonable and necessary to overcome resistance, effect an arrest, prevent escape, subdue an individual offender, restore order to a disruptive group, protect the public, protect other lives when other available measures are insufficient, or accomplish lawful objectives.

It is the policy of this Department that officers hold the highest regard for the dignity and liberty of all persons, and place minimal reliance upon the use of force. The Department respects the value of every human life and that the application of deadly force is a measure to be employed in the most extreme circumstances.

At least annually, all agency personnel authorized to carry weapons are required to receive in-service training on the Department's use of deadly force policies.



**4.10.01 – TYPES OF FORCE**

(revised 7/06)

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



**4.25.01 – JURISDICTION**

(revised 10/05)

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

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



### **5.01.01 – INTERNAL AFFAIRS**

(revised 3/09)

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

The Internal Affairs Bureau (IAB) is a separate Bureau within the Office of the Chief of Police. IAB is responsible for investigating allegations of commissioned employee misconduct and pre-employment background investigations.

The City of North Las Vegas (CNLV) Human Resources Department (HR) is responsible for civilian employee misconduct investigations according to current labor agreement.

### **5.01.05 – MEDIA RELEASES**

(revised 3/09)

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

### **5.01.10 – CONTROL OF RECORDS**

(revised 3/09)

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

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

### **5.01.25 – FILING COMPLAINTS**

(revised 3/09)

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

### **5.01.30 – INFORMAL COMPLAINTS**

(revised 3/09)

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

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

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

**5.01.35 – FORMAL COMPLAINTS**

(revised 2/15)

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

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



**5.10.01 – EARLY INTERVENTION SYSTEM**

(revised 10/07)

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

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

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



### **5.15.01 – COMMENDATIONS BOARD**

(revised 10/05)

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

**6.03.01 – RIDE ALONG PROGRAM**

(revised 2/19)

Citizens may apply for the Ride Along Program for Patrol or Animal Control by contacting the NLVPD and obtaining the required Criminal History Check/Release of All Claims Form (form 22.10) from the Police Operations Division at least two weeks in advance, when possible. All media requests for ride alongs must go through either the Public Information Officer (PIO) or the Chief's Office for approval.

Ride along applicants must receive prior approval for the ride along from the area command captain. Applicants must also complete and sign a Criminal History Check/Release of All Claims Form, unless they are a PD employee. Depending on which ride along program is requested, either a Patrol Sergeant or the Animal Control Manager will notify the applicant of approval/disapproval to participate in the Ride Along Program and a time period the ride will be scheduled. Participants appearing for their scheduled ride will be neatly attired.

Since ride along applicants may have indirect access to criminal history record information, a local SCOPE, Triple I, and warrant check will be done on all applicants. A PD Captain will decide whether or not the applicant is eligible to participate in a ride along if any criminal history is found. Per Criminal Justice Information System (CJIS) security policy, an applicant who is found to have any of the following, cannot participate in the Ride Along Program.

- a felony or gross misdemeanor arrest without a disposition,
- a felony or gross misdemeanor conviction, or
- is a fugitive from justice.

**Ride Along Program Guidelines**

(revised 2/19)

- Officers who have not yet completed their probationary period will not be assigned a ride along participant.
- Ride along participants must be at least 16 years of age. The signature of a parent or legal guardian is required for participants under 18 years of age.
- Ride along participants may ride once every six months.
- Participants approved for the Ride Along Program will not exceed a 10 hour ride. The ride shall not carry over to another shift or officer.
- Participants will be required to wear a soft body armor vest (provided by the Department) for the duration of the ride.
- Family members and friends of Patrol personnel are permitted to participate in the Ride Along Program; however, participants shall not be assigned to ride with family members or friends. All family members and friends must sign the Criminal History Check/Release of All Claims Form.
- Only one ride along per shift will be permitted.



**6.05.01 – CALLS FOR SERVICE**

(revised 10/05)

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



### **6.15.01 – VEHICLE PURSUIT**

(revised 10/05)

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

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

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

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

### **6.15.05 – FOOT PURSUITS**

(revised 10/05)

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

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

While the risks involved with foot pursuits towards the general public are much less than in vehicle pursuits, the inherent risks to the officer are somewhat greater. The majority of foot pursuits involve a one-on-one situation with the officer and violator, often in isolated or unfamiliar surroundings. In addition, the officer is more likely than not, placing himself in a dangerous situation by following a fleeing person into a building, structure, confined space or other isolated area. The officer is often less aware of his exact location, as he is focused

on the fleeing person, making it difficult for other officers to locate the officer to render assistance in a timely manner. Numerous case studies exist involving officers being seriously injured during foot pursuits, radioing for assistance and responding officers being unable to locate them immediately. In addition, statistics and case studies show a high rate of officers being assaulted, seriously injured or killed during foot pursuits.

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

#### **6.15.10 – STOP STICKS**

(revised 10/05)

It is the policy of the NLVPD 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 or “stop sticks,” when properly utilized, offer an alternative means of bringing about the safe resolution of police pursuits under controlled conditions.



## **6.20.01 – ROADBLOCKS**

(revised 10/05)

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

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

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

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

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



**6.25.01 – POLICE ESCORTS**

(revised 3/09)

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

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

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



**6.40.01 – CONFISCATION**

(revised 2/14)

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



### **6.45.01 – VEHICLE IMPOUNDS**

(revised 10/05)

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



### **6.55.05 – TRAFFIC ENGINEERING ACTIVITIES**

(revised 10/06)

A function of the NLVPD, in cooperation with the CNLV Traffic Engineering Department, is to facilitate safe and efficient traffic flow throughout the City.

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

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

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



### **6.60.01 – SELECTIVE ENFORCEMENT**

(revised 10/06)

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

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

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

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

### **6.60.05 – DUI ENFORCEMENT PROGRAM**

(revised 10/06)

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

### **6.60.20 – PARKING ENFORCEMENT**

(revised 10/06)

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



### **6.90.05 – PRIVATE ALARMS**

(revised 10/06)

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

**6.95.05 – LICENSE PLATE READERS**

(revised 9/06)

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

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

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

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



**6.96.01 – PURPOSE**

(revised 11/14)

In order to more effectively address various types of property and violent crime, the NLVPD will deploy GPS tracking devices in an attempt to apprehend those who commit crimes in the community. The NLVPD's tracking device program is an innovative method of crime fighting that combines technology with community participation and partnership.



**6.97.01 – ELECTRONIC DEVICE LOCATING INFORMATION**

(revised 12/11)

It is the policy of the NLVPD to ensure that the use of location data acquired from electronic devices is used in compliance with all Federal, state and local laws.



**6.105.01 – ALTERNATIVE REPORTING METHODS**

(revised 10/05)

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



**7.01.01 – BIASED-BASED POLICING**

(revised 10/05)

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

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

**7.15.12 – SUMMONS IN LIEU OF ARREST (S.I.L.A.) PROGRAM**

(revised 6/10)

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 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.

**7.15.20 – FOREIGN NATIONALS**

(revised 6/10)

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



**7.30.01 – DOMESTIC VIOLENCE INCIDENT**

(revised 10/05)

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

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



**7.36.01 – NARCOTICS ASSET SEIZURE**

(revised 3/11)

It is the policy of the NLVPD to seize money/property in accordance with applicable Nevada Revised Statutes that can be shown to be linked to a violation of the state's laws. The assets seized will be utilized by the Department in the furtherance of investigation and prosecution of illegal narcotics activity cases.



**7.40.01 – CIVIL PROTECTIVE CUSTODY**

(revised 12/17)

Civil Protective Custody/Intoxicated persons should either be released to a relative, friend, or other responsible person, or be taken to a licensed detoxification center.



**7.45.01 – MENTALLY ILL PERSONS/LEGAL 2000**

(revised 10/05)

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



**8.01.07 – EYEWITNESS IDENTIFICATION**

(revised 9/11)

Eyewitness identification is a frequently used investigative tool. However, erroneous eyewitness identifications have been cited as the most frequent cause of wrongful convictions. As such, the policy of the NLVPD is that officers shall strictly adhere to the procedures set forth in the Police Facility Procedure Manual, in order to maximize the reliability of identifications, minimize erroneous identifications, and gather evidence that conforms with contemporary eyewitness identification protocols.

**8.05.03 – DIGITAL IMAGING STANDARDS (DIMS)**

(revised 10/07)

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

All digital image evidence shall be processed by each unit. Digital evidence will be stored and disseminated by the NLVPD's CSI Bureau.

**Intended Purpose**

Digital photography and digital imaging technologies are to be used by the NLVPD for the following purposes:

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

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

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

**Crime Scene Documentation – To Visually Document Crime Scenes**

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

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

**Latent Fingerprints and Other Trace Evidence Analysis**

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



**8.30.01 CIs AND Sis**

(revised 10/05)

It is the policy of the NLVPD to utilize cooperating individuals/informants (CI) or sources of information (SI) in the criminal investigation process.

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

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



**8.40.01 – FINGERPRINTING AND PHOTOGRAPHING**

(revised 1/11)

The NLVPD will fingerprint and photograph juveniles in accordance with Nevada Revised Statute 62H.010. The responsibility for obtaining fingerprints and photographs when mandated by provisions of this statute rests with the juvenile courts. They are also the central and secure repository for fingerprints and photographs obtained under provisions of this statute. Any need for inspection of fingerprints or photographs of juveniles should first be directed to this repository.

**8.40.05 – JUVENILE SEXUAL ASSAULT AND ABUSE**

(revised 1/11)

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

**8.40.10 – TAKING JUVENILES INTO CUSTODY**

(revised 1/11)

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

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

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

- Determine whether the juvenile is alleged to have been harmed or to be in danger;
- Ensure that the constitutional rights of the juvenile are protected;
- Bring the juvenile to the intake facility or the juvenile component without delay (unless the juvenile is in need of emergency medical treatment);
- Ask the Intake Facility to notify parents or guardians of the juvenile having been taken into custody, when such notification is appropriate and will not impede progress of the investigation.

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



**8.45.01 – PUBLIC UTILITY SUBSCRIBER INFORMATION**

(revised 10/05)

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



**8.50.01 – VICTIM AND WITNESS ASSISTANCE**

(revised 10/05)

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

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



**8.55.05 – EMPLOYEE TRAFFIC COLLISIONS**

(revised 11/13)

It is the policy of the NLVPD to deal with employees fairly and equitably. Therefore, employees will be given the same consideration as any person who is involved in a traffic collision. Property damage and non-life-threatening injury traffic collisions involving employees of the NLVPD that occur while they are on duty or off duty operating a City vehicle or any other authorized vehicle, either on or off a roadway, will be investigated thoroughly and completely. Traffic collisions involving on or off-duty peace officers employed by the NLVPD that result in fatal or life-threatening injury will be investigated by another law enforcement agency.

**8.55.10 – COLLISION REVIEW BOARD**

(revised 4/15)

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



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

(revised 3/09)

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



**9.10.01 – BLOOD BORNE PATHOGENS**

(revised 10/05)

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



## PO 10.01

CHAPTER: REPORTS, RECORDS AND DEPARTMENT INFORMATION  
SUBJECT: REPORTS, RECORDS AND DEPARTMENT INFORMATION

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### **10.01.01 – REPORTS, RECORDS AND DEPARTMENT INFORMATION**

(revised 10/05)

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



**10.10.01 – STORAGE AND RETENTION OF ADMINISTRATIVE RECORDS**

(revised 8/10)

Reports and records that are administrative in nature will be maintained within the NLVPD in the Division in which they originated.



**10.50.01 – CRIME SCENE INVESTIGATIONS BUREAU FILES AND SECURITY** (revised 10/05)

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

**10.55.01 – MEDIA RELATIONS**

(revised 10/06)

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



**10.60.01 – COURT WARRANTS**

(revised 9/09)

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



**10.65.01 – IDENTITY THEFT PASSPORT PROGRAM**

(revised 7/09)

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

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

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



### **11.01.01 – INTRODUCTION**

(revised 4/15)

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

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

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

### **11.01.10 – SITUATION MAPS/EQUIPMENT**

(revised 7/12)

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

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



**11.05.01 – EMERGENCY MOBILIZATION PLAN**

(revised 10/05)

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



### **11.10.01 – MAJOR INCIDENT PLAN**

(revised 10/05)

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



**11.15.01 – ACTIVATION OF CRISIS NEGOTIATION TEAMS (CNT)**

(revised 5/14)

The goal of the NLVPD CNT is to effect, by negotiations, the peaceful resolution of critical incidents through means of persuasion and two-way communication.

**11.15.10 – ACTIVATION OF SPECIAL WEAPONS AND TACTICS (SWAT) TEAM**

(revised 5/14)

The goal of the NLVPD SWAT Team is to work as a coordinated team to resolve critical incidents that are so hazardous, complex or unusual that they may exceed the capabilities of first responders or investigative units.



**11.20.01 – HOSTAGE/BARRICADED SUBJECT PLAN**

(revised 10/05)

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

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

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



**11.25.01 – AIRCRAFT ACCIDENT PLAN**

(revised 7/12)

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



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

(revised 4/15)

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

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

- Command Staff offices
- offices of Operations Lieutenants
- Communications Division.



**11.40.01 – DIGNITARY PROTECTION PLAN**

(revised 10/05)

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



**11.45.01 – SPECIAL EVENTS PLAN**

(revised 10/05)

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



**11.50.01 – LABOR DISPUTES AND DEMONSTRATIONS**

(revised 10/06)

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



**11.55.01 – EMERGENCY CALL SCREENING**

(revised 10/05)

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

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



**11.60.01 – AMBER ALERT PLAN**

(revised 10/05)

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

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

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

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



**11.62.01 – NEVADA SILVER ALERT PLAN**

(issued 3/19)

The Nevada Silver Alert Plan establishes a formal means of exchanging information between allied law enforcement and public safety agencies, radio, television and cable broadcasters and state and private entities to facilitate the safe return of Missing Endangered Older Persons.

The Nevada Department of Public Safety oversees the program and works in cooperation with all law enforcement agencies in the state along with the Nevada Broadcasters Association to provide a coordinated and rapid response to instances of Missing Endangered Older Persons.

As a participant in the Nevada Silver Alert Plan, the NLVPD has developed this policy and agrees to follow the Silver Alert guidelines administered by the Nevada Department of Public Safety.



**11.65.05 – EXPOSURE CONTROL PLAN**

(created 4/14)

It is the policy of the NLVPD that all members who are subject to exposure to blood borne pathogens, infectious diseases and potentially infectious materials, exercise universal precautions and receive proper training in methods and practices to prevent exposure. Additionally, they will receive training in proper post exposure procedures, including reporting requirements and provisions regarding blood tests.

**11.65.15 – RESPIRATORY PROTECTION PROGRAM**

(revised 5/10)

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

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



**11.75.01 – COUNTERFEIT CURRENCY**

(revised 11/09)

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



**11.80.01 – NALOXONE (NARCAN) ADMINISTRATION**

(revised 10/18)

It is the policy of the NLVPD to train all officers in the administration of nasal Naloxone and to equip each officer with Naloxone kits for use in overdose intervention situations.



**11.85.01 – USE OF CHEMICAL AGENTS**

(revised 10/05)

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



**11.88.01 – IN-CUSTODY DEATHS**

(issued 7/19)

In-custody deaths encompass deaths of persons who are in NLVPD custody, either through investigative detention, arrest, or under transport from one facility to another. For the purpose of this policy, “in-custody deaths” will refer to deaths of persons due to apparent natural causes, excited-agitated delirium or other causes not involving the use of force.

All in-custody deaths will be investigated by the Detective Bureau for the purpose of ensuring a complete investigation of such deaths. The Internal Affairs Bureau may conduct an administrative investigation, at the discretion of the Chief of Police, upon the completion of the Detective Bureau’s criminal investigation when there is questionable conduct or possible deviation from policy and procedure.



**11.95.01 – LINE OF DUTY SERIOUS INJURY**

(revised 2/15)

It is the policy of the NLVPD to provide assistance to the immediate family of an active duty officer who is seriously injured in the line of duty and to provide them with support during this traumatic period of readjustment. This assistance is provided whether the serious injury was unlawful or accidental (*i.e.*, automobile accident, hit by a passing vehicle during a traffic stop, training accident, *etc.*) while performing a police-related function.

The Chief of Police may approve deviations from this policy depending on the availability of Department resources and the Department's primary role of providing public safety to our community. If the injured officer's family desires, the Department will provide clarification of benefits as well as emotional support during this traumatic period of readjustment.



### **11.100.01 – LINE OF DUTY DEATH**

(revised 2/15)

It is the policy of the NLVPD to provide assistance to the immediate family of an active duty officer who dies in the line of duty and to provide them with support during this traumatic period of readjustment. This assistance is provided whether the death was unlawful or accidental (*i.e.*, automobile accident, hit by a passing vehicle during a traffic stop, training accident, *etc.*) while performing a police-related function.

The Chief of Police may approve deviations from this policy depending on the availability of Department resources and the Department's primary role of providing public safety to our community. If the surviving family desires, the Department will provide clarification of survivor benefits as well as emotional support during this traumatic period of readjustment.

Funeral arrangements of the deceased officer are to be decided by the family, with their wishes taking precedence over the Department's.



**12.01.01 – COMMUNICATIONS POLICY**

(revised 10/05)

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



**12.05.01 – USE OF TELEPHONES**

(revised 10/05)

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

**12.05.05 – USE OF RADIO**

(revised 10/05)

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



**12.10.01 – CAD TRACKING OF GANG OFFENSES**

(revised 10/05)

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



**12.15.01 – CODE RED**

(revised 10/06)

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

**12.15.05 – CODE GREEN**

(revised 10/06)

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



**12.20.01 – SPLITTING PATROL CHANNEL**

(revised 1/11)

It is the policy of the NLVPD to provide a safe, efficient, and effective work environment for the Department personnel. To accomplish this task, it may be necessary to split various radio talk groups at the discretion of the Chief of Police or designee.



**12.40.01 – ALARM MONITORING**

(revised 1/12)

NLVPD Communications Division personnel will monitor various alarms for duress, burglary, robbery situations, *etc.*, and dispatch per procedure. Alarms are received from various CNLV buildings as well as other businesses such as banks, credit unions, and post offices.

**13.01.01 – COMPUTER POLICY**

(revised 12/05)

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

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

**13.01.05 – REMOTE ACCESS**

(revised 3/18)

Remote access using either dial-in, cable modem, wi-fi-VPN, or other method to the City of North Las Vegas network for the purpose of providing support to the NLVPD must first be reviewed by the State of Nevada Local Agency Security Officer (LASO) and then approved by the Chief of Police with a vetting process completed thereafter. Remote access refers to the ability of Department personnel, city Information Technology personnel or contracted external vendors being able to access city and/or Department data or resources from a remote location to perform services to the NLVPD.

Remote access approved users will adhere to Policy/Procedure Sections 13.01, 13.05, 13.10, 13.15 and 13.30. It is the responsibility of the NLVPD employee to adhere to the Department's desktop and laptop policies on the use of city assigned computers/laptops for remote access purposes. Performance of illegal activities through the City of North Las Vegas network by any authorized user is prohibited and punishable by law NRS 1279A. Authorized Users bear the responsibility for and consequences of misuse of the Authorized User's access.

**13.01.10 – GENERAL USE AND OWNERSHIP**

(revised 12/05)

Data created on NLVPD systems remains the property of CNLV. Management cannot guarantee the confidentiality of information stored on computer/laptop devices. Employees are responsible for exercising good judgment regarding the reasonableness of personal use.

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

**Privacy**

(revised 12/05)

Employees should not expect privacy with respect to any of their activities when using an NLVPD computer and/or telecommunication property, systems, or services. Use of passwords or account numbers does not create the expectation of privacy and confidentiality. The employer reserves the right to review, retrieve, read, and disclose any files, messages, or communications that are created, sent, received, or stored on the employer's computer systems and/or equipment. This right to review, also called

monitoring, ensures the security and protection of business records, prevents unlawful and inappropriate conduct, and creates as well as maintains a productive work environment.

## Use

(revised 8/16)

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

An employee's use of CNLV computer systems, telecommunication and other devices constitute acceptance of this policy and its requirements.

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

## Prohibited Use

(revised 8/16)

Prohibited use includes but is not limited to the following:

- Sending, receiving, or storing messages that a "reasonable person" would consider to be offensive, disruptive, harassing, threatening, derogatory, defamatory, pornographic, indicative of illegal activity, or any that contain sexual comments or images, or racial or ethnic slurs.
- Sending, receiving, or storing messages or images that would offend or discriminate on the basis of race, sex, national origin, religion, age, political belief, sexual orientation, or disability.
- Sending, receiving, or storing chain letters.
- Sending or storing union-related solicitations.
- Engaging in political activities.
- Engaging in religious activities.
- Conducting outside employment activities in any manner.
- Engaging in illegal, fraudulent, or malicious conduct.
- Downloading, uploading, or otherwise transmitting, without authorization:
  - ▶ Confidential or proprietary information or material;
  - ▶ Copyrighted material;
  - ▶ Illegal information or material; or
  - ▶ Sexually explicit material.
- Obtaining unauthorized access to other systems.
- Using, without explicit authorization, another person's password or account number.
- Revealing account passwords to others or allowing the use of your account by others. This includes family and other household users when work is being done at home.

- Improperly accessing, reading, copying, misappropriating, altering, misusing, or destroying the information/files of CNLV or other users.
- Loading unauthorized software or software not purchased or licensed by the employer.
- Breaching or attempting to breach any security systems or other malicious tampering of any of the employer's electronic systems, including but not limited to introduction of viruses.
- Using the employer's information technology in other than a very limited or incidental way for personal, non-business purposes.

**Violation of Policy**

(revised 12/05)

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



### **13.02.01 – SOCIAL MEDIA POLICY**

(revised 10/11)

Social media provides a new and potentially valuable means of assisting the Department and its personnel in meeting community outreach, problem-solving, investigative, crime prevention, and related objectives. This policy identifies potential uses that may be explored or expanded upon as deemed reasonable by administrative and supervisory personnel. The NLVPD also recognizes the role that these tools play in the personal lives of some Department personnel. The personal use of social media can have bearing on Departmental personnel in their official capacity. As such, this policy provides information of a precautionary nature as well as prohibitions on the use of social media by Department personnel.



**13.03.01 – E-MAIL AUTHORIZATION**

(revised 12/17)

Prior approval must be obtained from the Chief of Police before sending out any e-mail directed to “CNLV Everyone.”

Prior approval must be obtained from the Assistant Chief before sending out any e-mail directed to “CNLV PD.”



## 13.05.01 – LAPTOP COMPUTERS

### Overview

(revised 11/10)

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

### Purpose

(revised 11/10)

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

### General Use and Ownership

(revised 11/10)

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

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

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

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

### Security and Proprietary Information

(revised 11/10)

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

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

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

### Unacceptable Use

(revised 11/10)

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

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

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

Using a Department computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.

Security breaches include, but are not limited to, accessing of data to which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. JLINK information is strictly used for officer notification within the scope of his/her work. JLINK information will not be disseminated verbally or in written form, unless in the discharge of the employee's official duties.

#### **Unacceptable Use of E-mail & Communications Activities on Motorola P1 Mobile** (revised 2/19)

- Any form of harassment via e-mail, whether through language, frequency, or size of messages.
- Posting the same or similar non-business related messages to other users within the Motorola P1 Mobile network.

#### **Confidentiality**

(revised 11/10)

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

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

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



**13.10.01 – JLINK SYSTEMS**

(revised 7/17)

The JLINK system is the Justice Link Message Switching system and is a link for NCIC, NCJIS, SCOPE and WVS applications.

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

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

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

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

The Wanted Vehicle System (WVS) is a 24 hour on-line system that provides information relating to vehicles that have been stolen, towed privately or by an officer, repossessed, involved in a hit and run, etc. The system is under the administrative control of Clark County.

SCOPE and WVS are accessible directly from the Clark County mainframe or the JLink system.

**Security**

(revised 8/16)

Data stored in NCJIS JLINK is confidential documented criminal justice information and must be protected to ensure authorized dissemination and use. Information is not to be released to any unauthorized personnel. It is strictly forbidden for staff members to request and/or perform inquiries for curiosity or for any reason other than a criminal justice purpose.

Information can be obtained directly or indirectly. Direct access is defined as terminal access and dissemination within that terminal agency. Indirect access is a terminal agency disseminating information to another authorized agency.

The NLVPD is responsible for the maintenance of the security and confidentiality of these systems.

It is the responsibility of the Terminal Agency Coordinator (TAC) and the Assistant Terminal Agency Coordinator (ATAC) to ensure physical security for JLINK computers and workstations meet requirements outlined by CJIS policy standards.

**Physical Security**

(revised 10/13)

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

The Nevada Control System Agency (CSA) prohibits dissemination of any information received from JLINK to any unauthorized person. Agency personnel are forbidden to request and/or perform inquiries for curiosity or for any reason other than authorized by NCIC, Nevada Revised Statute, or local ordinance.

### Visitors to NLVPD

(revised 10/13)

Visitors on NLVPD premises and not fingerprinted and who do not have an assigned proxy card that requires access to a physically secured location must sign the CJIS visitor's log and be accompanied by authorized personnel. At no time shall visitors be left unattended in a physically secured area. Authorized personnel must enforce that (a) visitors do not have clear visual access to computer monitors displaying JLINK information, and (b) visitors are not to receive JLINK printed information.

### Personnel Security

(revised 10/13)

An authorized user/personnel is defined herein as an individual or group of individuals who have been appropriately vetted by a national fingerprint-based record check, a wants/warrant check, have received appropriate training, and who have been approved by the NLVPD Terminal Agency Coordinator (TAC) to view or access JLINK.

Personnel accessing the JLINK System to include inquiry, entry or technical maintenance purposes are required to pass an FBI fingerprint-based background check. Divisions accessing JLINK information must fully comply with all State and Federal laws. Reference NRS Chapter 179A and U.S. Code Title 28 and the regulations promulgated hereunder.

### Training

(revised 10/13)

Dependent upon the type of JLINK access, all personnel must be NCIC/NCJIS certified within six months of initial assignment and every two years thereafter.

### Dissemination of Information

(revised 10/13)

Personnel are prohibited from disseminating criminal justice information to unauthorized sources.

### Disposal

(revised 2/14)

Hard copy obtained through JLINK is considered confidential and must be maintained in a physically secure area and must be destroyed by shredding by authorized personnel.

### Audit

(revised 10/13)

The NLVPD will be audited by the State and the FBI to ensure compliance with State and Federal requirements for accessing criminal justice information systems. The Las Vegas Metropolitan Police Department (LVMPD) will audit the SCOPE and WVS systems to ensure compliance with LVMPD policy and regulations. Audits will be conducted biennially. The TAC will conduct internal quality control checks and routine audits.

### Enforcement

(revised 2/14)

Unauthorized inquiry or dissemination of JLINK information may result in disciplinary action. If the unauthorized inquiry or dissemination includes criminal history record(s) information, the person may be subject to criminal charges pursuant to NRS 179A.900. All violations (intentional/unintentional) will be investigated and submitted for appropriate disciplinary

action. Disciplinary action could range from a verbal warning up to termination and possible criminal prosecution.

### **13.10.05 – SCOPE**

(revised 7/17)

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

### **Personnel Security**

(revised 10/13)

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

### **Standards of Use**

(revised 10/13)

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

### **Audit**

(revised 10/13)

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

The LVMPD Inspection Team may conduct appropriate inquiries with regard to any allegations of security violations. Results of the investigation recommendations to the agency shall be maintained by LVMPD accordance with applicable record retention schedules.

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



**13.15.01 – CHRI**

(revised 6/10)

Data stored in local, State, and Federal systems includes criminal history information that must be protected to ensure correct, legal, and efficient dissemination and use. The individual receiving a request for criminal justice information must ensure that the person requesting the information is authorized to receive the data as stated in NRS Chapter 179A. The stored data in the local, State, and Federal systems are sensitive and should be treated accordingly. Unauthorized request or receipt of any local, state, and Federal criminal history could result in criminal prosecution.

**13.15.10 – TRIPLE I (FEDERAL)**

(revised 6/10)

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

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



### **13.20.01 – NCJIS/NCIC HIT CONFIRMATION**

(revised 9/17)

The system policy governing hit confirmation as established by the NCJIS Administrative Policies, the NCJIS Operating Procedures Manual, and the NCIC 2000 Operating Manual, are especially critical with regard to hit confirmation. The NCJIS Operating Procedures Manual describes the operational procedures for handling a hit in the NCJIS State Wanted Person File, Section 33. The NCIC Hit Confirmation Policy is described in the NCIC 2000 Operating Manual, in Introduction Section 1.7, or in the NCIC Wanted Person file, Section 5 Inquiry.



**13.25.01 – PRESERVATION OF SEIZED COMPUTER EQUIPMENT**

(revised 10/05)

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



**13.30.01 – ENCRYPTION AND TWO-FACTOR AUTHENTICATION FOR CRIMINAL JUSTICE INFORMATION (CJI)**

(revised 4/16)

Criminal Justice Information Services (CJIS) (e.g., JLINK, NCIC, and associated criminal history information) require encryption and dual factor authentication standards for the transmission of sensitive and confidential information over the Internet.

The encryption standard used is ASA 256 bit and two factor authentication utilizing Netmotion and RSA SecurID hardware or software tokens. CNLV IT network infrastructure teams currently encrypt tunnels, firewalls and routers that employ rule sets that restrict unauthorized use and access.



### **14.01.01 – GENERAL RESPONSIBILITIES**

(revised 6/16)

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

Successful facilities management depends on the input and cooperation from various City Departments including Building Maintenance, City Attorney, Finance, Information Technologies, and Public Works, as well as its internal customers.

### **Services**

(revised 6/16)

The services coordinated through the Resource Management Division are:

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



### **14.25.01 – BUILDING SECURITY**

(revised 4/09)

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

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

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

### **14.25.02 – DUTY TO CHALLENGE**

(revised 4/09)

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

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



### **15.01.01 – INTAKE AND BOOKING**

(revised 1/18)

The City of Las Vegas Detention and Enforcement Department (CLV D&E) currently handles intake and booking for all CNLV inmates.

CLV D&E officers will be responsible for the safety and security of all CNLV inmates by conducting routine searches (visual/pat/strip) of all inmates and personal property being booked or housed in its facility. Personal property searches are critical to ensure no contraband or hazardous materials enter the facility. Information concerning inmates and their property will be obtained by the intake officer and documented accurately.



## **15.05.01 – COURT PROCEEDINGS**

### **Municipal Court**

(revised 1/18)

The NLVPD will house offenders at CLV D&E only for that portion of their term of confinement for which they are legally liable and to promptly release offenders when their sentences are complete. The facility will abide by the lawful orders of judicial officials and provide an efficient means of rendering service to these officials concerning incarcerated individuals within the facility. Guidelines are established for the processing and data entry of CNLV Municipal Court paperwork.

### **Justice Court**

(revised 1/18)

The NLVPD will house offenders at CLV D&E only for that portion of their term of confinement for which they are legally liable and to promptly release offenders when their sentences are complete. The facility will abide by the lawful orders of judicial officials and provide an efficient means of rendering service to these officials concerning incarcerated individuals within the facility. Guidelines are established for the processing and data entry of the North Las Vegas Justice Court paperwork.



**15.07.01 – INMATE RELEASES**

(revised 1/18)

CLV D&E will release CNLV inmates in an accurate and timely manner in accordance with court ordered sentencing, Nevada Revised Statutes (NRS), release documents and current contractual conditions.



### **15.10.01 – STRIP SEARCHES**

(revised 1/18)

CLV D&E will conduct strip searches, based upon reasonable cause, to prevent the introduction of contraband (weapons, drugs, *etc.*) into the facility in accordance with CLV D&E policies. Arrestees being booked into the Facility will not be automatically strip searched. Strip searches will not be conducted for punitive reasons.



**15.45.01 – INMATE TRANSPORTATION**

(revised 1/18)

NLVPD City Marshals will provide the appropriate level of supervision and control for inmates who must be transported to NLV Justice Court.