MESSAGE FROM CITY COUNCIL

Providing vibrant neighborhoods and public places is a top priority of the Reno City Council. As such, we are proud of the accomplishments our Police Department has achieved this past year. Efficient and effective emergency response to our citizens and enhancing community engagement are key benchmarks in which our department continues to excel. As our community continues to grow, we are committed to providing excellent emergency services to our residents and visitors.
MESSAGE FROM CHIEF SOTO

On behalf of the men and women of the Reno Police Department (RPD), I would like to take a moment to thank all of our community for their continued support of our officers and the duties they carry out on a daily basis. Policing in the 21st century is more important and visible than ever. With the support of our incredible Reno area residents, we have some of the finest community policing and community relationships in this entire nation.

The mission of the RPD is to safeguard the lives and property of those we serve, to reduce the incidence of crime and community problems, and to enhance public safety while working with our community to improve the quality of life for everybody.

The RPD’s vision is to be a Model of Policing Excellence to include our core values of respect, integrity, fairness and service. This vision is achieved by our guiding principles that include community policing, problem solving and intelligence-led policing, safety and service, technology and innovation, leadership and culture. All of these guiding principles help us foster a relationship with this community that promotes transparency, accountability, honesty and a culturally competent department that is reflective of this community.

This is an exciting time to reside in the City of Reno. With the continued success of our Midtown District, coupled with City Council’s vision of being an event destination to include our Thriving Downtown and University District, along with strong business and outdoor activities, it is a priority of mine to provide the highest level of police services, so that our community will feel safe and involved with their police department.

The men and women of RPD are extremely proud to protect and serve in this community. The strong relationships established with regional law enforcement and public safety entities strengthen our resolve to provide the best services to our community each and every day.

Finally, I would like to recognize former Police Chief Steve Pitts and his 37 years of dedicated service and commitment to RPD and to the citizens of this community. Chief Pitts’ strong sense of character and vision provided RPD with a model of policing excellence that continues to this day.
Reno is located in northern Nevada and is best known as a tourist location with a growing and diverse population and economy. The City of Reno Police Department (RPD) has an authorized staffing level of 383 sworn police officers and serves a population of approximately 225,000 residents. In addition, RPD serves approximately four million visitors annually.

The Reno Police Department is nationally recognized as a model for Community Oriented Policing and Problem Solving. Our motto, “Your Police, Our Community,” exemplifies our commitment to creating partnerships with community members, local businesses and other agencies and organizations to make Reno a safe and pleasant place to live and work.

We are committed to partnering with our community to create a safe city by providing the highest level of police services.

COMMUNITY PARTNERSHIPS

Collaborative partnerships between law enforcement agencies and the individuals and organizations they serve increase trust in police and help to develop solutions to problems. These partnerships can include other government agencies, community members, non-profits, service providers, private businesses and media.

ORGANIZATIONAL TRANSFORMATION

Organizational transformation involves aligning organizational management, structure, personnel, and information systems to support community partnerships and proactive problem solving.

PROBLEM SOLVING

Problem solving includes the process of engaging in proactive and systematic examination of identified problems to develop and rigorously evaluate effective responses. Rather than responding to crime only after it occurs, community policing encourages agencies to pro-actively develop solutions to the immediate underlying conditions contributing to public safety problems.

VALUES

- **Respect**: Treat everyone with dignity, empathy and fairness.
- **Integrity**: Service that demonstrates honesty, professionalism, and dedication in all actions.
- **Fairness**: Consistent, ethical and impartial treatment of everyone.
- **Service**: Pro-actively respond to the changing needs of the community and department through open communication, accountability and professionalism.
DOWNLOAD THE myRPD APP TODAY

Reno.Gov/myRPD
Available for iOS and Android

- In order to receive updates on crimes in your area or location you must allow access to your location.
- To get instant updates of active crimes or new wanted or missing persons, you need to turn on Instant Messenger.

myPOLICE
Provides users with executive staff information, updates from the Chief of Police, latest news updates, department directory and a survey on the app and what is important to our community.

myLIFE
Allows citizens to track crimes and crime reports in Reno, last known addresses for sex offenders, most wanted persons, missing persons, and Vigilnet, which allows citizens to communicate with each other.

myRENO
This portion of the application provides navigation for citizens to police stations and hospitals, current statistics and information on getting involved with ride-alongs and other programs.

myBEAT
Provides important crime prevention information for citizens, allows citizens to register valuable property with the department and also gives an area for citizens to anonymously submit ideas on how to make the application better.

REPORT
Easy access for citizens to file crime reports, contact Secret Witness, report graffiti, voice concerns, send compliments or file a complaint.
### CLEARANCE RATES (SOLVED CASES)

<table>
<thead>
<tr>
<th></th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
<th>NATIONAL AVERAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder</td>
<td>71.4%</td>
<td>53.3%</td>
<td>73.3%</td>
<td>64.5%</td>
</tr>
<tr>
<td>Rape</td>
<td>7.1%</td>
<td>25.8%</td>
<td>16.2%</td>
<td>38.5%</td>
</tr>
<tr>
<td>Robbery</td>
<td>35.6%</td>
<td>31.2%</td>
<td>25.8%</td>
<td>29.4%</td>
</tr>
<tr>
<td>Assault</td>
<td>56.1%</td>
<td>44.8%</td>
<td>44.2%</td>
<td>56.3%</td>
</tr>
<tr>
<td>Burglary</td>
<td>11.1%</td>
<td>12.0%</td>
<td>12.3%</td>
<td>13.6%</td>
</tr>
<tr>
<td>Larceny Theft</td>
<td>26.2%</td>
<td>22.4%</td>
<td>22.9%</td>
<td>23.0%</td>
</tr>
<tr>
<td>Vehicle Theft</td>
<td>11.5%</td>
<td>11.5%</td>
<td>10.9%</td>
<td>12.8%</td>
</tr>
<tr>
<td>Arson</td>
<td>44.4%</td>
<td>33.3%</td>
<td>66.7%</td>
<td>21.7%</td>
</tr>
</tbody>
</table>

*Rates can exceed 100% when prior year’s crimes are cleared*

### VIOLENT CRIME AGAINST PERSONS AND PROPERTY

<table>
<thead>
<tr>
<th>Population</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>UCR Violent Crime</td>
<td>232,243</td>
<td>235,371</td>
<td>238,615</td>
</tr>
<tr>
<td>Murder</td>
<td>14</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>Rape</td>
<td>70</td>
<td>128</td>
<td>136</td>
</tr>
<tr>
<td>Robbery</td>
<td>306</td>
<td>263</td>
<td>345</td>
</tr>
<tr>
<td>Assault</td>
<td>767</td>
<td>741</td>
<td>923</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1,157</td>
<td>1,147</td>
<td>1,419</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Population</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>UCR Property Crime</td>
<td>232,243</td>
<td>235,371</td>
<td>238,615</td>
</tr>
<tr>
<td>Burglary</td>
<td>1,413</td>
<td>1,312</td>
<td>1,440</td>
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<tr>
<td>Larceny Theft</td>
<td>4,902</td>
<td>4,711</td>
<td>5,070</td>
</tr>
<tr>
<td>Vehicle Theft</td>
<td>872</td>
<td>775</td>
<td>1,021</td>
</tr>
<tr>
<td>Arson</td>
<td>18</td>
<td>15</td>
<td>12</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>7,205</td>
<td>6,813</td>
<td>7,543</td>
</tr>
</tbody>
</table>

*23.71% Increase in crimes against persons | 10.71% Increase in crimes against property*

### OVERALL RESULTS

<table>
<thead>
<tr>
<th>PRELIMINARY RESULTS</th>
<th>NATIONAL FIGURES FOR 2014*</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.18% increase from 2013 to 2015</td>
<td>Decrease of 0.24% in the number of violent crimes, 3.65 crimes per 1,000</td>
</tr>
<tr>
<td>12.58% increase from 2014-2015</td>
<td>Decrease of 4.32% in the number of property crimes, 25.96 crimes per 1,000 residents</td>
</tr>
</tbody>
</table>

*National Figures for 2015 not available at time of publishing*
DIVISIONAL COMMAND STRUCTURE

Chief of Police
Jason Soto

Operations Division
Deputy Chief Mac Venzon

Commander
Mark Katre

Admin/Support Divisions
Deputy Chief Tom Robinson

Commander
Oliver Miller

Patrol
6 Lieutenants

PTO

Traffic
Lt. Dugan

Motors

CAO

Events & Intel
Lt. Larson

Special Events

AI

DET

SWAT

K-9

CSO

Regional Ops
Lt. Burfield

RHU

RGS

RCSU

CAU

EOD

Financial Crimes

Family Crimes

Extradition

Internal Affairs/Training
Lt. Tim Donohoe

Detectives
Lt. Rulla

RBU

NRRIC

MAIT

SWAT

Victim Services
Lori Fralick

Regional
Ops

Regional

DPS

GET

SET

SET

ROP

CSO

Admin Services
Bridget Pincolini

Budget

Advocates

Evidence

Service Centers

Supply

Grants

Payroll

Victim Services
Lori Fralick

Admin Services
Bridget Pincolini

Budget

Advocates

Evidence

Service Centers

Supply

Grants

Payroll
**DEPARTMENT ACHIEVEMENTS**

### APPOINTMENTS

**Hired and Promoted to Police Officer**
- Jeffrey Butler - Hired: 2/23/15
  Promoted: 7/3/15
- Travis Orange - Hired: 2/23/15
  Promoted: 7/3/15
- Vincent Robles - Hired: 2/23/15
  Promoted: 7/3/15
- Dylan Staples - Hired: 2/23/15
  Promoted: 7/3/15
- Joe Trail - Hired: 2/23/15
  Promoted: 7/3/15
- Zachariah Ziese - Hired: 2/10/15

**Hired as Police Officer**
- Tyler Bristol - Hired: 7/27/15
  Promoted: 12/11/15
- William Weston - Hired: 7/27/15
  Promoted: 12/11/15
- Carlie Williams - Hired: 7/27/15
  Promoted: 12/11/15

**PROMOTIONS**

**Police Chief**
- Jason Soto - 4/17/15

**Police Sergeant**
- Daniel Bond - 7/10/15
- Alan Hollingsworth - 11/13/15

**Police Lieutenant**
- Chad Lahren - 7/24/15
- Joseph Robinson - 6/15/15
- Scott Shaw - 6/12/15

**Police Lieutenant**
- Zachary Thew - 10/2/15

### RETIREMENTS

**Chief of Police**
- Stephen Pitts - 3/24/11 (1st retirement)
  4/10/15 (2nd retirement)
- Robert Vandiest - 4/13/15
- Shannon Wiecking - 7/23/15
- Richard Ayala - 7/31/15
- John Tarter - 8/13/15

**Police Records Supervisor**
- Lynne Austin - 9/17/15

**Crime Analyst**
- Steven Bigham - 2/18/15

**Police Officer**
- Derek Cecil - 7/14/15
- Tyler Clarke - 12/24/15
- Scott Elkins - 9/10/15
- Allan Fox - 6/12/15
- Daniel Maher - 9/10/15
- Kevin McMillin - 4/2/15
- Darryl Plumb - 1/8/15
- Colleen Walsh - 4/1/15
- William Yawn - 8/6/15

**Maintenance Worker**
- Thomas Janning - 12/2/15

**Community Services Officer II**
- Michael Price - 2/2/15

### AWARDS

**Chief's Commendation Certificate**
- Officer Doug Wilson
- Officer Mike Harding
- Officer Dan Knox
- Officer Javen Lindsey
- Officer Matt Bunn
- Officer Robert Stockwell
- Officer Thomas Lopey
- Officer Bryan Schuster
- Sergeant Joe Lever
- Sergeant Scott Smith

**Distinguished Service Medal**
- Former Chief Steve Pitts
- Former Commander Shannon Wiecking
- Sergeant Ernesto Leyva
- Officer Charles de St Maurice
- Officer Mike Mullen

**Meritorious Service Medal**
- Officer Andrew Hickman
- Officer Joshua Sanford

**Sergeant of the Bid**
- Sergeant Andy Carter (Jan-Jun)
- Sergeant Ernesto Leyva (Jun-Dec)

**Detective of the Bid**
- Detective Jeff Timmons (Jan-Jun)
- Detective Barbara Armitage (Jul-Dec)

**Officer of the Bid**
- Officer Kent Laskin (Jan-Jun)
- Officer Alfred Del Vecchio (Jul-Dec)

**Traffic Officer of the Bid**
- Sean Donnelly
INTERNAL AFFAIRS

The Internal Affairs Division (IAD) has established a performance system of accountability for our community and RPD personnel who believe that members of our organization may have performed in a less-than-professional manner. The Division conducts investigations into complaints of employee misconduct and monitors investigations being conducted by an employee’s direct supervisor.

One component of RPD’s success is the support that has been garnered through community interaction and transparency. A committed IAD is one way police agencies provide transparency for city government and the public.

TRAINING

The Training Division is responsible for continuing education for employees and assisting with the Northern Nevada Law Enforcement Academy (NNLEA) in partnership with the Washoe County Sheriff’s Office and Sparks Police Department. Continuing education includes training in such areas as arrest and control techniques, de-escalation techniques, alternative weapons use and firearms qualifications. The Division also produces and conducts training on various topics of national trends and concerns, such as active violence and officer ambush.

The NNLEA provides training to law enforcement recruits to receive their basic police officer certification. The 19-week academy covers topics such as constitutional law, search-and-seizure and investigations. Academy students also receive training in physical skill areas including firearms, arrest and control of suspects, de-escalation techniques, building searches and emergency vehicle operations. The NNLEA blends classroom instruction with problem-based learning and scenario-based training to produce well-prepared officers.

SENIOR AUXILIARY VOLUNTEER EFFORT

The Senior Auxiliary Volunteer Effort (SAVE) is a uniformed civilian volunteer organization with the purpose of relieving police officers of certain duties and providing an increased level of crime prevention through patrol and observation. SAVE members averaged about 90 members throughout the year, have a non-confrontational approach, and under NRS 484B.470, are authorized to issue handicap parking citations.
POLICE TRAINING OFFICER

RPD, in conjunction with the COPS office, developed the Police Training Officer (PTO) program in 1999. The PTO program was designed to be a more adult-based, community policing-centered training model than the prior program. To meet that goal, the program focuses on performance competencies rather than completion of specific tasks. New PTOs are expected to use problem-solving skills to apply what they have learned; this encourages a transfer of knowledge from old experiences to new. The program is very trainee-centered, meaning the trainee is encouraged to seek out resources both within and outside RPD.

The program has been nationally recognized as a progressive training program and was referenced in the President’s Task Force on 21st Century Policing as a model program for the future of police training, and in 2015 trained 24 new officers.

DOWNTOWN ENFORCEMENT TEAM

The Downtown Enforcement Team (DET) is composed of twelve officers and two supervisors separated into two teams. They are funded by the “Special Assessment District” as well as the Reno Police Department. Their mission is to help improve the quality of life for the many residents of downtown Reno. DET strives to provide a safe and friendly environment to the many citizens and tourists who visit downtown.

In 2014 the Special Assessment District expanded to encompass a larger area. This includes an additional 817 properties from the original 1,016. DET’s mission is achieved through daily interaction with business owners and residents as well as self-initiated problem-solving efforts. DET collaborates with other city entities like Code Enforcement, Parks, IT and the Street Department.

K-9

Police canines (K-9s) are used to locate illicit drugs, evidence and subjects who have eluded or are attempting to elude capture. The K-9 Unit has assisted in the apprehension of several subjects who had either run from officers or were hiding in areas that would have been difficult for an officer to find. Our K-9s also assist other federal, state, and local agencies.

SWAT

The Special Weapons and Tactics Team (SWAT) is comprised of members who are specially trained and equipped to respond to the community’s most emergent needs under a variety of circumstances. The types of missions where the team is activated include high-risk warrant service, barricaded and armed subjects, vehicle assault/take downs, hostage rescue, crowd/riot control and emergency action response.

The SWAT team works with federal law enforcement authorities and provides site security and dignitary protection for high profile visitors to the community. The team trains with state agencies, federal agencies and other tactical teams in the region on how to respond to incidents involving weapons of mass destruction which may involve chemical, biological, radiological, nuclear and/or explosive devices during a large scale or protracted incident.
COMMUNITY SERVICES OFFICERS

Community Services Officers (CSOs) are non-sworn civilian employees whose primary function is to take and process police reports. However, their duties also include the collection of evidence, enforcement of city parking regulations and ordinances, traffic control, operational assistance with special events, response to non-hazardous calls for service, and involvement in missing persons investigations. RPD currently employs three CSOs: Mark Greenwell has served in this position since 1997; Tazy Ciofalo since 1998; and Luana Johnson since 1999.

HONOR GUARD

RPD’s Honor Guard mission is to attend special events as a highly disciplined team serving with honor, respect, and dignity at ceremonial functions including funeral services for active/retired personnel. They also provide comfort and compassion for the survivors. These events are approved by the Chief of Police or designee and training is accomplished through drilling in military etiquette and attention to detail.

The Honor Guard is a collateral duty assignment consisting of one lieutenant, two sergeants, and ten officers. In 2015 the Honor Guard attended thirteen funerals, eight memorials, three parades, and seventeen Honor Guard events.

EXPLORERS

The RPD Explorer Program is for young men and women interested in learning about law enforcement careers. Designed for students between the ages of fourteen and twenty, the program offers the opportunity for community involvement while gaining valuable law enforcement knowledge.
RPD established the Community Action Officer (CAO) program in 2007. The success of the original officers led to the development of the Community Action Officer team in 2010 with a grant through the COPS Hiring Recovery Program (CHRP). The initial objectives of the nine-member (eight officers and one sergeant) team were to infuse into our communities the principles of Community Oriented Policing and Problem Solving, Intelligence Led Policing/ Crime Fighting, Crime Prevention Through Environmental Design (CPTED), resource management, and innovative policing principles designed around developing social capital to reduce crime. In the first five years of existence, the team concept has successfully reduced calls for service and the impact on citizens.

Crime-Free Multi Housing (CFMH) is a state-of-the-art crime prevention program designed to reduce crime, drug activity, and gangs on apartment properties. CAOs have implemented CFMH within all apartment complexes in the city limits, focusing their problem-solving efforts on apartment complexes with the highest number of calls. The program originated at Mesa, AZ PD in 1992, and has since spread to nearly 2,000 cities in 44 U.S. states, five Canadian Provinces, Mexico, England, Finland, Japan, Russia, Malaysia, Nigeria, Afghanistan, and Puerto Rico.

CFMH training is completed once a quarter for new apartment managers and employees who learn how to work with law enforcement to make their community safer and reduce police calls to their property. CFMH imparts the benefits of resident screening, identifying drug activity, gangs and graffiti. CFMH also looks at the CPTED theory and how it can apply to property throughout Reno. Graduates of this class receive an informational booklet and a certificate that can be displayed on their property. This program has been expanded to Crime-Free Hotel/Motel and is taught by the Downtown Bike Enforcement Team and CAOs.

Additionally, the CAO team continually identifies "hot spots" in the city with the Crime Analysis Unit and beat officers. The team has demonstrated consistent success at reducing calls for service and crime at identified hot spots. More importantly, the success at these properties continued after the team moved on with only occasional maintenance efforts.

The primary focus of the CAO team has been on the location side of the crime triangle, but the team also participates in several established programs and has begun to develop new programs to better address the needs of individuals who are repeat victims or chronic users of the police services.

The CAO program continues to be a leader within the law enforcement community in the fields of community-oriented policing, problem solving, and intelligence-led policing. The innovative and collaborative efforts made by these officers is a road-map for other law enforcement agencies and professionals to improve crime prevention, build lasting relationships among stakeholders and improve quality of life in the community.

CAO CENTRAL

CAOs have continued to work with the homeless population in the Central District along the Truckee River Corridor. In June of 2015, CAOs began an educational campaign along the river, bringing resources to the approximately 80 homeless people they contacted. Resources included Volunteers of America, Catholic Charities, Kids to Seniors Korner, MOST, and Veterans Assistance advocates.

Their goal in conducting outreach is to move people into services that will help them find housing and support. Enforcement is a last resort when dealing with the homeless problem; however, when outreach and warnings failed to change behavior, CAOs issued 25 citations and completed two arrests for illegal camping along the river.

Due to changes brought about during a civil lawsuit in a neighboring jurisdiction, collection of trash and property along the river was brought to a standstill. CAOs worked in conjunction with the City of Reno Public Works Department to develop and implement a plan to resume river clean up. In August of 2015, they began working with Public Works to post, inventory, and store abandoned property left along the river. They collected 82 bags of personal property and removed 253 yards (38 tons) of debris from the Truckee River Corridor.

CAOs also worked with One Truckee River, a collaboration of public and private partners working together to protect and provide stewardship for the Truckee River.

CAO NORTH

CAOs were able to keep calls for service down at all of the apartment complexes in their district. They also used community relationships to assist investigations with other units, such as Robbery/Homicide, Burglary, Sex Crimes, Family Crimes, Regional Sex Offender, Regional Gang, Regional Crime Suppression Team and the Street Enforcement Team.

One example occurred at the Silver Terrace Apartments. CAOs were tasked to solve the problem of unattended kids in and around the complex, which was starting to affect learning at the Lemelson STEM Academy where many of the kids attended school. CAOs created the Silver Terrace After-School Project.

To offer programs to the kids, they coordinated public and private groups including the UNR literacy program, Boys and Girls Club, Boy Scouts, Girl Scouts, Washoe County 4H, Northern Nevada Literacy Council, Youth Development Program, and the Lemelson STEM Academy. CAOs also hosted a Harvest festival at Silver Terrace Apartments to recruit children for the Silver Terrace After-School Project.

CAOs also use Neighborhood Contact Teams (NCT) to gain a better understanding of issues in problem areas by gathering opinions and ideas to reduce crime. One recent example was the Pat Baker Park area: The surrounding neighborhood had seen an increase in violent crimes, and the NCT concept was used during the scanning phase of problem solving to better understand the issues, giving RPD an opportunity to reduce crime occurring in the neighborhood as quickly as possible.
CAO SOUTH

CAOs were able to keep calls for service down at all of the apartment complexes in their district. Using programs and tactics as did the North team, the South team assisted other RPD units in their investigations, providing information and evidence to solve cases.

In July 2015, CAOs created and completed a suppression operation plan to reduce shooting calls at Golden Apartments. The plan used the Regional Gang Unit, K-9 Unit, RPD patrol and the Regional Crime Suppression Team to build cases on criminals in the area, and as a result of the operation, no further shots fired calls were reported and several problem residents moved out.

The programs the team participates in which address the person side of the crime triangle are the Homeless Evaluation Liaison Program, the Mobile Outreach Safety Team (MOST), Kids to Seniors Korner, and 360 Blueprint.

HOMELESS EVALUATION LIAISON PROGRAM

The Homeless Evaluation Liaison Program (HELP) began in 1994 in coordination with the Washoe County Sheriff’s Office (WCSO). The goal of HELP is to assist homeless individuals in reuniting with family or friends in a stable environment. In 2015 the HELP officers interviewed 419 clients and assisted 112 with relocation.

HELP office hours remained constant this year. There was a small decline in potential clients, but a larger number qualified and were given tickets home. This is not a program that ships our homeless to other jurisdictions to become problems in other areas; with strict guidelines, clients must make housing arrangements prior to qualifying.

MOBILE OUTREACH SAFETY TEAM

The Mobile Outreach Safety Team (MOST) became an official program in 2010. Since then, the program has seen steady growth in citizen contacts every year.

Law enforcement is asked daily to handle cases where mental health conditions exist. Some officers feel they don’t have proficient training and skills to provide assistance to citizens with mental health complications. Safety and clinical expertise can be delivered in the community by teaming a mental health professional and a Crisis Intervention Officer to respond to calls involving mental health disabilities.

An agreement between Northern Nevada Adult Mental Health Services (NNAMHS), RPD, Sparks Police Department (SPD), and WCSO has been initiated, covering the operation of the MOST unit comprised of Memphis Model Crisis Intervention Team (CIT)-trained law enforcement and Masters-level therapists from NNAMHS.

MOST provides follow-up and outreach services for individuals whose mental illness impacts their community, and those who require aid in managing their mental health treatment programs. MOST will also show up on calls for service where people are in crisis and provide psychiatric emergency response.

MOST contacted 1,457 mentally ill persons. Of those contacts, 389 were homeless and 1,086 mentally ill persons were connected with mental health services which saved the community thousands of dollars in more expensive services such as ambulance and fire response, emergency room visits, jail services and repeat calls for patrol response.

KIDS TO SENIORS KORNER

Kids to Seniors Korner is another program with which the CAO team is involved. Kids to Seniors Korner targets kids and seniors in low income areas, bringing medical and social outreach to those communities.

By caring for those who are most vulnerable, we can reduce the impact of crime in at-risk neighborhoods. In 2015, Kids to Seniors Korner connected with 3,626 people, many of whom were contacted by an outreach worker and law enforcement officer conducting “knock and talks” in apartments, hotels and single family residences. Of these, 447 were Medicaid referrals, 273 food referrals and eight clothing referrals. Additional services included mental health, disability, parenting classes, temporary housing assistance and dental referrals.

This program has saved the City of Reno and Washoe County thousands of dollars in emergency response, hospital visits, and police calls for service that were prevented through these services.

360 BLUEPRINT

In October 2012, Encounter Church Senior Pastor Nathan DuPree, CAO Jerry Bowden, and Washoe County School Police Detective Beau Lorentzen all attended the National Adopt-a-School Conference where the idea for 360 Blueprint was born.

The program began with the collaboration between agencies in helping promote healthy schools and environments by providing services designed to bridge the gap between the school, students, and parents, thereby maximizing student success.

The goal of the program is to prevent academic failure and find solutions for high-risk students and their families by building multiple levels of relationships and offering an array of services (mentoring, a reading program for first graders (Read to Succeed) using Kindles and electronic book applications, and access to a community-wide resource center).

The 360 Blueprint program has a vision to specifically target Washoe County public school youth and their families with the use of community churches and public school partnerships supported by law enforcement to effect positive social change.

In 2015, 360 Blueprint operated in six schools, had 100 at-risk children in the program, and included five RPD officers and two SPD officers. There were also 100 faith-based volunteers who worked with the children.
MISSION
During 2015, the RPD Traffic/Special Events Division included one lieutenant, two sergeants, two detectives, six accident investigators, two DUI officers, and twelve motor officers.

The mission of the Traffic Division is founded in the “3 Es,” or Engineering, Education and Enforcement. Traffic personnel enhance safety by evaluating and recommending traffic engineering changes, educating drivers and pedestrians on safe practices, and enforcing traffic laws.

MOTORS
RPD motor officers are routinely assigned to high-accident locations and conduct enforcement to positively influence driving behaviors. They also assess other contributing factors and forward their observations to City of Reno traffic engineers for further review and possible action. Division members also respond to citizen concerns regarding traffic issues and requests for targeted enforcement.

DUI officers are assigned to enforce drunk-driving laws and drive vehicles specifically equipped to assist detection and apprehension of those driving under the influence.

ACCIDENT INVESTIGATORS
Accident Investigators are assigned shifts spread over each day of the week from 6 a.m. to midnight to investigate property, injury, fatal, and hit-and-run traffic accidents. They drive vehicles equipped with specialty equipment for the investigation of accidents.

MAJOR ACCIDENT INVESTIGATION TEAM
Traffic Detectives investigate hit-and-run accidents and serve as case managers for the Major Accident Investigation Team (MAIT), which investigates accidents involving a fatality and/or a major injury. Their special training and experience assist in timely and thorough investigations.

EDUCATION
Education plays a large part in helping make our streets safer. During the school year, members of the Division meet with students to discuss and practice pedestrian safety activities. These educational events are funded in part through a pedestrian safety grant. They also educate high school students on the dangers of texting while driving and driving while impaired.

TRAFFIC GRANTS
The Division managed two grant initiatives in 2015: Joining Forces and Pedestrian Safety. The Division applied for and was awarded these grants through the State of Nevada Office of Traffic Safety. Through Joining Forces, the Division regularly partners with numerous state and local law enforcement agencies during several nationally-sponsored operations throughout the year.

During these operations, officers in the region focus on specific behaviors known to cause crashes including: Distracted driving (cell phone usage), DUI, lack of seat belt restraint, speed, and pedestrian awareness. Several of the Division’s officers are also specially trained on how to inspect commercial vehicles and capitalize on opportunities to educate these drivers on the safe operation of their vehicles.

In October of 2015, the Division was awarded over $80,000 on a third grant initiative: the Motor Carrier Safety Administration Program (MCSAP) under the U.S. Department of Transportation. This grant allows traffic officers to specifically dedicate their time and effort to commercial vehicle safety as we see an increase in large truck traffic due to burgeoning warehouse and production facilities. Officers assigned to this initiative conduct commercial vehicle inspections, license verifications, and participate in enforcement operations with emphasis on the most hazardous, crash-causing violations.
**PEDESTRIAN CRASHES**

<table>
<thead>
<tr>
<th>Year</th>
<th>Total Crashes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>108</td>
</tr>
<tr>
<td>2012</td>
<td>101</td>
</tr>
<tr>
<td>2013</td>
<td>101</td>
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<tr>
<td>2014</td>
<td>112</td>
</tr>
<tr>
<td>2015</td>
<td>117</td>
</tr>
</tbody>
</table>

**INJURY AND NON-INJURY PEDESTRIAN CRASHES**

- **2011**: 93 Injured, 5 Non-Injured
- **2012**: 92 Injured, 1 Non-Injured
- **2013**: 91 Injured, 4 Non-Injured
- **2014**: 100 Injured, 6 Non-Injured
- **2015**: 109 Injured, 4 Non-Injured

**FATAL PEDESTRIAN CRASHES**

<table>
<thead>
<tr>
<th>Year</th>
<th>Total Fatal</th>
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<tbody>
<tr>
<td>2011</td>
<td>10</td>
</tr>
<tr>
<td>2012</td>
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<tr>
<td>2013</td>
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<tr>
<td>2014</td>
<td>6</td>
</tr>
<tr>
<td>2015</td>
<td>4</td>
</tr>
</tbody>
</table>
EVENTS AND INTEL

SPECIAL EVENTS

RPD’s Special Events Unit works with the Traffic Division, the Special Events committee and promoters focusing on the safety, security and traffic management of events. Reno continues to grow as an event destination, hosting over 245 events in 2015, as compared to 91 in 2005. These events can range from local block parties to major events such as Hot August Nights which draw national recognition. Each event has its own dynamics and requires specific planning to ensure a safe, orderly and successful event.

If you are looking to hold an event in the City of Reno please visit: Reno.Gov/SpecialEvents

NORTHERN NEVADA REGIONAL INTELLIGENCE CENTER

The Northern Nevada Regional Intelligence Center (NNRIC) serves as the regional “all crimes” intelligence fusion center for Washoe County. As such, the NNRIC centralizes the intake, analysis, fusion, synthesis, and dissemination of criminal and homeland security intelligence throughout Washoe County. The NNRIC is funded through a partnership with RPD and Washoe County Sheriff’s Office (WCSO).

The NNRIC helps its members prepare for incidents of terrorism and criminal activity in order to protect critical infrastructure by:

- Collecting, compiling and analyzing trends to assess threats
- Disseminating advisories, bulletins and alerts
- Promoting a robust information-sharing environment among all stakeholders

The NNRIC converts information into operational intelligence to detect, deter, and defend against terrorist attacks and major criminal threats within Reno, Sparks, and the surrounding Northern Nevada area, while facilitating communications between local, state, and federal agencies in conjunction with our private sector partners.

It also provides intensive training to law enforcement, public safety and private sector professionals to increase knowledge and strengthen counter-terrorism and anti-criminal readiness. NNRIC.Org

STREET/PARK SPECIAL EVENTS

<table>
<thead>
<tr>
<th>Year</th>
<th>Total</th>
<th>Street</th>
<th>Park</th>
</tr>
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<tbody>
<tr>
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<td>179</td>
<td>92</td>
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<tr>
<td>2012</td>
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<td>2014</td>
<td>241</td>
<td>118</td>
<td>123</td>
</tr>
<tr>
<td>2015</td>
<td>245</td>
<td>121</td>
<td>124</td>
</tr>
</tbody>
</table>
REGIONAL CRIME SUPPRESSION UNIT

The primary function of the Regional Crime Suppression Unit (RCSU) is analyzing crime trends and determining and apprehending suspects in these trends. By addressing crime trends, fewer citizens are affected and calls for service are reduced. RCSU is comprised of one sergeant and four officers each from RPD and Sparks Police Department (SPD).

RCSU uses an intelligence-led policing model working closely with the Crime Analysis Unit to stay on top of emerging trends. RCSU collaborates with other divisions and agencies to identify and apprehend suspects.

Some of last year’s successes include operations targeting catalytic converter thefts, commercial burglaries, armed robbery series, stolen vehicles, and residential/vehicle burglaries. These operations led to arrests, many of which were crimes in progress, and ended those crime series in both Reno and Sparks.

CRIME ANALYSIS UNIT

Crime Analysis Unit (CAU) analyzes calls for service and crime data to identify patterns and concentrated crime areas (hot spots) to identify trends that can be targeted by various RPD units. CAU also works closely with other departments in the City to provide crime statistics for the Neighborhood Advisory Boards (NABs) as well as other specific requests for crime data.

EXPLOSIVE ORDNANCE DISPOSAL

The Consolidated Bomb Squad (CBS) handles a variety of calls for service, including suspicious packages, hoax devices, recovered explosives, fireworks disposal, dry ice/chemical bombs and improvised explosive devices. The team is used for bomb sweeps during special events and dignitary protection, and provides support, training and demonstrations for local and surrounding agencies.

The CBS team is comprised of two RPD officers, one WCSO sergeant, one WCSO deputy, one SPD officer and one FBI agent. The team shares financial responsibilities equally for equipment and mission-specific needs.

In 2015 the CBS team completed over 200 activities which included training, displays, and demonstrations, while also responding to 81 calls for service.
DETECTIVES

We provide complete and thorough investigations while protecting victims’ rights. The primary objective of the Detective Division is to reduce the rate of crime by arresting those responsible. The Division is comprised of the following units: Sex Crimes, Robbery/Homicide, Burglary, Financial Computer Crimes, and Family Crimes. The Division becomes involved after a crime report is generated by an Officer, a Community Services Officer, phoned-in or filed online, and reviewed by a supervisor for solvability.

MISSION

We proudly serve victims of crime, treating them with respect and dignity while responding to their needs and concerns. We educate victims of crime on their rights and are committed to providing the most professional, empowering advocacy possible while assessing each case on an individual basis.

PROMISE

• We will treat you with respect, compassion and dignity.
• We will not judge you based on your lifestyle choices, or any substance abuse or mental health issues that you may have.
• We will provide services to encourage, empower and support healing and recovery.
• We will inform you of your rights as a victim.

SOLVABILITY FACTORS

It is not practical to assign every case generated or reported. In general, a determination to assign a case to Detectives for follow-up investigation is based on the following solvability factors:

• A suspect was named, can be identified, or located
• A suspect vehicle can be identified or license plate is known
• Identifiable latent prints or DNA was collected from the scene
• An identifiable picture of the suspect(s) or vehicle(s) was obtained from surveillance video
• A significant motive or trend has been recognized in the case
• The case is part of a crime series or trend
• A reason to believe further investigative efforts will lead to solving the crime

DIVISION OVERVIEW

The following chart provides staffing and caseload comparisons for January 2014 and January 2015.

<table>
<thead>
<tr>
<th>YEAR</th>
<th>RHU</th>
<th>Burglary</th>
<th>Financial Crimes</th>
<th>Sex/Child Crimes</th>
<th>Family Crimes</th>
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<tr>
<td>2014</td>
<td>9 2</td>
<td>6 1 0 1 7 3 1 30 5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2015</td>
<td>9 2</td>
<td>6 1 0 6 4 1 30 5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SUPPORT

Family Crimes Unit, Missing Persons Unit, Financial/Computer Crimes Unit, Burglary Unit, Sex Crimes/Child Abuse Unit and Robbery/Homicide Unit

The Police Assistant (PA) assigned to these divisions is responsible for answering the main phone lines; resolving issues they are able to without involving a Sergeant or Detective, and transferring calls that need a supervisor to handle. The Police Assistant is a liaison with Washoe County Social Services and the Sexual Assault Response Team (SART) facility, and is responsible for tracking a number of forensic interviews conducted by RPD Detectives.

All case requests, updates, etc. are handled by the Police Assistant. She receives all requests from outside agencies requesting courtesy interviews, creates RPD cases, and routes the information for Detective assignment. The PA receives courtesy reports taken by other agencies, creates RPD cases and schedules Child Advocacy Center interviews if necessary.

The PA sends offline search requests to the FBI for suspect information in all crimes of a sexual nature. The PA maintains the SART database and provides the SART facilitator with case dispositions as requested. The PA is responsible for Uniform Crime Report statistics for child abuse, all sex crimes, and all sex trafficking crimes. The PA contacts outside agencies for case requests and dispositions as requested by RPD Detectives to aid in investigations.
FAMILY CRIMES UNIT  
(775) 334-2134

The Family Crimes Unit is committed to the aggressive prosecution of misdemeanor crimes. The unit works to impact public policy, increase public awareness, and develop community-based responses to domestic violence to effect an overall reduction of criminal behavior. Family Crimes works closely with RPD’s victim advocates to provide service and support to victims. Detectives strive to maintain the family as a unit while effectively working to break the cycle of family violence.

MISSING PERSONS UNIT  
(775) 321-8372

The Missing Persons Unit is responsible for assisting local police agencies in coordinating, investigating and responding to cases involving missing persons, runaway children, and unidentified living or deceased individuals. Contact RPD Dispatch at 334-COPS (2677) to initiate a missing persons report.

FINANCIAL/COMPUTER CRIMES UNIT  
(775) 334-2107

The Financial/Computer Crimes Unit investigates a variety of white-collar crimes including: identity theft, fraud, elder finance abuse, embezzlement, forgery, computer crime, and check/credit card offenses. The unit works closely with federal, state, and local law enforcement agencies, as well as financial institutions.

BURGLARY UNIT  
(775) 657-4762

The Burglary Unit investigates and arrests burglary suspects and recovers property taken in commercial and residential burglaries and thefts, as well as general theft, larceny, and auto theft.

SEX CRIMES/CHILD ABUSE UNIT  
(775) 657-4745

The Sex Crimes/Child Abuse Unit investigates sexual-based crimes and child abuse, neglect and endangerment. Specialized members of the unit provide professional investigative services to victims in a sensitive and compassionate manner with respect for the rights of victims and those accused.

Detectives in this unit are also members of the Washoe County Child Advocacy Center’s multidisciplinary team. This team approach ensures a successful conclusion while minimizing additional trauma to the victim.

ROBBERY/HOMICIDE UNIT  
(775) 334-2188

The PA assigned to this unit handles messages for Robbery/Homicide and Fraud, updates the Deceased Persons and Coroner’s report lists, responds to requests for information from the Washoe County District Attorney’s Office, and enters fraudulent check reports. The PA is responsible for the upkeep of locked files and scans all necessary documents before placing them in those files.

The PA creates the murder books and updates the homicide spreadsheet. When a murder occurs, he or she runs the names and vehicles through NCIS and CJIS, pulls up DMV photos, and reviews prior cases. When needed, they will put together photo lineups, call businesses to obtain surveillance videos and distribute photos to detectives.
REGIONAL GANG UNIT
(775) 334-3852

RPD, Sparks Police Department (SPD), Washoe County School District (WCSD), and Washoe County Sheriff’s Office (WCSO) formed the Regional Gang Unit (RGU) in order to share resources in combating gang crime throughout the county. RGU is responsible for monitoring over 2,300 gang members.

Their responsibilities include gathering and sharing intelligence, suppressing gang activity and investigating gang-related crimes. RGU works closely with county and state juvenile and adult probation departments as well as federal agencies, including Department of Homeland Security HSI/ICE, to maximize its effectiveness.

Gang prevention and diversion are equally important in the mission to promote a safe community. RGU is proactive in our local schools and neighborhoods in providing education to children and parents about the dangers of gangs. RGU partners with the Children’s Cabinet, referring vulnerable youth and their families to available resources.

The RGU receives additional funding through grant awards from the Byrne Memorial Justice Assistance Grant and the Project Safe Neighborhood anti-gang and violent crime initiative. These funds enhance RGU’s efforts to suppress gang activity and conduct problem solving/community building activities in the most affected neighborhoods.

GRAFFITI ENFORCEMENT TEAM
(775) 657-4781

The Graffiti Enforcement Team (GET) has multiple partnerships including WCSO, SPD, Nevada Department of Transportation (NDOT), NV Energy, Waste Management, AMTRAC, and Secret Witness. GET became a national model for graffiti enforcement and abatement and received inquiries by agencies from around the country.

In 2015, GET staffing was increased due to Council priority and recommendations from the Graffiti Task Force. GET now has one detective assigned to investigations, two full-time abatement employees, and one full-time coordinator who tracks reported graffiti. The goal of GET is to remove reported graffiti within 24-48 hours.

STREET ENFORCEMENT TEAM
(775) 334-3065

The regional Street Enforcement Team (SET) is responsible for investigating street-level narcotics and prostitution complaints throughout Washoe County.

SET participates in the FBI-led Innocence Lost Task Force which investigates incidents of human trafficking. In conjunction with Join Together Northern Nevada (JTNN), SET conducts compliance checks and engages in enforcement campaigns to address underage drinking throughout the community. SET receives funding through the Byrne Memorial Justice Assistance Grant, which enables it to conduct additional investigations and purchase equipment.

SET works with the Drug Enforcement Administration (DEA), SPD, WCSO, and Join Together Northern Nevada (JTNN) in the biannual prescription drug round up. This effort has removed thousands of pounds of unused, outdated, or unneeded prescription drugs.

REPEAT OFFENDER PROGRAM
(775) 334-2115

The Repeat Offender Program (ROP) consists of members from RPD, SPD, WCSO, and Adult Parole and Probation. It was created for the purpose of identifying the small number of career criminals in the community who are responsible for committing a disproportionate number of crimes. Investigators work directly with the Washoe County District Attorney’s Office for the purpose of seeking maximum penalties and reducing recidivism.

CRISIS INCIDENT NEGOTIATION TEAM

The Crisis Incident Negotiation Team (CINT) is RPD’s resource for communicating with hostage takers, barricaded subjects, and persons threatening suicide. Negotiators are tasked with defusing critical incidents to increase the likelihood of a peaceful resolution while protecting the lives of citizens and police officers.

The CINT works in concert with the Special Weapons and Tactics Team (SWAT), RPD officers and detectives and the University of Nevada Reno Police Department (UNRPD).
REGIONAL OPERATIONS

REGIONAL SEX OFFENDER NOTIFICATION UNIT
(775) 353-2244

The Regional Sex Offender Notification Unit (RSONU) is responsible for implementing State law for the registration and monitoring of convicted sex offenders in Washoe County. Under the provisions of NRS 179B.250, the public is authorized to gain access to certain sex offender information.

NORTHERN NEVADA INTERDICTION TASK FORCE

The Northern Nevada Interdiction Task Force (NNITF) is a High Intensity Drug Trafficking Area Drug (HIDTA) sponsored initiative comprised of members from RPD, Sparks Police Department (SPD), Washoe County Sheriff’s Office (WCSO), Nevada Highway Patrol (NHP) and Drug Enforcement Administration (DEA). NNITF members are responsible for conducting drug interdiction investigations at the local, state and federal levels. They routinely contact persons who are suspected of transporting illicit drugs, controlled substances and U.S. currency through Washoe County including currency used to purchase and proceeds from sales of controlled substances. Members also check parcels/packages believed to contain controlled substances and/or U.S. currency.

NNITF members are responsible for case follow-up, conducting interviews, coordinating investigations with other agencies and obtaining search warrants. They also assist patrol and other units and agencies in the furtherance of investigations. NNITF is also an active participant with the Bulk Currency Initiative Task Force with HSI/ICE.

DRUG ENFORCEMENT ADMINISTRATION TASK FORCE

The Reno Resident Office of the Drug Enforcement Administration (DEA) oversees the Northern Nevada HIDTA Task Force, which is a multi-agency unit that is responsible for planning and conducting complex drug investigations. These investigations primarily involve major violators in medium to large-scale drug trafficking networks operating throughout Northern Nevada, nationwide or internationally. RPD has one detective assigned to the task force.
The RPD Records Division is the nucleus of RPD’s criminal records and suspect identification information via prior cases and individual contacts. The Division is responsible for maintaining and updating a comprehensive records-keeping system for the retention, maintenance and dissemination of all original police reports produced by RPD employees. This includes the transmitting and updating of accident, crime and general public demands while remaining within the limits of the legal environment.

Records Supervisors oversee the general operation of the Division and report to the Records Manager, who in turn reports to the Administration and Support Division Commander.

CENTRAL RECORDS

Central Records, the Division’s main unit, is responsible for maintaining internal document control over all original reports (including offense, arrest and traffic accident reports) received by RPD. Division personnel provide copy distribution, confirmation of warrants, dissemination of documents and information per court order, state statute, and internal policy.

WORK APPLICANT REGISTRATION UNIT

The Work Applicant Registration Unit registers convicted persons and processes and fingerprints employees for the issuance of work cards as required by Reno Municipal Code and Nevada Revised Statute. The unit also issues ID cards and fingerprints for City employees.

2015 ACCOMPLISHMENTS:

In 2015, the Division continued to streamline their processes, taking advantage of new technology. The Division is now using a program to send documentation to the State Traffic and Sex Offender Unit which has been proven to be the most efficient and effective way of sending large documents directly to an agency.

Mary Bieth, Tiburon Project Manager, has successfully led the Tiburon Records Management System upgrade. Mary has been given recognition for her hard work in this project.
Victims of violent crime are faced with many challenges as a result of tragic and unexpected crimes committed against them. The Victim Services Unit (VSU) is a specially-trained civilian unit that serves victims of crime and other traumatic events by providing direct services based on a thorough needs assessment. VSU responds to, but is not limited to:

- Domestic violence and related offenses
- Stalking/harassment
- Sexual violence/assault/abuse
- Homicide
- Child abuse/neglect/exploitation
- Robbery
- Elder abuse/neglect/exploitation
- Hate crimes
- DUI causing injury or death
- Gang violence
- Severe traffic incidents
- Mass fatality events (local and regional)

Currently, the VSU is working with RPD to integrate a victim-centered, 24/7, multidisciplinary collaborative approach which enhances the overall response to crime victims and maximizes resources with our partnering agencies. In addition, VSU works on statewide and local community initiatives and projects to improve the level and quality of services victims receive. Conducting regular community education and outreach, and providing training for both professionals and volunteers, is extremely important to further the mission of VSU and RPD.

**MISSION**

“We proudly serve victims of crime, treating them with respect and dignity while responding to their needs and concerns. We educate victims of crime on their rights and are committed to providing the most professional, empowering advocacy possible while assessing each case on an individual basis.”
2015 ACCOMPLISHMENTS

• An outstanding VSU volunteer was the recipient of The Alliance for Victim Rights’ Exceptional Volunteer of the Year Award.
• VSU participated in 20 statewide, regional, and local committees and task forces to improve the delivery of services to victims of crime.
• VSU served as the Program Coordinator for the annual Victim Assistance Academy of Nevada (VAAN) which expands and enhances foundational skills and knowledge for those who interact with victims of crime.

CHILD ADVOCACY

The Reno Police Department and VSU are partners of the newly created Washoe County Child Advocacy Center, which services child victims of sexual and physical abuse. VSU provides advocacy for the child and non-offending family members. In 2015 VSU provided advocacy on 119 child forensic interviews and attended ten medical exams.

QUICK STATISTICS

• Total cases assigned: 2,677
• Community outreach & training presentations: 45

VOLUNTEER/INTERN HOURS

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Hours</th>
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<tbody>
<tr>
<td>1st Quarter</td>
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<td>3rd Quarter</td>
<td>1,391</td>
</tr>
<tr>
<td>4th Quarter</td>
<td>1,301</td>
</tr>
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</table>

Total 5,316 hours in 2015
The Administrative Services Manager plans, directs, manages, and oversees the activities of the Administrative Services Division of RPD including evidence, fleet, fiscal affairs, supply, payroll and grants management; coordinates assigned activities with other divisions, outside agencies, and the general public; and provides staff assistance to the Chief of Police.

This position is responsible for managing the development and implementation of departmental goals, objectives, and priorities; identifying significant policy and operational issues; assisting the management team in resolving issues; creating strategic objectives and succession plans for various aspects of the Division.

The Manager is also responsible for providing complex assistance in the daily operations of the Division; directing and overseeing the preparation of Council staff reports; monitoring the progress of key issues faced by the department and attainment of various Council goals.

This position also selects, trains, motivates and evaluates all non-sworn supervisory, professional, technical, and clerical employees; provides or coordinates staff training and succession planning; works with employees to correct deficiencies; implements discipline and termination procedures; and rewards employees for their contributions to the Division.

**BUDGET UNIT**

The Manager oversees the development of the RPD budget document; reviews, audits, and advises the Police Chief on the budget; and prepares department-wide budget reports. The manager also develops and administers the Administrative Services budget and forecasts funds needed for staffing, equipment, materials, and supplies.

**EVIDENCE DIVISION**

The Evidence Unit of RPD is responsible for the intake, care and handling of all evidence, found property and safekeeping items. Day-to-day operations include intake and storage of new evidence, distribution of evidence, the crime lab, firearms dispositions and processing items to be purged or returned to their owners.

Evidence technicians were successful in their continuing efforts to purge double the amount of old evidence as new evidence that came in during the year, nearly five tons of old evidence.

**SUPPLY DIVISION UNIT**

The Equipment/Supply Technician procures, receives, issues and maintains a computer-based inventory of all equipment, supplies, and materials for the department. The current technician has established great relationships with vendors and continually monitors expenditures, which has saved the department thousands of dollars.

**GRANTS UNIT**

The Grants Management Unit is responsible for law enforcement grants. The unit searches for and manages available grant opportunities which includes the proper financial and progress reporting to the grantor. RPD’s primary source of grant funding is from the U.S. DOJ through the Bureau of Justice Assistance and Community Oriented Policing.

**PAYROLL UNIT**

The Payroll Unit is responsible for auditing and processing payroll for all members of RPD. Using Telestaff and ADP software, all timekeeping is completed electronically and is then audited by staff for accuracy. The Payroll Technician ensures the accuracy of time entered and paid according to Fair Labor Standards Act (FLSA) standards.

The unit’s payroll technician is working with an independent contractor and City IT staff to improve and streamline payroll functions between the various computer systems. One of the current improvements sought is allowing for processing batches of personnel and payroll action forms instead of processing one form at a time.

**ACCOUNTS PAYABLE DIVISION**

The accounts payable unit is responsible for processing invoices related to police department acquisitions. Personnel in this unit review invoices for accuracy and ensure they are sent to Central Finance on a timely basis. In addition, this unit processes the travel/training requests of the department. This entails compliance with travel policies, Government Services Administration (GSA) guidelines and assisting the officers with their travel related items.
The RPD has a long-standing tradition on completing an annual satisfaction survey, which first debuted in 1987. This survey is a very important piece of our partnership with the community and plays a major role in identifying community areas of interest which helps the Department allocate resources appropriately throughout the City. In 2016 the Department is working with the University of Nevada’s Criminal Justice program to revamp the survey process in order to reach out to a greater number of City residents. The 2016 survey will keep the same format as the past surveys, however, it will move to an electronic format designed to give more citizens the ability to participate. The move will also allow for follow-up questioning which will enable the Department to get more specific about identified areas of interest. Another key element of this change is the ability to get information in a timely manner and seek feedback from those who chose to participate throughout the year to measure if the methods employed are making a difference.

The survey will be made available June 2016.