

CARLIN POLICE DEPARTMENT POLICY MANUAL



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Foreword

This policy manual is dedicated to the concept that a professional law enforcement organization must be operated within the rules of law and guided by clearly established rules and regulations. The policies, rules and regulations contained herein have been developed over time and are anchored in tradition and law. 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 police services to the community.

This policy manual 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 chief of police 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.

Throughout your career with this organization, there will be many times when you will need to refer to this document. Stay abreast of changes and updates. Be informed and inform your colleagues of changes. Above all, understand and know what the rules are and follow them.

Law enforcement agencies throughout this nation have similar policy manuals. This manual, however, is unique to the Carlin Police Department in that it provides us with sound operating principles by which to do our jobs. Please refer to it periodically and consider the manual as a tool, just as the tools on your belt that are needed in the course of doing your job.

This manual is a reflection of the core values and ethics for the Carlin Police Department. As you read through it, please remember that an organization is only as good as its employees. The integrity of the Carlin Police Department rests with the actions of its members. The policies in this manual are guidelines to assist with the regulation of conduct. Our community's perception of the Carlin Police Department is based on the competence and ethical deportment of our officers and staff. These policies will help to ensure that public trust is well placed.

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. Remember, we are a nation of laws, and an office of laws and policies. In order for us to do our job, with respect to serving and protecting our communities, we are and must be held to a higher standard. We have the most sacred of all trusts in our possession, that being the trust of the public. Adhering to the policies and procedures in this manual will help to ensure that trust is never violated.



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Chapter 1 DEPARTMENT ADMINISTRATION

100 Mission/Vision/Core Values

CARLIN POLICE DEPARTMENT MISSION STATEMENT

The members of the Carlin Police Department are committed to serving and protecting our community by ensuring its security and safety through excellence in policing.

CARLIN POLICE DEPARTMENT VISION STATEMENT

The Carlin Police Department shall achieve its mission by providing effective, fair, honest and proactive law enforcement and public safety services to everyone in our community to reduce the fear of crime.

CARLIN POLICE DEPARTMENT CORE VALUES

The Carlin Police Department holds these values in the highest regard, to achieve its mission and vision as well as to maintain our community's trust.

Respect: The members of the Carlin Police Department shall treat every individual they contact with honesty, respect and fairness.

Accountability: The members of the Carlin Police Department shall hold themselves to a higher standard of conduct at all times and shall set an example for others to follow.

Professionalism: The members of the Carlin Police Department shall maintain the highest level of professional standards while performing the duties of their assignment.

Integrity: The members of the Carlin Police Department shall do the right thing, at the right time, for the right reasons.

Discipline: The members of the Carlin Police Department shall perform their duties with restraint and shall not violate the rights of the people they serve.

101 Legal Authority

Law enforcement officers are granted the ability and responsibility to perform their duties and functions based on established legal authority. The Carlin Police Department's authority is established through the United States Constitution, the Constitution of the State of Nevada, and Nevada Revised Statutes.

The Carlin Police Department does not tolerate abuse of law enforcement authority by any employee.

102 Code of Ethics

Carlin Police Department officers shall adhere to the following code of ethics while members of this department:

My fundamental duty is to protect the constitutional rights and freedoms of the people whom I have been sworn to uphold.

I will serve my community, this agency, and my fellow law enforcement officers with honor and to the best of my ability. I will perform all of my duties in a professional and competent manner. I consider the ability to be courageous and to exercise restraint in the use of my power and authority to be the ultimate public trust.

I accept that I must consistently strive to achieve excellence in learning the necessary knowledge and skills associated with my assigned duties. I will keep myself physically and mentally prepared



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so that I am capable of performing my assigned duties according to the standards expected of my position.

I will be fully truthful and honest in my dealings with others. I deplore lies and half-truths that mislead or do not fully inform those who must depend upon my honesty. I will obey the very laws that I am sworn to uphold. I will comply with the standards of my department and the lawful directions of my supervisors.

I will treat others with courtesy at all times. I consider it to be a professional weakness to allow another's behavior to dictate my response. I will not allow the actions or failings of others to be my excuse for not performing my duties in a responsible, professional, ethical and expected manner.

I will empathize with the problems of people with whom I come into contact. However, I cannot allow my personal feelings, prejudices, animosities, or friendships to influence the discretionary authority entrusted to my job. I will avoid conflicts and potential conflicts of interest that could compromise my official authority or public image.

While I consider the way I choose to conduct my private affairs a personal freedom, I accept full responsibility for my actions, as well as inactions, while on duty and off duty, when those actions bring disrepute on the public image of my department, my fellow officers, and the law enforcement profession.

I hold the authority inherent in my position to be an affirmation of the public's trust in me as a Carlin police officer. I do not take this trust lightly. As long as I remain in this position, I will dedicate myself to maintaining this trust and upholding all the ideals of the Carlin Police Department and the law enforcement profession.

103 Policy Manual Guidelines

This policy manual is a statement of the current policies, rules, and guidelines of the Carlin Police Department. This manual is designed to balance the Carlin Police Department's direction with the employee's ability to wisely use their discretion in performing their duties. Except where otherwise expressly stated, the provisions of this manual shall be considered as guidelines. It is recognized, however, that law enforcement is not always predictable and circumstances may arise which warrant departure from these guidelines.

It is the intent of this manual to be viewed from an objective standard, taking into consideration the sound discretion entrusted to members under the circumstances reasonably apparent at the time of any incident.

This policy manual shall supersede other Carlin Police Department policy documents. All prior and existing manuals, orders, and regulations which are in conflict with this manual are revoked. Federal, state and county law, as well as court rulings, will have priority over policy manual language.

The chief of police shall be considered the ultimate authority for the provisions of this manual and shall ensure compliance with all applicable federal laws, state statutes and local ordinances.

The policy manual will be reviewed and updated annually. Annually, the chief of police will cause the manual to be reviewed and updated as necessary to ensure the policy manual conforms to actual operation of the Carlin Police Department and complies with applicable laws, statutes and ordinances. The chief of police will ensure that employees under his/her command are aware of



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any policy manual updates. The chief of police shall forward any policy manual updates to all personnel via electronic mail.

Carlin Police Department employees suggesting revision of the contents for the policy manual shall forward their suggestion, in writing, to the chief of police, who shall review all recommendations regarding proposed changes.

The chief of police is responsible for issuing Special Orders which shall modify those provisions of the manual to which they pertain. Special Orders shall remain in effect until such time as they may be permanently incorporated into the manual. Special Orders may be issued to modify those provisions of the policy manual to which they pertain and shall remain in effect until such time as they may be permanently incorporated into the manual. Special Orders will be forwarded to all employees by the chief of police or his/her designee via electronic mail.

Employees shall be responsible for reviewing the policy and/or special order material and seeking clarification as needed. Each employee shall acknowledge receipt by return e-mail, review the revisions and seek clarification as needed.

All employees are expected to conform to the provisions of this policy manual.

As a condition of employment, all employees are required to read and understand, and if necessary, obtain necessary clarification of this Department's policies.

Each member is required to sign a Statement of Receipt acknowledging that they have had a copy of the policy manual made available to them, along with any subsequent Special Orders or changes, and understand they are responsible to read, become familiar with and understand its contents. All employees are responsible for keeping abreast of all policy manual revisions.

A computerized digital version of the policy manual will be made available on the Department's network drive for access by all employees.

No changes shall be made to this version without express authorization from the chief of police.

Annual training on the contents of the policy manual will be facilitated by the chief of police or his/her designee

104 Chain of Command

The Carlin Police Department chain of command is as follows: chief of police, officer. During an absence of the chief of police, the chief shall designate a command officer.

It is the responsibility of each employee to properly use the chain of command to insure a level of efficiency of department function and to maintain the level of authority and responsibility of the established chain of command. The chain of command may be bypassed when immediate action is required or when the use of chain of command would unduly hinder the efficient performance of the employee's assigned duty.

105 Department Administrations

The organizational structure of the Carlin Police Department is designed to create an effective and efficient means to accomplish our mission and goals and to provide for the best possible service to the public.

106 Media Relations

The ultimate authority and responsibility for the release of information to the media shall remain with the chief of police, however, in situations not warranting immediate notice to the chief of police and in situations where the chief of police has given prior approval, a designated public



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information officer may prepare and release information to the media in accordance with this policy and the applicable law.

107 Department Use of Social Media

The Carlin Police Department may use social media as a method of effectively informing the public about office services, issues, investigations and other relevant events. Carlin Police Department employees shall ensure that the use or access of social media is done in a manner that protects the constitutional rights of all.

108 Notification of Significant Events

Certain incidents should be brought to the attention of the Carlin Police Department administration to facilitate the coordination of activities and ensure that inquiries from the media and the public are properly addressed. Employees must report any unique or serious situations to the chief of police in a timely manner. If attempts to contact the chief of police are unsuccessful, the city manager should be notified. If, after a reasonable amount of time, the employee is unsuccessful in reaching the city manager, he/she should attempt to make contact with the mayor.

Chapter 2 DEPARTMENT PERSONNEL

200 Hiring Practices

The policy of the Carlin Police Department is to hire only those persons qualified for employment in law enforcement. This agency seeks the highest level of professionalism and integrity by its members and recognizes that this commitment begins with the selection of candidates for this agency.

201 Fitness for Duty

It is the Carlin Police Department's responsibility to the public and intent to ensure that every employee is fit for duty and fully able to perform their assigned job functions and duties. Officers reporting for duty are required to be free from physical, emotional or mental conditions which might adversely affect the performance of duty and their exercise of public safety powers and responsibilities.

202 Drug and Alcohol Free Workplace

The Carlin Police Department discourages alcohol and drug abuse and strives to achieve a work force free from the influence of drugs and/or alcohol (NRS 618.375 and NRS 618.385). Carlin Police Department employees will report for work in an appropriate mental and physical condition. Carlin Police Department employees shall not report for duty or work while under the influence of drugs and/or alcohol. The Carlin Police Department reserves the right to randomly test its employees for the presence of drugs and/or alcohol.

203 Tobacco Use

The Carlin Police Department recognizes that tobacco use is a health risk and can be offensive to others. Smoking and tobacco use also presents an unprofessional image for the department and its members. For the purpose of this policy, smoking and tobacco use includes, but is not limited to, any tobacco product, such as cigarettes, cigars, pipe tobacco, snuff, tobacco pouches, and chewing tobacco, as well as any device intended to simulate smoking, such as an electronic cigarette or personal vaporizer.

204 Code of Conduct



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It is the policy of the Carlin Police Department that officers conduct themselves both on and off duty in a manner that reflects high ethical standards consistent with the values and mission established by this agency and the expectations of the community it serves. It is not mandatory that conduct violates a specific policy, procedure, law, ordinance or rule and is cited to sustain misconduct. Policies, procedures, laws, ordinances or rules are not intended and cannot possibly cover every type of misconduct.

205 Grievance Procedure

Whenever possible, disputes should be resolved informally at the lowest level in the employee's chain of command. All employees are encouraged to engage in free and open communication to resolve differences without resorting to a formal process.

When attempts at informal dispute resolution are unsuccessful, employees may initiate the grievance procedure described herein.

This grievance procedure shall not be used in addition to any other grievance procedures that may be in effect through the governing jurisdiction or an eligible employee's collective bargaining agreement.

Under no circumstances shall more than one procedure be used to redress the same grievance. Use of this or other grievance procedures does not preclude employees from seeking legal remedies as appropriate.

206 Nepotism

The Carlin Police Department ensures equal opportunity and effective employment practices by avoiding actual or perceived favoritism, discrimination, or actual or potential conflicts of interest by or between members of this office. These employment practices include: recruiting, testing, hiring, compensation, assignment, use of facilities, access to training opportunities, supervision, performance appraisal, discipline and workplace safety and security.

207 Reporting for Duty

Employees are expected to be on-duty at their designated duty station or area of responsibility, fully prepared to perform the necessary duties, designated tasks and/or performance functions of their job assignment at their pre-determined, regularly scheduled shift, date and/or time. If an employee is unable to report for duty for any reason, he/she shall promptly notify his/her immediate supervisor.

Employees are expected to regularly and consistently work their scheduled 40 hour/84 hour work assignment. Employees shall comply with all procedures regarding sick leave, vacation leave, meal periods, break periods and the procedures for on-call and call-out duties. Excessive, unexcused and/or unauthorized absence from duty or chronic tardiness by an employee will not be tolerated.

208 Timesheets and Payroll

Timesheets are submitted to Carlin City Manager's Office through the Carlin Police Department Administration for the payment of wages. Each employee is responsible for the accurate and timely submission of his/her hours worked to his/her immediate supervisor for review and approval.

209 Breaks

Employees are authorized to take meal breaks and personal breaks during their regularly scheduled shifts.



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210 Personnel Complaints

The Carlin Police Department takes all complaints regarding the conduct of its employees seriously. This department will accept and address all complaints of employee misconduct from both internal and external sources in accordance with this policy and applicable federal laws, state statutes and local ordinances. It is the policy of this department to ensure that the community it serves can report misconduct without any concern for reprisal or retaliation (NRS 289.055). A personnel complaint consists of any allegation of misconduct or improper job performance against any employee that, if true, would constitute a violation of any department policy, federal law, state statute or local ordinance. Any employee or member of the public may make a personnel complaint in writing, by e-mail, in person or by telephone. Allegations of misconduct that, even if true, would not violate a department policy, federal law, state statute or local ordinance may be handled informally by the chief of police, and shall not be considered a personnel complaint, as they generally include clarification regarding policies, procedures or the department's response to specific situations.

211 Administrative Investigations

Administrative investigations shall only be initiated by the chief of police or the city manager. The designated administrative investigator shall ensure that all administrative investigations are completed in an unbiased, fair and expeditious manner. During the course of an administrative investigation, the administrative investigator is under the direct command of the Chief of Police and may cross all supervisory and chain of command lines as required. Carlin Police Department employees shall fully cooperate with an administrative investigation, providing prompt, honest, and complete statements regarding their knowledge of the subject of an investigation (NRS 289.060). Employees shall promptly provide any physical evidence, recordings, photographs and/or any other articles relevant to any administrative investigation. Administrative Investigations will be conducted in compliance of NRS Chapter 289 and the collective bargaining agreement of the affected employee. Establishment of procedures for investigating complaints and allegations of employee misconduct is crucial to demonstrate and protect this agency's integrity. This agency shall accept and investigate fairly and impartially all complaints of employee conduct to determine the validity of allegations and to impose any disciplinary actions that may be justified in a timely and consistent manner.

212 Administrative Leave

When a complaint of misconduct is of a serious nature, or when circumstances practically dictate that it would be appropriate, the chief of police may temporarily assign an accused employee to administrative leave with pay, pending the conclusion of an administrative investigation.

213 Discipline

The uniform application of discipline incorporates a systematic progression of applied discipline as necessary and determined on a case by case basis. The progressive discipline concept provides a range of actions that can be administered in a given situation that would be fair and appropriate, dependent upon the nature of the offense or policy violation, any extenuating, aggravating or mitigating circumstances and the severity of the misconduct. The progressive discipline concept does not indicate that disciplinary actions must start at any particular point and will progress to



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any particular point for all offenses or policy violations. The chief of police will ultimately be responsible for discipline actions that are imposed within the progressive discipline concept.

The exercise of corrective action requires foresight and planning rather than mere reaction. It involves the evaluation of the human factor which, when combined with proper motivation and recognition of individual and group effort, results in self-discipline. Methods of correcting inappropriate behavior may range from counseling, where the immediate effect is on the individual, to corrective sanctions, or termination of employment, where the positive effect is in the reassurance to other employees and the community that unacceptable conduct will not be tolerated. In each case, care must be taken to obtain a desired and just result and the uniform application of corrective action, including discipline, department wide. Disciplinary action may only be administered to an employee for good cause.

214 Confidentiality of Personnel Files

It is the intent of the Carlin Police Department to maintain the confidentiality of all personnel records. Except as provided by this policy or pursuant to lawful process, confidential personnel records shall not be disclosed to any unauthorized person(s) without the express prior consent of the involved employee or by written authorization of the chief of police. This policy is not intended to preclude access and review of personnel records by management personnel during the performance of official duties.

215 Brady Materials

The Carlin Police Department has a duty to disclose to every defendant any evidence that which is both favorable and material to the guilt and/or punishment of the defendant (*Brady v. Maryland* decision (373 U.S. 83 (1963))). The chief of police or his/her designee may examine any employee's personnel records at any time to determine whether any "BRADY" material is contained therein, and, if located, shall notify the Elko County District Attorney's Office, and/or the Carlin City Attorney's Office of the presence of any such material. Should a Carlin Police Department employee's credibility, related to "BRADY" material in the employee's personnel records, in the context of the employee acting as a witness for the prosecution, access to that employee's personnel records by either the prosecuting attorney or the criminal defendant shall be limited to that which is allowed by law and/or the order of the court.

216 Employee Speech

Employee conduct both on and off duty must meet a high standard. This includes, but is not limited to, conduct related to political activity, endorsements, advertisements, and materials posted on the internet or disseminated electronically. Nothing in this policy is intended to prohibit or infringe upon any communication, speech or expression that is protected or privileged under law. This includes speech and expression protected under state or federal constitutions as well as labor or other applicable laws. For example, this policy does not limit an employee from speaking as a private citizen, including acting as a member of any recognized employee associations.

Public employees occupy a trusted position in the community, and thus, their statements have the potential to contravene the policies and performance of this department. Due to the nature of the work and influence associated with the law enforcement profession, it is necessary that employees of this department be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public, the Carlin Police Department will



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carefully balance the individual employee's rights against the department's needs and interests when exercising a reasonable degree of control over its employees' speech and expression.

217 Biased Based Policing

The policy of the Carlin Police Department is to respect the rights of all persons who officers come into contact with during any law enforcement operation. The Carlin Police Department prohibits the use of race, ethnicity, gender, or national origin as a reason to restrict liberty, or exercise any other police power upon an individual, except in those cases where one of the classifications above is a descriptive factor concerning a suspect.

218 Employee Computer/Software/Personal Communication Device Use

Carlin Police Department employees shall properly use Carlin Police Department information technology resources, including computers, all electronic and or mobile devices, hardware, software, and systems as required. The Carlin Police Department allows employees to utilize Carlin Police Department issued personal communication devices (PCD) and to possess personally owned PCDs in the workplace, subject to certain limitations. A PCD includes telephones, smartphones, tablets, personal digital assistants and/or any similar wireless two-way communications and/or portable Internet access devices. In addition to PCDs, the Carlin Police Department provides certain employees computing devices such as computers, mobile digital terminals, laptops, and tablets, software, and data storage devices for job related functions.

Employees are issued a specific Carlin Police Department email address for professional and business use. PCD and computing device use includes, but is not limited to, placing and receiving calls, text messaging, blogging and microblogging, e-mailing, using video or camera features, playing games, and accessing sites or services on the Internet. Any computing device or PCD used while on duty or used off duty in any manner reasonably related to the business of the Carlin Police Department, will be subject to monitoring and inspection consistent with the standards set forth in this policy and procedure. The inappropriate use of a PCD or computing while on duty may impair officer safety and may lead to discipline as a violation of policy or procedure.

Any employee utilizing any PCD, or computing device, computer, electronic storage device or media, internet service, phone service, information conduit, system or other wireless service provided by or funded by the Carlin Police Department expressly acknowledges and agrees that the use of such service, whether for business or personal use, shall remove any expectation of privacy the employee, sender and recipient of any communication utilizing such service might otherwise have, including as to the content of any such communication. This Department also expressly reserves the right to access and audit any and all communications (including content) sent, received and/or stored through the use of such service.

219 Harassment

It is the policy of the Carlin Police Department that all employees have the right to work in an environment free of all forms of harassment and discrimination by employees, whether sworn civilian or volunteer, or other non-employees who conduct business with this agency. This agency considers harassment and discrimination of others serious employee misconduct.

220 Employee Involved Criminal Activity

Carlin Police Department employees shall promptly notify the chief of police, in writing if they are convicted of any crime, or become personally involved in any criminal activity, criminal



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investigation or criminally charged incident in which they are a suspect, victim or material witness. Employees shall also promptly notify the chief of police, in writing, if they become the subject of a domestic violence protection or similar court order. Certain criminal or civil orders or convictions may restrict or prohibit an employee's ability to properly perform official duties. Any employee failing to promptly notify the chief of police pursuant to this policy may be subject to disciplinary action.

221 Employee Involved Domestic Violence

This policy offers a comprehensive, pro-active approach to domestic violence by police department employees with an emphasis on victim safety. It delineates a position of zero tolerance by the department. It is imperative to the integrity of the profession of policing and the sense of trust communities have in their local law enforcement agencies that leaders, through the adoption of clear policies, make a definitive statement that domestic violence will not be tolerated. In the process of implementing this policy, the department should review the records of all employees to determine whether convictions for qualifying misdemeanor crimes of domestic violence (MCDV) or valid extended protection orders exist. If an employee is found to have a MCDV or is the subject of a qualifying extended protection order, the Elko County District Attorney's Office shall be consulted immediately regarding continued employment or duty assignment.

Federal law prohibits police employees convicted of qualifying misdemeanor domestic violence crimes from possessing firearms. Employees found guilty of a qualifying domestic violence crime through criminal proceedings shall be terminated.

The Carlin Police Department will adhere to a zero-tolerance policy towards police employee domestic violence and will not tolerate violations of the policy. The department will provide ongoing training to every employee on domestic violence and the zero-tolerance policy throughout all phases of the police employee's career.

While prioritizing the safety of victims, this policy is designed to address prevention through hiring and training practices, provide direction to chief of police for intervention when warning signs of domestic violence are evident, institutionalize a structured response to reported incidents of domestic violence involving employees, and offer direction for conducting the subsequent administrative and criminal investigations. Components of the policy include: Prevention and Training, Early Warning and Intervention, Incident Response Protocols, Victim Safety and Protection, and Post-Incident Administrative and Criminal Decisions.

222 Civil Litigation

Litigation alleging misconduct by law enforcement officers has increased dramatically. Such litigation can be extremely expensive and harmful to the reputation of the department and its employees.

It is the policy of the Carlin Police Department to take such proactive measures as are possible to avoid civil litigation through personnel training, supervision, and adherence to departmental policy and procedures among other means; to take such steps as are necessary following high-risk incidents to document the event and actions of agency employees; and to maintain a strong and coordinated response to civil litigation involving this agency and its employees.

223 Subpoenas and Court Appearances



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The success of a criminal prosecution is determined not solely by the quality and quantity of evidence but by the manner in which it is presented by law enforcement officers in a court of law. An officer's appearance, demeanor, attitude, and ability to accurately convey evidence in a fair and professional manner are essential in efforts to bring a criminal prosecution to a just conclusion. Therefore, it is the policy of the Carlin Police Department that officers adhere to court scheduling, preparation, appearance, and testimonial guidelines provided herein. Employees who receive subpoenas related to their employment with this office shall follow policy and procedures. Compliance is mandatory on all cases for which they have been properly served civil or criminal subpoenas. Employees shall cooperate with the prosecution to ensure the successful conclusion of a case. Procedure with prosecutor's office has been established to provide for the acceptance of subpoenas and to ensure that employees appear when subpoenaed, or are available to appear in court when requested and present a professional appearance (NRS 289.027).

224 Employee Evaluations

The objective of the employee evaluation system is to document work performance for both this department and the employee, giving recognition for good work and providing a guide for progressive and continuous improvement.

The performance evaluation is a gauge in measuring performance and is used for making personnel decisions relating to merit pay, promotion, assignment, discipline, demotion, and termination.

The performance evaluation also provides a guide for mutual work planning and review, and an opportunity to convert general impressions into a more objective history of work performance based on job standards.

The Department evaluates employees in a non-discriminatory manner based upon job-related factors specific to the employee's position, without regard to sex, race, color, national origin, religion, age, disability or other protected classes.

225 Employee Recognition

Recognition may be in order, whenever an employee performs his/her duties in an exemplary manner. A meritorious or commendable act by an employee may include, but is not limited to the following: Superior handling or resolution to a difficult situation; Conspicuous bravery or outstanding performance by any employee; Any action that is above and beyond the typical duties of an employee.

226 Career Development

The ability of the Carlin Police Department to meet current and long-range goals and objectives in an efficient and effective manner is largely dependent upon the level of skill, knowledge and ability employees bring to their individual assignments, duties and responsibilities. Therefore, it is the policy of the Carlin Police Department to provide, to the degree possible, counseling, training and professional development opportunities and assistance to employees in choosing, preparing, entering and progressing in agency job assignments and job specialties as well as individual professional growth opportunities that will promote production, efficiency and effectiveness in job performance and improve the overall level of job satisfaction.

227 Off-Duty Officer Actions

Out-of-uniform, off duty officers may confront criminal activity to which they should take, or must decide whether to take, enforcement action. When engaged in off duty enforcement of this type,



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non-uniformed officers risk being mistaken as criminal suspects by responding officers. The following protocols are intended to define when off duty, non-uniformed enforcement action is authorized and how it should be conducted in order to reduce the potential of officer-on-officer shootings and related injuries. This policy is also intended to limit unnecessary enforcement action by off duty officers.

228 Employee Appearance

Professional appearance of employees furthers the goals of this department by projecting a positive and professional image to the public. A positive image also reflects an employee's sense of pride, self-confidence, and command presence, which can enhance overall effectiveness. As such, this policy provides employees with departmental requirements for on-duty appearance related to grooming and personal hygiene.

229 Uniforms and Equipment

The uniform policy of the Carlin Police Department is established to ensure that uniformed employees are readily identifiable to the public through the proper use and wearing of the authorized uniform of this office. All officers will maintain uniforms and equipment in clean, neat, and fully operational condition. The chief of police shall be the final authority on uniform standards.

230 Department Badges

The Carlin Police Department authorized uniform badge shall be issued to department members as a symbol of authority and the use and display of departmental badges shall be in strict compliance with this policy. Only authorized badges issued by this department shall be displayed, carried or worn by members while on duty or otherwise acting in an official or authorized capacity.

231 Body Armor

It is the policy of the Carlin Police Department to maximize officer safety through the use of body armor in combination with prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for the observance of officer safety procedures.

232 Department Owned Property

Carlin Police Department Employees are expected to properly care for property issued, assigned, or entrusted to them. Employees may also suffer occasional loss or damage to issued, assigned, or entrusted property while performing their assigned duty. Certain procedures are required depending on the type of loss. Employees are responsible for the safekeeping, serviceable condition, proper care, use, and replacement of property assigned or entrusted to them. Any employee's intentional or negligent abuse or misuse of Carlin Police Department property may lead to discipline including, but not limited to, the cost of repair or replacement.

233 Employee Owned Property

A request to carry personal property while on duty may be made to the chief of police. Those employees having their personal property approved understand that if those item(s) are lost, damaged, destroyed or stolen they will not be entitled to reimbursement. It is also understood that any liabilities arising out of the use of such property will be the employee's sole responsibility. Claims for reimbursement for damage or loss of personal property must be made to the chief of police. The chief of police may require a separate written report of the loss or damage (NRS 289.800).



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234 Inspections

Inspections of the Carlin Police Department shall be conducted on a regular basis to help ensure that the department is operating at peak efficiency and in compliance with established professional standards. When conducted properly, inspections enable the chief of police to assess the department's ability to perform its mission and provide them with the information necessary to plan for the improvement of the department's operations. Inspections are a vital component of departmental self-assessment and as such will be carried out with care, attention to detail, and with the full cooperation of all personnel concerned.

235 Communicable Diseases

It is the responsibility of this agency to ensure that its employees are able to perform their duties in a safe and effective manner. The safe performance of daily operations can be threatened by life-endangering communicable diseases. It shall be the policy of the Carlin Police Department to provide employees with up-to-date training and information that will help minimize potential exposure while increasing employee understanding of the nature, risks, and routes of transmission of the diseases.

236 Line of Duty Deaths

The Carlin Police Department shall provide liaison assistance to the immediate surviving family of an active duty employee who dies or is seriously injured in the line of duty, and to provide them with support during this traumatic period of readjustment. This responsibility includes tangible and intangible emotional support and assistance during this traumatic period of readjustment. Continued emotional support for the family is essential and shall be provided.

It is the policy of the Carlin Police Department to respond in a prompt, organized manner to the death or serious injury of a member and/or family member through effective procedures. Appropriate agency provided services include notifying the family of the dead or injured member in a timely, personal manner, assisting the family at the hospital, supporting the family at the funeral and burial, helping the family with legal and benefits matters, counseling the family regarding finances and other possible problems, supporting the family during criminal proceedings (if any), and maintaining long-term contact with the family and keeping informed of their needs.

237 Civilian Personnel

The efficiency and effectiveness of law enforcement agencies is enhanced when sworn and non-sworn personnel are appropriately used to perform those functions that are best suited to their special knowledge, skills and abilities. Therefore, the Carlin Police Department shall employ civilians for selected functions that do not require the authority of a commissioned officer, thereby freeing sworn personnel for enforcement functions and capitalizing upon the talents of all employees.

238 Secondary Employment

The Carlin Police Department is considered the primary employer of all Police Department employees. To help insure an employee's ability to perform their Police Department duties effectively and efficiently, and to avoid actual or perceived conflicts of interest or professional standards for employees engaging in secondary employment, the chief of police shall have sole discretion of approving or denying any employee's secondary employment.



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Chapter 3 PERFORMANCE AND CONDUCT

300 Use of Force in Response to Violence, Aggression and Resistance

The Carlin Police Department derives its authority from the community and unreasonable force degrades the legitimacy of that authority. It is the policy of the Carlin Police Department to value and preserve human life. Officers shall use only the force that is objectively reasonable to effectively bring an incident under control, while protecting the safety of the officer and others.

The proper use of force is essential for policing. Officers shall use force only when no reasonably effective alternative appears to exist and shall use only the level of force which a reasonably prudent officer would use under the same or similar circumstances.

The decision to use force requires careful attention to the facts and circumstances of each particular case, including the severity of the crime at issue, whether the suspect poses an immediate threat to the safety of the officer or others, and whether he is actively resisting arrest or attempting to evade arrest by flight. In a use of force incident, the governmental interest must match the level of force and intrusion upon an individual's constitutional rights.

In addition, "the reasonableness of a particular use of force must be judged from the perspective of a reasonable officer on the scene, rather than with the 20/20 vision of hindsight...the question is whether the officers' actions are objectively reasonable in light of the facts and circumstances confronting them."

301 Arrests

It is the policy of the Carlin Police Department that all arrests made by departmental personnel shall be conducted professionally and in accordance with established legal principles. In furtherance of this policy, all officers of this department are expected to be aware of, understand, and follow the laws governing arrest.

302 Handcuffing and Restraints

The Carlin Police Department authorizes the use of restraint devices in accordance the use of force policy and department training. Restraint devices shall not be used to punish, to display authority or as a show of force.

303 Electronic Control Weapons

Carlin Police Department officers shall use the minimum amount of force to objectively and reasonably necessary to control or overcome the resistance put forth by individuals who are violent, exhibiting threatening or potentially violent behavior, or physically resisting arrest or detention. Electronic control weapons (ECWs) may be used by authorized and trained personnel in accordance with this use of force policy and additional procedures. The TASER® device is intended to control a violent or potentially violent individual, while minimizing the risk of serious injury. The appropriate use of such a device should result in fewer serious injuries to officers and suspects. Officers shall only use the TASER device and cartridges that have been issued by the department. Uniformed officers who have been issued the TASER device shall wear the device in an approved holster on their person. The TASER device has limitations and restrictions requiring consideration before its use. The TASER device should only be used when its operator can safely approach the subject within the operational range of the device. Although the TASER device is generally effective in controlling most individuals, officers should be aware that the device may not achieve the intended results and be prepared with other options.



Carlin Police Department Policies

304 Control Devices

In order to control subjects who are violent or who demonstrate the intent to be violent, the Carlin Police Department authorizes officers to use control devices in accordance with the guidelines in this policy and the use of force policy. Control devices may be carried and used by members of this department only if the device has been issued by the Carlin Police Department or approved by the chief of police. Only officers who have successfully completed department-approved training in the use of any control device are authorized to carry and use the device. Control devices may be used when a decision has been made to control, restrain or arrest a subject who is violent or who demonstrates the intent to be violent, and the use of the device appears reasonable under the circumstances. When reasonable, a verbal warning and opportunity to comply should precede the use of these devices.

305 Utility Knives

It is the policy of the Carlin Police Department to provide guidelines on the selection of departmentally approved police duty knives, knives an officer may carry, and how and when knives may be carried and used in order to increase officer safety, affect positive public perception, and further reduce department liability. The police utility knife is intended solely for the purpose of carrying out the general duties and designated specialized assignments of police operations; its use as a defensive or offensive weapon is authorized only in exigent circumstances.

306 Firearms

The chief of police shall approve all firearms and ammunition intended for on duty use, whether personally owned or owned by the Carlin Police Department, before such firearms and ammunitions are utilized by any employee. All commissioned and reserve officers are required to possess and be currently qualified with an approved duty handgun, unless excused by the chief of police. No firearms will be carried that have not been annually inspected and approved by the department range master. Except in an emergency or as directed by the chief of police, no firearm shall be carried by an officer who has not qualified with that firearm at a range qualification authorized by the Carlin Police Department.

Any non-commissioned staff member or volunteer who is not authorized to carry a firearm, and who has not met the ongoing training requirements of the Carlin Police Department, is strictly prohibited from carrying or possessing a firearm while on duty, or while engaged in office-related activities. The issuance of a permit to carry a concealed weapon (CCW) does not supersede this policy, as a CCW does not allow for the right to carry in a “jail” facility, per Nevada Statute, and all secure areas of the Carlin Police Department facility, including the parking lot, are considered parts of the Carlin Police Department facility, as Carlin Conservation Camp inmate workers move through those areas. Any employee not authorized to carry a firearm on duty may place the firearm in a securely locked container within the employee’s locked vehicle while parked in the secured parking area. Security of all firearms is of extreme importance at all times.

The chief of police may, in his sole discretion, waive the prohibition for individual non-commissioned professional staff to carry a concealed weapon.

307 Officer Involved Shootings

It is the policy of the Carlin Police Department that officer involved shootings, whether on or off duty, be investigated so as to determine whether officer actions conform to law and this



Carlin Police Department Policies

department's policy, procedures, rules, and training. This policy may also apply to the investigation of situations in which a person dies while in police custody or while an officer is attempting to effect custody and other serious uses of force.

The Carlin Police Department utilizes other law enforcement agencies, including the Elko Police Department, the Elko County Sheriff's Office, the Washoe County Sheriff's Office, the Reno Police Department and/or the Nevada Department of Public Safety for investigating officer involved critical incidents. These Departments have established policies and procedures for the investigation of an event in which an officer is involved as a principal, victim, or custodial officer, where death or injury likely to cause death was the result of the "use of force," and ensure that such incidents are investigated in a fair and impartial manner. Under this policy, the criminal investigation is generally referred to one or more outside agencies, with a "lead agency" being ultimately responsible for the investigation. Jurisdiction is determined by the location of the critical incident and the agency employing the involved officer or officers.

The purpose of this policy is to provide guidelines that shall be uniformly applied following any officer-involved shooting incident, in order to minimize the chance that officers will suffer from the negative emotional and psychological reactions that can occur after the use of deadly force in an on- or off-duty confrontation. This policy is designed to address the needs of the officer who discharged his or her firearm.

308 Use of Force Review

The Carlin Police Department will objectively evaluate the use of force by its officers to ensure that their authority is used lawfully, appropriately and is consistent with training and policy. A use of force review board will be convened when the use of force by an officer results in very serious injury or death to another. The use of force review board will also investigate and review the circumstances surrounding every discharge of a firearm, whether the officer was on- or off-duty, excluding training or recreational use.

309 Police Canines

It is the policy of the Carlin Police Department to utilize patrol canines as a valuable supplement to police resources, due to their superior senses of smell and hearing and their physical capabilities. Utilization of canines requires adherence to procedures that properly control their use-of-force potential and channel their specialized capabilities into legally acceptable crime prevention and control activities.

310 Vehicle Use and Maintenance

The Carlin Police Department provides vehicles for department related business use, and may assign patrol vehicles based on its determination of operational efficiency, economic impact to the department, requirements for tactical deployments, and other considerations. Carlin Police department owned vehicles shall only be used for official business and, when approved, for commuting to allow employees to respond to department related business outside their regular work hours. Carlin Police Department employees are responsible for assisting in maintaining vehicles provided by this office so that they are properly equipped, properly maintained, properly fueled, and present a clean appearance. Any Carlin Police Department vehicle shall be used appropriately and kept in a safe, serviceable, and clean condition.

311 Seat Belt Use



Carlin Police Department Policies

All Carlin Police Department employees shall wear properly adjusted safety restraints when operating or riding in a seat equipped with restraints, in any vehicle owned, leased or rented by this department while on-duty or off-duty, or in any privately owned vehicle while on-duty.

312 Use of Emergency Warning Devices

The Carlin Police Department and its officers shall adhere to statutory restrictions on the use of emergency warning devices (NRS 484A.480) and that such devices are employed only in prescribed conditions and circumstances and in ways that will minimize the risk of accidents or injuries to employees or the public.

313 Code 3 Response

This policy provides for the safe and appropriate response to emergency situations whether dispatched or self-initiated. It is the policy of this department to authorize the operation of a Carlin Police Department patrol vehicle under Code-3 conditions: when in direct pursuit of a suspected law violator; when an accelerated response is justified by the potential for preservation of life; and when an officer is in need of emergency assistance.

314 Vehicle Pursuits

A vehicle pursuit is an event involving one or more law enforcement officers attempting to apprehend a suspect who is attempting to avoid apprehension while operating a motor vehicle by using high speed driving or other evasive tactics such as driving off a highway, turning suddenly, or driving in a legal manner but willfully failing to yield to an officer's signal to stop.

Vehicle pursuits expose innocent citizens, law enforcement officers, and fleeing violators to the risk of serious injury or death. Carlin police officers shall balance the safety of the public and themselves against the Carlin Police Department duty to apprehend violators. Officers shall conduct themselves in a manner that minimizes the potential for pursuit-related collisions. Officers must not forget that the immediate apprehension of a suspect is generally not more important than the safety of the public and other pursuing officers.

Deciding whether to pursue a motor vehicle is a critical decision that must be made quickly and under difficult and unpredictable circumstances. In recognizing the potential risk to public safety created by vehicular pursuits, no officer shall be criticized or disciplined for deciding not to engage in a vehicular pursuit because of the risk involved, including those circumstances where the procedures would permit the initiation/continuation of the pursuit.

It is recognized that vehicular pursuit situations are not always predictable and decisions made pursuant to this policy will be evaluated per the totality of the circumstances reasonably available at the time of the pursuit. Officers must remember that the most important factors to the successful conclusion of a pursuit are proper self-discipline, common sense, and sound professional judgment. An officer's conduct during a pursuit must be objectively reasonable under the circumstances. Available management control will be exercised over all vehicle pursuits involving officers from this office. In addition to initial and supplementary Nevada P.O.S.T. training on pursuits, all sworn employees will participate in regular and periodic training by this office addressing this policy and the importance of vehicle safety and protecting the public at all times, including a recognition of the need to balance the known offense and the need for immediate capture against the risks to officers and others.

315 Radio Communications



Carlin Police Department Policies

Carlin Police Department employees shall use police band radios as their primary means of communication during routine and emergency operations. In the event that radio communications are unavailable, impractical or would endanger lives, cellular telephones are a viable second option to be utilized to communicate with dispatch, other officers and other emergency response entities.

316 Body Worn Cameras

Pursuant to the provisions of NRS 289.830, the Carlin Police Department provides officers and field employees with portable video and audio recorders (including those worn on the employee's person) for use during the performance of their duties. The use of recorders are intended to enhance the mission of the Carlin Police Department by accurately capturing contacts between employees and the public and documenting evidence.

317 Public Recording of Officers

It is the policy of the Carlin Police Department to uphold the Constitutional Rights of all persons. This policy includes ensuring the First, Fourth, and Fifth Amendment rights of individuals to document the conduct of members of this agency through video and audio recording are facilitated.

318 Search and Seizure

The Carlin Police Department respects the fundamental privacy rights of individuals. Employees will conduct searches in strict observance of the constitutional rights of persons being searched. All seizures by this office will comply with federal and state law governing the seizure of persons and property. The Office will provide relevant and current training to officers as guidance for the application of current law, local community standards and prosecutorial considerations regarding specific search and seizure situations, as appropriate.

319 Social Security Numbers

It is important that the department maintain accurate records of its actions and the identity of individuals who are victims of crimes or subjects of enforcement action. Social security numbers are one form of identification which can be helpful to verify the identity of a person contacted and to maintain accurate law enforcement records, as well as to assist individuals who have been victims of identity theft. Other forms of identification which can be useful in establishing a person's identity include valid, government-issued picture identification (e.g., passport, military identification, consular identification). The intent of this policy is to standardize when social security numbers will be requested, balancing our need to have that information in certain cases with the desire of individuals to protect their social security numbers to the extent possible.

320 Reserve Officer Program

The Carlin Police Department Reserve Unit was established to supplement and assist Carlin Police Department's full-time sworn officers in performing their duties. This unit provides professional, sworn volunteer reserve officers who can augment regular staffing levels. All applicants for the Carlin Police Department's reserve officer program shall be required to meet and pass the same pre-employment procedures as regular full-time Carlin Police Department sworn officers before appointment.

321 Ride-Along Program

The Carlin Police Department ride-along program is offered to residents, students, and other individuals with an interest in law enforcement and the Carlin Police Department.

322 Field Training Program



Carlin Police Department Policies

The field training officer program is intended to provide a standardized program to facilitate the officer's transition from the academic setting to the actual performance of general law enforcement duties of the Carlin Police Department. It is the policy of this department to assign all newly hired police officers to a structured field training officer program that is designed to prepare the new officer to perform in their new assignment, and possessing all skills needed to successfully operate in a safe, productive and professional manner.

323 Mutual Aid

Carlin Police Department officers may provide assistance whenever possible, consistent with the applicable laws and Carlin Police Department policies when another law enforcement agency requests assistance.

324 Foot Pursuits

Whenever a Carlin Police Department officer decides to engage or continue a foot pursuit a quick and continuous risk assessment must take place. The officer must evaluate the risk involved to themselves, the suspect and the community versus the benefit of continuing the foot pursuit.

325 Limited English Proficiency

It is the policy of the Carlin Police Department to provide equal protection and service to all persons. Toward this end the department recognizes that officers will have contacts with individuals who have limited English proficiency and will take reasonable steps to ensure that these individuals receive equal services and treatment.

326 Mental Illness

Responding to situations involving individuals who officers reasonably believe to be affected by mental illness or in crisis carries potential for violence; requires an officer to make difficult judgments about the mental state and intent of the individual; and necessitates the use of special police skills, techniques, and abilities to effectively and appropriately resolve the situation, while avoiding unnecessary violence and potential civil liability. The goal shall be to de-escalate the situation safely for all individuals involved when reasonable, practical, and consistent with established safety priorities. In the context of enforcement and related activities, officers shall be guided by this state's law regarding the detention of persons affected by mental illness or in crises. Officers shall use this policy to assist them in determining whether a person's behavior is indicative of mental illness or crisis and to provide guidance, techniques, and resources so that the situation may be resolved in as constructive and humane a manner as possible.

327 Homeless Persons

The Carlin Police Department recognizes that members of the homeless community are often in need of special protection and services. The Carlin Police Department will address these needs in balance with the overall mission of this department. It is the policy of the Carlin Police Department to provide law enforcement services to all members of the community, while protecting the rights, dignity and private property of the homeless. Homelessness is not a crime and members of this department will not use homelessness solely as a basis for detention or law enforcement action.

328 Vulnerable Adults

All incidents involving actual or suspected abuse, neglect, or exploitation of a vulnerable adult shall be fully investigated and appropriately documented. Every allegation of abuse, neglect, or



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exploitation of a vulnerable adult leading to probable cause that abuse, neglect or exploitation occurred shall be documented.

329 Persons with Disabilities

Carlin Police Department employees shall ensure that any person with a disability has equal access to all Carlin Police Department services, programs, and activities. Employees shall make every effort to communicate effectively with individuals with disabilities. The Carlin Police Department will not discriminate against or deny any individual access to services, rights, or programs based upon a disability. Because the nature of any law enforcement contact may vary substantially from one situation to the next, employees should consider all information reasonably available to them when determining how to communicate with an individual with a disability. Employees shall be trained on the types of assistance and resources available to allow communication.

330 Persons with Alzheimer's

The mind-set of a person with AD/D is much different than that of other missing persons. Therefore, questioning, report-taking, investigation and search considerations should be appropriately expanded. It is the policy of the Carlin Police Department that during agency employee contacts and encounters with older adults, consideration will be given to the potential that the individual is lost but is not yet reported missing, or is spatially disoriented and at high risk of becoming lost; persons found with AD/D, whether by an agency employee or a Good Samaritan, are provided with assistance that is appropriate for the AD/D medical considerations; and reports of missing persons with AD/D will be treated as an emergency and a search will begin as soon as reasonably possible.

Chapter 4 OPERATIONS

400 Department Operations

The Carlin Police Department performs two important functions: patrol and investigations. It is the policy of the Carlin Police Department that its officers perform their functions in a consistent, efficient, and safe manner.

401 Daily Activity Reporting

Communications is vital in accomplishing the Carlin Police Department mission. Officers shall communicate daily activity, through emails reporting the officer's calls for service and significant events, and through daily activity reports, documenting statistical information regarding their daily workload.

402 Community Policing Philosophy

The Carlin Police Department recognizes a responsibility to work with our citizens to make the City of Carlin a safer place to live, work and play. We encourage a problem-solving partnership between citizens, businesses, other public agencies and the Carlin Police Department. This partnership identifies community safety issues, determines resource needs, and applies innovative strategies designed to create and sustain healthy and vital neighborhoods. Carlin police officers should be involved in the problem-solving process, giving them the ability to personalize our services and become a powerful equation in the solution. Our commitment to the community is to work with them as a team to recognize issues and provide solutions to problems before they escalate.

403 Response to Calls for Service



Carlin Police Department Policies

The public relies on The Carlin Police Department for assistance and advice in many routine and emergency situations. For this reason and because there is frequently a potential for crime, it is the policy of this office to make every reasonable effort to respond to calls for service as resources permit and to render such aid or advice as circumstances appear to indicate would be warranted.

When appropriate, officers should refer members of the public to available resources through other public agencies or charitable organizations. Additionally, as the Carlin Police Department understands that persons in crisis may need intervention, the Carlin Police Department will collaborate, where feasible, with mental health professionals to develop an overall intervention strategy to guide its employees' interactions with those experiencing a mental health crisis. This is to ensure equitable and safe treatment of all involved.

Police interactions with citizens form the cornerstone of effective police work. With that in mind, all officers shall follow the provisions of this policy to maximize the usefulness of investigatory citizen contacts while observing and respecting the privacy rights of citizens. This policy does not address stops based on reasonable suspicion of criminal activity or frisks of suspects incidental to such stops, nor does it apply to stops of motor vehicles. Officers should refer to protocols contained in this agency's policies on Field Interviews and Pat-Down Searches and Motor Vehicle Stops for further information on these related topics.

404 Preparing Reports

Report preparation is a major part of each Carlin Police Department officer's job. The purpose of reports is to document information, to refresh the officer's memory, and to provide information for follow-up investigation and successful prosecution. Employees should ensure that reports are sufficiently detailed for their purpose and free from errors. Employees shall complete and submit all reports made during the shift before going off duty, unless permission to hold the report has been approved by the chief of police. Generally, reports requiring prompt follow-up action on active leads, or arrest reports where the suspect remains in custody, should not be held. All reports shall accurately reflect the identity of the persons involved, all pertinent information seen, heard, or assimilated by any other sense, and any actions taken. Employees shall not suppress, conceal, or distort the facts of any reported incident, nor shall any employee make a false report orally or in writing. Generally, the reporting employee's opinions should not be included in reports, unless specifically identified as such. When a member responds to a call for service, or as a result of self-initiated activity becomes aware of any activity where probable cause exists to believe that a crime has occurred, the member shall document the incident regardless of whether a victim desires prosecution.

405 Investigations

It is the policy of the Carlin Police Department to manage the function of criminal investigation in an effective and efficient manner by coordinating the efforts of the officers and other investigative resources. Carlin Police Department's first response to a report that a crime has been committed is to conduct a preliminary investigation. We do this to collect evidence which establishes that the crime occurred, to identify the person(s) responsible, and to arrest and convict them. The assigned officer will be responsible for the preliminary investigation unless the crime is major, or that officer does not possess the technical skills to do the necessary investigation.

406 Death Investigations



Carlin Police Department Policies

The investigations of cases involving death include those ranging from natural cause to homicide. Some causes of death may not be readily apparent and some cases differ substantially from what they appeared to be initially. The thoroughness of death investigations cannot be emphasized enough.

407 Child Abuse Investigations

Child abuse and neglect has been traditionally regarded as the principal responsibility of child protective services and social welfare agencies. However, research has demonstrated that a large percentage of repeat offenses, many of which involve serious injury or death, involve known offenders. It is the position and policy of this law enforcement agency that effective response to child maltreatment requires cooperative and coordinated efforts between social welfare and law enforcement agencies, and, further, that under certain circumstances, arrest and criminal prosecution are appropriate and the preferred approach to the problem from a preventive standpoint. Once the child's safety has been ensured, the primary responsibility of this agency is to determine whether a crime has been committed and then to identify the responsible party. All reports of child abuse and neglect shall be thoroughly investigated in accordance with this policy and appropriate measures taken consistent with state law that will best protect the interests of the child.

The Carlin Police Department will investigate all reported incidents of alleged criminal child abuse and shall ensure the Nevada Department of Child and Family Services (DCFS) is notified as required by law in such cases. Officers shall notify DCFS when they have received a report of abuse, abandonment, or neglect of a child, or when there is reason to believe that a child has been abused, abandoned, or neglected, or an officer observes the child being subjected to conditions or circumstances which would reasonably result in abuse, abandonment, or neglect per NRS. For purposes of notification, abuse includes injuries without a justifiable explanation and sexual conduct e.g., rape, molestation, incest, other sexual exploitation. Abandonment and neglect include failure to provide support, regular contact, care, subsistence, medical care, etc. See NRS for full definitions. Notification shall be made as soon as practicable, but in all cases within twenty-four (24) hours, to DCFS, and the date and time of the notification shall be documented in the related report.

408 Sex Offender Investigations

The Carlin Police Department recognizes that law enforcement agencies are responsible for notifying communities about the presence of certain registered sex offenders, maintaining registration files, verifying compliance with registration laws, investigating violations of such laws and new offenses, and locating noncompliant or absconded offenders. The Carlin Police Department shall actively ensure compliance of registered sex offenders and shall actively investigate non-compliant sex offenders.

409 Missing Child Investigations

It is the policy of this agency to expeditiously respond to and thoroughly investigate all reports of missing children without regard to jurisdiction, coordinate a response with the appropriate jurisdiction, and issue emergency notifications as necessary. A child who is missing shall be considered "at risk" until sufficient information to the contrary is confirmed.

410 Missing Adult Investigations



Carlin Police Department Policies

Many missing person reports involve individuals who have voluntarily left home for personal reasons, while other reports are often unfounded or quickly resolved. However, there are many instances in which persons disappear for unexplained reasons and under circumstances where they may be considered at risk. The roles of the complaint taker and initial responding officer are critical in identifying the circumstances surrounding missing persons and in identifying those persons at risk.

It is the policy of the Carlin Police Department that all reports of missing persons be given full consideration and attention by members of the Carlin Police Department to include careful recording and investigation of factual circumstances surrounding the disappearance in accordance with this policy.

411 Hate Crime Investigations

Any acts or threats of violence, property damage, harassment, intimidation, or other crimes motivated by hate and bias and designed to infringe upon the rights of individuals are viewed very seriously by this agency and will be given high priority. The Carlin Police Department shall employ all necessary resources and vigorous law enforcement action to identify and arrest hate crime perpetrators. Also, recognizing the particular fears and distress typically suffered by victims, the potential for reprisal and escalation of violence, and the far-reaching negative consequences of these crimes on the community, this agency shall be mindful of and responsive to the security concerns of victims and their families.

The Carlin Police Department shall develop a standard system for collecting, analyzing, and reporting incidents of crime that are, in whole or in part, directed against individuals because of race, religion, ethnicity, gender, sexual orientation, gender identity, or disability.

412 Identity Theft Investigations

Identity crime is the fastest growing and most serious economic crime in the United States. Although identity crime presents unique challenges, law enforcement agencies have an ethical and professional obligation to assist identity crime victims and bring criminals to justice.

The Carlin Police Department shall take the following measures to respond to identity crime: record criminal complaints; provide victims with necessary information to help restore their pre-crime status; provide victims with copies of reports as required by federal law; work with other federal, state, and local law enforcement and reporting agencies as well as financial institutions to solve identity crime cases; seek opportunities to increase community awareness and prevention of identity crimes; and provide identity crime training to officers.

413 Domestic Violence Investigations

Research reveals that nearly one-third of all female homicide victims in the United States are killed by a husband or boyfriend. Another third of all emergency hospital visits by women are due to injuries sustained in domestic violence. Children are direct or indirect victims of abuse in more than half of such domestic violence cases. Without intervention, the pattern of abusive behavior typically escalates in both frequency and intensity.

Carlin Police Department officers shall thoroughly investigate allegations of domestic violence and stalking to ensure the safety and security of the parties involved. The Carlin Police Department's response to incidents of domestic violence and violations of related court orders



Carlin Police Department Policies

shall stress enforcement of the law to protect the victim and shall communicate the philosophy that domestic violence is criminal behavior.

It is also the policy of the Carlin Police Department to facilitate victims' and offenders' access to appropriate civil remedies and community resources whenever feasible. One important means of intervention is issuing court protection orders that limit or prohibit contact between individuals in abusive domestic situations. Therefore, it is the policy of the Carlin Police Department to fully enforce these orders and, to that end, to maintain a system that will provide up-to-date information on these orders to officers responding to domestic disturbances.

414 Crime Scene Processing

Documentation, collection, and preservation of evidence are crucial steps in criminal investigation and often provide the basis for effective identification, documentation, prosecution, and conviction of perpetrators. Personnel handling crime scene investigations shall take all care reasonably possible to ensure the integrity of evidence collected at crime scenes by adherence to this policy and associated departmental training.

415 Evidence Handling

It is the policy of the Carlin Police Department to provide for the safekeeping of all property that comes into the possession of this agency and to ensure that evidence in its custody is properly secured and stored, readily retrievable, and that any changes in its custody have been properly and fully documented. With respect to evidentiary items, the Carlin Police Department shall maintain a proper chain of custody and secure such items in a manner that will ensure that the evidence is available to be admitted at trial.

416 Interview and Interrogation

Interviews and interrogations are an important activity for preventing and investigating criminal activity. Even when conducted with respect for involved citizens and in strict compliance with the law, the interview or interrogation can be perceived by some as police harassment or intimidation conducted in a discriminatory manner against groups or individuals. Officers shall follow this policy to ensure that the legal rights of subjects being interviewed or interrogated are not violated. The U.S. Supreme Court has recognized the emotional and developmental differences between adults and juveniles and the implications that this has on the conduct of juvenile interviews in general and interrogations in particular. These differences must be taken into account when an officer conducts an interview or interrogation of a juvenile. Officers shall follow this policy in order to observe the legal rights of juveniles and protect against charges of police coercion or intimidation during interviews and interrogations of juveniles.

417 Truth Verification Tests

The truth verification examination is a valuable investigative aid when used in conjunction with, but not as a substitute for, a thorough investigation. The truth verification examination may be employed, consistent with this policy, to verify, corroborate, or refute statements; obtain additional investigative leads; narrow or focus criminal investigations; screen candidates for positions with this or other criminal justice agencies; and assist in the conduct of internal police investigations, among other authorized purposes.

418 Eyewitness Identifications



Carlin Police Department Policies

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, deputies shall strictly adhere to the procedures set forth herein, in order to maximize the reliability of identifications, minimize erroneous identifications, and gather evidence that conforms with contemporary eyewitness identification protocols.

419 Crime Victims

As first responders, law enforcement personnel are uniquely positioned to provide trauma-informed care and support to victims of crime as required by law. These efforts can have both an immediate and a long-term impact on the victim's emotional recovery by developing a sense of security and stability and potentially mitigating the traumatic effects of the crime.

It is the policy of this Carlin Police Department to recognize and address the needs and rights of crime victims during each contact; support, provide access to resources, and assist victims as they continue to interact with the criminal justice system; and act as a liaison to appropriate victim assistance and service agencies.

420 Investigative Use of Internet/Social Media

Carlin Police Department personnel shall use computers, computer applications, computer programs, Internet resources and network/Internet communications in a responsible, professional, ethical, and lawful manner. The Carlin Police Department has established guidelines for conducting surveillance, undercover, decoy, and specialized internet and social media investigative operations requiring an understanding of the new technology and its impact on the community. These investigations can be very effective in determining criminal activities of individuals or groups both online and in our community. At times, internet and social networking investigations may provide the only technique available to identify principals and co-conspirators involved in criminal activity. Internet and social networking investigations may be conducted against any type of crime including: organized crime, narcotics, burglars, vice suspects, stalking, child predators and other individuals or groups who commit criminal acts.

421 Response to Barricaded Subjects

When responding to reports of barricaded subjects, the Carlin Police Department shall closely examine the situation and weigh the benefits of forcing the suspect or subject from the location against the potential costs. This agency shall give special consideration to such things as the commitment of agency personnel and resources and the impact this might have on response capability to other critical incidents in the community, the impact on the community surrounding the police operation, the severity of the crime or situation involved, and the agency safety priorities and the recognition of the risks involved when tactics are used to resolve a barricade.

If a decision is made to continue with the resolution effort, minimally intrusive techniques shall be employed until the suspect or subject exits, the agency decides to discontinue the effort and leave the scene, or the agency decides that the minimally intrusive resolution techniques have failed and the need to take the suspect or subject into custody justifies the transition to tactics.

This agency shall generally not use tactics to resolve a barricade situation unless it has lawful justification to arrest the suspect or subject or take him or her into physical custody.



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Positive progress in a barricade resolution effort shall be defined as developments that increase the probability that the suspect or subject will be safely taken into custody, as opposed to the mere passage of time.

422 Response to Hostage Situations

The Carlin Police Department shall generally respond to and take necessary steps to free innocent persons who are endangered and being held illegally against their will. During situations that involve conventional hostage takings, this agency shall deploy first responding officers to contain the situation and suspects involved when appropriate, pending the arrival of personnel specially trained in negotiations and tactical problem solving. This policy does not prohibit properly trained and equipped first responding officers from taking direct and immediate action—up to and including deadly force in cases where a hostage is facing deadly jeopardy and the officers' reasonable actions have a high probability of neutralizing the deadly threat or preventing the situation from escalating.

423 Response to Aircraft Accidents

It is the policy of the Carlin Police Department to provide an appropriate emergency response to aircraft accidents. This includes emergency medical care and scene management. The Carlin Police Department shall work in conjunction with the Federal Aviation Administration (FAA) and the National Transportation Safety Board (NTSB) in conducting aircraft accident investigations.

424 Response to Alarm Calls

The Carlin Police Department shall promptly respond to and thoroughly investigate reported alarm calls.

425 Response to Explosives/Bomb Threats

While many bomb threats are later determined to be hoaxes, they all present particularly serious response requirements for law enforcement agencies. It is the policy of the Carlin Police Department that all responses to bomb threats or emergencies be conducted systematically, efficiently and in a manner that gives primary consideration to the protection of human life.

426 Response to Active Shooter Incidents

It is the policy of this department in situations where ongoing deadly force is reasonably likely to be employed by a suspect—and delay in taking police action could result in injury or death—that rapid intervention of officers at the scene is authorized when such actions are deemed reasonable to prevent further injuries or loss of life.

427 Response to Loud Parties

Loud or large parties on private property can constitute a threat to the peace, health, safety, or general welfare of the public. Officers may be required to make many return calls to loud or large parties in order to restore the public peace and safety. Such return calls drain the manpower and resources of the Carlin Police Department and can leave other areas of the city without adequate levels of police protection so as to create a significant hazard to the safety of citizens and officers.

428 Suspicious Activities

Suspicious people may often be identified by their behavior. The role of a concerned citizen and good neighbor is to report whatever they think is wrong or suspicious to this agency. Public awareness campaigns such as the Department of Homeland Security's "If You See Something, Say Something" have heightened the public's awareness of suspicious activities. The role of the



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Carlin Police Department is to receive the initial information and follow-up with additional inquiries to gain an accurate and detailed account of the events. Members of the agency must recognize that the Carlin Police Department responds to behaviors and actions of individuals that appear suspicious, threatening, illegal, etc., and not to situations based solely on “personal criteria”. Officers who during the course of their duties make their own observations of persons and activities shall be guided by this policy when contemplating investigatory stops and consensual stops of citizens.

429 Welfare Checks

Part of the Carlin Police Department mission is protecting the public. This responsibility includes checking on the well-being of persons who are thought to be in peril. A welfare check is simply an investigation where the purpose of the investigation is to ensure the welfare of the person being checked on. If an officer needs to enter a private premise under this policy, they should make every effort to exhaust all reasonable sources for additional information prior to entering.

430 Attempts to Locate

Attempts to Locate (ATL) an individual or vehicle may be issued by an officer when reasonable suspicion has been developed to contact that individual or vehicle to further an investigation of a criminal offense or when probable cause has been developed to detain that individual or vehicle for a criminal offense. Officers are to take reasonable investigative steps to locate the person(s) or vehicle(s) of interest before entering an ATL unless there is a reasonable need to enter the ATL before such steps are taken.

431 Opioid Overdoses

It is the policy of the Carlin Police Department to provide assistance to any persons(s) who may be suffering from an opioid overdose. Officers trained in accordance with this policy shall make every reasonable effort to use naloxone to revive victims of any apparent drug overdose. This policy is intended to address one of the responsibilities of all sworn officers, which is to protect the safety and welfare of all persons and the community. In this regard, officers need to recognize the symptoms that victims who are suffering from an opioid overdose display so as to ensure that fast and effective medical assistance is dispensed. Drug overdoses are a major cause of preventable death in the United States. Increasingly, this includes prescription opioids, along with illegal opiate drugs like heroin. (Opioids are synthetic substances that mimic the narcotic effect of opium, from which heroin is derived.)

432 Confidential Funds

It is the policy of this law enforcement agency to maintain stringent control over all confidential funds used by the agency, and to ensure that the funds are only used for authorized purposes.

433 Confidential Informants/Cooperating Individuals

Carlin Police Department employees may engage in the use of confidential informants/cooperating individuals as a strategy to solve crimes. A confidential informant/cooperating individual is a person who covertly interacts with other individuals or suspects at the direction of, request of, or by agreement with the Carlin Police Department for law enforcement purposes. This also includes a person agreeing to supply information to the Carlin Police Department for a benefit (e.g., a quid pro quo in the form of a reduced criminal penalty, money). The Carlin Police Department



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recognizes the value of informants and their information to thwart crime and assist in law enforcement efforts and will strive to protect the integrity of the informant process.

434 Policing in Schools

Responding to calls for service or conducting investigations on school property requires understanding the limitations and requirements placed on law enforcement officers by law and the responsibility of school authorities for supervision of children under their care. It is the policy of the Carlin Police Department to conduct investigations and related police business on school property in conformance with accepted legal practices and in recognition of the authority and responsibility of school officials to manage the school environment.

435 Reporting of School Employees

Under certain circumstances, the arrest of a school employee must be reported to the school district that employs the arrestee. In the event that an arrest of a school employee is arrested under specific circumstances, the chief of police shall promptly notify the employing school district (NRS 391.053, NRS 391.055, NRS 391.056, NRS 391.057, and NRS 391.059).

436 Jenne Clery Campus Safety

It is the policy of the Carlin Police Department to comply with the Clery Act. Compliance with the Clery Act requires a joint effort between the Carlin Police Department and the Elko County School District Administration. Supervisors assigned areas of responsibility in the following policy sections are expected to be familiar with the subsections of 20 USC § 1092(f) that are relevant to their responsibilities.

437 Response to Canine Encounters

Officers shall take measures identified in this policy to prepare for encounters with canines, mitigate potentially confrontational situations, and minimize the need for and use of deadly force, whenever reasonably possible.

438 Fire Response

It is the policy of this agency that sworn personnel shall take reasonable measures to assist firefighters and protect life and property within the limitations of their training, experience, personal protection clothing, and fire suppressant equipment. No officer is expected to engage in unreasonable, irresponsible, or illogical attempts at fire rescue.

439 Civil Process Service

The Carlin Police Department will serve civil process or orders of a court or other judicial officer. Officers and/or Process Servers will serve civil process in accordance with Nevada Revised Statutes and the Nevada Rules of Civil Procedure. Documents received from other states for service should be served according to the instructions provided by the submitting party.

440 Animal Control and Welfare

Animals shall be handled in a humane manner at all times. They shall not be subjected to physical force other than as may be required in restraining the animal for safety of humans and/or animals.

Chapter 5 TRAFFIC

500 Traffic Function

The goal of traffic law enforcement is to reduce traffic collisions. Geographic/temporal assignment of personnel and equipment and the establishment of preventive patrols to deal with specific categories of unlawful driving behavior assist in that goal. Traffic enforcement techniques are



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based on accident data, enforcement activity records, traffic volume, and traffic conditions. This office provides enforcement efforts toward violations, not only in proportion to the frequency of their occurrence in accident situations, but also in terms of traffic-related needs. The issuance of traffic citations in response to violation of the rules of the road is an important function to encourage traffic safety.

501 Impaired Driving Investigations

The Carlin Police Department is committed to the safety of the roadways and the community and will pursue fair, but aggressive enforcement of Idaho's impaired driving laws. Carlin Police Department officers play a vital role in the detection and investigation of driving under the influence of alcohol and legal and illegal drugs and will use all approved and lawful tools at their disposal to interdict impaired drivers. Officers shall regularly train on the standards of impaired driving investigation and enforcement and shall work with the on-call prosecutor and judges to obtain samples for evidentiary testing when probable cause for the offense allows such a pursuit.

502 Traffic Accident Investigations

Carlin Police Department officers shall respond to, investigate and prepare reports on traffic collisions as needed, pursuant to Nevada Statute.

503 Traffic Stops

Traffic stops shall be performed professionally and courteously. The Carlin Police Department will maintain a view towards educating the public about proper driving procedures while recognizing and taking steps to minimize the dangers involved in this activity for the officer, the motorist, and other users of the highway.

504 Traffic Citations

Carlin Police Department officers may issue traffic violation citations as part of a continuous effort to enforce Nevada traffic statutes and to reduce driver related dangers.

505 Vehicle Impounds

Motor vehicles shall not be impounded for purposes other than those defined by statute or ordinance, (e.g., not as a form of punishment, or as a means of conducting vehicle searches when probable cause does not exist or consent to search cannot be obtained). When impoundments are ordered, the operator and any passengers should not be stranded. Officers shall take those measures necessary to ensure that the operator and any passengers of the vehicle are provided transportation. Vehicle operators may be permitted to remove unsecured valuables of a non-evidentiary nature from the vehicle prior to its removal for impoundment. The nature of these valuables shall be noted on the appropriate reporting document. Impounded vehicles shall be released to owners with proof of ownership and personal identification, and following proof of payment of any impoundment, storage, or related fees and taxes.

506 Vehicle Searches

Carlin Police Department officers shall conduct motor vehicle searches that are both legal and thorough. Such searches are to be conducted in strict observance of the constitutional rights of the owner and occupants of the motor vehicle being searched, and with due regard for the safety of all officers, other persons, and property involved.

507 Vehicle Inventories



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A motor vehicle inventory is an administrative measure designed to protect motor vehicles and their contents while in police custody; to protect the agency against claims of lost, stolen or damaged property; and to protect departmental personnel and the public against injury or damaged property due to hazardous materials or substances that may be in the vehicle. It is the policy of this law enforcement agency to safeguard the above property and interests and to conduct motor vehicle inventories only in accordance with the following procedures.

508 Driver Privacy Protection

The Carlin Police Department recognizes the right of drivers and other individuals to have their personal information retained by the state department of motor vehicles to remain private, unless that privacy interest is superseded by a legitimate law enforcement necessity. The agency recognizes that this right to privacy applies both to the obtaining of personal information by law enforcement officers, as well as the public disclosure thereof. It is the policy of this agency to ensure that its employees obtain and/or disclose information derived from the state department of motor vehicles only when necessary to law enforcement functions.