

Reno Police Department



Senior Auxiliary Volunteer Effort

Field Trainer's Pass Point Performance Standards For New Recruits

Pass Point Performance Standards

Performance standards are performance outcomes S.A.V.E. trainees should demonstrate to successfully complete the S.A.V.E. field-training program. The *universal standards* define a universal performance outcome that is required to show proficiency in each core competency.

PRE-PATROL PROCEDURES:

Uniform Appearance: The S.A.V.E. trainee will present himself/herself in a neat and professional manner based on the guidelines set forth in the S.A.V.E. manual. The following criteria should be used as performance standards guidelines.

- Personal Hygiene
 - Clean and sanitary
 - Hair: Neat, clean, and well groomed in appearance
 - For males: Clean shaven or neatly trimmed beards/mustaches
 - For females: Cosmetics, if worn, conservative and muted in style
 - Jewelry
 - Males are prohibited from wearing earrings on duty
 - Jewelry, if worn, shall be conservative in nature
 - Uniform
 - Shirt
 - Neat, clean, and pressed
 - Long or short sleeve, based on comfort of recruit
 - Approved uniform standard, white in color, with the approved S.A.V.E. shoulder patches
 - All buttons, except top one, shall be buttoned
 - Trousers
 - Neat, clean, and pressed
 - Approved uniform standard, navy blue in color
 - Tailored

- Jackets
 - Approved uniform standard, black in color with the approved S.A.V.E. shoulder patches
- Belt
 - Black basket weave
 - Plain brass buckle
 - Shined
- Hats
 - Approved uniform standard baseball style, navy blue in color
 - With designated S.A.V.E. emblem embroidered on front
- Shoes
 - Clean and polished
 - Black soft or hard footwear
 - Boots, except pointed toe cowboy style
- Socks
 - Dark blue or black
 - White acceptable for health reasons
- Tee Shirt
 - Plain white crew neck
- Name tag
 - Brass colored
 - First and last name or last name only
 - Worn centered ½” above the right breast pocket of the uniform shirt
- Badge
 - Departmentally issued S.A.V.E. badge
 - Worn on the uniform shirt above the left breast pocket

- Optional uniform accessories
 - Gloves
 - Plain and black in color
 - Never worn with short sleeve shirt unless a jacket is worn over the shirt
 - Shorts
 - Neat, clean and pressed
 - Approved
 - Navy blue
 - No longer than knee length
 - Only to be worn during approved seasons
 - Suspenders
 - Navy blue
 - Devoid of decoration
 - Additional Pins
 - Up to two departmentally approved pins
 - RSVP pin and American flag may be worn above name tag
 - All other pins shall be worn on the right pocket flap of the uniform shirt
 - Tie / tie bar
 - Clean and wrinkle free
 - Approved clip on style
 - Navy blue in color
 - Plain brass colored tie bar is to be worn perpendicular to the bottom of the uniform shirt packet flap

Building Orientation: The S.A.V.E. trainee will be familiar with the main police building and sub-stations. The following criteria should be used as performance standards guidelines.

- Main building
 - SAVE office
 - Administrative / secretarial pool location
 - Legal advisor's office
 - Misdemeanor complaints office
 - Sergeant's office
 - Lieutenant's office
 - Sgt. Partyka's office
 - Detectives' offices
 - Records and I.D.
 - Front desk
 - Work cards
 - Evidence
 - Traffic offices
 - Parking Violation Attendants' office
 - Report writing room (citation drop box)
 - Briefing room
 - Gym
 - Cafeteria
 - Restrooms
 - Code Blue safe rooms
- Substations
 - Downtown
 - Central sub-station at the Bowling Stadium
 - Riverfront sub-station at 10 North Sierra Street
 - North - 10555 Stead Blvd.
 - South - 3905 Neil Road
- Door / gate codes

Meeting Schedule: The S.A.V.E. trainee will know the regular dates and locations of scheduled S.A.V.E. meetings. The following criteria should be used as performance standards guidelines.

- Monthly meetings
 - General membership meeting on the third Tuesday of the month
 - Held at the Regional Law Enforcement Training Center
 - 5190 Spectrum Blvd., Reno
 - Training opportunities at each meeting
 - Executive meeting on the second Friday of the month

Red Book Procedures: The S.A.V.E. trainee will understand how the “Red Book” is used for tracking duty time. The following criteria should be used as performance standards guidelines.

- Location of red book
- Signing in / out

Required Paperwork: The S.A.V.E. trainee will know how to check for required paperwork prior to starting a shift. The following criteria should be used as performance standards guidelines.

- Mail in-box
- Service request orders
- Graffiti service requests
 - Waivers (black book)
- Vacation house watch forms (selective enforcement request forms)
- Daily patrol information sheets
 - Briefing sheets
 - Hot sheets
 - BOLO
 - ATL
- Refilling the posse box supplies

Required Paperwork: Continued

- Equipment check out and return
 - Radio
 - Holster
 - Camera
 - Car keys
 - Cassette recorder

Vehicle Preparation: The S.A.V.E. trainee will understand the proper procedures for preparing the S.A.V.E vehicles for patrol based on the guidelines set forth in the S.A.V.E. manual. The following criteria should be used as performance standards guidelines.

- Vehicle Inspection
 - Exterior
 - Interior
 - Mechanical (fluid levels)
- Vehicle Equipment Inventory
 - Safety vests
 - First aid kit
 - Emergency blankets
 - Crime scene tape
 - Fire extinguisher
- Vehicle log entries
 - Complete review
 - Ability to enter initial information
- Damage reporting
- Vehicle fueling procedure
- Car wash procedure

Communications Procedures: The S.A.V.E. trainee will understand the proper procedures for the operating of S.A.V.E radios and cell phones based on the guidelines set forth in the S.A.V.E. manual. The following criteria should be used as performance standards guidelines.

- Cell phone operation
 - Power on / off
 - Sending calls
 - Receiving calls
- Handheld radio operation
 - Power on / off
 - Frequency selection for patrol - Blue
 - Primary frequencies (green / yellow)
 - Plain talk familiarization
 - Broadcasting
- Radio log on /off

PATROL PROCEDURES:

Vehicle Procedures: The S.A.V.E. will understand the proper procedures for operating S.A.V.E. vehicles on patrol. The following criteria should be used as performance standards guidelines.

- Seat belt usage (discuss reduction in benefits if not worn)
- Awareness of geographic location while on patrol (frequently monitor)
- Ability to efficiently use a map to locate geographic locations
- Safe driving skills while staying alert to surrounding activity
- Properly evaluates surroundings while driving
- Accident protocol

Patrol Tasks: The S.A.V.E. trainee will be able to complete the regularly assigned duties of S.A.V.E. patrol personnel. The following criteria should be used as performance standards guidelines.

- Understanding of the “Buddy” system (maintains visual contact with partner)
- Emphasis of avoiding confrontation
 - Backing away
 - Requesting assistance
- Ability to recall physical description of selected subjects (height, weight, clothing)
- Ability to recall vehicle description (make, model, color, plates)
- Ability to complete SRO requests
 - Self initiated location of abandoned vehicles
 - Self initiated location of graffiti for removal
 - Graffiti hotline procedure
- Knowledge of requirements for Handicap parking sign compliance
 - Sign must be at least 4’ from the ground
 - Must post the minimum fine of \$100.00
 - Bearing the international symbol of accessibility with or without the words "Parking," "Handicapped Parking," "Handicapped Parking Only," or "Reserved for the Handicapped," or any other word or combination of words indicating that the space is designated for the handicapped
 - Compliance procedures (purple form)
- Knowledge of Handicap parking violations
 - Cites
 - Warnings
 - Non-confrontational
- Ability to conduct radar speed monitoring
 - SRO designated zones
 - School zones
 - Vehicle identification
 - Notification procedure

Patrol Tasks: Continued

- Vacation house watch
 - Premises checks
 - Criminal activity
- School patrols
 - Speeding
 - Suspicious persons / vehicles
- Park patrols
- Traffic control
 - Safety vests
 - Vehicle placement
 - Traffic direction
 - Constantly aware of surroundings
 - Safe location
 - Statements
- Downtown walking
 - Business checks
 - Citizens contacts
 - Observation of criminal activity
- Employee injury reporting
 - Within 24 hours of initial injury
 - Sgt Partyka

POST-PATROL PROCEDURES: The S.A.V.E. trainee will understand how to complete post patrol activities prior to completing a shift. The following criteria should be used as performance standards guidelines.

- Completing Vehicle log
- Completing daily journal entries
- Radio
 - Check in of radio and holster
 - Proper charging of 800mhz radios
- Cassette recorder return
- Car key return
- Camera return
- Citation drop off
- Turning in required paperwork
 - Abandoned vehicle SROs
 - Graffiti SROs
- Completion of situation reports