CITY OF RENO
POLICE DEPARTMENT

Police Recruit Candidate Informational Booklet

for the

Reno Civil Service Commission
Selection Process

Summer 2011

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About This Manual:

This manual provides information about employment as a Police Recruit with the Reno, Nevada Police Department and will help you achieve your goal of becoming a Police Recruit with our agency. This manual provides information about the selection process, including details regarding minimum qualifications and the background investigation. It also contains information about the Reno Police Department, a salary and benefit plan, and describes promotional opportunities within the Department once hired. Additionally, it includes expectations of the Reno-Sparks Law Enforcement Academy and a description of the Police Training Officer (PTO) program. The last section of this manual contains advice and tips for test preparation and effective test taking strategies.

THE RENO POLICE DEPARTMENT

The City of Reno is located in northern Nevada and is best known as a tourist location with a growing and diverse population and economy. The City of Reno Police Department has an authorized staffing level of 346 sworn police officers and serves a population of approximately 212,000 residents, plus the annual influx of visitors.

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

There are two components to Community Policing: Community Policing and Problem Solving (COPPS):

Community Oriented Policing and Problem Solving (COPPS) is quickly becoming the philosophy and daily practice of progressive police agencies around the world. Problem solving lies at the heart of contemporary policing. The problem-solving process strikes at the roots of crime, rather than hack at its branches. It provides officers with a more comprehensive understanding of problems through in-depth analysis, and guides them in the development of tailored and collaborative response strategies.

Police administrators have long recognized the ineffectiveness of incident-driven policing, as well as the economic insensibility of random patrol, rapid response and post-crime investigation. Racing from call to call, in spite of its appeal on television, does not promote effective policing. Responding to the same domestic dispute nightly or citing the same disorderly youths gathering in a park are ineffective strategies that fail to resolve the problems and simply waste community resources.

A common concern voiced by police executives in its implementation involves training, especially the training of new officers. The Law Enforcement Academy emphasizes the concepts of Community Policing and Problem Solving as a way of doing business and requires that the recruit continually evaluate situations with this perspective.

Community Policing

Community-oriented policing is a policing philosophy based on collaborative partnerships between police and the community. While community-oriented policing strategies vary according to the needs and responses of the community involved, there are certain basic principles common to all community policing efforts. These basic principles include: 1) community partnerships, and 2) problem solving.

Community Partnership: To develop the collaborative relationships necessary for community policing, police must establish and maintain mutual trust with the community. The idea behind this principle is that trust is built by increasing the positive daily interactions with community members. As patrol officers provide the majority of service needs for their community and become familiar with the daily working of the community and its members, trusting relationships will develop and enable collaborative problem-solving efforts to more effectively address crime and disorder.

Problem-solving: Problem-solving is a valid and important policing function in the community. As police become familiar with community members, concerns, crime problems and available resources, they will be more capable of identifying the root causes of community problems and applying effective solutions. As trusting relationships are developed, the community will want to take an active role in helping the police to identify the causes of crime problems, prioritize their concerns and help develop solutions.

Community trust will also facilitate cooperation from community members to provide information necessary for crime solving in the area.

In general, community policing requires the active participation of all facets of the community and seeks to involve the community in sharing the responsibility of crime prevention with the police. Using problem-solving techniques, this approach facilitates a process for identifying community concerns and developing potential solutions to improve police effectiveness and community relationships. Central to this philosophy is working with the community to identify and address their crime and disorder priorities, rather than the priorities of the department or jurisdiction at-large.

Problem Oriented Policing

Problem-oriented policing (POP), developed by Herman Goldstein (1979), is a comprehensive framework for improving law enforcement's capacity to perform job functions. POP seeks to shift from a reactive, instance-oriented stance to one that actively addresses problems that continually drain police resources. This framework encourages police to think differently about their purpose, arguing that problem resolution is the true work of police, and that police should actively identify and address the root causes of problems in a community that lead to repeat calls for service.

A core concept of POP is comprehensive problem analysis. POP looks for the deepest underlying conditions that are amenable to intervention, balancing what is knowable with what is possible.

Problem analysis involves four in-depth phases, including: 1) fully describing the problem, 2) describing multiple and conflicting interests, 3) describing the nature and costs of harm resulting from the problem, and 4) taking inventory and critiquing current responses. Thorough problem analysis enables police to begin the problem-solving process by determining the level of police responsibility for addressing the problem, identifying and developing problem-solving strategies, and evaluating their solution's effectiveness.

While there are many measures of problem-solving success, the general objective of POP is to decrease the harm caused by patterns of chronic offensive behavior and to increase the range of police responses to crime. Comprehensive evaluations of problem-solving solutions are necessary to determine the value of the police response.

MINIMUM STANDARDS FOR APPOINTMENT

(Nevada Administrative Code Section 289.110)

1 No person may be appointed to perform the duties of a peace officer unless he/she:

(a) Has undergone a complete and documented investigation of his background which verifies that he/she has **good moral character** and meets the minimum standards established by the commission;

(b) Is a citizen of the United States;

(c) Is at least 21 years of age at the time of application filing deadline;

(d) Has successfully completed the 12th grade or has been certified by an appropriate authority as having an equivalent education; and,

(e) Has undergone a medical examination performed by a licensed physician who confirms in writing that no physical condition exists which would adversely affect his/her performance of the duties of a peace officer. The employing agency shall inform the examining physician of the specific functions required by the position to be filled.

2 A person may not be appointed to perform the duties of a peace officer if he/she has:

(a) Been convicted of a felony in this state or of any offense which would be a felony if committed in this state;

(b) Been convicted of an offense involving moral turpitude or the unlawful use, sale or possession of a controlled substance; or

(c) A documented history of physical violence.

3 A police officer's essential job functions include, but are not necessarily limited to, the following:

- Responds immediately to calls for service by motor vehicle or on foot to obtain or give information, enforce the law, provide timely assistance and make referrals to other agencies.
- Patrols by vehicle or on foot to deter crime, apprehend violators and assist other officers.
- Prepares notes, reports and other documents using appropriate style and grammar to provide accurate and complete descriptions of reported incidents.
- Transports prisoners, checking records and accurately preparing written documents to accurately identify defendants and to properly record the circumstances surrounding their arrest.
- Secures and manages crime scenes to preserve evidence.
- Controls crowds and demonstrations in order to maintain community peace and safety, to include wearing protective clothing or masks and standing in formation for long periods.
- Makes arrest by command presence, verbal directions and, as needed, using necessary force.
- Operates police vehicles at any hour in emergency or non-emergency situations to arrive safely and prevent injury to others.
- Pursues fleeing suspects on foot, which may include quickly exiting a police vehicle or include running, climbing, pulling, jumping, crawling or using physical force to gain entry through barriers to make arrests.

Loads, unloads, aims and fires firearms.

- Ability to communicate effectively and coherently with people by giving and receiving information.
- Ability to identify and collect evidence at traffic accident or crime scenes to assist in investigations.
- Ability to maintain professional demeanor, especially when enduring verbal abuse from antagonistic people in a hostile environment.

.Ability to lift, drag, carry, secure and evacuate people from accident or disaster scenes.

- Ability to read and comprehend a variety of documents, maps, reference materials and department regulations.
- Ability to operate computers to access information; uses word processing, database and specialized law enforcement applications.
- Ability to help community groups develop and implement strategies to reduce crime, abate nuisances, and address other community concerns.

Note: Works a variety of shifts, to include day shift, swing shift and graveyard shift.

HIRING STANDARDS

Police Officers enforce laws, provide other services to their community and are expected to inspire public confidence in government by their position and allegiance to their oaths of office. Please review the listed Code of Ethics as a guideline for those attributes expected of police officers with the City of Reno:

> ***As a Law Enforcement Officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.***
>
> ***I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.***
>
> ***I will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.***
>
> ***I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will constantly strive to achieve these objectives and ideals, dedicating myself to my chosen profession....law enforcement.***

You must seriously consider your own reasons for becoming a police officer. Not every person is an appropriate candidate for this career. Frequently, officers go from long periods of inactivity to sudden situations causing significant physical and emotional stress. You will be placed in situations that will test your judgment, to include the use of deadly force.

Often, Officers are exposed to situations that can lead to corrupt, unlawful behavior. **We seek only those people whose histories reflect honesty, reliability and responsible financial management**. Public confidence depends on every officer possessing and exhibiting unquestioned integrity. As part of the hiring process, all candidates will be required to go through a thorough background investigation. Details of this investigation will be discussed further, but will include investigation into:

- Drug use
- Drinking and driving
- Domestic violence
- Arrests and/or convictions
- Unreported criminal behavior
- Previous employment
- Military history
- Driving history
- Financial history
- Truthfulness issues
- Tattoos, branding or jewelry which would be exposed or visible while on duty, and
- Any area tending to identify the character and values of the candidate

You **will not** be eligible for employment with the City of Reno Police Department if:

- You have been convicted of a felony crime, or a crime for which you would be required to register per Nevada Law.

- You have been convicted of Domestic Violence or Domestic Assault. (Any position which may be required to carry a firearm.)

- Illegal use of a controlled substance through injection into the body at any

  time. Note: Steroid usage will be reviewed on a case-by-case basis.

- Dishonorable discharge from military service.

THE BACKGROUND INVESTIGATION PROCESS

This part of the selection process involves several areas and is one of the most important tools for evaluating the qualifications of an applicant. A thorough background investigation will be conducted which will yield job-relevant information concerning an individual's past behavior, experience, education, performance and other critical factors important in the overall selection process. Since a police officer must be beyond reproach in behavior both on and off duty, it is critical that any appearance of impropriety be researched before hiring.

The City of Reno Police Department is seeking Police Recruit candidates who demonstrate certain characteristics. Honesty is the most important characteristic that you must demonstrate. It is extremely important that you are completely honest in all of your answers.

The importance of honesty from the time of application, completion of all documents, questionnaires and the Personal History Statement as well as during all interviews cannot be overemphasized. Failure to respond to any question accurately and completely, whether orally or in writing, will result in your case file being discontinued in the process. Deception is often the primary reason why applicants are discontinued in the process. While filling out documents, you are cautioned to take your time and to be thorough and specific in all answers. If you have any doubt in your mind concerning a particular question, or if you are unsure whether to include certain information, the answer is, "Yes; Include it."

You may think that something that you have done will disqualify you from further consideration. It may or may not. What will certainly disqualify you is lying or distorting the truth. For example, an arrest (either when you were a juvenile or as an adult) may or may not disqualify you. However, lying about the arrest will disqualify you from further consideration. Or, you may have been fired from a job that, by itself, may or may not disqualify you. However, lying about it will disqualify you from further consideration. The use of drugs, including marijuana, may or may not disqualify you. However, lying about it will disqualify you from further consideration.

Background Interview/Investigation

As part of the background investigation, you will be required to complete a lengthy Personal History Questionnaire. This inquires into your marital history, family, character references, places of residence, financial history, work history, military background, driving record, criminal history, drug and alcohol usage, and educational background. You will also be required to provide originals or certified copies of the following documents, if applicable to you:

- Birth Certificate
- Proof of U.S. Citizenship (if born abroad)
- High School Transcript or GED Certificate
- College Transcript(s)
- DD-214 or Statement of Service (if in the military)
- Valid Driver's License
- Social Security Card
- Selective Service Registration
- All Legal Name Change Documents
- Criminal Court Documents
- All Marriage Licenses and Divorce Decrees
- Peace Officer Standards and Training Certificate of Graduation from a Police Academy, and
- Any additional documents, certificates or awards that you would like considered

It is important that you obtain all necessary documentation as soon as possible. When provided a Personal History Statement by background investigators, you will be given a timeframe in which all documentation is to be returned, generally ten (10) days.

You will also be required to fill out a multiple choice Johnson/Roberts Personality Profile Test. A Background Investigator will conduct a personal interview with you and will ask questions regarding your answers on all prepared documents, as well as items that may need clarification. This interview will generally take place at your personal residence.

As part of the investigation process, the Background Investigator will contact personal references, relatives, neighbors, past employers, academic institutions, military resources, credit bureaus, driver's license and criminal history archives, and any other information source that may provide insight into the character of the candidate. Upon completion of this process, you may be scheduled for a discrepancy interview to attempt to resolve any questionable areas.

After this initial background investigation is completed, the investigator will submit a written report to the City of Reno Police Department Hiring Board which summarizes the findings of the investigation. The hiring board is made up of the Department's Chief of Police, Deputy Chiefs of Police and Commanders. They will review the written report and determine if the candidate will continue in the hiring process.

They have the option of disqualifying a candidate from further consideration, skipping a candidate for a more qualified candidate, sending the report back for further investigation or providing the candidate with a conditional offer of employment.

If a candidate is given a conditional offer of employment, h/she will continue on to the next phases of the background investigation which must be successfully completed prior to being hired.

Chief's Oral Interview

Candidates will meet with the Chief of Police and/or Deputy Chiefs and Commanders who will conduct an oral interview of the candidate. Questions may relate to information from the prior background investigation or may relate to a candidate's reasons for wishing to become a police officer.

Written Psychological Examination and Oral Clinical Interview

You will be required to complete a written psychological examination, as well as an oral clinical interview, which is conducted by a licensed psychologist. This process may take as long as 3-4 hours.

Medical Examination

You will also be required to undergo a complete medical examination **and drug screening test** meeting the Department's medical standards. The medical examination will include a standard physical examination, visual acuity testing, color perception testing (normal color vision required), audio-gram, routine blood and urinalysis testing, chest x-ray, and electrocardiogram.

Polygraph Examination

The background process also includes a polygraph examination. This examination is used in conjunction with the other aspects of the testing process to assist the Department in determining your suitability for employment. You may be asked questions regarding any other area of the background investigation process.

Final Review by Deputy Chief of Administration

Once the entire background investigation process is completed, the findings will again be submitted to the Hiring Board for consideration. The members of the hiring board will decide at that time if a candidate will be given a full offer of hire.

THE SELECTION/TESTING PROCESS

The selection process for the position of Police Recruit consists of several phases. This section is designed to inform you of each phase to better prepare yourself and improve your chances of success.

Physical Conditioning Examination - PASS/FAIL

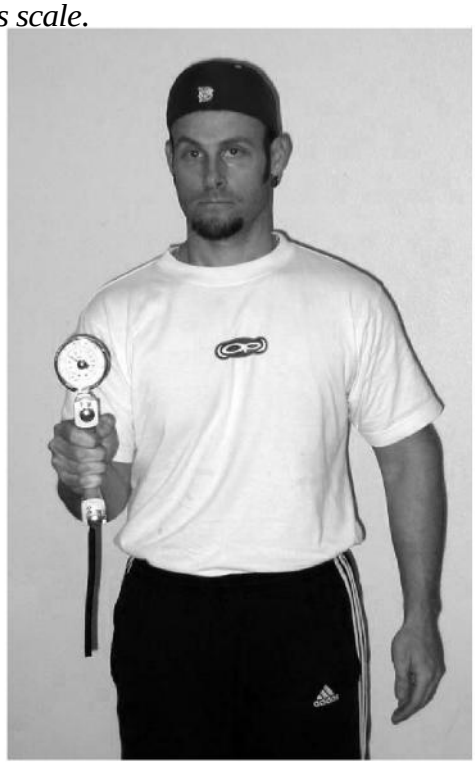
This test must be successfully passed before a candidate can move on to additional parts of the testing process.

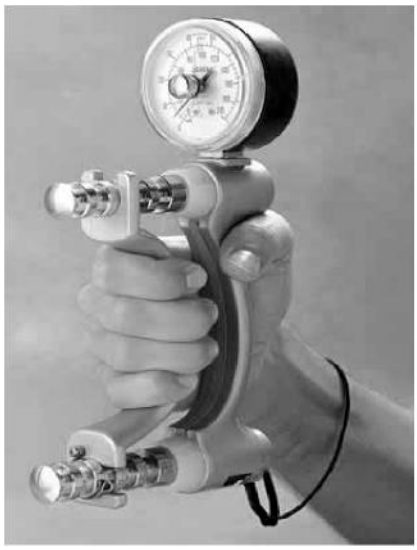
Physical fitness is not something that happens overnight, rather it is the result of ongoing conditioning. There is no exception to the requirement that this test be successfully passed. If you know that you cannot pass this test on the given date, consider continuing to improve your physical condition so that you may successfully test at a future time.

PHYSICAL ABILITY TESTS

Jamar Grip Strength

The Jamar hand dynamometer uses a hydraulic gauge with a peak-hold needle to record the highest strength effort. The Jamar displays grip strength in both pounds and kilograms. When recording scores, we always read the *pounds scale*.





1. In proper position, the candidate stands comfortably with the shoulder adducted and neutrally rotated. The elbow should be at a right angle (90 degrees of flexion) and the forearm and wrists should be in a neutral position.

2. The dominant hand will be asked of the candidate. With the palm facing up, the candidate should hold the grip handle. The unit should rest comfortably in the hand with the fingers wrapped around the handle.

3. When the candidate is in the correct position, the following instructions will occur:

   - An attempt at half effort will be administered;
   - Two trials for maximum effort will be recorded.;
   - A repeat of the test for the non-dominant hand will be recorded;
   - **80 lbs. is the passing level.**

Bend, Twist, and Touch

The test is administered by having the candidate stand with his/her back to a wall and far enough from the wall that he/she can bend over without hitting the wall with the buttocks. Directly behind the middle of the candidate's back, at shoulder height, the proctor places tape on the wall in the form of an "X." Another "X" is placed on the floor between the candidate's feet.

This test will be emphasizing ***speed***, and the candidate should be encouraged to practice a few cycles prior to the start of the test. The candidate's feet are placed shoulder-width apart.

On a command of "Ready, go" the candidate bends and touches the "X" between the feet and then rises, twists to the left and touches the "X" on the wall with both hands. This counts as one cycle. In the next cycle, the candidate repeats this procedure, except the twist and touch is to the right. The candidate is to alternate sides, turning both left and right in the completion of each cycle. The score is the number of full cycles completed in 20 seconds. **15 cycles is the passing level.**

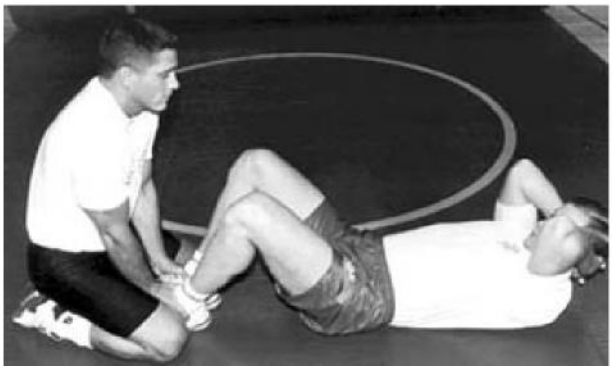
Sit-ups in One Minute

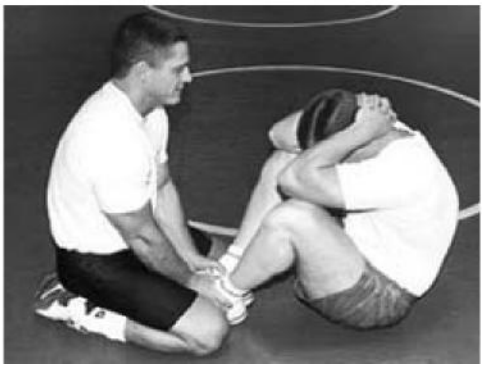
1. The candidate lies face up with the knee flexed at 90 degrees. The feet are held flat on the floor by the proctor. Hands are placed behind the ears.

2. The back of the shoulders must touch the mat. The elbows must touch the knees to be counted as a single sit-up.

3. To perform a single sit-up, the candidate puts his/her chin on the chest and moves or curls progressively upwards until the elbows touch the knees.

4. Count the number of repetitions in 60 seconds. **32 sit ups is the passing level.**





Push-ups to Limit

The starting position for push-ups is with the hands and feet touching the floor, the body and legs are in a straight line, with the arms extended and at right angles to the body. The candidate then lowers himself/herself until the chest is within four inches of the floor. A rolled-up pair of socks can be placed under the chest to ensure that the correct distance is reached.

One push-up has been completed when the candidate extends the arms back to the starting position.

Push-ups are scored as the total number completed without a set time limit. **24 push-ups is the passing level.**

Running Tests

100-Yard Dash

Candidates must run 100 yards as fast as possible.

Time ends when the candidate has crossed the finish line.

If there are two proctors, the average of the two times will be used. **19 seconds is the passing level.**

1.5 Mile Run

The candidate must complete six laps around a standard 440-yard track. In order to achieve a $VO_{2\,max}$ of 35 (ml/kg/min), **the time to complete the run must be in 15 minutes and 20 seconds or less.**

Written Examination

The written examination may take a number of forms, but is designed to measure the following areas which have been determined to be important for the job of Police Recruit:

- Accuracy of Observation
- Written Communication Skills
- Reading with Understanding
- Biographical Inventory

TEST TAKING TIPS

In the days and weeks before the test, these suggestions can be offered:

1. Carefully read the Police Recruit Candidate Informational Booklet. Make sure you understand each step in the process to show your best at each stage. Get a feel for what the job is really like for a new recruit, and what it will be like to be a law enforcement professional.

2. Make sure that you accurately complete any forms or requirements prior to the examination. Pay attention to any dates which indicate that application paperwork is due back to the City.

3. Try to take some time every day to improve your reading and writing skills. These skills are important for effective performance as a Police Recruit and will be assessed by the test. Of course, these skills are also important in many other lines of work including those that would represent promotions within the City of Reno Police Department.

4. Try to get some practice taking other tests. This can reduce testing anxiety and improve your test taking strategies.

5. Organize your schedule so you can perform your best on test day.

6. Make sure that you have any necessary testing items, such as running clothing and shoes.

Getting ready the day of the test:

1. The Physical Conditioning Examination and Written Examination will often occur on the same day. Generally the physical portion is in the morning and the written portion after lunch. Make sure that you allow sufficient time in your schedule for the testing process.

2. Stick to your normal routine as much as possible. Some suggestions may not be in your normal routine, but they usually allow most persons to perform at their best.

3. Get adequate sleep. Most adults do best with 7-8 hours. Try to adopt this pattern at least several days before the test.

4. Get up early enough to have plenty of time to have a light, balanced breakfast.

5. Minimize the use of outside influences (food, caffeine, nicotine, entertainment, etc.) that might over or under stimulate you. The main thing is to not do anything too radical, and not too different than

6 Arrive at the test early enough to cope with traffic, weather, parking, etc. what is normal for you.

Taking the Written Test effectively:

1. Listen to instructions and directions from hall monitors and test proctors. Make sure that you understand the instructions and ask questions at the designated time before the test begins if you are unsure of any aspect of what you should do during the test.

2. Use your time carefully. The written test may have time limitations, so do not spend too much time on any one question.

3. Read the questions and alternatives carefully. Do not jump to an answer before you have completely read all of the alternatives.

4. Respond to each question separately. The answer to one question is not meant to lead you to another.

5. Answer all the questions. Use your informed judgment to make a choice between alternatives. This may feel like an "educated guess" but to the extent that it is informed, you are demonstrating a degree of knowledge and not just blindly guessing.

6. Don't worry about trick questions. None of the test questions are designed to be a trick question. The test is really intended to allow you to show your best on what it is assessing. Avoid reading too much into a question.

7. Take care of your answer sheet. Follow the proctor's instructions on filling in your name and other information. Make sure that you fill in the bubbles, not making too light or small of a mark, or one that goes out of the bubble either. Make sure that the space on the answer sheet you are marking actually corresponds to the question you are answering. Do not make stray marks or smudges on the answer sheet. If you change a response, make sure that you completely erase your first choice.

If you encounter an oral interview:

- Dress appropriately (i.e., shoes polished, clothes clean, hair and nails clean). Do not wear something that is too tight or uncomfortable.
- Introduce yourself confidently, with a firm handshake.
- Show appreciation for the interview. Thank the interviewers for their time after the interview.
- Do not arrive late.
- Do not dress casually.
- Do not smoke.
- Do not wear sunglasses or a hat during the interview.
- Do not chew gum
- Do not bring a drink with you.
- Do not slouch.
- Do not swear or use inappropriate language.
- Do not bring a friend or family member with you to the interview.
- Do not downgrade previous employers.

EXPECTATIONS OF THE LAW ENFORCEMENT ACADEMY

Every Police Recruit who enters the Law Enforcement Academy is expected to act in a mature and professional manner. The Academy setting is one of discipline and the Recruits are expected to be able to follow rules and directions, while committing themselves 100% to the Academy. Recruits who enter the Academy are expected to have already researched not only the City of Reno Police Department, but the profession of law enforcement as well. We expect all Recruits to know what they are getting themselves into, so that they are mentally and physically prepared and committed to successfully pass the standards of the Academy. It is also important that the Academy demands are discussed and understood by the Recruit's family, as their support is invaluable.

Orientation

The first week of the Academy allows the Recruit to become familiar with Academy guidelines. They will be issued their books and equipment, the class schedule, study assignments and all of the rules, regulations and the academic standards of proficiency.

Inspections

Recruits will be required to wear a uniform during the Academy session. You are preparing to enter a career where it is expected that you will not only act as a professional, but must appear as a professional as well. Inspections are held throughout the Academy and are usually held in the morning prior to the first class. During inspections, Recruits will be expected to have their Academy uniform in perfect condition with their shoes/boots highly polished.

Written Tests

Recruits are given written tests throughout the Academy. These are usually multiple choice, true/false and fill-in-the-blank, but may also include scenario based testing. The Recruits are tested on all lecture material and reading assignments. All Recruits must pass every weekly quiz with a minimum 70% score. They must pass the mid-term test with a minimum of a 70% score. At the end of the Academy, the State of Nevada Division of Peace Officer Standards and Training will require each Recruit to successfully pass their entry level test with a minimum of a 70% score.

Study Time

During the Academy most Recruits find that there is little time for recreation and/or social activities. This is due to the volume of study material that is given in order to pass the required tests. A strict schedule is recommended during the Academy. The most successful Recruits have found that studying requires a great deal of their time off.

Physical Training

Physical training is an on-going part of the Academy. It is imperative that Recruits report to the Academy already in shape. Do not report to the Academy with the mind set that the Academy will get you in shape. Most often there is a period of several months before testing, hiring and attending the Academy. If it is truly your desire to become a successful law enforcement officer, your physical training should begin long before you get hired. The physical training in the Academy will consist of class runs, sprints, 300 meter runs, push-ups, sit-ups, obstacle courses and other miscellaneous drills. In addition to the health benefits involved, this physical conditioning will be required for scenario based training as well as training in

defensive tactics.

Defensive Tactics

Recruits will receive over 80 hours of Defensive Tactics training. Recruits will receive training in the area of handcuffing, expandable straight baton, O.C. (pepper) Spray, weaponless defense, boxing, ground fighting and numerous other techniques. All Recruits will participate in defensive tactics and all of the training is as realistic and as physical as possible. Recruits must be prepared to be able to engage in physical drills and physical confrontations.

Firearms Proficiency

Recruits spend approximately one (1) week learning firearms skills. They then will participate in several days of tactical firearms training. Recruits are issued a Glock 9mm semi-automatic pistol or must supply their own pistol that meets Department standards. recruits must complete firearms training and successfully qualify with handgun, shotgun and AR-15 rifle to graduate from the Academy.

Attendance

The Law Enforcement Academy is sixteen (16) weeks in length.

No Recruit will be allowed to graduate if, for any reason, the Recruit:

- Misses more than 5 % of the POST mandated subject matter in the Academy.
- Misses more than 10% of the Academy hours.
- Fails to participate in the physical fitness tests/assessments (Unless documented injury prevents participation).
- Is unable to make up any POST required class due to absence.

Financial Concerns

It is expected that Recruits enter the Academy with their financial matters in order. Recruits will be required to purchase several items for the Academy such as shoes/boots, wrestling shoes, running shoes and flashlight. Every Recruit needs to be prepared to cover the costs of these and additional items.

ACADEMY INSTRUCTIONAL METHODS

Throughout the Academy, a number of different instructional methods and tools will be utilized. Instructors will vary from course to course and may include several different types of teaching methods within their curriculum. Listed below are brief outlines of the most common instructional methods that will be encountered during this Academy:

Lecture

Many instructors will present information through the use of lecture, often combined with discussion. Through the use of lecture, a great deal of information may be presented in a short period of time. Additional learning opportunities have been interspersed throughout the Academy to allow the recruit to learn and understand the application of material obtained during the lectures. It is the recruit's responsibility to pay attention and to document through notes the material presented by the instructors.

Problem-Based Learning

Problem-based learning is an instructional method characterized by the use of real world problems. This instructional method requires recruits to work through problems using information that they have previously been given, or by seeking out the information necessary to understand the problem. Problem-based learning places a great deal of responsibility on the recruit for their own education and requires that they become engaged in the learning process. Problem-based learning situations will be presented to the recruit in two (2) basic formats. The first involves the presentation of a problem to the recruit prior to any instruction on the subject matter. Subsequent instruction provides the necessary information and/or resources to identify the issues contained in the problem. The second method will involve the presentation of a problem at the end of certain courses of instruction, requiring the recruit to use recently obtained information to assist in dealing with the issues involved in the problem. Problem-based learning requires recruits to learn critical thinking and problem solving skills, as well as acquiring the knowledge of the essential concepts contained in each course.

Scenario-based Training

Many courses of instruction will be taught and/or reinforced through the use of scenario-based training. This type of instruction requires recruits to apply previously acquired knowledge as they participate in realistic scenarios. This method of learning and instruction allows recruits to move from theory to the practical application of skills. Scenarios used during the Academy will incorporate many and/or all material presented to the recruit during the Academy and prior to the scenario training. Recruits will be required to take an active role in scenario training, placing themselves in the role of Police Officer during their participation. Recruits may also be utilized as role players during the scenario training. The Core Competency Descriptions previously outlined in the Recruit Manual will be the primary guiding tool for the evaluation of scenario-based training and each recruit should be familiar with the contents.

Team Learning

During the Academy, recruits will be placed into teams. Certain instructional/learning methods will require that they participate in a team format. When working in teams, it is expected that team members will work as a group, utilizing each recruit's strengths to make the entire team successful. Learning in groups requires a great deal of discussion and communication between teammates to be successful. Every recruit is required to be an active participant during this learning format.

Progressive Learning

The structure of the Academy is designed to build on skills. It begins with the most basic skills and adds more in-depth information as the recruit progresses through the Academy. Progressive learning requires that each recruit build the foundation necessary to be successful later in the Academy. As the recruit gets further into the Academy, the process used to evaluate their performance will take into account each course of instruction that has been presented prior to that time.

Journaling

Recruits will use journals to record daily information related to their learning process. The use of journals allows the recruit to document instances where learning has or has not occurred and will help identify specific areas for improvement. The use of a journal will help facilitate creative thinking and self evaluation and will allow the recruit to re-visit the problem-based learning and scenario-based learning processes.

Failing Forward

There may be occasions within the Academy context that recruits are allowed to "fail" as they work through a problem. Many of the greatest discoveries occur when a person fails, thus learning can legitimately take place within the context of "failing forward." These situations will likely occur as the recruit is working through a problem and identifies something that does not work. Allowing recruits to explore ideas and make non-critical mistakes fosters an environment of exploration and learning. This should not be taken as a negative and should be used as a positive learning experience.

THE POLICE TRAINING OFFICER PROGRAM (PTO)

The Reno Police Training Officer model is based on the teaching principles of Problem-Based Learning (PBL), and emphasizes the need for the police training officer (PTO) to function primarily as a trainer rather than as an evaluator.

PBL is well grounded in the fields of medicine and education, where it is used to facilitate the transfer of knowledge. Similarly, in policing, trainees need to learn much more than just laws and police procedures. They must also understand how to transfer their academy knowledge effectively when dealing with individuals and issues within a community.

As demands on police continue to increase, agencies must provide officers with the resources and the training necessary to fulfill their expanded role. It makes good sense to have police trainees thinking about their roles and responsibilities as they approach specific problems in their daily work. Problem solving is an integral part of police work and requires a creative and flexible method of thinking. The PBL model encourages that flexibility and creativity.

The PTO Program lasts for a period of sixteen (16) weeks wherein each Recruit/Officer will be paired with a Training Officer. Throughout the program, the Trainers assign "street" problems to trainees and have them learn about policing in the context of solving these problems. Trainees work through these responses with the help of their Police Training Officer. These same teaching methods and evaluation tools are used throughout the Law Enforcement Academy, thus each new Recruit is already familiar with the principles involved in the Police Training Officer Program.

CITY OF RENO POLICE OFFICER SALARY AND BENEFITS

The current Police Recruit/Police Officer salaries will be listed on the Job Opening Announcement at the time you apply for a position with the City of Reno Police Department. In addition, Police Officers will receive a step increase upon completion of their one (1) year probationary period. Additional step increases will occur on an annual basis, based upon satisfactory performance, until a Police Officer reaches the top of the salary range for that position.

Additional benefits include:

- Twelve (12) paid holidays
- Vacation Accrual
  - Less than 5 years ---------- 4 hours bi-weekly
  - 5 years but less than 10 ----------5 hours bi-weekly
  - 10 years but less than 15----------6 hours bi-weekly
  - 15 years but less than 20----------7 hours bi-weekly
  - 20 years or more ---------- 8 hours bi-weekly

.Sick Leave Accrual---------- 4 hours bi-weekly

- City paid employee's retirement contribution into PERS
- Longevity Pay starting at 5 years - .5% for each year of service up to a maximum of 12.5%
- City paid 100% cost for employees medical insurance premium
- City paid term life insurance policy equal to one (1) years annual base wage
- 55% of dependant medical insurance cost paid by the City
- Uniform allowance of $1200 per year. Initial uniforms, leather gear and weapons are furnished by the Department at no expense to the employee.
- Shift differential
- Special assignment pay
- Educational reimbursement - $1000 per year
- Educational incentive

CAREER OPPORTUNITIES

The Department offers a vast array of promotional and transfer opportunities for Police Officers. After meeting the necessary training and experience requirements, you may then compete for promotion to Police Sergeant and Police Lieutenant. You also have the opportunity to test for transfer to specialized assignments after completing at least two (2) years as Police Officer in Patrol. Some of these assignments include the following:

Police Training Officer	Domestic Violence Section
Robbery/Homicide Section	Financial Crimes Section
Burglary/Crimes Against Property Section	Repeat Offender Program
Sex Crimes/Child Abuse Section	Vice/Narcotics Section
Gang Crimes Section	K-9 Detail
Street Crimes Section	Training Section
DARE/GREAT	Mounted Patrol Unit
SWAT	Traffic Section
DUI Enforcement	Academy Staff Officer
Misdemeanor Complaints Section	Intelligence Section

*Most specialized assignments are compensated at a percentage above the regular base pay rate, most often 10%.

NOTES