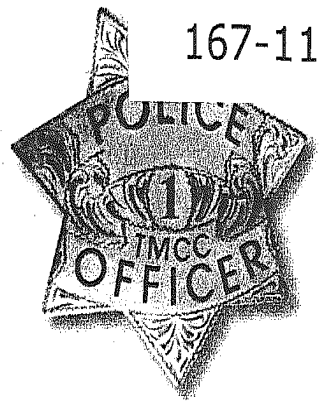



Randy Flocchini
Chief of Police



DATE: April 7, 2011

TO: Fred Egenberger, Senior Budget Analyst

FROM: Randy Flocchini, Chief of Police 

SUBJECT: NRS 396.329 – Legislative Counsel Bureau Report

Attached is the Truckee Meadows Community College Police Department's (TMCCPD) Legislative Bureau R Report for calendar year 2010. TMCCPD compiled this report to provide the Board of Regents of the Nevada System of Higher Education with the information required pursuant to Section 396.329 of the Nevada Revised Statutes and the NSHE Board of Regents Handbook; Title 4, Chapter 1, Section 12.

cc: President Maria C. Sheehan
Vice President Delores A. Sanford

Legislative Counsel Bureau Report

Nevada Revised Statute 369.329

Truckee Meadows Community College

Police Department

7000 Dandini Boulevard, RDMT 241

Reno, Nevada 89512-3999



Reporting Period:

January 1, 2010 – December 31, 2010

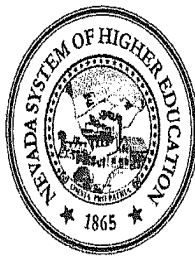
Truckee Meadows Community College
2011 Legislative Counsel Bureau Report

INDEX

A.....	Specific Response Document
B.....	Safety & Security Reports
C.....	Campus Crime Statistics
D.....	Training Records
E.....	Use of Force Policy
F.....	Firearms – Handgun/Shotgun Policy
G.....	Patrol Rifle Policy
H.....	Taser Policy
I.....	Uniform Appearance

Nevada System of Higher Education

System Administration
5550 West Flamingo Road, Suite C-1
Las Vegas, NV 89103-0137
Phone: 702-889-8426
Fax: 702-889-8492



System Administration
2601 Enterprise Road
Reno, NV 89512-1666
Phone: 775-784-4901
Fax: 775-784-1127

MEMORANDUM

TO: Campus Police Chiefs
José Elique, UNLV
Adam Garcia, UNR
Randy Flocchini, TMCC
Darryl Caraballo, CSN

FROM: Fred Egenberger
Senior Budget Analyst

SUBJECT: Campus Police Department Activity Reports

DATE: February 25, 2011

This is a reminder that campus police department activity reports are due to the Nevada Legislature by April 15, 2009. Attached is the text of NRS 396.329, which mandates the report and outlines the information that must be submitted.

So that our office may have sufficient time to transmit the materials to the legislature, please submit two copies of your report to our office by no later than **April 8, 2011**. Please send your report to me at the following address:

Fred Egenberger
System Administration Office
2601 Enterprise Road (014)
Reno, Nevada 89512

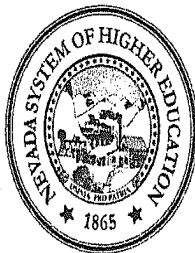
If you have any questions, I can be reached at (775) 784-3403 or by e-mail at fred_egenberger@nshe.nevada.edu. Thank you for your assistance.

Attachment

cc: Chancellor Daniel Klaich
Vice Chancellor Mark Stephens
President Smatresk, UNLV
President Glick, UNR
President Sheehan, TMCC
President Richards, CSN
Jeanne Ohlson, UNR

Nevada System of Higher Education

System Administration
5550 West Flamingo Road, Suite C-1
Las Vegas, NV 89103-0137
Phone: 702-889-8426
Fax: 702-889-8492



System Administration
2601 Enterprise Road
Reno, NV 89512-1666
Phone: 775-784-4901
Fax: 775-784-1127

MEMORANDUM

TO: Pat Anderson, GBC
Jack Piirainen, WNC
James Morrow, UNLV
Jeanne Ohlson, UNR
Darryl Caraballo, CSN
Tom Madison, NSC
Kaylene Brady, TMCC

FROM: Fred Egenberger,

SUBJECT: 2010 Campus Crime Statistics—Data Request

DATE: February 25, 2011

It is that time of year when we ask you to provide our office with the campus crime statistics you have collected and reported to the U.S. Department of Education to comply with federal regulations. We are currently requesting the campus crime statistics for calendar year 2010 (January 1-December 31, 2010).

According to the 1998 Higher Education Act, institutions are required to maintain and report statistics in the following categories:

- ♦ Murder;
- ♦ sex offenses, forcible or nonforcible;
- ♦ robbery;
- ♦ aggravated assault;
- ♦ burglary;
- ♦ motor vehicle theft;
- ♦ manslaughter;
- ♦ arson; and
- ♦ arrests or persons referred for campus disciplinary action for liquor law violations, drug-related violations, and weapons possession.

These statistics include occurrences on campus, in or on noncampus buildings or property, and on public property during the 2010 calendar year, and two preceding years for which data are available. The following definitions apply:

Campus means--

1. any building or property owned or controlled by an institution of higher education with the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and

2. property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor).

Noncampus building or property means--

1. any building or property owned or controlled by a student organization recognized by the institution; and
2. any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's education purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public property means--

1. all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, street, or the thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes.

The Board of Regents' Policy (*Title 4, Chapter 1, Section 12*) also requires the following information be supplied to us by campuses with a police force.

- ♦ Training requirements and programs;
- ♦ Equipment authorized for use by police officers;
- ♦ Policies regarding use of force;
- ♦ Activities to improve or maintain public relations;
- ♦ Number of full-time and reserve officers;
- ♦ Number of allegations of excessive force;
- ♦ Hiring requirements;
- ♦ Attire;
- ♦ Description of weapons in inventory; and
- ♦ Percentage of time police spend on campus (excluding patrol time in cars).

Please submit your report to me at: System Administration Office, 2601 Enterprise Road, Reno, Nevada 89512 or by fax to (775) 784-1127 by April 8, 2011.

If you have any questions regarding this request, please let me know—by e-mail at fred_egenberger@nshe.nevada.edu or by phone at (775) 784-3403. Thank you for your assistance

cc: Chancellor Daniel Klaich
Vice Chancellor Mark Stephens
NSHE Presidents
José Elique, UNLV
Adam Garcia, UNR
Randy Flocchini, TMCC

NRS 396.329 Report concerning activities of department.

1. The Board of Regents of the University of Nevada shall, not later than April 15 of each odd-numbered year, prepare and submit to the Director of the Legislative Counsel Bureau for submission to the Legislature, a report concerning the activities of the Police Department for the System.
2. The report must include, without limitation:
 - (a) A copy of each of the annual security reports compiled for the immediately preceding 2 years pursuant to 20 U.S.C. § 1092, including the executive summary and statistics regarding crimes on campus; and
 - (b) A statement of:
 - (1) The policy of each police department regarding the use of force and the equipment authorized for use by its officers in carrying out that policy;
 - (2) The activities performed by each police department during the reporting period to improve or maintain public relations between the campus and the community;
 - (3) The number of full-time and reserve officers in each police department;
 - (4) The programs held in each police department during the reporting period in which training was given to its officers and the rates of participation in those programs; and
 - (5) The number, itemized by each police department, of incidents during the reporting period in which an excessive use of force was alleged and the number of those allegations which were sustained.

(Added to NRS by 1993, 424)

PURPOSE

This report has been compiled to provide the Board of Regents of the Nevada System of Higher Education (NSHE) with information required pursuant to Section 396.329 of the Nevada Revised Statutes (NRS) and the NSHE Board of Regents Handbook: Title 4, Chapter 1, Section 12.

CAMPUS CRIME STATISTICS

The Truckee Meadows Community College (TMCC) Safety and Security Report for the years 2009 and 2010 are attached as Appendix B. In addition, the annual crime statistics as compiled and reported by Truckee Meadows Community College Police Department (TMCCPD) for the years 2009 and 2010, are attached as Appendix C.

TRAINING REQUIREMENTS AND PROGRAMS

The TMCC Police Department trains its police officers to meet the standards mandated by the Nevada Commission of Peace Officer Standards and Training (POST). Nevada POST requires an annual report of training for each officer. A copy of the 2010 TMCC Police Training Report is attached hereto as Appendix D. For the year 2010, there was a 100% rate of participation for all training that full-time sworn officers are required to attend.

EQUIPMENT AUTHORIZED FOR USE BY POLICE OFFICERS

TMCC police officers are trained to use and carry oleo-capsicum (OC) spray, handcuffs, Tasers, and impact weapons (e.g., "ASP" baton and straight baton). TMCC police officers are issued and may, after receiving proper training and upon qualification, carry semi-automatic pistols, 12-gauge shotguns, and patrol rifles for normal use.

POLICIES REGARDING USE OF FORCE

The following TMCC Police Department policies regarding use of force are attached:

- Use of Force General Order- Appendix E
- Firearms General Order - Appendix F
- Patrol Rifle General Order - Appendix G
- Taser General Order - Appendix H

ACTIVITIES TO IMPROVE OR MAINTAIN PUBLIC RELATIONS

Escort Services - Upon request, provide escort services, particularly during hours of darkness.

Timely Warning Notices (Crime and Safety Alerts) - TMCC Police Department issues timely warning notices to alert community members about crimes or serious incidents that may present an ongoing threat to the campus community.

Daily Crime Log - A Daily Crime Log that records, by the date the incident was reported, all crimes and other serious incidents that occur on TMCC properties. The Daily Crime Log is available for public inspection.

Crime Prevention/Safety Presentations - Provide crime prevention and safety presentations to campus groups and organizations such as: physical plant employees, commuter students, handicapped or disabled students, international students, student

government, faculty senate, classified council, specific campus departments and recognized student organizations.

New Student and New Employee Orientations - Provide presentations to new students and employees regarding services provided by the police department, during which students and employees are given complimentary safety whistles.

Printed Crime Prevention Materials - Provide printed crime prevention brochures and posters related to personal safety, motor vehicle security, bicycle security, the escort service, sexual assault and domestic violence prevention.

Victim of Crime Notices - Complete "Victim of Crime" notices to persons that may potentially be a victim of crime. For example: a person leaves his/her vehicle and or office unlocked, leaves valuables in plain view, etc.

Vehicle Jumpstarts - Provide vehicle jumpstart assistance to persons with disabled vehicles.

Courtesy Transports - Provide courtesy transports to students, staff, and faculty that have disabled vehicles, lost keys, etc. In addition, provide transports to and from overflow parking locations during semester start-ups.

Fingerprinting - Provide complimentary service to students requiring fingerprints for Dental/Medical programs.

R.A.D. (Rape Aggression Defense) - Provide a realistic, self-defense tactics course to women, which teaches women defensive concepts and techniques against various types of assault, by utilizing easy, effective and proven self-defense/martial arts systems.

Community Fairs - Meet and talk with citizens of Washoe County regarding crime prevention, sexual assault and domestic violence, to include the prevention programs offered by TMCCPD.

Employee Transports - Alcohol/Drug Use in the Workplace - Upon Human Resources request, provide employee and employee supervisor transport to an approved alcohol/drug testing center consistent with existing NSHE / State of Nevada policies.

Traffic Control - Provide regular traffic control at various congested intersections on campus during high-traffic periods.

Emergency Response - Participate, as a partner, in regional emergency response training and exercises. For example, develop Immediate Action Rapid Deployment (IARD) strategies for first responders and institute college wide training.

Sexual Offender Registration Services - Nevada Revised Statutes requires that all sex-offenders who are employees of, students of, or visitors to TMCC, register with the TMCC Police Department.

Community Outreach - E.L Cord Child Care Center - Officers routinely meet with children, read books, give safety talks, provide handouts and sticker badges.

Special Events - Provide uniform sworn police services for special events (e.g., speeches, demonstrations, Board of Regents meetings, graduation, Multi-Cultural Festival, Spring Fling, etc.).

Civil Investigations - Where appropriate, document civil incidents (e.g., slip & fall, workplace injuries, potential liability, etc.) and conduct investigations to determine incident details, cause, witnesses, etc.

Preserve the Peace - Provide sworn police officers to stand by to preserve the peace during civil related incidents.

Police Advisory Board - TMCC Police Department holds Police Advisory Board meetings to address public safety issues at TMCC and provide input to the police department concerning topics of concern or interest to the college community. Board members consist of representatives of various facets of the TMCC community. These members are selected by the TMCC President to serve as board members.

Professional Standard Board - TMCC Police Department holds Professional Standard Board meetings to review allegations and misconduct made against police department officers and employees. Board members consist of representatives of various facets of the TMCC community. These members are selected by the TMCC President to serve as board members.

NUMBER OF FULL-TIME AND RESERVE OFFICERS

Sworn Police Officers	6
Reserve Police Officers	0

NUMBER OF ALLEGATIONS OF EXCESSIVE FORCE

TMCC Police Department received no allegations of excessive force in 2010.

HIRING REQUIREMENTS

TMCC Police Department complies with the standards and screening criteria set forth by: Nevada Administrative Code, Nevada Revised Statutes, and the Nevada Department of Personnel, to ensure qualified personnel. Standardized psychological screening and polygraph examinations for all police recruits are also required.

ATTIRE

TMCC police officers are highly visible representatives of the Truckee Meadows Community College. Issued uniforms are clearly distinctive and are different from other local law enforcement agencies so that students and employees can easily recognize TMCC police. A photograph of the TMCC police officer uniform is attached hereto as Appendix I.

DESCRIPTION OF WEAPONS IN INVENTORY

The current weapons inventory consists of: 9mm handguns, 12-gauge shotguns, and police patrol rifles.

PERCENTAGE OF TIME POLICE SPEND ON CAMPUS (Excluding Patrol Times in Cars) TMCC police officers spend approximately 99% of their time on campus.

2009-2010 TMCC Catalog
Appendix P: Safety and Security Report

or freedom of expression. Sexual harassment, however, is neither legally protected expression nor the proper exercise of academic freedom; it compromises the integrity of institutions, the tradition of intellectual freedom and the trust placed in the institutions by their members.

Appendix O

Drug and Alcohol Prevention Policy

As a part of the Drug-Free Schools and Communities Act, campuses are asked to provide students and employees with information on campus rules and regulations pertaining to alcohol and other drugs, the health and social effects, legal sanctions and counseling and treatment programs available.

Standards of Conduct — The unlawful manufacture, distribution, dispensation, possession or use of alcohol and illegal drugs is prohibited; a violation of any such prohibition will result in disciplinary action up to and including termination of employment or expulsion of students.

The TMCC president has the authority to designate the time and place for special events where alcoholic beverages may be served on the TMCC campus to persons 21-years-old or over. Except as provided above, the storage, possession or use of alcoholic beverages is not permitted on TMCC-owned or supervised property.

Any student or employee who exhibits offensive behavior on TMCC-owned or supervised property while under the influence of alcoholic beverages or illegal drugs shall be subject to disciplinary action (NSHE Board of Regents Handbook, Title 4, Chapter 20).

Legal Sanctions — Any act prohibited by local, state or federal law which occurs on TMCC premises or at a TMCC-sponsored function on or off such premises shall constitute cause for discipline which, for students, can include a warning, reprimand, restitution, probation, suspension or expulsion. Sanctions against employees can include any of the above in addition to termination of employment.

It is the policy of the State of Nevada, with respect to employees of state agencies, that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the workplace is prohibited. Any employee who violates this policy is subject to disciplinary action which may include termination of employment. The specifics of the policy are addressed in Chapter 453 of the Revised Statutes of Nevada, Nevada Administrative Code 284.650.

Federal penalties for trafficking in methamphetamine, heroin, cocaine, PCP, LSD, fentanyl, marijuana and hashish include imprisonment for five years to life and fines of up to \$8 million. Federal penalties for illegal possession of a controlled substance include imprisonment for one year to 20 years and fines of up to \$250,000.

See "Health Risks Associated with Drug Abuse" and "Drug Abuse Services and Programs" on page F-19.

Appendix P

Safety and Security

This annual security report information is being provided as part of the TMCC commitment to safety and security on campus and is in compliance with the Crime Awareness and Campus Security Act of 1990 (Clery Act).

TMCC is a state-supported institution of higher education within the Nevada System of Higher Education (NSHE). The Dandini Campus is located approximately 10 minutes north of downtown Reno in the foothills of Red Peak. The High Tech Center at Redfield is located at 18600 Wedge Parkway, Building B. The Meadowood Center is located at 5270 Neil Road. The IGT Applied Technology Center is located at Edison Way and Energy Way. The Nell J. Redfield Foundation Performing Arts Center is

located on Keystone Avenue.

Reporting of Criminal Actions, Emergencies or Secret Witness

To report a crime in progress or an emergency, dial 911. Non-emergency crimes or incidents should be made to the TMCC Police Department at 775-674-7900. Fire, police and emergency medical personnel are available through dialing 911.

To make an anonymous report of a crime you have seen or to report information related to a crime, contact the Secret Witness hotline at 322-4900.

TMCC Police Department is responsible for coordination of law enforcement, safety and emergency response at TMCC. The police department is located on the Dandini Campus in room 241 of the Red Mountain Building, 7000 Dandini Blvd., Reno, NV 89512.

There are exterior 911 emergency phones located at the following locations throughout the Dandini Campus

- At the front entrance to the E.L. Cord Child Care Facility
- On the north side of the Sierra Building near parking lot "I"
- On the south side of the Vista Building near parking lot "AA" and the CitiLift doors
- On the north side of the Red Mountain Building near the Citifare bus stop

These phones dial direct to the regional 911 operator and should be used for emergencies only.

Access to Campus Facilities

Campus buildings and facilities are accessible to members of the campus community and both guests and visitors during normal hours of business, Monday-Friday and limited hours on designated Saturdays and Sundays. The campus is closed on state holidays

Safety of Campus Facilities

The college maintains a very strong commitment to campus safety and security. Exterior lighting is an important part of this commitment. Motor vehicle parking lots, pedestrian walkways and building exteriors are well lighted. A comprehensive survey of all exterior lighting is conducted by the Facilities Services Department representatives at least once a year. Members of the campus community are encouraged to report any exterior lighting deficiencies to the Facilities Services Department at 775-673-7100.

The Facilities Services Department periodically conducts a comprehensive survey of every exterior door on campus. The purpose of this survey is to ensure that each exterior door and its locking mechanisms are working properly.

Exterior doors on campus buildings are locked and secured each evening by the Facilities Services Department. Door and security hardware operating deficiencies are also reported by the police officers when observed.

Shrubbery, trees and other vegetation on campuses are trimmed on a regular basis. Shrubbery is routinely trimmed at a height of no more than 24" from the ground. Trees are routinely trimmed so that their limbs are no less than six feet from the ground. The Facilities Services Department periodically surveys the grounds of the campus to ensure that shrubbery, trees and other vegetation have been properly trimmed.

Parking lots, buildings and grounds areas are actively patrolled by police officers and community services officers. TMCC Police Department personnel work with Facilities Services to ensure timely repairs are made to noted deficiencies.

Law Enforcement Authority and Interagency Relationships

TMCC is policed by the department of public safety. TMCC police officers have the same training and authority as other municipal, county and state peace officers. All police officer training exceeds the standards set by the Nevada Peace Officers Standards and Training division. Community services officers are trained non-enforcement safety personnel.

The TMCC Police Department maintains close working relationships with the Washoe County Sheriff's office and the Reno Police departments. The TMCC Police Department coordinates police services at other TMCC locations, such as the Meadowood Center, the IGT Applied Technology Center, the Nell J. Redfield Performing Arts Center and TMCC High School.

TMCC Police Department

MISSION STATEMENT

The mission of the TMCC Police Department is to provide quality law enforcement services founded in community-oriented policing and problem solving principles to effectively meet the demands and unique needs of a regional community college population.

SAFETY AWARENESS AND CRIME PREVENTION PROGRAMS

It is the philosophy of the college that we would much rather prevent crimes from occurring than react to them after the fact. A primary vehicle for accomplishing this goal is the college's comprehensive crime prevention program. The college's crime prevention program is based upon the dual concepts of eliminating or minimizing criminal opportunities, whenever possible, and encouraging students and employees to be responsible for their own safety and the safety of others. The following is a listing of the crime prevention programs and projects employed by TMCC.

1. **Escort Program**—Provides an escort service, particularly during hours of darkness, for persons walking on the Dandini Campus.

2. **New Student Orientation**—Crime prevention tips are included in the student handbook and other printed material is made available.

3. **Crime Prevention Presentations**—Crime prevention presentations are made upon request to such campus groups or organizations as Facilities Services employees, commuter students, handicapped or disabled students, international students, student government, faculty senate, classified council, specific campus departments and recognized student organizations.

4. **New Employee Orientation**—Campus safety policies are made available to new employees.

5. **Printed Crime Prevention Materials**—Printed crime prevention brochures, posters and bookmarks related to motor vehicle security, bicycle security, the escort service, employee security and library security are distributed at crime prevention presentations. Sexual assault and domestic violence prevention/informational brochures are also available at the TMCC police department office, room 241 of the Red Mountain Building and outside the Student Services office, room 120 of the Red Mountain Building.

6. **Electronic Alarm Systems**—An electronic monitoring system monitors a comprehensive network of intrusion detection and duress alarm systems.

7. **Architectural Design**—Technical and crime prevention specialists make significant input into the design of all new and renovated campus facilities as it relates to physical and electronic security systems.

8. **Safety Surveys**—Safety surveys or audits are made periodically for a number of campus facilities each year.

9. **Facilities Surveys**—Comprehensive surveys of exterior lighting, exterior doors and grounds are conducted each year.

10. **Crime Prevention Publicity**—Crime prevention articles and material are published in the student newspaper and the online employee newsletter.

11. **"Victim of Crime" notifications**—TMCC police officers patrol parking lots and proactively look for potential crimes that could occur as a result of persons leaving car doors unlocked, valuables in plain view, etc. A notice is left on the windshield advising the vehicle owner of the officer's observations.

CRIME REPORTING

Numerous efforts are made to advise members of the campus community on a timely basis about campus crime and crime-related problems.

1. **Annual Report**—A comprehensive annual security report of crime-related information is compiled, published and widely distributed. This annual report is available to the media and any member of the campus community.

2. **Student Newspaper**—The student newspaper, ECHO, publishes a summary of criminal incidents that occurred the preceding month. If a serious or unique crime(s) has occurred, a special article is usually printed in the student newspaper.

3. **Special Alerts**—If circumstances warrant it, special printed crime alerts are prepared and distributed selectively or throughout campus via e-mail announcements, posted flyers on campus and TMCC homepage message (www.tmcc.edu).

4. **Crime Statistics**—The college believes that an informed public is a safety-conscious public. Campus crime statistics are published annually by TMCC in compliance with the Crime Awareness and Campus Security Act of 1990 in the TMCC course catalog and are distributed via e-newsletter to faculty, staff and students. TMCC crime statistics are also available on the TMCC police department Web page at police.tmcc.edu. If you have any questions, contact the department of public safety at 775-674-7900.

5. **Registered Sex Offenders**—Campus Sex Crime Prevention Act, Section 1601 of Public Law 106-386 requires all sex offenders who are employees of, students of, or visitors to the Truckee Meadows Community College to register with TMCC Police Department. This includes employees of private contractors or other public entities who work at the college.

Offenders must comply with the registration requirements of NRS 179D. Pursuant to NRS 179D.240, offenders must register if they are a resident of the state or are present for 48 hours or more in any jurisdiction in which they will have a presence.

Additional information is available at the TMCC Police Department, 775-674-7900.

SAFETY TIPS

- Avoid working or studying alone at night.
- Stay in well-lit areas, walk mid-point between curbs and buildings, away from alleys and bushes.
- Don't carry extra credit cards or money.
- Walk with someone whenever possible; use the buddy system.
- Use TMCC's Dandini Campus escort service after dark.
- If your purse or wallet is snatched, don't fight back. Turn it over rather than risk personal injury and report the incident immediately.
- Do not place purses, portable radios, stereos, TV sets or other valuables near windows, which can be smashed by a tempted burglar.
- Carry a whistle. This can serve as a reminder to exercise caution and can alert anyone in the area that you need help.
- Keep an inventory of valuable possessions.
- Keep doors locked, even if you are only away for a few

moments.

- Do not mark your key chain with your name, address or license number; lost keys lead to theft.
- Get to know your neighbors. Establish a neighborhood watch system and share information on suspicious circumstances.
- Call the department of public safety with any safety concerns.

TIPS FOR SAFE BIKING

Bicycling is an enjoyable and practical means of transportation on TMCC campuses. However, bike theft accounts for the largest percentage of theft on college campuses. Most problems can be avoided, however, if simple safety and security rules are followed.

- Photograph your bike, write down the make, model and serial number and keep that information available in case your bike is lost or stolen.
- Use bicycle racks and high security locks.
- Report suspicious activity around bike racks.
- Perform routine bike maintenance.
- Walk your bike across the busy intersections.
- Ride defensively and with caution.

SAFETY IN THE WORKPLACE

Here are some suggestions for ensuring safety in the office or laboratory.

- When working late, make sure doors are locked.
- Keep your purse in a locked cabinet or drawer. Never leave it on or underneath a desk.
- Contact TMCCPD (when available) for an escort when traveling to and from your car on the Dandini Campus.
- Avoid using stairs in remote sections of a building.
- Never prop doors open, especially fire doors, even for a short time.
- Do not hold the door open for strangers after normal business hours.

Sexual Assault Information

WHAT IS SEXUAL ASSAULT?

Sexual assault is a violation of Nevada state law. Sexual assault is an act in which a person subjects another person to sexual penetration, or who forces another person to make a sexual penetration on himself or another, or on a beast, against the will of the victim or under conditions in which the perpetrator knows or should know that the victim is mentally or physically incapable of resisting or understanding the nature of his conduct (NRS 200.366).

WHO ARE THE VICTIMS OF SEXUAL ASSAULT?

Anyone can be a victim of sexual assault, regardless of age, race, socioeconomic status, cultural background, religion, marital status, physical or mental ability, gender or sexual orientation. A person can be assaulted by their spouse. One out of every three women will be assaulted at least once in their lifetime. One out of every four girls and one out of every six boys will be assaulted before their 18th birthday (Retrieved on September 25, 2003 from <http://crisiscallcenter.org>).

WHAT SHOULD YOU DO IF YOU ARE SEXUALLY ASSAULTED?

- Get to a safe place
- Get medical attention immediately
- Do not change your clothes
- Do not bathe or douche

- Do not brush your teeth or use mouthwash
- Do not eat or drink anything
- Do not apply medication
- Do not clean up the crime scene
- Report the incident to the Police

WHO CAN HELP YOU?

Truckee Meadows Community College, Dandini Campus

- TMCC Police Department, RDMT 241, 775-674-7900, police.tmcc.edu
- Counseling Center, RDMT 325, 775-673-7060, counseling.tmcc.edu
- Student Services, RDMT 120, 775-673-7114, www.tmcc.edu/vp/ss

COMMUNITY SERVICES

- Sexual Assault Support Services and the Crisis Call Center (24-hour), 775-784-8090 or 1-800-992-5757, www.crisiscallcenter.org
- Nevada Victims of Crime Program, 775-688-2900, www.voc.nv.gov
- Victim-Witness Assistance Program, 775-328-3210 or 1-800-866-3210, www.co.washoe.nv.us/da/dadepartments.html
- C.A.R.E. — Child Abuse Response and Evaluation/Sexual Assault Response Team, 775-328-3249

ADDITIONAL SEX OFFENSE INFORMATION

Cases at TMCC involving alleged sexual offenses are subject to the procedures and definitions outlined in the following NSHE Codes:

DISCIPLINARY PROCEDURES

Title 2, Chapter 6 (Read Source)

- 6.5.1 President to Order Administrative Leave.

The president of each System institution may order any member of the System community to be placed on administrative leave for the interim period pending a disciplinary hearing whenever the president determines that administrative leave is required in order: (B/R 5/92)

1. To protect life, limb or property;
 2. To ensure the maintenance of order; or
 3. To remove a person from the University of Nevada System community when an act of sexual harassment has been alleged against such person and the accuser or the accused person cannot be assigned to other duties or classes or placed elsewhere in the System institution apart from each other pending the completion of an investigation and/or disciplinary hearing into the allegation. (B/R 5/92)
- 6.9.6 Advisors, Attorneys.
 1. The person charged may be accompanied by one advisor of the person's choice, who may represent and advise the person and may present the evidence on the person's behalf. The person charged must give written notice of the name and address of the advisor, and whether the advisor is an attorney, to the administrative officer no later than 5 college working days before the time set for the hearing. An advisor will not be permitted at the hearing without such notice. (B/R 1/06)
 2. Should a person charged advise that the person will be accompanied by an attorney as advisor, the administrative officer shall advise the Executive Vice Chancellor & Chief Counsel so that an attorney will be present at the hearing to represent and advise the administrative officer and to present the evidence on behalf of the administrative officer. (B/R 1/06)

Title 4, Chapter 8, Section 13, E (Read Source)

"...An individual filing a complaint of alleged sexual harassment

shall have the opportunity to select an independent advisor for assistance, support, and advice and shall be notified of this opportunity by the Human Resources Officer or the Affirmative Action Program Officer, or by their designee. It shall be the choice of the individual filing the complaint to utilize or not utilize the independent advisor. The independent advisor may be brought into the process at any time at the request of the alleged victim. The means and manner by which an independent advisor shall be made available shall be determined by each institution or unit...."

"...4.d. After the appropriate management has made a determination regarding the resolution of the matter, and depending on the circumstances, both parties may be informed of the resolution. Certain actions made confidential under NSHE Code Chapters 5 and 6 or Nevada Administrative Code, Chapter 284 shall remain confidential..."

SANCTIONS

Title 2, Chapter 6 (Read Source)

- Section 6.3 Disciplinary Sanctions

The following sanctions are applicable to members of the community of the Nevada System of Higher Education for conduct prohibited by Section 6.2 of the Nevada System of Higher Education Code. Depending on the seriousness of the misconduct, these sanctions may be imposed in any order: 6.3.1 Warning; 6.3.2 Reprimand; 6.3.3 Restitution; 6.3.4 Probation; 6.3.5 Reduction in Pay; 6.3.6 Suspension; 6.3.7 Expulsion or Termination.

Title 4, Chapter 8, Section 13, E4c (Read Source)

"After the recommendation has been made, a determination will be made by appropriate management regarding the resolution of the matter. If warranted, disciplinary action up to and including involuntary termination or expulsion will be taken. Any such disciplinary action shall be taken in accordance with NSHE Code Chapter 6, or, in the case of classified employees, Nevada Administrative Code, Chapter 284. Other appropriate actions will be taken to correct problems, if any, caused by or contributing to the conduct. If proceedings are initiated under Chapter 6, the investigation conducted pursuant to this policy may be used as the Chapter 6 investigation. The administrative officer, in his or her discretion, may also supplement the sexual harassment investigation with additional investigation."

DRUG AND ALCOHOL PREVENTION

The TMCC drug and alcohol policy may be found online.

Drug and alcohol abuse information may be found online.

CRIME STATISTICS

Appendix Q

Religious Holiday Observations

It is the policy of NSHE to be sensitive to the religious obligations of its students. Religion is one area of diversity recognized by TMCC. Any student missing class, quizzes, examinations or any other class or lab work because of observance of religious holidays shall, whenever possible, be given an opportunity during that semester to make up the missed work. The make-up will apply to the religious holiday absence only. It shall be the responsibility of the student to notify the instructor in writing, on the first day of class or no later than 10 days in advance, of his or her intention to participate in religious holidays which do not fall on state holidays or periods of class recess. Examples of such holidays are Rosh Hashanah and Yom Kippur.

If the student has notified the instructor in a timely manner, and the instructor will not provide an opportunity to make up the work, the student shall have the right to appeal the decision. This appeal shall be directed to the dean of the instructional school or other appropriate administrative officer, who will be the final authority for determining whether a make-up is

feasible.

Appendix R

Policy on Unsupervised Children

TMCC discourages students, staff and visitors from leaving children unsupervised in the building or campus grounds. TMCC employees and police personnel will try to locate parents or other adults responsible for the children and ask that children not be left unsupervised.

Continued lack of supervision of children can result in TMCC staff and police personnel contacting Washoe County Child Protective Services. Responsible adults may face charges of abandonment and/or neglect of younger children.

Parents or adults responsible for children are encouraged to find appropriate care for their children during the period they are attending classes at TMCC.

Children are not allowed to sit in on TMCC classes. Any exception to this policy must be approved by the instructor.

Parents seeking drop-in child care services can call the Child Care Resource Council at 775-785-4200 for a list of child care facilities.

Appendix S

Nevada System of Higher Education AIDS Guidelines

The Nevada System of Higher Education, in order to address the personal, administrative, medical, and legal problems associated with the Acquired Immune Deficiency Syndrome (AIDS), has established the following guidelines. These are intended to provide direction for our institutions when dealing with the disease of AIDS and AIDS-related issues.

1. The primary response of Nevada System of Higher Education institutions to AIDS should be increasing awareness and education—for students, employees, faculty and others. Effective education based upon the best currently available information will aid in preventing the spread of the disease.

2. Individuals will not be required to undergo screening for AIDS as a condition of enrollment, employment or financial services. Faculty, students and staff who are diagnosed as having AIDS, AIDS-related complex or a positive antibody test and who are otherwise qualified should be afforded normal classroom attendance, working conditions, benefits and participation in curricular and extracurricular activities in an unrestricted manner, as long as they are physically and psychologically able to do so. Decisions regarding such individuals will be made on a case-by-case basis, taking into account the individual's behavior and physical condition.

3. The American College Health Association special report entitled AIDS on the college campus contains guidelines based upon current knowledge of AIDS-related issues. It is suggested NSHE institutions refer to this report for guidance in addressing local needs.

4. It is also recommended that the Center for Disease Control guidelines be used to ensure safety of students, staff and faculty handling human blood, blood products and other body secretions.

5. Each NSHE institution will establish procedures to respond to AIDS-related concerns, as well as to public inquiries.

These guidelines will be revised as necessary, in response to the release of new scientific information.

Appendix T

Student Bill of Rights

PREAMBLE

2010-2011 TMCC Catalog
Appendix P: Safety and Security Report

Federal penalties for trafficking in methamphetamine, heroin, cocaine, PCP, LSD, fentanyl, marijuana and hashish include imprisonment for five years to life and fines of up to \$8 million. Federal penalties for illegal possession of a controlled substance include imprisonment for one year to 20 years and fines of up to \$250,000.

See "Health Risks Associated with Drug Abuse" and "Drug Abuse Services and Programs" on page F-19.

Appendix P

Safety and Security

This annual security report information is being provided as part of the TMCC commitment to safety and security on campus and is in compliance with the Crime Awareness and Campus Security Act of 1990 (Clery Act).

TMCC is a state-supported institution of higher education within the Nevada System of Higher Education (NSHE). The Dandini Campus is located approximately 10 minutes north of downtown Reno in the foothills of Red Peak. The High Tech Center at Redfield is located at 18600 Wedge Parkway, Building B. The Meadowood Center is located at 5270 Neil Road. The IGT Applied Technology Center is located at Edison Way and Energy Way. The Nell J. Redfield Foundation Performing Arts Center is located on Keystone Avenue.

Reporting of Criminal Actions, Emergencies or Secret Witness

To report a crime in progress or an emergency, dial 911. Non-emergency crimes or incidents should be made to the TMCC Police Department at 775-674-7900. Fire, police and emergency medical personnel are available through dialing 911.

To make an anonymous report of a crime you have seen or to report information related to a crime, contact the Secret Witness hotline at 322-4900.

TMCC Police Department is responsible for coordination of law enforcement, safety and emergency response at TMCC. The police department is located on the Dandini Campus in room 241 of the Red Mountain Building, 7000 Dandini Blvd., Reno, NV 89512.

There are exterior 911 emergency phones located at the following locations throughout the Dandini Campus

Dandini Campus

- At the front entrance to the E.L. Cord Child Care Facility
- On the north side of the Sierra Building near parking lot "I"
- On the south side of the Vista Building near parking lot "AA" and the CitiLift doors
- On the north side of the Red Mountain Building near the Citifare bus stop
- On the west side of the Red Mountain Building near the mailroom
- On the south side of the E.L. Cord Child Care Facility near parking lot "BB"
- At the main south side entrance to the Sierra Building
- On the north side of the Sierra Building in parking lot "G"

Edison Campus

- On the southeast corner of the campus next to the parking lot

Meadowood Campus

- On the southeast corner of the campus next to the parking lot
- On the northeast corner of the campus next to the parking lot

These phones dial direct to the regional 911 operator and should be used for emergencies only.

Access to Campus Facilities

Campus buildings and facilities are accessible to members of the campus community and both guests and visitors during normal hours of business, Monday-Friday and limited hours on Saturdays. The campus is closed on Sundays and state holidays.

Safety of Campus Facilities

The college maintains a very strong commitment to campus safety and security. Exterior lighting is an important part of this commitment. Motor vehicle parking lots, pedestrian walkways and building exteriors are well lighted. A comprehensive survey of all exterior lighting is conducted by the Facilities Services Department representatives at least once a year. Members of the campus community are encouraged to report any exterior lighting deficiencies to the Facilities Services Department at 775-673-7100.

The Facilities Services Department periodically conducts a comprehensive survey of every exterior door on campus. The purpose of this survey is to ensure that each exterior door and its locking mechanisms are working properly.

Exterior doors on campus buildings are locked and secured each evening by the Facilities Services Department. Door and security hardware operating deficiencies are also reported by the police officers when observed.

Shrubbery, trees and other vegetation on campuses are trimmed on a regular basis. Shrubbery is routinely trimmed at a height of no more than 24" from the ground. Trees are routinely trimmed so that their limbs are no less than six feet from the ground. The Facilities Services Department periodically surveys the grounds of the campus to ensure that shrubbery, trees and other vegetation have been properly trimmed.

Parking lots, buildings and grounds areas are actively patrolled by police officers and community services officers. TMCC Police Department personnel work with Facilities Services to ensure timely repairs are made to noted deficiencies.

Law Enforcement Authority and Interagency Relationships

TMCC is policed by the department of public safety. TMCC police officers have the same training and authority as other municipal, county and state peace officers. All police officer training exceeds the standards set by the Nevada Peace Officers Standards and Training division. Community services officers are trained non-enforcement safety personnel.

The TMCC Police Department maintains close working relationships with the Washoe County Sheriff's office and the Reno Police departments. The TMCC Police Department coordinates police services at other TMCC locations, such as the Meadowood Center, the IGT Applied Technology Center, the Nell J. Redfield Performing Arts Center and TMCC High School.

TMCC Police Department

MISSION STATEMENT

The mission of the TMCC Police Department is to provide quality law enforcement services founded in community-oriented policing and problem solving principles to effectively meet the demands and unique needs of a regional community college population.

SAFETY AWARENESS AND CRIME PREVENTION PROGRAMS

It is the philosophy of the college that we would much rather prevent crimes from occurring than react to them after the fact. A primary vehicle for accomplishing this goal is the college's comprehensive crime prevention program. The college's crime prevention program is based upon the dual

concepts of eliminating or minimizing criminal opportunities, whenever possible, and encouraging students and employees to be responsible for their own safety and the safety of others. The following is a listing of the crime prevention programs and projects employed by TMCC.

1. **Escort Program**—Provides an escort service, particularly during hours of darkness, for persons walking on the Dandini Campus.

2. **New Student Orientation**—Crime prevention tips are included in the student handbook and other printed material is made available.

3. **Crime Prevention Presentations**—Crime prevention presentations are made upon request to such campus groups or organizations as Facilities Services employees, commuter students, handicapped or disabled students, international students, student government, faculty senate, classified council, specific campus departments and recognized student organizations.

4. **New Employee Orientation**—Campus safety policies are made available to new employees.

5. **Printed Crime Prevention Materials**—Printed crime prevention brochures, posters and bookmarks related to motor vehicle security, bicycle security, the escort service, employee security and library security are distributed at crime prevention presentations. Sexual assault and domestic violence prevention/informational brochures are also available at the TMCC police department office, room 241 of the Red Mountain Building and outside the Student Services office, room 120 of the Red Mountain Building.

6. **Electronic Alarm Systems**—An electronic monitoring system monitors a comprehensive network of intrusion detection and duress alarm systems.

7. **Architectural Design**—Technical and crime prevention specialists make significant input into the design of all new and renovated campus facilities as it relates to physical and electronic security systems.

8. **Safety Surveys**—Safety surveys or audits are made periodically for a number of campus facilities each year.

9. **Facilities Surveys**—Comprehensive surveys of exterior lighting, exterior doors and grounds are conducted each year.

10. **Crime Prevention Publicity**—Crime prevention articles and material are published in the student newspaper and the online employee newsletter.

11. **"Victim of Crime" notifications**—TMCC police officers patrol parking lots and proactively look for potential crimes that could occur as a result of persons leaving car doors unlocked, valuables in plain view, etc. A notice is left on the windshield advising the vehicle owner of the officer's observations.

CRIME REPORTING

Numerous efforts are made to advise members of the campus community on a timely basis about campus crime and crime-related problems.

1. **Annual Report**—A comprehensive annual security report of crime-related information is compiled, published and widely distributed. This annual report is available to the media and any member of the campus community.

2. **Student Newspaper**—The student newspaper, ECHO, publishes a summary of criminal incidents that occurred the preceding month. If a serious or unique crime(s) has occurred, a special article is usually printed in the student newspaper.

3. **Special Alerts**—If circumstances warrant it, special printed crime alerts are prepared and distributed selectively or throughout campus via e-mail announcements, posted flyers on campus and TMCC homepage message (www.tmcc.edu).

4. **Crime Statistics**—The college believes that an informed public is a safety-conscious public. Campus crime statistics are published annually by TMCC in compliance with the Crime Awareness and Campus Security Act of 1990 in the TMCC course catalog and are distributed via e-newsletter to faculty, staff and students. TMCC crime statistics are also available on the TMCC police department Web page at police.tmcc.edu. If you have any questions, contact the department of public safety at 775-674-7900.

5. **Registered Sex Offenders**—Campus Sex Crime Prevention Act, Section 1601 of Public Law 106-386 requires all sex offenders who are employees of, students of, or visitors to the Truckee Meadows Community College to register with TMCC Police Department. This includes employees of private contractors or other public entities who work at the college.

Offenders must comply with the registration requirements of NRS 179D. Pursuant to NRS 179D.240, offenders must register if they are a resident of the state or are present for 48 hours or more in any jurisdiction in which they will have a presence.

Additional information is available at the TMCC Police Department, 775-674-7900.

SAFETY TIPS

- Avoid working or studying alone at night.
- Stay in well-lit areas, walk mid-point between curbs and buildings, away from alleys and bushes.
- Don't carry extra credit cards or money.
- Walk with someone whenever possible; use the buddy system.
- Use TMCC's Dandini Campus escort service after dark.
- If your purse or wallet is snatched, don't fight back. Turn it over rather than risk personal injury and report the incident immediately.
- Do not place purses, portable radios, stereos, TV sets or other valuables near windows, which can be smashed by a tempted burglar.
- Carry a whistle. This can serve as a reminder to exercise caution and can alert anyone in the area that you need help.
- Keep an inventory of valuable possessions.
- Keep doors locked, even if you are only away for a few moments.
- Do not mark your key chain with your name, address or license number; lost keys lead to theft.
- Get to know your neighbors. Establish a neighborhood watch system and share information on suspicious circumstances.
- Call the department of public safety with any safety concerns.

TIPS FOR SAFE BIKING

Bicycling is an enjoyable and practical means of transportation on TMCC campuses. However, bike theft accounts for the largest percentage of theft on college campuses. Most problems can be avoided, however, if simple safety and security rules are followed.

- Photograph your bike, write down the make, model and serial number and keep that information available in case your bike is lost or stolen.
- Use bicycle racks and high security locks.
- Report suspicious activity around bike racks.
- Perform routine bike maintenance.
- Walk your bike across the busy intersections.
- Ride defensively and with caution.

SAFETY IN THE WORKPLACE

Here are some suggestions for ensuring safety in the office or laboratory.

- When working late, make sure doors are locked.
- Keep your purse in a locked cabinet or drawer. Never leave it on or underneath a desk.
- Contact TMCCPD (when available) for an escort when traveling to and from your car on the Dandini Campus.
- Avoid using stairs in remote sections of a building.
- Never prop doors open, especially fire doors, even for a short time.
- Do not hold the door open for strangers after normal business hours.

Sexual Assault Information

WHAT IS SEXUAL ASSAULT?

Sexual assault is a violation of Nevada state law. Sexual assault is an act in which a person subjects another person to sexual penetration, or who forces another person to make a sexual penetration on himself or another, or on a beast, against the will of the victim or under conditions in which the perpetrator knows or should know that the victim is mentally or physically incapable of resisting or understanding the nature of his conduct (NRS 200.366).

WHO ARE THE VICTIMS OF SEXUAL ASSAULT?

Anyone can be a victim of sexual assault, regardless of age, race, socioeconomic status, cultural background, religion, marital status, physical or mental ability, gender or sexual orientation. A person can be assaulted by their spouse. One out of every three women will be assaulted at least once in their lifetime. One out of every four girls and one out of every six boys will be assaulted before their 18th birthday (Retrieved on September 25, 2003 from <http://crisiscallcenter.org>).

WHAT SHOULD YOU DO IF YOU ARE SEXUALLY ASSAULTED?

- Get to a safe place
- Get medical attention immediately
- Do not change your clothes
- Do not bathe or douche
- Do not brush your teeth or use mouthwash
- Do not eat or drink anything
- Do not apply medication
- Do not clean up the crime scene
- Report the incident to the Police

WHO CAN HELP YOU?

Truckee Meadows Community College, Dandini Campus

- TMCC Police Department, RDMT 241, 775-674-7900, police.tmcc.edu
- Counseling Center, RDMT 325, 775-673-7060, counseling.tmcc.edu
- Student Services, RDMT 120, 775-673-7114, www.tmcc.edu/vp/ss

COMMUNITY SERVICES

- Sexual Assault Support Services and the Crisis Call Center (24-hour), 775-784-8090 or 1-800-992-5757, www.crisiscallcenter.org
- Nevada Victims of Crime Program, 775-688-2900, www.voc.nv.gov

- Victim-Witness Assistance Program, 775-328-3210 or 1-800-866-3210, www.co.washoe.nv.us/da/dadepartments.html
- C.A.R.E. — Child Abuse Response and Evaluation/Sexual Assault Response Team, 775-328-3249

ADDITIONAL SEX OFFENSE INFORMATION

Cases at TMCC involving alleged sexual offenses are subject to the procedures and definitions outlined in the following NSHE Codes:

DISCIPLINARY PROCEDURES

Title 2, Chapter 6 (Read Source)

- 6.5.1 President to Order Administrative Leave.

The president of each System institution may order any member of the System community to be placed on administrative leave for the interim period pending a disciplinary hearing whenever the president determines that administrative leave is required in order: (B/R 5/92)

1. To protect life, limb or property;
2. To ensure the maintenance of order; or
3. To remove a person from the University of Nevada System community when an act of sexual harassment has been alleged against such person and the accuser or the accused person cannot be assigned to other duties or classes or placed elsewhere in the System institution apart from each other pending the completion of an investigation and/or disciplinary hearing into the allegation. (B/R 5/92)

- 6.9.6 Advisors, Attorneys.

1. The person charged may be accompanied by one advisor of the person's choice, who may represent and advise the person and may present the evidence on the person's behalf. The person charged must give written notice of the name and address of the advisor, and whether the advisor is an attorney, to the administrative officer no later than 5 college working days before the time set for the hearing. An advisor will not be permitted at the hearing without such notice. (B/R 1/06)
2. Should a person charged advise that the person will be accompanied by an attorney as advisor, the administrative officer shall advise the Executive Vice Chancellor & Chief Counsel so that an attorney will be present at the hearing to represent and advise the administrative officer and to present the evidence on behalf of the administrative officer. (B/R 1/06)

Title 4, Chapter 8, Section 13, E (Read Source)

"...An individual filing a complaint of alleged sexual harassment shall have the opportunity to select an independent advisor for assistance, support, and advice and shall be notified of this opportunity by the Human Resources Officer or the Affirmative Action Program Officer, or by their designee. It shall be the choice of the individual filing the complaint to utilize or not utilize the independent advisor. The independent advisor may be brought into the process at any time at the request of the alleged victim. The means and manner by which an independent advisor shall be made available shall be determined by each institution or unit..."

"...4.d. After the appropriate management has made a determination regarding the resolution of the matter, and depending on the circumstances, both parties may be informed of the resolution. Certain actions made confidential under NSHE Code Chapters 5 and 6 or Nevada Administrative Code, Chapter 284 shall remain confidential..."

SANCTIONS

Title 2, Chapter 6 (Read Source)

- Section 6.3 Disciplinary Sanctions

The following sanctions are applicable to members of the community of the Nevada System of Higher Education for conduct prohibited by Section 6.2 of the Nevada System of Higher Education Code. Depending on the seriousness of the misconduct, these sanctions may be imposed in any order. 6.3.1 Warning; 6.3.2 Reprimand; 6.3.3 Restitution; 6.3.4 Probation; 6.3.5 Reduction in Pay; 6.3.6 Suspension; 6.3.7 Expulsion or Termination.

Title 4, Chapter 8, Section 13, E4c (Read Source)

"After the recommendation has been made, a determination will be made by appropriate management regarding the resolution of the matter. If warranted, disciplinary action up to and including involuntary termination or expulsion will be taken. Any such disciplinary action shall be taken in accordance with NSHE Code Chapter 6, or, in the case of classified employees, Nevada Administrative Code, Chapter 284. Other appropriate actions will be taken to correct problems, if any, caused by or contributing to the conduct. If proceedings are initiated under Chapter 6, the investigation conducted pursuant to this policy may be used as the Chapter 6 investigation. The administrative officer, in his or her discretion, may also supplement the sexual harassment investigation with additional investigation."

DRUG AND ALCOHOL PREVENTION

The TMCC drug and alcohol policy may be found online.

Drug and alcohol abuse information may be found online.

CRIME STATISTICS

Appendix Q

Religious Holiday Observations

It is the policy of NSHE to be sensitive to the religious obligations of its students. Religion is one area of diversity recognized by TMCC. Any student missing class, quizzes, examinations or any other class or lab work because of observance of religious holidays shall, whenever possible, be given an opportunity during that semester to make up the missed work. The make-up will apply to the religious holiday absence only. It shall be the responsibility of the student to notify the instructor in writing, on the first day of class or no later than 10 days in advance, of his or her intention to participate in religious holidays which do not fall on state holidays or periods of class recess. Examples of such holidays are Rosh Hashanah and Yom Kippur.

If the student has notified the instructor in a timely manner, and the instructor will not provide an opportunity to make up the work, the student shall have the right to appeal the decision. This appeal shall be directed to the dean of the instructional school or other appropriate administrative officer, who will be the final authority for determining whether a make-up is feasible.

Appendix R

Policy on Unsupervised Children

TMCC discourages students, staff and visitors from leaving children unsupervised in the building or campus grounds. TMCC employees and police personnel will try to locate parents or other adults responsible for the children and ask that children not be left unsupervised.

Continued lack of supervision of children can result in TMCC staff and police personnel contacting Washoe County Child Protective Services. Responsible adults may face charges of abandonment and/or neglect of younger children.

Parents or adults responsible for children are encouraged to find appropriate care for their children during the period they are attending classes at TMCC.

Children are not allowed to sit in on TMCC classes. Any exception to this policy must be approved by the instructor.

Parents seeking drop-in child care services can call the Child Care Resource Council at 775-785-4200 for a list of child care facilities.

Appendix S

Nevada System of Higher Education AIDS Guidelines

The Nevada System of Higher Education, in order to address the personal, administrative, medical, and legal problems associated with the Acquired Immune Deficiency Syndrome (AIDS), has established the following guidelines. These are intended to provide direction for our institutions when dealing with the disease of AIDS and AIDS-related issues.

1. The primary response of Nevada System of Higher Education institutions to AIDS should be increasing awareness and education—for students, employees, faculty and others. Effective education based upon the best currently available information will aid in preventing the spread of the disease.

2. Individuals will not be required to undergo screening for AIDS as a condition of enrollment, employment or financial services. Faculty, students and staff who are diagnosed as having AIDS, AIDS-related complex or a positive antibody test and who are otherwise qualified should be afforded normal classroom attendance, working conditions, benefits and participation in curricular and extracurricular activities in an unrestricted manner, as long as they are physically and psychologically able to do so. Decisions regarding such individuals will be made on a case-by-case basis, taking into account the individual's behavior and physical condition.

3. The American College Health Association special report entitled AIDS on the college campus contains guidelines based upon current knowledge of AIDS-related issues. It is suggested NSHE institutions refer to this report for guidance in addressing local needs.

4. It is also recommended that the Center for Disease Control guidelines be used to ensure safety of students, staff and faculty handling human blood, blood products and other body secretions.

5. Each NSHE institution will establish procedures to respond to AIDS-related concerns, as well as to public inquiries.

These guidelines will be revised as necessary, in response to the release of new scientific information.

Appendix T

Student Bill of Rights

PREAMBLE

Truckee Meadows Community College exists for the transmission of knowledge, the pursuit of truth, the development of students, and the general well being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon opportunities and conditions in the classroom, on the campus, and in the larger community.



Campus Crime Statistics 2010
 Reported in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998
 Campus: TMCC Dandini Campus

Crime Category	On-campus			Non-campus Buildings			Public Property			Dorm/Residential **			Total Crimes		
	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010
Criminal Offenses															
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses-Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses-Non-forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	1	0	0	0	0	0	0	0	0	1	0
Aggravated Assault	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0
Burglary	1	7	1	0	0	0	0	0	0	0	0	0	1	7	1
Motor Vehicle Theft	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes															
Race	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arrests															
Illegal weapons possession	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug law violations	1	0	2	0	0	0	0	0	0	0	0	0	1	0	2
Liquor law violations	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Disciplinary Actions															
Illegal weapons possession	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug law violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grand Totals:													3	9	4

* Redfield Performing Arts Center (RPAC) and the High Tech Center at Redfield (HTC) statistics are reported in this category.
 RPAC reports one robbery in 2009. HTC reports zero in all crime categories.

** TMCC does not have dorm/residential housing on any of the campuses.



Campus Crime Statistics 2010
 Reported in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998
 Campus: TMCC Meadowood Campus

Crime Category	On-campus			Non-campus Buildings			Public Property **			Dorm/Residential ***			Total Crimes		
	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010
Criminal Offenses															
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses-Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses-Non-forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	3	2	0	0	0	0	0	0	0	0	0	0	3	2
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0
Hate Crimes															
Race	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arrests															
Illegal weapons possession	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug law violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Actions															
Illegal weapons possession	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug law violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grand Totals:													1	3	2

* Not applicable

** Includes crimes reported by Reno PD

*** TMCC does not have dorm/residential housing on any of the campuses.

Data reported by calendar year.



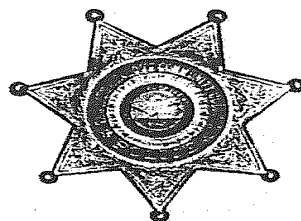
Campus Crime Statistics 2010
 Reported in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998
 Campus: TMCC Edison Campus

Crime Category	On-campus			Non-campus Buildings *			Public Property **			Dorm/Residential ***			Total Crimes		
	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010
Criminal Offenses															
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses-Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses-Non-forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
Burglary	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes															
Race	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arrests															
Illegal weapons possession	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug law violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Actions															
Illegal weapons possession	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug law violations	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0
Liquor law violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grand Totals:													0	2	1

* Not applicable

** Includes crimes reported by Reno PD

*** TMCC does not have dorm/residential housing on any of the campuses.
 Data reported by calendar year.



TMCC Police Department 2010 Individual Training Records

Employee: Randy Flocchini

Number	Course Name	Instructor	POST	Other	Date
1	Sexual Harassment	Phelps		1.00	January 13, 2010
2	Progressive Discipline Review	TMCC-C. Brewster		0.50	February 5, 2010
3	Patrol Rifle - Cleaning & Maintenance	Isenberg	2.00		February 12, 2010
4	Straight Stick Baton	Flocchini	1.50		March 16, 2010
5	Shotgun Qualification	Isenberg/Nero	0.50		March 17, 2010
6	Handgun Qualification	Isenberg/Nero	1.00		March 17, 2010
7	CALEA Conference	CALEA Staff		7.00	July 28, 2010
8	CALEA Conference	CALEA Staff		6.50	July 29, 2010
9	CALEA Conference	CALEA Staff		3.00	July 30, 2010
10	Straight Stick Baton	Flocchini	2.00		September 17, 2010
11	Handgun/Shotgun Qualification	Nero	0.75		October 13, 2010
12	Patrol Rifle Qualification	Nero	0.75		October 14, 2010
13	Advantage 1000 Gas Mask Care and Use	MSA		0.50	October 18, 2010
14	Career Killers for Police Chiefs Avoiding Mistakes	IACP conference		1.50	October 23, 2010
15	Hiring for Character Behavioral Interviewing Techniques	IACP conference		1.50	October 23, 2010
16	Police Psychological Services	IACP conference		2.50	October 23, 2010
17	Stop Producing Problem Cops	IACP conference		2.00	October 24, 2010
18	You Have the Right to Remain Silent	IACP conference, Driver		3.00	October 24, 2010
19	Shift Scheduling Does Shift Length Matter	IACP conference		1.50	October 24, 2010
20	Cops Don't Know Where the Chief Is	IACP conference, Graham		2.00	October 25, 2010
21	Background Investigations	IACP conference		1.50	October 25, 2010
22	Traumas of Law Enforcement	IACP conference		2.00	October 25, 2010
23	Black Hawk Down	FBINAA Staff	8.00		November 3, 2010
24	Interrogation of Saddam Hussein Presentation	FBINAA Staff	4.00		November 4, 2010
25	Foundation of Leadership	FBINAA Staff	4.00		November 4, 2010
26-1	Active Shooter Training	Center for Personal Prot		7.00	November 16, 2010
27-2	NABITA Conference	NABITA Conference Staff		8.00	December 1, 2010
28-3	NABITA Conference	NABITA Conference Staff		9.00	December 2, 2010
29-4	NABITA Conference	NABITA Conference Staff		5.00	December 3, 2010
30-5	Defensive Tactics	Reynolds	1.00		December 14, 2010
31-6	Firearms Qualification	Flocchini	3.00		December 29, 2010
32-7	Baton (straight stick)	Flocchini	2.00		December 30, 2010

TOTAL	30.50	65.00	95.50
--------------	--------------	--------------	--------------

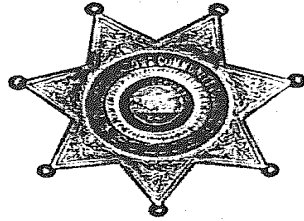


TMCC Police Department 2010 Individual Training Records

Employee: Richard Gruber

Number	Course Name	Instructor	POST	Other	Date
1	Nevada Employee Defensive Driving	Cecil McLaughlin		3.00	July 8, 2010
2	NCIC Non-Sworn Personnel	Stacey Singletary		1.00	July 28, 2010
3	Police Mountain Bike Patrol	Jason Trevino	40.00		August 5, 2010
4	NCIC Sworn	Stacey Singletary		4.00	August 11, 2010
5	Taser	Nero	6.00		August 11, 2010
6	Handgun Qualification	Nero	1.00		August 13, 2010
7	Use of Force	Nero	1.00		August 19, 2010
8	Handgun Qualification	Nero	1.50		August 25, 2010
9	Dispersal Order	Rossi		0.50	September 2, 2010
10	Arrest & Control	Rossi		0.50	September 2, 2010
11	Evacuation Chair	Phil Povey		1.00	September 2, 2010
12	Flex Cuffs	Reynolds		0.50	September 2, 2010
13	Defensive Tactics/Control Holds	Reynolds	0.50		September 14, 2010
14	Defensive Tactics/Searches	Reynolds	0.50		September 14, 2010
15	Defensive Tactics/Handcuffing	Reynolds	0.50		September 14, 2010
16	Defensive Tactics/POI,POA,etc.	Reynolds	0.50		September 14, 2010
17	Defensive Tactics/Weapon Retention	Reynolds	0.50		September 14, 2010
18	Patrol Rifle Classroom and Qual.	Nero	8.00		September 15, 2010
19	Shotgun Qualification	Nero	1.00		September 16, 2010
20	Straight Stick Baton	Flocchini	2.00		September 17, 2010
21	EVOC	WCSO	5.00		September 18, 2010
22	PBT	Reynolds	0.50		September 22, 2010
23	Handgun/Shotgun Qualification	Nero	0.75		October 13, 2010
24	Patrol Rifle Qualification	Nero	0.75		October 14, 2010
25	Advantage 1000 Gasmask Care and Use	MSA		0.50	October 19, 2010
26-1	Suicide Talk Down	Melanie Purdy		2.50	November 10, 2010

TOTAL	70.00	13.50	83.50
--------------	--------------	--------------	--------------



TMCC Police Department 2010 Individual Training Records

Employee: Duane Isenberg

Number	Course Name	Instructor	POST	Other	Date
1	Flying Armed	Nero		2.00	January 6, 2010
2	Sexual Harassment	Phelps		1.00	January 13, 2010
3	RMC	Isenberg		2.00	January 21, 2010
4	Search & Seizure	Jack Campbell		4.00	January 29, 2010
5	Patrol Rifle - Clean & Maintain	Isenberg	2.00		February 12, 2010
6	Defensive Tactics - Searches	Reynolds	0.50		February 27, 2010
7	California DMV	Reynolds		1.00	February 26, 2010
8	Straight Stick Baton	Flocchini	1.50		March 16, 2010
9	Shotgun Qualification	Isenberg/Nero		0.50	March 17, 2010
10	Handgun Qualification	Isenberg/Nero	1.00		March 17, 2010
11	Taser	Nero	6.00		March 18, 2010
12	PBT Refresher	Reynolds		0.50	April 24, 2010
13					
14					

TOTALS:	11.00	11.00	22.00
----------------	--------------	--------------	--------------



TMCC Police Department 2010 Individual Training Records

Employee: Darrell Norman

Number	Course Name	Instructor	POST	Other	Date
1	Firearms Qualification	Flocchini	3.00		December 29, 2010
2	Baton (straight stick)	Flocchini	2.00		December 30, 2010
3	Defensive Tactics	Reynolds	1.50		December 30, 2010
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					

TOTALS:	6.50	0.00	6.50
---------	------	------	------



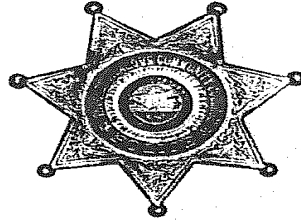
TMCC Police Department 2010 Individual Training Records

Employee: Kristen Phelps

Number	Course Name	Instructor	POST	Other	Date
1	Flying Armed	Nero		2.00	January 6, 2010
2	Sexual Harassment	Phelps		1.00	January 13, 2010
3	RMC	Isenberg		2.00	January 21, 2010
4	Defensive Tactics - POA & POI	Reynolds	0.50		January 23, 2010
5	Search & Seizure	Jack Campbell		4.00	January 29, 2010
6	Patrol Rifle - Clean & Maintain	Isenberg	2.00		February 12, 2010
7	California DMV	Reynolds		1.00	February 26, 2010
8	Taser	Nero	6.00		March 12, 2010
9	Straight Stick Baton	Flocchini	1.50		March 16, 2010
10	Shotgun Qualification	Isenberg/Nero	0.50		March 17, 2010
11	Handgun Qualification	Isenberg/Nero	1.00		March 17, 2010
12	Intoxilyzer 5000	WCSO Crime Lab		4.00	April 9, 2010
13	PBT Refresher	Reynolds		0.50	April 23, 2010
14	CPR/AED	Kerry Swinney		3.00	June 11, 2010
15	Defensive Tactics - Gill Grab, Etc.	Reynolds	0.50		June 26, 2010
16	Defensive Tactics - Weapon Retention	Reynolds	0.50		June 26, 2010
17	Use of Force	Nero	1.00		August 19, 2010
18	Defensive Tactics - Searches	Reynolds	1.00		August 21, 2010
19	Handgun/Shotgun Qualification	Nero	3.50		August 25, 2010
20	Patrol Rifle	Nero	2.50		August 26, 2010
21	Dispersal Order	Rossi		0.50	September 2, 2010
22	Arrest & Control	Rossi		0.50	September 2, 2010
23	Evacuation Chair	Phil Povey		1.00	September 2, 2010
24	Flex Cuffs	Reynolds		0.50	September 2, 2010
25	EVOC	WCSO	5.00		September 18, 2010
26-1	Defensive Tactics - Oleoresin Capsicum	Reynolds	0.50		October 9, 2010
27-2	Handgun/Shotgun Qualification	Nero	0.75		October 13, 2010

28-3	Patrol Rifle Qualification	Nero	0.75		October 14, 2010
29-4	Advantage 1000 Gasmask Care and Use	MSA		0.50	October 18, 2010
30-5	Defensive Tactics - Handcuffing	Reynolds	0.50		October 30, 2010
30-6	Defensive Tactics - Takedowns	Reynolds	0.50	0.50	December 11, 2010
30-7	Defensive Tactics - Control holds	Reynolds	0.50	0.50	December 11, 2010

TOTAL	29.00	20.50	49.50
--------------	--------------	--------------	--------------



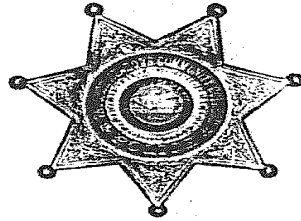
TMCC Police Department 2010 Individual Training Records

Employee: Christofer Nero

Number	Course Name	Instructor	POST	Other	Date	
1	Flying Armed	Nero		2.00	January 6, 2010	
2	Sexual Harassment	Phelps		1.00	January 13, 2010	
3	Defensive Tactics - POI & POA	Reynolds	1.00		January 16, 2010	
4	RMC	Isenberg		2.00	January 21, 2010	
5	Search & Seizure	Jack Campbell		4.00	January 29, 2010	
6	Taser Instructor	Taser	8.00		February 2, 2010	
7	Defensive Tactics - Searches	Reynolds	0.75		February 26, 2010	
8	California DMV	Reynolds		1.00	February 26, 2010	
9	Taser	Nero	6.00		March 12, 2010	
10	Straight Stick Baton	Flocchini	1.50		March 16, 2010	
11	Shotgun Qualification	Isenberg/Nero	0.50		March 17, 2010	
12	Handgun Qualification	Isenberg/Nero	1.00		March 17, 2010	
13	Taser	Nero	6.00		March 18, 2010	
14	Intoxilyzer 5000	WCSO Crime Lab		2.00	March 19, 2010	
15	PBT Refresher	Reynolds		0.50	April 24, 2010	
16	CPR/AED Recertification	Kerry Swinney		3.00	June 4, 2010	
17	Defensive Tactics - Control Holds	Reynolds	0.50		June 19, 2010	
18	Defensive tactics - Gill Grab Etc.	Reynolds	0.50		June 19, 2010	
19	Taser	Nero	6.00		August 13, 2010	
20	Handgun Qualification	Nero	1.00		August 13, 2010	
21	Use of Force	Nero	1.00		August 14, 2010	
22	Defensive Tactics - Falls and Rolls	Reynolds	1.00		August 14, 2010	
23	Defensive Tactics - Weapon Retention	Reynolds	1.00		August 14, 2010	
24	Use of Force	Nero	1.00		August 19, 2010	
25	Handgun/Shotgun Qualification	Nero	3.50		August 25, 2010	
26-1	Patrol Rifle Qualification	Nero	2.50		August 26, 2010	
27-2	Dispersal Order	Rossi		0.50	September 2, 2010	

28-3	Arrest & Control	Rossi		0.50	September 2, 2010	
29-4	Evacuation Chair	Phil Povey		1.00	September 2, 2010	
30-5	Flex Cuffs	Reynolds		0.50	September 2, 2010	
31-6	Patrol Rifle classroom and Qualification	Nero	8.00		September 15, 2010	
32-7	Shotgun Qualification	Nero	1.00		September 16, 2010	
33-8	EVOC	WCSO	5.00		September 18, 2010	
34-9	Advantage 1000 Gasmask care and Use	MSA		0.50	September 28, 2010	
35-10	Handgun/Shotgun Qualification	Nero	3.00		October 13, 2010	
36-11	Patrol Rifle Qualification	Nero	3.00		October 14, 2010	
37-12	Defensive Tactics - Handcuffing	Reynolds	0.50		October 16, 2010	
38-13	Defensive Tactics - Oleoresin Capiscum	Reynolds	0.50		October 16, 2010	
39-14	Defensive Tactics - Takedowns	Reynolds	0.50		November 20, 2010	

TOTAL	59.75	18.50	78.25
--------------	--------------	--------------	--------------



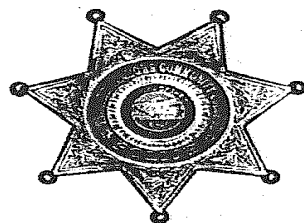
TMCC Police Department **2010 Individual Training Records**

Employee: Joshua Reynolds

Number	Course Name	Instructor	POST	Other	Date
1	Flying Armed	Nero		2.00	January 6, 2010
2	Sexual Harassment	Phelps		1.00	January 13, 2010
3	Defensive Tactics - POI & POA	Reynolds	1.00		January 16, 2010
4	RMC	Isenberg		2.00	January 21, 2010
5	Defensive Tactics - POI & POA	Reynolds	0.50		January 23, 2010
6	Search & Seizure	Jack Campbell		4.00	January 29, 2010
7	Defensive Tactics - POI & POA	Reynolds	0.50		January 30, 2010
8	Gangs 101	RPSTC	8.00		February 24, 2010
9	Defensive Tactics - Searches	Reynolds	0.75		February 26, 2010
10	California DMV	Reynolds		1.00	February 26, 2010
11	Defensive Tactics - Searches	Reynolds	0.50		February 27, 2010
12	Taser	Nero	6.00		March 12, 2010
13	Straight Stick Baton	Flocchini	1.50		March 16, 2010
14	Shotgun Qualification	Isenberg/Nero	0.50		March 17, 2010
15	Handgun Qualification	Isenberg/Nero	1.00		March 17, 2010
16	Intoxilyzer 5000	WCSO Crime Lab		2.00	March 19, 2010
17	PBT Refresher	Reynolds		0.50	April 23-24, 2010
18	CPR/AED	Kerry Swinney		3.00	June 11, 2010
19	Defensive Tactics - Control Holds	Reynolds	0.50		June 19, 2010
20	Defensive Tactics - Gill grab Etc.	Reynolds	0.50		June 19, 2010
21	Defensive Tactics - Gill Grab, Etc.	Reynolds	0.50		June 26, 2010
22	Defensive Tactics - Weapon Retention	Reynolds	0.50		June 26, 2010

23	Use of Force	Nero	1.00		August 14, 2010
24	Defensive Tactics - Falls and Rolls	Reynolds	1.00		August 14, 2010
25	Defensive Tactics - Weapon Retention	Reynolds	1.00		August 14, 2010
26-1	Defensive Tactics - Searches	Reynolds	1.00		August 21, 2010
27-2	Hangun/Shotgun Qualification	Nero	3.50		August 25, 2010
28-3	Patrol Rifle Qualification	Nero	2.50		August 26, 2010
29-4	Dispersal Order	Rossi		0.50	September 2, 2010
30-5	Arrest and Control	Rossi		0.50	September 2, 2010
31-6	Evacuation Chair	Phil Povey		1.00	September 2, 2010
32-7	Flex Cuffs	Reynolds		1.00	September 2, 2010
33-8	Defensive Tactics/Control Holds	Reynolds	0.50		September 14, 2010
34-9	Defensive Tactics/Searches	Reynolds	0.50		September 14, 2010
35-10	Defensive Tactics/Handcuffing	Reynolds	0.50		September 14, 2010
36-11	Defensive Tactics/POI,POA,etc.	Reynolds	0.50		September 14, 2010
27-12	Defensive Tactics/Weapon Retention	Reynolds	0.50		September 14, 2010
38-13	EVOC	WCSO	5.00		September 18, 2010
39-14	PBT, S-D5	Reynolds		0.50	September 18, 2010
40-15	Advantage 1000 Gasmask Care and Use	MSA		0.50	September 22, 2010
41-16	Defensive Tactics - Oleoresin Capsicum	Reynolds	0.50		October 7, 2010
42-17	Handgun/Shotgun Qualification	Nero	0.75		October 13, 2010
43-18	Patrol Rifle Qualification	Nero	0.75		October 14, 2010
44-19	Defensive Tactics/Handcuffing	Reynolds	0.50		October 16, 2010
45-20	Defensive Tactics - Oleoresin Capsicum	Reynolds	0.50		October 16, 2010
46-21	Basic Physical Defense (R.A.D.)	RAD Instructor		30.00	October 22, 2010
47-22	Defensive Tactics/Handcuffing	Reynolds	0.50		October 30, 2010
48-23	Suicide Talk Down	Melanie Purdy		2.50	November 10, 2010
49-24	Defensive Tactics - Takedowns	Reynolds	0.50		November 20, 2010
50-25	Defensive Tactics - Takedowns	Reynolds	0.50		December 11, 2010
51-1	Defensive Tactics - Control holds	Reynolds	0.50		December 11, 2010
52-2	Defensive Tactics Refresher	Reynolds	1.00		December 30, 2010

Total	45.75	52.00	97.75
--------------	--------------	--------------	--------------



TMCC Police Department **2010 Individual Training Records**

Employee: Christopher Rossi

Number	Course Name	Instructor	POST	Other	Date
1	Flying Armed	Nero		2.00	January 6, 2010
2	Sexual Harassment	Phelps		1.00	January 13, 2010
3	RMC	Isenberg		2.00	January 21, 2010
4	Search & Seizure	Jack Campbell		4.00	January 29, 2010
5	Defensive Tactics - POI & POA	Reynolds	0.50		January 30, 2010
6	Supervisor Support Series	TMCC		1.00	February 9, 2010
7	Safety & Security Risk Assessment	NCPC-Boothby		1.00	February 11, 2010
8	Patrol Rifle - Clean & Maintain	Isenberg	2.00		February 12, 2010
9	Progressive Discipline	TMCC		1.00	March 4, 2010
10	Straight Stick Baton	Flocchini	1.50		March 16, 2010
11	PBT Refresher	Reynolds		0.50	April 23, 2010
12	Dispersal Order	Rossi		0.50	September 2, 2010
13	Arrest & Control	Rossi		0.50	September 2, 2010
14	Advantage 1000 Gasmask care and Use	MSA		0.50	October 15, 2010

TOTAL	4.00	14.00	18.00
--------------	-------------	--------------	--------------



TMCC Police Department
General Order

Title: USE OF FORCE
Issue Date: July 05, 2007
Replaces: All Others
Authority: Randy Flocchini, Chief of Police

PURPOSE

This policy prescribes the Use of Force policy for TMCC Police Department members. The policy has been established and published by TMCCPD and approved by the Chief of Police. This directive is for internal use only and does not enlarge this department's and/or any of its employees' civil or criminal liability in any way. It is not to be construed as the creation of a particular standard of safety or care in an evidentiary sense, with respect to any complaint, demand for settlement, or any other form of grievance or litigation. Violations of this directive, if substantiated, can only form the basis for intra-departmental administrative sanctions.

POLICY

It is the Policy of the TMCC Police Department that officers use only the force that reasonably appears necessary to effectively bring an incident under control, while protecting the lives of the officer and others. The use of force must be objectively reasonable. The officer must only use that force which a reasonably prudent officer would use under the same or similar circumstances.

DEFINITIONS

Use of Force

For the purposes of this document, use of force is the amount of effort required by police to compel compliance from a person. Except as noted below, this includes any use of force occurring while the officer is acting in an official law enforcement capacity including undercover, plainclothes, or uniform assignments.

Physical Force

The use of any part of the officer's body to compel compliance.

Chemical Force

The use of any CN, CS, Mace, or OC aerosol or foam spray to compel compliance.

Impact Force

The use of any object, (nightstick, baton, flashlight, other) as a less-lethal weapon to compel compliance.

Electronic Force

The use of any electronic equipment, (e.g., Taser or similar device) to compel compliance.

Firearms Force

The discharge of any firearm (including less lethal munitions such as 37mm, 40mm, etc.) of any type to compel compliance.

Deadly Force

Any force that creates a substantial risk of causing death or serious bodily harm.

Non-Deadly Force

Any use of force other than that which is considered deadly force. This includes any physical effort used to control or restrain another, or to overcome the resistance of another.

Objectively Reasonable

This term means that, in determining the necessity for force and the appropriate level of force, officers shall evaluate each situation in light of the known circumstances, including, but not limited to, the seriousness of the crime, the level of threat or resistance presented by the subject, and the danger to the community.

PROCEDURES**Use of Deadly Force**

Law enforcement officers are authorized to use deadly force to:

- a. Protect the officer or others from what is reasonably believed to be a threat of death or serious bodily harm; and/or
- b. To prevent the escape of a fleeing violent felon who the officer has probable cause to believe poses a serious threat of death or serious injury to the officer or others; and/or
- c. To destroy an animal that represents a threat to public safety, or as a humanitarian measure where the animal is seriously injured, when the officer reasonably believes that deadly force can be used without harm to the officer or others.

Deadly Force Restrictions

- a. Discharging a firearm to provide a "warning shot" is generally prohibited and may only be used under the most extreme circumstances.
- b. Discharging a firearm at or from a moving vehicle is generally prohibited and may only be used under the most extreme circumstances.

Use of Non-Deadly Force

- a. Where deadly force is not authorized, officers may use only that level of force that is objectively reasonable to bring an incident under control.
- b. Officers are authorized to use department approved, non-deadly force techniques and issued equipment to:
 1. Protect the officer or others from physical harm; and/or
 2. Restrain or subdue a resistant individual; and/or
 3. Bring an unlawful situation safely and effectively under control.

Use of Other Weapons and Techniques

Use of weapons and techniques other than those issued and approved by the department are governed by this use of force policy and must be objectively reasonable.

REPORTING

A written use of force report is required following

1. Any use of Physical Force other than light touch and physical controls (unless there are visible or claimed injuries), as specified by department approved training.
2. Any use of Impact Force, Chemical Force, Electronic Force, or Firearms Force.
3. Any use of force that results in an apparent or claimed injury.

Officers involved in a use of force requiring a written report will immediately inform their supervisor. All officers who use force requiring a written report and witness officers to that use of force will complete a written use of force report prior to the end of shift at the direction of the responding supervisor.

Supervisors, when notified of a use of force requiring a written report, will respond to the incident on a priority basis. Supervisors will complete a supervisor's use of force at the direction of their immediate supervisor.

TRAINING

Procedures for implementing this policy will be disseminated through regularly scheduled training.



TMCC Police Department
General Order

Title: FIREARMS – HANDGUN / SHOTGUN
Issue Date: September 23, 2008
Replaces: April 9, 2007
Authority: Randy Flocchini, Chief of Police

PURPOSE

This policy prescribes the Firearms policy for TMCC Police Department members. The policy has been established and published by TMCCPD and approved by the Chief of Police. This directive is for internal use only and does not enlarge this department's and/or any of its employees' civil or criminal liability in any way. It is not to be construed as the creation of a particular standard of safety or care in an evidentiary sense, with respect to any complaint, demand for settlement, or any other form of grievance or litigation. Violations of this directive, if substantiated, can only form the basis for intra-departmental administrative sanctions.

POLICY

TMCC Police Department officers are trained to deal with a multitude of tactical situations, which may require the use of firearms. The Department has specific procedures for the arming of officers both on-duty and off-duty. It is the policy of the TMCC Police Department to ensure that sworn employees receive adequate firearms training. Employees who carry firearms shall be proficient with their safe handling and use.

GENERAL FIREARM REQUIREMENTS

1. All firearms will be inspected by the Department Rangemaster and logged in the range files before being used for duty.
2. Officers must meet all minimum training requirements with any weapon intended for primary, secondary, or off-duty use before the weapon may be approved for carry.

HANDGUN

TMCCPD provides duty handguns for Department use. Weapons not listed in this General Order must receive specific approval from the Chief of Police for their use.

1. TMCCPD issues all sworn uniform officers SIG-Sauer Model 226 – 9mm semiautomatic pistols. Uniform officers shall carry the issued Sig-Sauer pistol in a duty holster issued by TMCPD while on duty unless specifically exempted by the Chief of Police.
2. TMCCPD issues all sworn plainclothes (non-uniform) officers SIG-Sauer Model 239 – 9mm semiautomatic pistols. Non-uniform officers shall carry the issued Sig-Sauer pistol in a duty holster issued by TMCCPD while on-duty unless specifically exempted by the Chief of Police.
3. Sworn TMCCPD officers may carry a secondary (back-up) handgun while on-duty. Secondary handguns must conform to the same specifications as primary handguns except that revolvers may have a 2" to 4" barrel length. Secondary weapons will be carried in a holster completely concealed and secure on the person.
4. Sworn TMCCPD officers may carry an off-duty handgun while off-duty. Off-duty handguns must conform to the same specifications as primary handguns except that revolvers may have a 2" to 4" barrel length. Off-duty weapons will be carried completely concealed and secure on the person.

HANDGUN REQUIREMENTS

Primary, secondary, and/or off-duty weapons shall conform to the following:

1. The Chief of Police may approve other pistol makes, models or calibers deemed useful for primary or secondary assignments, including weapons intended for off-duty concealed carry.
2. Pistols will be 9mm, .38 caliber, .357 SIG, .40 S&W or .45 ACP calibers.
3. No single action semi-automatic pistols are authorized for normal duty use.
4. Handguns will conform to manufacturer's factory specifications.
5. Metal, stag, ivory or light colored grips are not authorized.
6. Barrel/recoil compensators or similar modifications are not authorized.
7. Installation of tritium night sights and frame-mounted flashlights are authorized.
8. Magazine disconnection mechanisms may be removed or neutralized.

9. Firearms will be carried fully loaded.
10. The Chief of Police must approve any other modifications.
11. The Rangemaster shall inspect all primary weapons at least once each year.

SHOTGUN

TMCCPD may provide sworn members duty shotguns for Department use.

1. TMCCPD may issue sworn officers the Remington, Model 870, 12-gauge shotgun, with an 18" or 20" barrel for duty use.

SHOTGUN REQUIREMENTS

Shotguns shall conform to the following:

1. Department shotguns may be deployed as needed.
2. If issued, uniform officers shall carry the shotgun while on duty, unless specifically exempted by the Chief of Police.
3. Personally owned shotguns may be approved if they meet Department specifications and comply with this General Order.
4. Subject to approval by the Rangemaster and the Chief of Police, magazine extensions, lights, ammunition saddles, slings, rifle-type sights and/or after-market stocks are authorized.
5. The employee must qualify with the shotgun as provided in firearms training procedures.
6. The Rangemaster will inspect all shotguns on an annual basis.

AMMUNITION

TMCCPD supplies handgun (9mm) and shotgun (12-gauge) ammunition for department use.

1. The Department shall determine the appropriate manufacturer and specifications for ammunition.
2. The Rangemaster will issue Department ammunition.
3. Officers shall carry only issued ammunition in their primary weapons.
4. The Department will issue its officers 45-rounds of 9mm ammunition for their primary weapons (enough ammunition to load the weapon three times).

5. The Department will issue its officers similar quantities of 9mm ammunition (enough ammunition to load the weapon three times) for qualified off-duty and/or secondary weapons.
6. Ammunition will be replaced at the Rangemaster's discretion as it becomes unserviceable.
7. If an officer carries an authorized personally owned secondary and/or off-duty weapon(s) which is not 9mm, the officer shall be responsible for providing his or her own practice and duty ammunition.
8. Non-9mm ammunition intended for use in any personally owned and approved primary, secondary and/or off-duty weapon(s), must be pre-approved by the Chief of Police before the weapon and ammunition may be placed into service.
9. Departmentally supplied ammunition expended in the line of duty will be promptly replaced.
10. Uniformed officers will carry at least two extra loaded magazines or, sufficient additional rounds of revolver ammunition to completely load the revolver twice, on their duty belts.
11. Plainclothes officers will carry at least one extra loaded magazine or sufficient additional rounds of revolver ammunition to completely load the revolver twice.
12. The Department will issue ten (10) rounds of shotgun ammunition to any officer that has been issued a department shotgun.
13. Special ammunition may only be carried upon approval of the Chief of Police. Approval must be made in writing.

PATROL RIFLE

TMCC Police Department may issue the Colt AR-15 patrol rifle or similar weapon to sworn members. See the TMCCPD "Patrol Rifle" general order for additional information.

MAINTENANCE / SAFETY

Every weapon (primary, secondary, back-up, shotgun, patrol rifle, etc.) identified for duty use shall conform to the following:

1. Employees will maintain firearms in clean and operable condition.
2. The Rangemaster shall ensure that all Department weapons stored in a TMCC Police Department building/structure will be kept in clean and serviceable condition.

3. The Rangemaster shall ensure that all weapons stored within a TMCC Police Department building/structure will be in armory condition (open and empty).
4. During the normal course of duty, loading or unloading of weapons will not be conducted within a police building.
5. Weapons that are damaged, malfunctioning, and/or have been exposed to undue moisture or corrosives will be taken out-of-service until properly serviced/repaired.
6. Damaged weapons will not be carried or issued.
7. Employees encountering damaged or non-functioning weapons will notify a supervisor and the Rangemaster.
8. E-mail will be sent to the Rangemaster notifying him/her of weapons malfunction, or non-function, which includes specific details of the nature of the problem and the name and badge number of the officer assigned to that weapon.
9. In the event that a sworn officer experiences an "accidental" firearms discharge with any weapon subject to the provisions of this order, the involved employee and/or any other employee having knowledge of such an event, shall immediately report the event to a supervisor – irrespective of whether or not property damage / injury occurs.

TRAINING PROCEDURES / REQUIREMENTS

All TMCCPD sworn officers shall adhere to the following training procedures:

1. Firearms courses will be designed, documented, coordinated, and recorded by the Rangemaster.
2. The Rangemaster will notify sworn officers of the intended annual schedule of firearm qualifications and related training no later than January 15 of each calendar year.
3. The Rangemaster shall ensure that minimum annual firearms training and qualification occurs.
4. All sworn officers are responsible for attending scheduled firearms training.
5. Department supervisors shall ensure that all subordinates meet the guidelines set forth in this general order.
6. The Rangemaster shall ensure that accurate records of individual qualification, including the signature of employees, are maintained.

7. All sworn officers who change duty weapons may require additional training as prescribed by the Rangemaster. This training will be completed prior to using the weapon for duty.
8. In addition to firearms qualifications, tactical firearms training will be scheduled periodically and administered under the direction of the Rangemaster.
9. All sworn officers will participate in qualifications in compliance with NAC 289.230 and by direction of the Chief of Police.
10. At a minimum, all sworn officers shall demonstrate satisfactory proficiency with each firearm authorized for use by that officer twice annually.
11. Sworn officers who fail to attend and complete any scheduled qualification, regardless of the reason, must notify their supervisor immediately.
12. Supervisors shall notify the Training Supervisor in writing of any absence from firearms training/qualification for any reason.
13. The Rangemaster will schedule a reasonable number of make-up/remediation sessions as soon as practicable to accommodate excused absences, injured officers or those who are unable to meet qualification requirements.
14. An excused absence does not exempt the employee from qualifying as soon thereafter as possible.
15. Unexcused failure to participate and/or pass a qualification course of fire may result in disciplinary action.
16. An employee who fails to meet a satisfactory level of proficiency may not carry or use the firearm until he/she passes a remedial course established by the Rangemaster.
17. The Rangemaster will immediately notify the Training Supervisor should an employee fail to qualify.
18. The sworn officer's authority to carry a weapon will be suspended and the employee will be placed in an administrative support assignment with limited police duties.
 - The suspension will remain in effect until qualification is completed.
 - An inability to meet minimum proficiency requirements may result in a fitness for duty evaluation. All police officers must meet their position minimum qualification (MQ) requirements.

SCORING

Handgun/Rifle:

The minimum passing score for handgun/rifle qualification is 70%. In order to achieve a minimum passing score, a shooter must place 70% or more of the required rounds shot during a qualification course of fire within the defined target area determined by the Rangemaster.

Shotgun:

The minimum passing score for shotgun qualification is "Pass." A traditional numerical scoring system is not practical for the shotgun. Generally, shotgun shells contain several pellets or "shot" based upon the particular shell (e.g., #5, #8, #00). An accurate or successful shot taken in a tactical situation does not require that every pellet strike the intended target. The Rangemaster shall evaluate the shooter's marksmanship skills with the shotgun using a pass/fail system predicated on the shooter's ability to shoot the target center-mass.

No further.



TMCC Police Department
General Order

Title: **PATROL RIFLE POLICY**
Issue Date: October 19, 2007
Supersedes: New
Authority: Randy Flocchini, Chief of Police

PURPOSE

This policy prescribes the Patrol Rifle policy for TMCC Police Department members. The policy has been established and published by TMCCPD and approved by the Chief of Police. This directive is for internal use only and does not enlarge this department's and/or any of its employees' civil or criminal liability in any way. It is not to be construed as the creation of a particular standard of safety or care in an evidentiary sense, with respect to any complaint, demand for settlement, or any other form of grievance or litigation. Violations of this directive, if substantiated, can only form the basis for intra-departmental administrative sanctions.

POLICY

In order to more effectively and accurately address the increasing level of firepower and body armor utilized by criminal suspects, the Truckee Meadows Community College Police Department will make patrol rifles available to qualified patrol officers as an additional and more immediate tactical resource.

PATROL RIFLE

Definition

A patrol rifle is an authorized weapon which is owned by the Department or personally owned by a sworn member of the Department and which is made available to properly trained and qualified officers as a supplemental resource to their duty handgun or shotgun. No personally owned rifles may be carried for patrol duty unless pre-approved in writing by the Chief of Police.

Specifications

The authorized patrol rifle issued by the Department, and/or personally owned and used by its members, shall be the Colt Law Enforcement Carbine Cal. 5.56MM. Personally owned rifles must be inspected by the Department Rangemaster and/or Armorer and approved by the Chief of Police prior to duty use. Officers are responsible for the care and maintenance of any personally owned rifles that are approved for duty use.

Rifle Ammunition

The Department shall issue .223-caliber patrol rifle ammunition. No other ammunition is authorized.

Rifle Maintenance

- a. Primary responsibility for maintenance of Department issued patrol rifles shall fall on the Rangemaster or Armorer who shall inspect and service each patrol rifle on a semi-annual basis.
- b. Each patrol officer carrying a patrol rifle may be required to field strip and clean an assigned patrol rifle as needed.
- c. Each patrol officer shall be responsible for promptly reporting any damage or malfunction of an assigned patrol rifle.
- d. Each patrol rifle shall be subject to inspection by a supervisor, the Rangemaster or Armorer at any time.
- e. No modification shall be made to any patrol rifle without prior written authorization from the Rangemaster or Armorer.

Training

Officers shall not carry or utilize the patrol rifle unless they have successfully completed departmental training. This training shall consist of an initial 16-hour patrol rifle user's course and qualification score with a certified patrol rifle instructor. Officers shall thereafter be required to successfully complete semi-annual training and qualification conducted by a certified patrol rifle instructor.

Any officer who fails to qualify or who fails to successfully complete the required department sanctioned training/qualification sessions will no longer be authorized to carry the patrol rifle without successfully retaking the initial patrol officer's user's course and qualification.

Deployment of the Patrol Rifle

Officers may deploy the patrol rifle in any circumstance where the officer can articulate a reasonable expectation that the rifle may be needed. Examples of some general guidelines for deploying the patrol rifle may include, but are not limited to:

- a. Situations where the officer reasonably anticipates an armed encounter
- b. When an officer is faced with a situation what may require the delivery of accurate and effective fire at long range
- c. Situations where an officer reasonably expects the need to meet or exceed a suspect's firepower

- d. When an officer reasonably believes that there may be a need to deliver fire on a barricaded suspect or a suspect with a hostage
- e. When an officer reasonably believes that a suspect may be wearing body armor
- f. When authorized or requested by a supervisor

Discharge of the Patrol Rifle

The Department's Deadly Force Policy shall govern the discharge of the patrol rifle.

"Patrol Ready" Condition

Any qualified officer carrying a patrol rifle in the field shall maintain the weapon in the "patrol ready" condition until deployed. A rifle is considered "patrol ready" when it has been inspected by the assigned officer and meets the following conditions:

- a. The chamber is empty
- b. The rifle bolt is forward
- c. The trigger is disengaged
- d. The rifle safety is off
- e. There is a fully loaded magazine in the rifle with no more than 18 rounds (20-round magazine or 27 rounds (30-round) magazine
- f. The dust cover is closed
- g. The rifle is stored in the patrol vehicle's locked rifle rack, trunk, or firearms storage box.

Rifle Storage

Unissued patrol rifles shall be stored unloaded in the department armory safe without a magazine in the weapon.

Issued patrol rifles shall be stored in authorized and properly functioning rifle racks, trunk, or firearm storage boxes in the officer's police vehicle unless,

- a. The vehicle is out-of-service (e.g., needs maintenance, repair, etc.)
- b. The officer is off-duty longer than his/her scheduled regular days off
- c. While off-duty, the vehicle is left unattended and/or unoccupied in a location where it would reasonably appear that the safety and/or security of the weapon is, may, or could become in jeopardy

In the event of any of the above (i.e., a, b, or c), the officer shall:

- a. Secure the weapon in the armory at the department or
- b. Secure the weapon at the officer's residence. The weapon may only be secured at the officer's residence if he or she has a properly functioning gun safe, which has been pre-approved for use by the officer. "Pre-approved" requires written permission granted by the Chief of Police or designee.

No further.



**TMCC Police Department
General Order**

Title: **TASER POLICY**
Issue Date: April 10, 2010
Replaces: December 10, 2004
Authority: Randy Flocchini, Chief of Police

A handwritten signature in black ink, appearing to read "Randy Flocchini", is written over the signature line.

PURPOSE

This policy prescribes the Taser policy for TMCC Police Department members. The policy has been established and published by TMCCPD and approved by the Chief of Police. This directive is for internal use only and does not enlarge this department's and/or any of its employees' civil or criminal liability in any way. It is not to be construed as the creation of a particular standard of safety or care in an evidentiary sense, with respect to any complaint, demand for settlement, or any other form of grievance or litigation. Violations of this directive, if substantiated, can only form the basis for intra-departmental administrative sanctions.

POLICY

Taser device may be used when officers are unable to establish physical control of an individual, or if an attempt to physically control the individual may constitute an immediate threat to officer safety or the safety of others. The Taser will not be used simultaneously with any chemical agents.

PROCEDURES

The following procedures apply:

TRAINING

1. Department instructors shall be responsible for initial and update training as needed.
2. Training records will include attendance, presentation, application, and testing. Re-certification or maintenance training will be conducted for monitoring an employee's continued proficiency.
3. Officers will be issued hardcopies during the initial training of this policy and be trained in all elements of this general order before being authorized to use the Taser device.
4. Officers must complete a minimum of four hours of instruction under the guidance of a certified Taser instructor.
5. Officers must pass a written examination with a score of 80% or greater.
6. Officers must pass all functional tests listed at the end of the certification test.

7. Officers must fire a minimum of two air cartridges to familiarize the officer with the functions of the system and to test aptitude.

ISSUANCE

1. The Taser shall only be issued to and used by officers who have completed the department's Taser training program.
2. The Chief of Police may, upon written recommendation from a certified Taser instructor, authorize individual officers to carry Taser devices.
3. Only properly functioning and charged Tasers will be issued for field use.

DISCHARGE

1. Whenever possible, an officer should request a cover officer and a supervisor before discharging a Taser device.
2. In every case where a Taser device has been discharged, the discharging officer(s) shall notify a supervisor as soon as is practical.
3. Every discharge, including accidental discharges of Taser devices, shall be documented by the discharging officer and investigated by a supervisor.

TREATMENT

1. Officers shall ensure that every person subjected to a Taser deployment and use receives medical treatment.
2. If the subject has been shot with the probes, and the subject is in custody, the officer shall break the wires between the device and the probes as soon as is practical and prior to medical treatment.
3. Officer shall not remove probes from subjects - probes are to be removed by trained medical professionals.

DOCUMENTATION OF DISCHARGE

1. Every Taser discharge shall be documented.
2. Officers shall ensure that photos are taken to reflect the presence and/or absence of visible physical injury. Copies of the photos shall be attached to the investigation and originals shall be placed into evidence.
3. Officers shall collect any expended Taser cartridges and insure that they are placed into evidence.
4. Officers shall complete a written report and an "Injured Person Supplement" report.
5. Officers shall collect the identification tabs discharged by the Taser and placed into evidence.
6. A supervisor will respond to the scene as soon as practical. The supervisor will complete the "Supervisor's Report on Use of Force" form and assume responsibility for the timely completion of the investigation.

