



# **Citation Authority Program**

## **Policies and Procedures**



## Policies and Procedures

- May 24, 2022 – Board of County Commissioners (BCC) adopted changes to Washoe County Code Chapter 95.
- One of the changes was to add citation authority for enforcement officers, both Park Rangers and District Park Managers
- What has been happening since May of 2022?
  - Staff have been working closely with several internal Washoe County Departments to understand the current acceptable practices & have a review of all policies, procedures, and forms needed for the program.
  - This includes Regional Animal Services, Code Enforcement, WC District Attorney's Office, Office of the County Manager's Administrative Hearing Office



# Policies and Procedures

- Our Park Ranger staff are part of the Park Ranger Association of California (PRAC) as there is a Nevada Chapter.
- Since BCC approval in May of 2022, they have been reaching out to other agencies who have citation authority, but are not peace officers.
- Important distinction which relates to training needs.

## Policies and Procedures

### The Next PRAC Conference

Will be held Sunday, March 16 to Thursday, March 20, 2025 at the

**Whitney Peak Casino Hotel**

Reno, Nevada



WHITNEY PEAK  
HOTEL



Please [reach out](#) to the Planning Team if you would like to present or have 2025 Conference training session ideas to share.





# Policies and Procedures

- The issuing of citations by Park Rangers and District Managers will be considered a peripheral duty and not the focus of their duties.
- Park Rangers and District Managers have visitor contacts multiple times on a daily basis and that will continue.
- A solid set of policies and procedures to follow, along with extensive training will provide them the background they need to perform these new job duties to the best of their ability.



## Training

- The following is a list of trainings taken or scheduled for each enforcement officer:
  - Basic First Aid
  - De-escalation tactics
  - Report Writing
  - Introduction to the Incident Command System (ICS)
  - OC Training (pepper spray)
  - Defensive Tactics
- Four of our nine staff have attended Park Ranger Excellence School and we plan to have all attend in the next three years.



## Policies and Procedures

- The policies and procedures are as follows:
  - Visitor Safety and Resource Protection
  - Notice of Civil Penalty
  - Park Exclusion Policy
  - Use of Force Policy
  - Chemical Restraint Policy
- Forms associated with the policies:
  - Warning notice
  - Notice of civil penalty
  - AHO Administrative Order
  - Misdemeanor Citation form
  - DA Case Submission
  - Park Exclusion Form
  - Voluntary Statement Form



# Policies and Procedures

Goals of the citation authority program:

- Maintain safe parks and provide resource protection for all to enjoy their public spaces.
- Minimize the use of additional resources such as WCSO and RAS.
- Provide warnings and maintain compliance with WCC Chapter 95 ordinances.
- As appropriate, keep citations in the civil process, so as not to not put more pressure on our court system.



## **Possible Motion:**

**“Move to recommend approval of the policies and procedures associated with the citation authority provided to park enforcement officers due to begin July 1, 2024.”**

