

Chapter One ~ Department Manuals

I. Manual Access, Maintenance, and Revision..... 1-1
 II. Other Manuals and References 1-2

Chapter Two ~ Department Organization

I. Organization of the Department..... 2-5
 II. Function of the Department..... 2-5
 III. Administration of the Sheriff’s Department 2-5
 IV. Expectations of all Management Staff, Commissioned, and Civilian 2-6
 V. Additional Expectations and Responsibilities of Commissioned Mgmt. 2-7
 VI. Authority and Responsibility of the Supervisor..... 2-8

Chapter Three ~ Major Policies

I. Purpose 3-1
 II. Use of Force 3-1
 III. High-Risk Stop 3-3
 IV. Pursuits 3-3
 V. National Incident Management System 3-13
 VI. No-Knock Search Warrant Restriction 3-13

Chapter Four ~ General Policies, Procedures, and Regulations

I. Standards of Conduct 4-1
 II. Department Member Relationships with Inmates and Arrested Persons..... 4-11
 III. Off-Duty / Outside Employment..... 4-13
 IV. Property and Evidence Procedures..... 4-29
 V. Corrections Bureau Criminal Investigations 4-64
 VI. Radio Policy 4-65
 VII. Radio Procedures..... 4-67
 VIII. Request for Preservation of Communications Tapes 4-75
 IX. Mobile Data Computers (MDC) 4-76
 X. Tactical Call-Out and Electronic Messaging Procedure 4-82
 XI. Equipment. 4-83
 XII. Computer Entries..... 4-83
 XIII. Victims’ Bill of Rights - Department Obligations 4-85
 XIV. Victims of Trafficking and Violence Prevention Act 4-88
 XV. No Smoking Policy 4-88
 XVI. Conflict of Interest Policy 4-89
 XVII. Exposure Control Plan 4-89
 XVIII. Notification of Exposure to Potentially Life-Threatening Diseases 4-98
 XIX. Procedures for Notifying Crime Victims of Possible Exposure to Diseases 4-101
 XX. Tuberculosis (TB) Exposure Control Plan..... 4-102
 XXI. Hazardous Materials Awareness Program 4-106
 XXII. Body Worn Cameras (BWC) 4-107

Chapter Five ~ Commissioned Policies, Procedures, and Regulations

I. Professional Conduct and Responsibilities 5-1

II. Conduct While Off Duty 5-2

III. Code 999 Procedure 5-4

IV. Critical Incidents (Officer Involved Shootings and In-Custody Deaths)..... 5-5

V. Confidential Informant Program 5-7

VI. Child Abuse..... 5-10

VII. Medical Examiner’s Death Cases 5-10

VIII. Forfeiture Investigations 5-13

IX. Electronic Surveillance 5-14

X. Enforcement Action for Incidents that occur within a Native American Nation ... 5-15

XI. Explosives and Hazardous Devices 5-17

XII. Hazardous Materials and Chemicals 5-18

XIII. Financial Institution Robbery Investigations 5-19

XIV. Robbery Response..... 5-19

XV. Dispatching Seriously Wounded or Dangerous Animals 5-20

XVI. Photographing and Fingerprinting Juveniles 5-21

XVII. Requesting Information on Box Holders and Change of Address Information..... 5-21

XVIII. Pawn Shops 5-21

XIX. Missing Persons..... 5-22

XX. Arizona Traffic Ticket and Complaint..... 5-26

XXI. Reports 5-27

XXII. Auto Theft Affidavit Procedures..... 5-31

Chapter Six ~ Review Boards, Disciplinary Actions, and Grievance Procedures

I. Results of Review Boards, Disciplinary Actions, and Formal Grievances 6-1

II. Medical Review Board..... 6-1

III. Pre-End-Of-Probation Executive Review Board 6-1

IV. Traffic Accident Review Board 6-3

V. Use of Force Review Process..... 6-7

VI. Critical Incident Review Board (Officer Involved, In-Custody Death Outside
the Jail, and Critical Incident)..... 6-10

VII. Jail Death Review..... 6-13

VIII. Evaluation Meeting for In-Custody Death Cases and Critical Incidents 6-14

IX. Other Departmental Review Boards 6-15

X. Disciplinary Action 6-16

XI. Administration of Disciplinary Actions 6-19

XII. Grievance and Appeals Procedures..... 6-20

XIII. Employee Representative 6-23

Chapter Seven ~ Administrative Policies and Procedures

I. Accidents, Injuries, Illnesses, and Disabilities..... 7-1

II. Awards Program..... 7-10

III. Citizen Observer Program..... 7-15

IV. Access and Use of Information Systems..... 7-18

V. Cross-Certification of Federal Peace Officers 7-32

VI. Background Investigations..... 7-33

VII. Department Personnel Files 7-33

VIII. Equal Employment Opportunity 7-35

IX. Americans with Disabilities Act 7-36

X. Facilities Management Repairs, Improvements, and New Construction..... 7-37

XI. Federal and State Grants 7-38

XII. Fiscal Matters 7-39

XIII. Forms Management..... 7-47

XIV. Drug Screening Program..... 7-47

XV. Physical Fitness Testing Requirements..... 7-52

XVI. Internal Affairs Process..... 7-52

XVII. Issuance of Identification Cards..... 7-55

XVIII. Law Enforcement of Pima County Buildings and Property 7-56

XIX. Long Distance Telephone Calls 7-57

XX. Personnel Information..... 7-57

XXI. Press Relations 7-58

XXII. Probationary Employee Performance Appraisal Forms..... 7-61

XXIII. Reassignment of Personnel within the Department 7-62

XXIV. Request for Schools and Seminars..... 7-67

XXV. Security..... 7-67

XXVI. Termination 7-69

XXVII. Department Member Deaths/Life Threatening Injuries..... 7-72

Chapter Eight ~ Appearance, Uniforms, and Equipment

I. Appearance of Personnel..... 8-1

II. Professional Attire..... 8-4

III. Uniforms and Equipment for Commissioned Members 8-8

IV. Uniforms and Equipment for Corrections Members..... 8-15

V. Departmental Badges 8-22

VI. Departmental Patches, Name Tags, Service Ribbons, Rank and
Longevity Insignias 8-23

VII. Replacement of Damaged Uniform Equipment and Personal Effects..... 8-30

Chapter Nine ~ Vehicle and Traffic Procedures

I. Traffic Enforcement 9-1

II. Enforcement Action 9-2

III. Traffic Stops 9-4

IV. Apprehension of Drivers Under the Influence 9-5

V. Traffic Collision Investigation 9-7

VI. Required Reports in Traffic-Related Matters..... 9-9

VII. Aircraft Accidents 9-10

VIII. Vehicle Towing 9-12

IX. Department Vehicle Collisions 9-24

X. Vehicle Operation and Care 9-28

XI. Vehicle Maintenance..... 9-31

XII. Vehicle Service Cards 9-33

XIII. Transporting Personnel in Department Vehicles 9-33

XIV. Assigned Vehicles 9-34

XV. Operation of Department Vehicles..... 9-36

Chapter Ten ~ Arrest, Detention, and Transportation Procedures

I. Arrests by Peace Officers 10-1

II. Field Release Arrests..... 10-1

III. Misdemeanor Field Release Arrests..... 10-1

IV. Domestic Violence Arrests 10-2

V. Criminal and Fugitive Warrants..... 10-13

VI. Extraditions 10-15

VII. Civil Arrest Warrants 10-16

VIII. Orders for Custodial Evaluation, Petitions to Revoke Outpatient Treatment
Plan, and Order to Transport..... 10-17

IX. Request for Law Enforcement Assistance by Bondsmen 10-20

X. Release of Arrested Persons..... 10-21

XI. Persons Immune to Arrest..... 10-22

XII. International Border Related Issues 10-26

XIII. Consulate Notifications on Arrest of Foreign Nationals..... 10-29

XIV. Restraining Arrestees 10-31

XV. DNA Testing of Arrestees..... 10-32

XVI. Transporting Prisoners 10-34

XVII. Interview Room Security 10-34

XVIII. Interrogation of Suspects..... 10-35

XIX. Telephone Calls for Arrestees 10-35

XX. Initial Appearances..... 10-35

XXI. Transportation of Sick or Injured Persons 10-36

XXII. Emergency Admission of a Mentally Disturbed Person 10-37

Chapter Eleven ~ Specialized Units

I. Air Operations Unit..... 11-1
II. Employee Support and Assessment Unit 11-1
III. Canine Unit (K-9)..... 11-3
IV. Search and Rescue Unit..... 11-5
V. Sheriff’s Department Rural Deputies 11-6
VI. Bicycle Patrol Functions 11-7
VII. All-Terrain / Utility-Task Vehicle Operation 11-11

Chapter Twelve ~ Volunteers

I. Reserve Deputy Sheriff’s 12-1
II. Sheriff’s Auxiliary Volunteers 12-3
III. Sheriff’s Department Posse..... 12-4

Chapter Thirteen ~ Weapons

I. Firearms..... 13-1
II. Registration and Safety Certification of Firearms 13-2
III. Firearms Qualification..... 13-2
IV. Firearm Regulations 13-5
V. Department Handguns..... 13-7
VI. Rifles and Shotguns..... 13-9
VII. Modification of Firearms 13-11
VIII. Issuance of Departmental Ammunition 13-13
IX. Firearms Inspections 13-13
X. Carrying Weapons Outside the State of Arizona 13-14
XI. Impact and Less-Lethal Defensive Equipment 13-14