

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 3-6
 IV. Pursuits 3-6
 V. National Incident Management System 3-16

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. Confidential Informant Program 5-4

V. Child Abuse 5-15

VI. Medical Examiner’s Death Cases 5-16

VII. RICO Forfeiture Investigations 5-19

VIII. Electronic Surveillance 5-27

IX. Enforcement Action within Indian Reservation Boundaries 5-28

X. Explosives and Hazardous Devices 5-30

XI. Hazardous Materials and Chemicals 5-31

XII. Financial Institution Robbery Investigations 5-32

XIII. Robbery Response 5-32

XIV. Witness Identification and Interview 5-33

XV. Dispatching Seriously Wounded or Dangerous Animals 5-34

XVI. Photographing and Fingerprinting Juveniles 5-35

XVII. Requesting Information on Box Holders and Change of Address Information..... 5-35

XVIII. Pawn Shops 5-35

XIX. Missing Persons..... 5-36

XX. Arizona Traffic Ticket and Complaint 5-39

XXI. Reports 5-41

XXII. Auto Theft Affidavit Procedures..... 5-45

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 Collision Review Board 6-3

V. Shooting Review Boards..... 6-7

VI. In-Custody Death Review Boards..... 6-10

VII. Evaluation Meeting for In-Custody Death Cases and Officer Involved Shooting . 6-12

VIII. Other Departmental Review Boards 6-12

IX. Disciplinary Action 6-14

X. Administration of Disciplinary Actions 6-17

XI. Grievance and Appeals Procedures..... 6-17

XII. Employee Representative 6-21

Chapter Seven ~ Administrative Policies and Procedures

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

II. Administrative Correspondence 7-10

III. Awards Program..... 7-13

IV. Citizen Observer Program..... 7-18

V. Access and Use of Information Systems..... 7-20

VI. Cross-Certification of Federal Peace Officers 7-33

VII. Background Investigations..... 7-34

VIII. Department Personnel Files 7-34

IX. Equal Employment Opportunity 7-36

X. Americans with Disabilities Act 7-37

XI. Facilities Management Repairs, Improvements, and New Construction..... 7-38

XII. Federal and State Grants 7-38

XIII. Fiscal Matters 7-40

XIV. Forms Management..... 7-51

XV. Drug Screening Program 7-51

XVI. Physical Fitness Testing Requirements..... 7-55

XVII. Internal Affairs Process 7-56

XVIII. Issuance of Identification Cards..... 7-59

XIX. Law Enforcement of Pima County Buildings and Property 7-60

XX. Long Distance Telephone Calls 7-60

XXI. Personnel Information 7-60

XXII. Press Relations 7-61

XXIII. Performance Appraisals 7-64

XXIV. Probationary Employee Performance Appraisal Forms..... 7-65

XXV. Reassignment of Personnel within the Department 7-66

XXVI. Request for Schools and Seminars..... 7-71

XXVII. Security..... 7-72

XXVIII. Termination 7-73

XXIX. Department Member Deaths/Life Threatening Injuries 7-77

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 12-4
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..... 13-9
VI. Rifles and Shotguns..... 13-11
VII. Modification of Firearms 13-12
VIII. Issuance of Departmental Ammunition 13-14
IX. Firearms Inspections 13-14
X. Carrying Weapons Outside the State of Arizona 13-15
XI. Impact and Less-Lethal Defensive Equipment 13-15