INTRODUCTION

This manual provides employees with guidelines and policy for the uniform enforcement of state, local and federal laws, as well as outlines what is expected of employees in terms of conduct, appearance, and other personnel matters. Individual orders outline the procedures to be followed in the delivery of police services to the community.

The Operations Order manual is divided into nine (9) sections as listed below, a Table of Contents, Index, and Status List. A quick review of the order titles will assist in locating the proper section. Specific information can be found by referring to the index at the back of the manual: for example, Operations Order 7.4, Booking Procedures, section 2, letter B, will be listed as 7.4.2.B. One (1) chapter, Operations Order 9.3, Civil Disturbance Response Plan, has its own index at the end of its chapter.

Certain chapters in this manual have been designated as restricted and are not for public dissemination. Employees should take measures to safeguard these policies.

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Section 2	Organization, Management, and Administration
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1. **PURPOSE STATEMENT**

"To ensure safety and security for each person in our community"

2. **GUIDING VALUES – P.R.I.D.E.**

A. Protection and Prevention

(1) The department is committed to an aggressive response to criminal enforcement of the law and the protection of constitutional rights throughout the city of Phoenix.

(2) We shall exercise the authority and responsibility necessary to protect life and property, apprehend persons who commit unlawful acts, and defend the rights of crime victims and witnesses.

(3) We recognize that the responsibility for public safety must be shared among the police, community, and government.

(4) We understand that some conditions not directly related to ongoing criminal activity can erupt into criminal activity when not effectively addressed.

(5) Therefore, the department is committed to maintaining open communication and emphasizing crime prevention in the community.

B. Responsibility and Respect

(1) We promote the acceptance of personal responsibility for one's actions as the essence of good character.

(2) We pledge total accountability for our actions and are committed to holding criminals answerable for theirs.

(3) We respect and honor the inherent dignity of all people, including ourselves, and pledge fair and equal treatment for all.

C. Integrity and Ideals

(1) The unique service we provide to the community demands the highest degree of public trust, and we will not tolerate the violation of that trust.

(2) We demand the highest degree of integrity and professionalism from all members of the department.

(3) We aspire to the highest ideals of personal conduct in every word and deed, and our behavior should inspire and sustain the confidence of our community.

D. Dedication to Duty

(1) We are dedicated to the relentless performance of our duty in pursuit of an improved quality of life for all.

(2) We pledge faithful police service to our community, embracing equal measures of courage, compassion, conscience, and consistency.

2. E. Employee Excellence

(1) The men and women of the department are its greatest asset.

(2) We will recruit only those persons who live by these guiding values.

(3) We have a deep appreciation for the implicit hazards of this profession and actively seek opportunities to improve safety.

(4) We promote the maintenance of excellent health and morale for all.

(5) We support our members by pursuing the finest training, technology, and equipment.

(6) We are committed to open, effective internal communications.

(7) We encourage innovation and value the participation of all members of the department in the creation and realization of our goals.

1. **USE OF DISCRETION**

   A. Departmental policies and procedures are based on requirements imposed by city, state, and federal governments and other law enforcement facts of law, organizations, and the time-tested experiences of departmental employees.

   B. Employees are directed to adhere to departmental policies and procedures and to strive to use proper judgment and discretion in situations not specifically covered in manuals.

   C. Nothing in this manual is designed to suppress the use of common sense and sound police tactics.

2. **DEVIATION FROM POLICIES**

   A. Employees may deviate from established departmental policies and procedures when it is in the obvious best interests of the department.

      (1) The necessity to deviate from established policy should rarely occur.

      (2) Employees must be able to justify any deviation from policy.

      (3) Employees should obtain supervisory approval to deviate from established policy when time permits.

      (4) Employees will report deviations from policy to their supervisor as soon as possible.

   B. Supervisors may issue orders that deviate from written orders during an emergency.

      (1) Such orders will be temporary and will remain in effect only during the emergency.

      (2) Such deviations will be reported to the next higher level supervisor as soon as practical.

1. **ADMINISTRATIVE REGULATION (AR)** - An administrative order issued by the City Manager to establish an administrative policy for the City.

2. **ADMINISTRATOR** - Non-sworn employee equivalent to the sworn rank of commander who is responsible for the operations of a bureau.

3. **BEAT** - Area; the boundaries of which are definitely established; assigned to a police officer.

4. **CHILD** - Any person under 18 years of age (same as juvenile).

5. **CITY** - Area within the corporate limits of the City of Phoenix.

6. **CRIMINAL JUSTICE SYSTEM** - All agencies related to the administration of the criminal and traffic laws of the city, state, and federal government, such as police, courts, prosecutors, and corrections.

7. **DELINQUENT** - Any child adjudicated to have committed an act that would be considered a criminal act if committed by an adult.

8. **DEMOTION** - Reduction of an employee from a position in a higher class to a position in a lower class for which the maximum rate of pay is lower.

9. **DETAIL** - Any specialty function within the Department in which the personnel assigned are supervised by a sergeant or civilian equivalent.

10. **DIRECTOR** - Non-sworn employee equivalent to the sworn rank of assistant chief.

11. **DISCRIMINATION** - Any act taken because of race, color, religion/creed, sex/gender, national origin, age, genetic information, marital status, sexual orientation, gender identity or expression, disability, or pregnancy by an employee that unfairly and harmfully affects another person or employee.

12. **DISMISSAL** - Involuntary separation of an employee from City employment.

13. **DUTY COMMANDER** - On duty command officer who is responsible for all operations of the Department when the Police Chief or an assistant chief or director is not on duty.

14. **EMPLOYEE** - Both sworn police officers and non-sworn personnel of the Department.

15. **FIELD BASED REPORTING (FBR)** - Form-based, one-time data entry application designed to simplify the data entry and approval processes while improving the Departmental, state, and federal reporting compliance.

16. **GENDER OF WORDS** - Used anywhere in masculine, feminine, or neuter; shall be construed as though they were also used in another gender in all cases where they would so apply.

17. **IMMEDIATE FAMILY** - Members of an employee's immediate family; means mother, father, husband, wife, son, daughter, brother, sister or stepchild of the employee. A relative who, because of family circumstances, has been a parent substitute to the employee, may be considered as a substitute for the mother or father in this definition.

18. **JUVENILE** - Any person under 18 years of age (same as child).

19. **LEAVE OF ABSENCE** - Period of time during which an employee is excused from active duty.

20. **LINE FUNCTION** - Those activities and functions which deal with the initial response or contact with the public in performing the mission of the Department.

21. **MANUAL** - Operations Orders, bureau manuals, and records management system (RMS) and FBR user manuals that explain the current day-to-day operations and procedures for the Department as a whole or select work units.

22. **MUST** - Indicates that a requirement has to be completed to validate a particular procedure or to comply with a particular legal requirement.

23. **NORMAL BUSINESS HOURS** - 8 a.m. to 5 p.m., Monday through Friday, except holidays.

24. **OFF DUTY** - Any time an employee is not on duty as defined in this order.

25. **OFFICER** - Any sworn police officer of the Department, to include persons of all ranks and to have no reference to civilian employees.

26. **ON DUTY** - Any time an employee is actively engaged in the performance of regularly assigned duties, when in the performance of a special mission for the Department, or when involved in any incident that requires the employee to act in the capacity of a police officer.

27. **ORDER** - A written or verbal instruction by a supervisor.

28. **POLICE COMMANDER** - A sworn officer with the responsibility of commanding a bureau, precinct, or division.

29. **POLICE INCIDENT** - An occurrence or incident suggesting or requiring police action or service.

30. **POLICE LIEUTENANT** - A sworn officer with responsibilities that may include supervising or commanding a unit, patrol shift or the Employment Services Bureau.

31. **PRECINCT** - A geographical area consisting of a number of squad areas under the supervision of a commander.

32. **PROMOTION** - Advancement from a lower class to a higher class involving an increase in responsibility and salary.

33. **RECORDS MANAGEMENT SYSTEM (RMS)** - Main computer application used to manage Departmental records and submit reports while supporting solvability efforts in criminal investigations.

34. **RESERVE OFFICER** - A full authority peace officer who is not paid a salary.

35. **SENIOR OFFICER** - A sworn officer in any given rank with longer service in that rank.

36. **SEXUAL HARASSMENT** - Any unwanted and unsolicited verbal comment, physical contact, gesture, invitation, proposition, or related action of a sexual nature; it is also any demand for sexual favors, submission, or rejection of which is used as a basis for employment decisions affecting the complainant.

37. **SHALL, WILL, AND MAY** - “Shall” and “will” are mandatory; “may” is permissive.

38. **SHIFT** - A designated tour of duty.

39. **SHOULD** - Indicates a certain procedure or policy is preferred to obtain a desired result.

40. **SOLO RESERVE OFFICER** - Reserve officer who has completed and maintains the requirements outlined in Operations Order 3.3, Police Reserve Program, which allows the reserve officer to work in a solo capacity.

41. **SQUAD AREA** - Geographical area consisting of a number of beats under the supervision of a sergeant.

42. **SUPERIOR OFFICER** - Officer of higher rank than the affected employee.

43. **SUPERVISOR** - Officer or non-sworn employee who has obtained supervisory classification, or an employee assigned by the Police Chief to supervise the work of others.

44. **SUSPENSION** - Temporary separation of employees from their position who remain Department employees and are, therefore, subject to disciplinary action for conduct during the period of suspension.

45. **UNIT** - Any specialty function within the Department in which the personnel assigned are commanded by a lieutenant or civilian equivalent.

46. **WORK UNIT** - A bureau, precinct, and/or unit within a division that is considered a separate entity for the purpose of transfer.

1. **PURPOSE**

   A. To provide emergency assistance to public agencies in the metropolitan area.

   B. It is not the policy of the Department to provide resources for routine police activities, such as large parties disturbing, or building searches.

2. **GUIDELINES**

   A. The following guidelines will govern assistance to other valley communities, law enforcement agencies, and public and quasi-public agencies.

      (1) A request for emergency assistance will be referred to a precinct/bureau commander/duty commander or higher-ranking officer for authorization.

      (2) Upon authorization, the commander will ensure a supervisor and adequate personnel are dispatched to the emergency.

         - The primary concern of the responding units will be to stabilize the situation while operating within Department policy.

      (3) Department personnel will be immediately withdrawn when:

         (a) The situation has stabilized.

         (b) The emergency situation is being handled in a manner the supervisor feels is not within the spectrum of sound police practices.

      (4) If extended assistance is necessary, the agency should be informed to contact either the Maricopa County Sheriff's Office (MCSO) or the Department of Public Safety (DPS).

      (5) The authorizing commander will ensure an explanatory entry is made in the duty commander's shift activity e-mail report and a copy is forwarded to the Police Chief.

         - During normal business hours (Monday through Friday, 8 a.m. to 5 p.m.) the report can be made directly.

      (6) Unusual circumstances at the scene of such out-of-city emergencies will be reported by memorandum by the appropriate precinct/bureau supervisor and forwarded to the Police Chief.

      (7) <u>City limits</u>

         (a) For information on the boundaries of the City, an employee may contact the Special Projects Section of the City Real Estate Department during normal business hours.

         (b) Employees may contact the Communications Bureau for boundary information after normal business hours.

3. **ASSISTANCE**: - Assistance will be provided as indicated:

AGENCY	MUTUAL AID PROVIDED
A. MCSO Jail Fire Emergency	• When breathing equipment is required, officers will wait for the Fire Department to arrive with their self-contained breathing apparatus. • Whenever possible, officers will enter the jail with a firefighter, handle police matters, and provide security for firefighters to enable them to extinguish the fire. • At the discretion of the individual officer, emergency entrance to the jail may be made without awaiting the Fire Department.
B. Federal Property	(1) There is concurrent jurisdiction at the Phoenix Indian Hospital, Veteran's Administration (VA) Hospital, and national memorial cemeteries. (2) These locations will not be routinely patrolled but officers will make backups for VA police when requested. (3) Officers will provide police services to these locations when dispatched or otherwise requested to do so, except as provided below: • VA police will be responsible for crimes and related reports under federal statutes for those incidents occurring on VA Hospital property. • Officers will provide wagon service for VA police when requested, but VA police are responsible for all related reports and booking paperwork. • Officers will assist VA police with driving under the Influence (DUI) arrests made on VA property and consider utilizing a DUI van for processing. (4) The federal building that houses the United States (U.S.) Post Office at 522 North Central Avenue is the only federal facility owned or leased in Phoenix. • This building is managed by the General Services Administration under the exclusive jurisdiction of the federal government. • The Department **does** have authorization to execute law enforcement functions on this federal property. (5) In cases where an arrest is necessary and no federal employee is available to make an official complaint, the following individual may be used as the complainant for the federal government and should be listed in the Incident Report (IR): Security Specialist General Services Administration Federal Protective Service Division 522 North Central Avenue, Suite 1208 Phoenix, Arizona 85004 Telephone: (602) 379-3247
C. United States Air Force Installations	Officers will coordinate with military police all law enforcement investigations on local Air Force bases as follows: • Officers conducting investigations on a base will notify the security police upon entering the base. • Felony investigations will be reported to the Air Force Office of Special Investigations (AFOSI) rather than to the security police. • In particularly sensitive cases, both the chief of security police and the AFOSI commander may be contacted at any time. • When detention assistance is needed, officers will make the request to the security police desk. • The security police, under routine situations, will arrange to have the suspect's commander bring the suspect to security police headquarters at a specified time between 8 a.m. and 5 p.m., Monday through Friday. (Officers will be advised of the specific time the suspect may be picked up). • Unless the suspect is wanted immediately on a felony warrant, notification will be made 24 hours in advance. • In situations where the immediate arrest of a military suspect on a military installation is necessary, the security police will escort officers to the suspect or otherwise arrange for the arrest.

3. **ASSISTANCE**: (Continued)

AGENCY	MUTUAL AID PROVIDED
D. Arizona Department Of Public Safety (DPS)	(1) Every effort will be made to assist DPS upon request or when an emergency is observed within the City. (2) When a disagreement arises as to jurisdiction, employees will make appropriate investigations after notifying a supervisor. (There is concurrent jurisdiction under state law.) (3) Refer to Operations Order 6.5, Traffic Accident Investigation for accident jurisdiction on the freeways within the City limits. (4) Officers who travel the freeways may take enforcement action on violations they observe, but will not routinely patrol the freeways. (5) Officers will provide assistance, upon request, to DPS for traffic direction and control during accident investigations on the freeway, and will coordinate all traffic movements with DPS. (6) Officers will cooperate fully with DPS supervisors and officers. (7) Officers will investigate criminal incidents that occur on the freeway. (8) DPS officers may utilize precinct stations, Department Intoxilyzer equipment and operators as needed. (9) Upon request and when manpower is available, the Department will provide wagons within the City limits for DPS prisoners. • Phoenix officers will transport injured DPS prisoners to a Phoenix hospital prior to booking when it is necessary for the security and welfare of all concerned. • The requesting DPS officer will be required to take charge of the prisoner at the hospital during treatment.
E. State Fairgrounds	• Officers will complete criminal reports on offenses committed on the Arizona State Fairgrounds and the Veterans' Memorial Coliseum, and will assist DPS officers upon request.
F. Maricopa County Hospital	• Officers will investigate criminal offenses and traffic accidents that occur at the Maricopa County Hospital or upon the hospital grounds.
G. Area Hospitals	Hospitals are required to notify the police department when: • Persons are injured in unreported traffic accidents. • Patients claim to have been mistreated by law enforcement personnel. • The examining physician believes evidence of poisoning exists. • The examining physician believes a patient has abused the use of drugs or narcotics. • Patients appear to have been involved in illegal activity causing injury, such as wounds from stabbing, gunshot wounds, etc. • The examining physician feels suicide has been attempted. • There is evidence of sexual or criminal assault. • The examining physician believes a patient is the victim of child abuse or child neglect. • An injury has occurred on City property or where the City may be liable for an injury. • A City employee is injured in the line of duty. • A death is classified as a Medical Examiner's case.
H. Arizona State Hospital	(1) Officers will respond to requests for police service, perform the initial investigation, and take appropriate police action on criminal or traffic offenses. (2) Traffic accidents on State Hospital grounds will be investigated as private-property accidents. (3) The Violent Crimes Bureau (VCB) or the Medical Examiners Office (OME) will make death reports as required. • When no investigators are available from VCB or OME, a supervisor may authorize patrol officers to complete death reports.

3. **ASSISTANCE**: (Continued)

AGENCY	MUTUAL AID PROVIDED
H. Arizona State Hospital (Continued)	(4) A missing person IR will be completed on all escapees from the State Hospital. (5) Persons are considered escapees only if they are in the State Hospital under a court order and then escape. (a) A person who leaves the State Hospital while under voluntary commitment cannot be considered an escapee. (b) Officers will ask the person reporting the escape whether the subject should be considered dangerous and note the reporting person's name and response in the IR. (c) If the escapee is considered dangerous, the responding officer will contact the radio supervisor and request the Department's Public Affairs Bureau (PAB) be informed of the escape. (d) Normally, the Arizona State Hospital will prepare their own media release concerning State Hospital escapees. (e) All inquiries should be referred to the hospital staff. (f) The State Hospital staff will fax a waiver affidavit to the Missing Persons Detail on the next business day. (g) When the escapee is located, the State Hospital staff should be notified at 602-220-6100 so they can make proper transportation arrangements. • An Incident Supplement will be completed.
I. Phoenix Military Reservation and the Arizona Military District	(1) DPS and the Department have concurrent jurisdiction on the Phoenix Military Reservation and Arizona Military District. (2) The general boundaries for this area are 52nd Street on the West to 64th Street on the East from Moreland Street (1200 North) to Oak Street (2300 North).
J. Arizona Department of Corrections	(1) The following procedures will be used when responding to calls at the Arizona State Prison's Complex Facility at 2500 East Van Buren: (a) Immediate response should be made directly to the prison for emergency assistance calls such as an escape in progress, a riot, or serious situation involving inmates. (b) The Arizona State Prison (ASP) duty sergeant in the front office will direct the officers to the incident location. (c) Officers will retain service weapons when handling emergency situations. (2) All non-emergency calls for service at the facility are to be handled as routine calls. (a) The ASP staff will meet responding officers and direct them to the crime scene, where they will conduct the original investigation. (b) A Department supervisor will determine if additional officers and/or technical service will be required for serious crimes. (3) Follow-up investigation of incidents that occur on the prison grounds will be conducted by VCB personnel. (4) The staff at the facility has been instructed to call Crime Stop when an escape occurs and to provide names, descriptions, locations, and any other necessary information. (a) Communications will broadcast this information and dispatch officers to the scene. (b) The first officer on the scene will obtain and broadcast a revised description and direct other responding units to needed locations

3. **ASSISTANCE**: (Continued)

AGENCY	MUTUAL AID PROVIDED
J. Arizona Department of Corrections (Continued)	(4) (c) If no other crime was committed and the escapee has not been apprehended, Phoenix officers will not complete an IR. (5) When a recent (within hours) escapee from the facility is apprehended, she will be booked into the 4th Avenue Jail and ASP will be notified. • The charge for escape (Arizona Revised Statute (ARS) 13-25), "Hold for ASP", and other appropriate charges will be entered in the booking. (6) An IR will be completed by the officer with call disposition.
K. Indian Reservation	(1) Phoenix officers are without jurisdiction or legal authority to arrest members of the Gila Indian community within the boundaries of the Gila Indian Reservation and will not arrest Indian community members on the reservation for incidents occurring within the City, even in fresh pursuit and even if the offense is a felony. (2) In incidents involving fresh pursuit onto the reservation, the Gila Indian police will be notified and requested to assist in the stop. (3) Officers of this Department may make a stop on the reservation for the purpose of identifying a suspect and, if the suspect is an Indian, to detain them for the Indian police. (4) Non-Indians apprehended on the reservation after fresh pursuit may be arrested based on probable cause. (5) Members of this Department may conduct investigations within the reservation's boundaries, but will first obtain permission of the Gila Indian police.
L. Arizona State University's (ASU) Department of Public Safety	(1) Police officers of ASU's Department of Public Safety are peace officers of the State of Arizona empowered by state law with the same authority as any other state, county, or municipal peace officer in accordance with ARS 1-215 (28). (ASU West campus is located at 4701 West Thunderbird Road and ASU downtown campus is located at 502 East Monroe Street, Room 250). (2) Officers will cooperate with ASU's DPS in the delivery of police services to university properties located within the City. (3) The delivery of routine police service to university properties located within the City boundaries will be the responsibility of ASU's DPS. (4) Phoenix officers will provide the following assistance to ASU's DPS: • Backups to prevent injury or death to a university officer • Transportation of university police criminal suspects to a precinct station or local hospital for treatment • Security for criminal suspects transported to a precinct will be the responsibility of the university police upon arrival at the precinct or resource bureau • Injured criminal suspects transported to a hospital will be the responsibility of the university police upon the prisoner's arrival at the hospital • Completion of appropriate police reports for criminal offenses and major traffic violations observed by university police, such as those violations that may result in serious injury or death, occurring within the City but outside university property • Intoxilyzer tests to driving under the influence (DUI) suspects arrested by university police officers, upon request (5) Phoenix officers will assume responsibility for any criminal investigation when a dispute arises with the university police reference appropriate jurisdiction. (6) Phoenix officers will be responsible for the completion of all Department paperwork when reporting a crime. (7) Phoenix officers may supplement university police reports using Department report forms when information is obtained and reported by investigating Phoenix officers. (8) When a criminal arrest is made off campus by university police officers, university officers will use ASU police report forms to document their involvement in the arrest unless specifically requested by Phoenix officers to use Department report forms

3. **ASSISTANCE**: (Continued)

AGENCY	MUTUAL AID PROVIDED
M. Maricopa County Adult Probation Department	(1) It is the expectation of the Department that probation officers or surveillance officers will be physically present at locations where Phoenix officers are requested to assist. (2) Adult probation officers have the authority of peace officers in the performance of their duties and may carry concealed firearms. (3) Generally, requests for assistance from probation officers will be one of the following: • Assist probation officers in arresting a probationer, either at the office or in the community, when an outstanding warrant exists and the probation officer believes there is a likelihood of resistance or danger of physical violence. • Assist probation officers in warrantless arrests of probationers when exigent circumstances require the immediate arrest of the probationer and the probation officer believes there is a likelihood of resistance or danger of physical violence. • Act as a backup when probation officers request assistance in serving search warrants and conducting warrantless searches of a probationer's person or residence when there is any likelihood of resistance or danger of physical violence, (police officers should be primarily concerned with maintaining peace and should avoid becoming actively engaged in searches; however, for officer safety, officers should frisk all subjects for weapons). • Assist probation officers when a probationer or other persons, such as friends or family members, become disruptive and the threat of physical violence is present. • Respond to an emergency call by probation officers requiring immediate backup for a volatile or potentially violent confrontation with a probationer or other person/s. (4) Additionally, police officers will follow these guidelines: • Because probation officers have peace officer authority, in accordance with ARS 12-253 and the same authority to arrest as police officers, probation officers **should** process any arrests they make. • Police officers will assist probation officers by transporting prisoners to a jail facility, but probation officers should complete and submit their own arrest paperwork. • Surveillance officers also have the authority of peace officers relating to intensive probation probationers under their supervision; however, surveillance officers must have the prior approval of a probation officer (approval can be obtained by the telephone or radio) before an arrest is made of the probationer. • Probation officers do not need to be present when surveillance officers make an arrest, but Phoenix officers assisting surveillance officers will verify through the surveillance officer the arrest has been approved by a probation officer. • Surveillance officers **should** process any arrests they make. • When circumstances are such that **new** charges are sought against the probationer or other person/s, such as drug offenses, assault, disorderly conduct, etc., police officers will take custody of the arrestee, complete all the necessary paperwork and impounding, and book the subject/s. • Probation/surveillance officers should supplement police officers' DRs to substantiate their probable cause for the search/arrest. (5) Police officers should exercise extreme caution when assisting probation and surveillance officers and should ensure sufficient police personnel are present to handle the situation.
N. Federal Bureau of Investigation (FBI)	(1) The FBI investigates violations of more than 200 categories of federal statutes and officers will, with the concurrence of a supervisor, contact the FBI immediately regarding federal crimes of concern to them. (2) Offenses involving aircraft under jurisdiction of the FBI include: (a) Hijacking - Seizure or attempted theft by force or violence of any private aircraft being used commercially or any commercial aircraft, whether in flight or on the ground.

3. **ASSISTANCE**: (Continued)

AGENCY	MUTUAL AID PROVIDED
N. FBI (Continued)	(2) (b) Theft - Transportation of a stolen aircraft in interstate or foreign commerce, transportation of a stolen aircraft across a state line, and the receiving, concealing, storing, selling, or disposing of stolen aircraft. (c) Carrying Concealed Weapon - Any person boarding or attempting to board any commercial aircraft found to have on or about their person a concealed or dangerous weapon; an exception to this would be law enforcement officials. (d) Destruction of Aircraft or Facilities - Destruction of or the attempt to destroy, with intent, any aircraft that is engaged in interstate commerce or any shop, landing area, or other facility used in the operation of such aircraft. (e) False Reports - Any person for making or causing to be made any letter, telephone call, or verbal statement threatening to hijack or damage an aircraft or related facilities, or bomb threats against aircraft, including "practical jokers. " (f) Stowaways - Any person who stows away on any aircraft entering or leaving the United States, including military or commercial aircraft. (g) Cargo Theft - Theft of merchandise being shipped in interstate or foreign commerce by aircraft or the receiving or possession of such property. (h) Interference with Flight Crews - 14 Code of Federal Regulations under Part 91.11 states, "No person may assault, threaten, intimidate, or interfere with a crew member in the performance of the crew member's duties aboard an aircraft being operated." (3) Any criminal act committed on federal property or a federal reservation will be referred to the FBI. (4) Federally insured banks are under the jurisdiction of the FBI.
O. Bureau of Alcohol, Tobacco, and Firearms (ATF) **(Federal Firearms Regulations)**	(1) Enforcement of all federal firearms regulations is the responsibility of the ATF. (2) Officers who respond to a call of theft, burglary, or robbery at a retail business or pawn shop in which firearms have been taken should notify ATF immediately any time of the day or night at 602-776-5400. • ATF requests that crime scene processing be suspended until an ATF agent arrives to participate jointly in the investigation. (3) It is illegal to possess the weapons or devices listed below unless they have been registered with ATF. • Machine guns, including those unserviceable and deactivated • Pistol with a shoulder stock (cap and ball revolvers, new/old, are excluded.) • Rifle or shotgun less than 26 inches in overall length • Shotgun with a barrel less than 18 inches in length • Rifle with a barrel less than 16 inches in length • Combination rifle-shotgun with a barrel less than 18 inches in length • Any item other than conventional pistols or revolvers capable of firing a shot and being concealed • Any explosive device, incendiary bomb, mine, grenade or mortar • Any muffling or silencing device designed for use on firearms of any type **EXCEPTION**: Weapons manufactured prior to 1898 or replicas of antique weapons need not be registered. (4) Proper registration can be determined by examining the ATF registration form, which should accompany the weapon and be in the possession of the owner. (5) If a person is found in possession of any unregistered weapon noted above, officers will contact an agent of ATF by calling their 24-hour telephone number listed in the local telephone directory

3. **ASSISTANCE**: (Continued)

AGENCY	MUTUAL AID PROVIDED
O. ATF (Continued) **(Federal Firearms Regulations)**	(6) If there are no state or city charges that can be brought against a person in possession of illegal firearms, the suspect may be booked on the federal charges if the detention is deemed necessary for the safety of the public. (7) Bookings on federal charges will be authorized by a supervisor prior to booking. It will be the responsibility of the arresting officer to notify a federal agent immediately when such an arrest is made so that federal charges may be filed within the 24-hour time limit. (8) If immediate arrest is unnecessary, an IR will be completed, the firearm impounded, and a copy of the IR forwarded to ATF for follow-up. (9) Any illegal firearm that comes into the possession of an officer will be seized and impounded as contraband. (10) Under Title 18, U.S.C., Chapter 44, Section 921(20), the following persons are prohibited from owning or possessing a firearm: • Any person convicted of a felony offense as determined by the laws of the jurisdiction in which the proceedings were held (Any conviction that has been expunged or set aside or for which a person has been pardoned or has had civil rights restored does not apply). • Any person who has received a dishonorable discharge from the military • Any person who has been adjudged as mentally incompetent • Any former citizens of the United States who have renounced their citizenship • Any alien illegally in the country **NOTE:** If the status of a prohibited possessor cannot be verified, an IR will be completed and the firearm impounded as evidence (see Operations Order 4.48 section 12)
P. Homeland Security Investigations (HSI)	• The investigation and enforcement of federal laws relating to illegal entry and residence in the United States is specifically assigned to HSI. • The goal of the Department is to ensure the safety of all residents of Phoenix. • The Department provides law enforcement services and enforces the laws of the City and State, as well as upholds the United States Constitution.
Q. U-Visa Certification Forms	(1) Available through the United States Citizenship and Immigration Services for immigrants who are current or former victims, or affected eligible family members who are assisting officials in the criminal justice system with the investigation and prosecution of criminal activity (2) All requests for U-Visa certifications (Form I-918B) will be assigned to the case agent who will determine if the applicant meets the conditions required on form I -918B in regards to the type of crime committed and the victim's involvement: for example, the applicant is a victim and was/is being cooperative and possesses relevant information regarding the case. (3) The assigned detective will forward form I-918B to the authorized certified signer within their respective bureau (designated by the bureau commander/administrator) with a recommendation for the signer to either sign or not sign the form (4) Once reviewed and either signed or not signed by the authorized certified signer, the form will be returned to the assigned case agent for disposition (returned to the victim/attorney/representative).
R. U.S. Marshal Service	The U.S. Marshal Service will assume responsibility for the following federal violations: • Federal judges and their courts • Apprehension and prosecution of escaped federal prisoners • Apprehension of federal parole violators • Apprehension of federal probation violators • Apprehension of federal bond defaulters • Apprehension of federal failure to appear violators Notification to the U. S. Marshal Service may be made 24 hours a day by calling 602-382-8767.

3. **ASSISTANCE**: (Continued)

AGENCY	MUTUAL AID PROVIDED
S. Postal Service	(1) The Postal Inspection Service has jurisdiction over the following offenses that relate to the postal establishment: • Post office burglary or robbery • Assault on a mail custodian • Theft and/or possession of mail or pouches stolen from post offices and from rural, star route, apartment houses or street letter boxes • Theft and/or possession of stolen Post Office Department property • Obstruction of the mail and/or correspondence • Forgery of U. S. Postal Money Orders or Postal Savings Certificates • Fraudulent use of the mail • Obscene, extortionate, lottery, and defamatory or libelous matter in the mail • Explosives, infernal machines, poisons, narcotics, etc. in the mail • Depredations (plunder) of the mail by postal employees or others not employed by the Postal Service • Willful damage to letter and rural mailboxes or the theft of such boxes (2) If there is doubt or disagreement regarding jurisdiction, officers will complete an IR. (3) The Postal Inspection Service should be advised of all postal crimes, non-postal criminal offenses committed by postal employees, and, if possible, catastrophes such as fire, flood, etc. that might adversely affect the operation of the Postal Service. (4) A postal inspector can be contacted at 1-877-876-2455 and selecting option 2 when prompted. • This telephone number is available 24-hours a day, 7-days a week.
T. Secret Service	(1) The United States Secret Service requests notification at any time (day or night) at 602-640-5580 when any of the federal crimes listed below occur. (2) Additional contact numbers are available through the Communications Bureau radio supervisor in the event an agent does not respond to a request for assistance within a reasonable period of time. • Threats against the President, the Vice President, or the President-elect or the Vice President-elect • Counterfeit United States or foreign currency, coins, stamps or other obligations • Forged or altered U.S. Treasurer's checks, bonds or other securities • Mutilated or altered United States or foreign currency or coins • Photographs or other reproductions of United States currency, stamps, bonds, checks or other government securities without special authority • Fraud related to the use of credit cards or bank access devices and counterfeiting of credit cards and bank access devices

3. **ASSISTANCE**: (Continued)

AGENCY	MUTUAL AID PROVIDED
U. City of Phoenix Park Rangers	ARS 9-500.03 and Phoenix City Code 2-30.1 give City of Phoenix Park Rangers' authority to issue tickets, (ATTC and NOV) for violations of the Phoenix City Code that occur within City Park boundaries. • Park Rangers do not have peace officer status and their powers of arrest in all other situations are limited to that of a citizen • Park Rangers have access to the Department radio frequencies and may request assistance of officers when necessary. • When an officer responds to assist regarding a criminal violation, the officer will be responsible for conducting the investigation, impounding any property, and completing all appropriate paperwork (the Park Ranger may be asked to write a supplement). • When an officer responds because a suspect refuses to sign a criminal ATTC, the officer will proceed according to existing Department policy. • In all cases, prior to taking enforcement action, officers must ensure all elements of the offense are present and the action to be taken is lawful and consistent with Department policy. • Any disputes or conflicts concerning procedures will be resolved by a police supervisor. • Officers may provide Park Rangers with driver's license information only when the information is needed to further an investigation or to complete a ticket (Officers will not release criminal history record information to Park Rangers).
V. Maricopa County Superior Court Pretrial Services Agency	• Pretrial Services Officers must be present at locations where Phoenix officers are requested to assist. • Pretrial Services Officers are officers of the court but are not armed, nor do they have peace officer status or the same authority to arrest. • Generally, requests for assistance will be one of the following: * Arresting felony failure to appear subjects, when an outstanding warrant exists. * Warrantless arrest of subjects when exigent circumstances require the immediate detention of the subject. * Act as back-up to Pretrial Services Officers who are making potentially dangerous contacts. * Respond to emergency calls for assistance that require immediate back-up by police officers. • In arrest situations police officers must complete all associated paperwork and transport the arrestee to the jail facility. * In warrantless arrest situations the Pretrial Services Officer will contact a judge after the subject is in custody to have an immediate arrest warrant issued.

1. **GENERAL INFORMATION**

A. Sanctity of Life – The Department respects the dignity of all persons and recognizes the sanctity of human life, rights, and liberty.

B. Duty to Intervene - All employees **will** intervene when they know or should know another employee is using unreasonable force.

- All employees will immediately report excessive force verbally to a supervisor.

C. The policies of the Department are set forth as follows:

- Physical force
- Less-lethal force
- Deadly force
  - ∗ Officers are trained to utilize deadly physical force when it is necessary to prevent serious physical injury or death to self or a third party as defined in state law.
- Lethal weapons and equipment

D. Sworn employees and affected civilian employees will be trained and instructed in these policies before employing any of the weapons, tactics, or techniques.

- Affected civilian employees include police assistants (Transit Unit/Downtown Operations Unit (DOU)/patrol), municipal security guards, and detention officers.

E. Only Department-issued or approved weapons, equipment, and chemical agents will be authorized.

2. **DEFINITIONS**

A. Reasonable Belief	• When the facts and circumstances cause a reasonable and prudent law enforcement officer to act or think in a similar way under the circumstances
B. Less-lethal Force	• Is a tactic when properly applied has minimal or no risk of causing death
C. Deadly Force	• Any tactic or use of force that creates a substantial risk of causing death or serious physical injury, such as the use of a firearm
D. Serious Physical Injury	• A bodily injury that creates a reasonable risk of death, causes serious and permanent disfigurement, or results in long term loss or impairment of the functioning of any bodily member or organ
E. Excessive Force	• The application of an unreasonable amount of force in a given incident based on the totality of the circumstances
F. Types of Resistance	• Psychological Intimidation - Non-verbal cues indicating subject's unwillingness or threats through attitude, appearance, and physical readiness • Verbal Non-Compliance - Verbal responses indicating unwillingness or threats • Passive Resistance - Physical actions that do not prevent an officer's attempt to control • Active Resistance - Physical actions that attempt to prevent an officer's control, but does not involve attempts to harm the officer ∗ Based on this definition, solely running from officers does not constitute active resistance. • Active Aggression - Physical actions of assault • Aggravated Active Aggression - Deadly force encounter
G. Response Options	The option used is determined by the totality of the circumstances. • Presence - Identification of authority • Verbal Direction - Commands of direction or arrest ∗ Includes the use of a long range acoustic device (LRAD)

2. **DEFINITIONS** (Continued)

G. Response Options (Continued)	• Soft Empty Hand Control and Restraining Devices - Techniques that have a minimal chance of injury ∗ Restraining Devices - Handcuffs, Ripp restraint, ankle cuffs, shackles • Pointed Gun at Person (PGP) - When a firearm is pointed in the direction of a person **NOTE**: [1]Drawing from the duty belt, a slung rifle or shotgun, or displaying a firearm at the low ready does not constitute a PGP incident. [2]For the purpose of a PGP incident, a stunbag shotgun is not designated as a firearm due to the fact it's proper use is considered less-lethal force. • Chemical Agents - Oleoresin capsicum (OC), Chloroacetophenone (C/N), and 2-Chlorobenz • Electronic Control Device (ECD): for example, Taser • Intermediate Control Techniques - Techniques that have a probability of injury ∗ Hard Empty Hand Control ∗ Impact Weapons ∗ Stunbag Shotgun ∗ Canine (K9) Application • Deadly Force
H. De-Escalation/ Escalation Strategies	De-escalation is defined as an employee/s intent to resolve an incident as safely as possible to protect the public and persons involved by reducing the danger through the use of tactics, techniques, and force options. • When use of force is needed, employees will assess each incident to determine, based on policy, training, and experience, which use of force option will de-escalate the situation and bring it under control. • With de-escalation strategies, there are three possible resolutions and in each case, the scene has been de-escalated if the subject no longer poses a danger to innocent people/employees. ∗ The subject chooses to be taken into custody. ∗ Some form of coercion, including less-lethal force, is used and the subject submits or can safely be taken into custody. ∗ The situation has been escalated by the subject's actions to the point of extreme violence directed at innocent persons/employees to the point that lethal force must be used to de-escalate the situation.

3. **GENERAL POLICY**

A. It is the policy of the Department to use a reasonable amount of force to conduct lawful public safety activities.

B. The response option employed will be reasonable and based on the totality of circumstances.

(1) Employees involved in the use of force have the responsibility of providing the facts and circumstances they believe justified the use of force by completing the necessary reports, memorandums, etc.

(2) Circumstances that may govern the reasonableness of using a particular force option include, but are not limited to:

- The severity of the crime
- Whether the subject poses an immediate threat to the safety of officers or others
- Whether the subject is actively resisting arrest or attempting to evade arrest by flight

3. B. (3) Elements of Force - Employees need to consider the following:

(a) Ability - Does the subject have the apparent physical means to cause harm?

- Employees must also evaluate his/her ability to handle the threat posed by the subject.

(b) Opportunity - The circumstances are such that the subject has the apparent ability to harm the employee/s or others.

- Distances, barriers, and opportunities for both the subject/s and employee/s should be taken into account.

(c) Jeopardy - Is the subject causing an imminent and immediate threat to the employee/s or others?

- Denotes actions, cues, or indicators demonstrated by the subject.

(d) Preclusion - All other alternatives have been reasonably considered and cannot be employed in a safe manner based on the totality of the circumstances the employee/s or others are facing.

C. Medical Treatment - Employees are responsible for requesting medical treatment for subjects against whom force was used.

- Any time there is an injury, or an alleged injury, as a result of force used by Department personnel, **employees will**:
  - Examine any person claiming injury and render first aid, if necessary.
  - Request paramedics to respond to the scene, if appropriate.
  - Immediately notify a supervisor.

D. The techniques taught by the Department's proficiency skills instructors will be used when practical.

4. **RESPONSE OPTIONS**

A. Presence - Presence is established through identification of authority.

- The presence of a K9 at a scene falls under this parameter.

B. Verbal Persuasion, Negotiation, or Command - Instruction or direction from an officer in the form of verbal statements or commands and includes the use of an LRAD

(1) Long Range Acoustic Device (LRAD))	• A highly intelligible communication system used to send voice messages and alert tones long distances • Includes the LRAD 100X backpack model and LRAD 500 model which may be used during the following incidents: ∗ Protests/demonstrations ∗ Marches/parades ∗ Special events with large crowds ∗ Emergency evacuations ∗ Any other event with an assistant chief approval • Will only be used as specified in the manufacturer's operations and safety instructions and as approved by the City's/Department's industrial hygienist ∗ Prior to use, set back distances will be verified with a laser range finder to ensure decibel (dB) levels do not exceed 113 dB for the intended target listener (see addendum A of this order for the National Institute for Occupational Safety and Health (NIOSH) and Occupational Safety and Health Administration (OSHA) noise level standards). • Authorized Personnel - Only the below employees who are trained and certified in the safe operation of an LRAD may utilize an LRAD. ∗ Sworn employees assigned to the Downtown Operations Unit (DOU) and/or Tactical Response Unit (TRU)

4. B. Verbal Persuasion, Negotiation, or Command - Instruction or direction from an officer in the form of verbal statements or commands and includes the use of an LRAD (Continued)

(1) Long Range Acoustic Device (LRAD) (Continued)	• Alert Tones ∗ Use requires the incident commander's approval ∗ Will only be used to gain the attention of the public when they do not respond/comply with the voice messages ∗ Will be a two (2) to five (5) seconds only continuous tone ∗ Only one alert tone may be used before returning to voice messaging (does not prohibit the use of additional alert tones as long as each two (2) to five (5) seconds alert tone is followed by a voice message). • The LRAD is not a weapon, and under no circumstances will it be used to intentionally inflict harm upon the public. • Misuse of the LRAD shall be subject to discipline. • Education and demonstrations will be incorporated in future Citizen Police academies and Police Chief's Advisory Board meetings.

C. Soft Empty Hand Techniques and Restraining Devices - These techniques have a minimal chance of injury.

(1) Control and restraint techniques include, but are not limited to:

- Wrist locks
- Joint locks
- Pressure points
- Handcuffing (metal, plastic, or soft restraint devices)
- Restraining devices such as Ripp restraints, ankle cuffs, and shackles (transport use only)
- Smear technique
- Harness technique

(2) Employees **will not** restrain subjects with their legs behind their back (hog-tying).

D. Tripping/Tackling – Techniques not taught through defensive tactics instruction but natural methods that are commonly utilized to take subjects into custody with minimal chance of injury.

E. Pointed Gun at Person (PGP) - A firearm is pointed in the direction of a person.

NOTE: [1]Drawing from the duty belt, a slung rifle or shotgun, or displaying a firearm at the low ready does not constitute a PGP incident.
[2]For the purposes of a PGP incident, a stunbag shotgun is not designated as a firearm due to the fact it's proper use is considered less-lethal force.

F. Chemical Agents - The use of authorized chemical agents is considered a less-lethal tactic.

(1) Oleoresin Capsicum (OC) Spray	May be used when reasonable and justified in the following situations: • To prevent the possibility of injury to an officer or another person • To ward off threatening dogs or other animals • In tactical building entries, such as search warrants • To subdue a person who is: ∗ Threatening or attempting physical harm to himself or another ∗ Resisting an arrest ∗ Rioting ∗ Interfering with an arrest

4. F. Chemical Agents (Continued)

(1) Oleoresin Capsicum (OC) Spray (Continued)

Carrying Procedures

- Uniformed Sworn Employees and Detention Officers
  - All uniformed sworn employees and detention officers will be trained in the use of OC spray.
  - Mandatory equipment which will be attached to the gun belt and carried at all times while on duty.
  - It will be carried with the canister in an upright position.
- Undercover Operations - Carrying OC spray is optional for sworn employees assigned to undercover operations.
- Civilian Employees Other than Detention Officers - Because civilian employees do not have arrest powers and civilian employees other than detention officers do not have the training necessary to restrain aggressive individuals, civilians employees other than detention officers authorized to carry OC spray will utilize this as a **defensive tool in an effort to gain time and distance from an attacking subject**.
  - These civilian employees may voluntarily engage individuals who, by their verbal or non-verbal actions, are engaging in aggressive behavior that may result in a physical attack to the employee.

Directions for Use

- Employees using the 1.6-ounce or 3/4-ounce OC spray will direct a one-second burst into the face of the subject; effective range is normally 10 - 12 feet.
- **Do not** use within three (3) feet of a subject as soft tissue damage could occur
- The subject should be immediately handcuffed and moved to a well-ventilated area; medical help will be requested if a subject complains or displays any severe or abnormal reaction to the spray.
- Employees will not unnecessarily display or handle any OC spray.
- When the circumstances justifying the use of OC spray no longer exist, OC spray will immediately be discontinued.
  - Employees still may use reasonable force to maintain control and to protect themselves from danger.

Post-Use Care

- Warm water can be used to flush the eyes without rubbing.
- If water is not available, the Fire Department will be called to the scene.
- Subjects should recover within 45 minutes; however, the intense sensation of skin burning may persist for 30 to 90 minutes after exposure.
- Salve or ointments **should not** be used on affected areas.
- Subjects sprayed with OC will not be left unattended.
- Paramedics will be called to the scene if a subject exposed to OC spray complains or displays any severe or abnormal reaction to the spray at any time.
- Employees will continue to provide post-use care to the subject until the subject has recovered from the effect of the spray.
- Employees will not lay subjects on their stomach.
- Civilian employees will follow the proper directions for use as prescribed for sworn employees and will notify Communications that OC spray has been deployed.
  - The employee will make efforts to maintain a visual on the subject and direct sworn officers to the location for disposition and post-use care.
  - Once sworn employees arrive, post care procedures will be implemented.

Authorized Personnel

- Supervisors
- Officers of the Special Assignments Unit (SAU), Fugitive Apprehension Investigations Detail (FAID), Downtown Operations Unit (DOU), and Tactical Response Unit (TRU)

4. F. Chemical Agents (Continued)

(2) Oleoresin Capsicum Spray Mark-9 Canister 18.34 ounce	Authorized Personnel (Continued) • K9 handler ∗ Supervisors may direct an officer to deploy the Mark 9 canister when reasonable to do so. Directions for Use • Employees using the Mark-9 canister OC spray will direct a one-second burst into the face of the subjects from a minimum distance of 15 feet. • The effective range is normally 20-25 feet. • Employees using the Mark-9 canister OC spray in a riot control situation should direct the spray face level, from a minimum distance of 15 feet, into the crowd until the desired effect is achieved. • Employees will not unnecessarily display or handle any OC Spray Mark 9 canister 18.34 ounce. • Tactical chemical agents are considered less-lethal weapons. • Detailed training, deployment procedures, and tactical considerations are found in the appropriate bureau manuals.
(3) Tactical Chemical Agents	Delivery Systems • Isper Jet • 37mm Gas Delivery System ∗ Ferret rounds will not be directed at individuals due to the possibility of serious injury if the round strikes a person. ∗ Ferret rounds will not be used against moving vehicles. Authorization for Use • The use of tactical chemical agents will be limited to those officers and supervisors specifically authorized and trained in their use. • SAU and DOU are responsible for tactical chemical agent training; grenadier 1 and 2 levels, and will maintain the roster of officers certified to deploy chemical agents. • SAU, DOU, and TRU supervisors may authorize use of tactical chemical agents.

G. Electronic Control Devices (ECD) - Use is considered a less-lethal tactic.

(1) Guidelines For Use	• ECDs, such as the Taser, use compressed nitrogen gas to propel probes and wires that conduct electrical energy which overrides a subject's central nervous system, attempting to temporarily stop the subject's actions. • ECDs may be used when it is objectively reasonable based on the totality of the circumstances, on subjects who are displaying active aggression, or who are placing an officer or a third party in reasonable apprehension of imminent physical injury, or to prevent a subject from harming him/herself. • The following circumstances should be considered prior to use: ∗ Is the subject posing an imminent threat to the safety of officers, a third party, or him/herself? ∗ What is the severity and violence level of the crime? ∗ Does the subject have a history of violent behavior? ∗ If an arrest team is not available, is it feasible to delay deployment to wait for one? • When the circumstances justifying the use of an ECD no longer exist, the ECD will immediately be discontinued. ∗ Employees still may use reasonable force to maintain control and to protect themselves or others from danger when such force can be justified through the totality of the circumstance

4. G. Electronic Control Devices (ECD) (Continued)

(1) Guidelines For Use (Continued)

- ECDs will not be used for any of the following:
  - Coercion

    EXCEPTION: A warning Arc combined with the proper verbal warning may be used as coercion in situations that would likely result in a justified deployment of the ECD.
  - Against subjects solely for running from the officer
  - Against a subject who would be in danger of falling from a significant height
  - When subjects are near flammable liquids and gases
  - Intimidation by reckless display
  - Escorting or prodding individuals
  - Waking unconscious or intoxicated individuals
  - Individuals operating a motor vehicle
  - Individuals holding a firearm when their finger is on the trigger
  - Handcuffed prisoners resisting/refusing to enter a police vehicle, holding room, or hanging onto a railing or other item, etc.

  NOTE: The Department currently uses a nitrogen propellant OC spray; however, employees need to use caution in incidents involving other jurisdictions which might be using an alcohol based OC spray.
- Employees will avoid using ECDs against the following subjects, unless employees can articulate other reasonable force options have been tried or were unlikely to succeed:
  - Female subjects known to be pregnant or who are visibly pregnant
  - Elderly subjects
  - Young children
  - Handcuffed prisoners
- The following should be considered prior to using the device on subjects in water:
  - Any significant amount of water may cause the subject to drown and will hinder other officers assisting in the apprehension of the subject.
  - Deep water reduces the target area.
- Employees requested to provide ECD demonstrations to groups and organizations will first obtain permission from their bureau/precinct commander.
- Employees shall not carelessly or recklessly display the ECD.

Tactical Considerations - When deploying an ECD, employees:

- Will announce deployment to prevent contagious fire.
- Will communicate with other employees upon arriving at the scene.
- Will, when practical, have an arrest team available.
- Will consider whether other options exist when dealing with mental health or excited delirium subjects.
  - If an exigency exists for ECD use, the circumstances regarding the decision will be explained in the Incident Report (IR).
- Will, when practical, give a verbal warning and consider the brief use of the warning Arc function to give the subject adequate opportunity to comply before force is applied.
- Should, if inside nine (9) feet, deploy in two authorized locations on the body far enough away from each other to create neuromuscular incapacitation (NMI) and then use the Arc button to activate all deployed probes.
- May, if outside of nine (9) feet, deploy the ECD for one 5-second cycle, evaluate the subject's response, and, when feasible, allow the arrest team to control the subject.
  - Subsequent deployment may be administered if control over the subject is not achieved.
  - If the ECD is ineffective or inoperable, consider another force option.

4. G. Electronic Control Devices (ECD) (Continued)

(1) Guidelines For Use (Continued)

Tactical Considerations - When deploying an ECD, employees: (Continued)

- Will, if it is determined an extended cycle is necessary to control a combative suspect, explain the circumstances regarding the decision in the IR.
- Should only apply the number of cycles reasonably necessary to safely approach and restrain a subject (a limit to the number of cycles that may be administered to a subject has not been determined).

Primary Target Areas for Probe Deployment

- Center mass of the subject's back

Secondary Target Areas for Probe Deployment

- If unable to fire at the subject's back, employees will fire at either side of the body attempting to aim below the diaphragm.
- If unable to fire at the subject's back or sides of his/her body, employees should target the lower front torso just above the belt line allowing the bottom probe to strike the legs.
- The groin area **will not** be intentionally targeted.

Target Areas for Drive Stun

- Muscle or nerve points on the front, back, side, legs and arms (radial nerve, brachial plexus tie-in, common peroneal, etc.)

Close Deploy and Redirect - This technique may be used when proximity to the subject would not result in a probe spread large enough to achieve NMI.

- Under exigent circumstances; for example, cartridge malfunction, employees may deploy probes at close range and then redirect a drive stun to an area of the body at a distance great enough to achieve NMI.
- ECDs equipped with Rotational Pulse Drive technology incorporate Smart Cartridges which, when working properly, can be deployed in a semi-automatic mode; therefore employees may deploy in two (2) authorized locations on the body far enough away from each other to create NMI and then back away using the Arc button to activate all deployed probes.

Non-Target Areas

- Head, neck, female breast, and groin

Probe Deployment Ranges for Patrol

- Maximum range 25 feet for Smart Cartridge
- Preferred range nine (9) to 18 feet for 25 foot Smart Cartridge

Medical Treatment

- Paramedics will be requested for the following:
  - Probe penetrates the skin, or if the probes penetrate the clothing and the cycle is effective
  - If multiple drive stun applications are delivered
- Prior to paramedic care, ECD operators should remove probes from the subject while wearing latex gloves.
- **Do not** remove probes from the subject's eyes, face, throat, or groin.
- Any medical complications will be reported to paramedics.
- A supervisor will be notified and respond to the scene.

Authorized Personnel

- Only employees who are trained and certified by Training Bureau staff are authorized to carry and deploy the ECD.
- ECD operators will receive training and recertify annually.

4. G. Electronic Control Devices (ECD) (Continued)

(1) Guidelines For Use (Continued)	Authorized Equipment • Employees will only carry one (1) authorized ECD device (Taser X2). • First responders who have been certified and issued an ECD will carry the device on their person and a minimum of two (2) cartridges at all times. • ECD holsters worn on the belt will be on the support side (opposite side of the primary handgun) in a "cross draw" orientation. ∗ The Safariland 6005-10 in black with a single leg strap is the only optional authorized drop-leg ECD holster (employees wearing this option will wear the holster/platform and ECD attached to the duty belt and wearer's leg in order to be in compliance with this policy). • ECD holsters worn on an outer vest carrier must be in compliance with the appropriate Operations Order 3.15, Uniform Policy, and addenda. **EXCEPTION**: Tactical Support Bureau (TSB) personnel may wear an ECD holster on an outer of vest carrier in compliance with the TSB manual. • Sworn employees assigned to specialty details will carry an ECD in accordance with approved procedures authorized by the respective bureau commander. • Employees working in a non-uniform capacity that have a Department-issued ECD will have the device available in the passenger compartment of their City vehicle. • Employees who have a Department-issued ECD and are working in an off-duty capacity will carry the device as if they were in an on duty status. • Exceptions may be made by the employee's bureau/precinct commander. • Certified civilian detention officers will carry their ECD in accordance with this policy. Use on Animals • Employees may deploy an authorized ECD to incapacitate dangerous animals posing an immediate threat to officers or the public. • Employees should consider containment of the animal and request assistance from the Maricopa County Animal Care & Control (MCACC). • Follow the reporting and impounding procedures as outlined in section 6.A.(3) of this order.
(2) General Information	Storage and Tracking Data • New ECDs will be entered into www.evidence.com prior to being placed into service. ∗ The ECD serial number and the officer's name and serial number to whom the device is assigned will be kept current for as long as the program is in use. • Each bureau/precinct will maintain a log which will contain the following information: ∗ The serial numbers of the cartridges assigned to each officer ∗ The reason a new cartridge was issued (training, defective, use of force incident, etc.) ∗ IR number if the cartridge was fired during a use of force incident • Police Supply is responsible for ordering extra cartridges and Power Magazines and keeping an extra supply of ECDs to replace those which are inoperable or taken due to an investigation. • Each bureau/precinct will maintain extra duty cartridges and Power Magazines. • Upon transfer from a first responder assignment, officers will immediately turn in their ECD, holster, battery, and cartridges to administrative staff of the assignment they are leaving so the equipment can be returned to Police Supply. • Employees will inspect their ECD for damage, to insure all parts are present prior to the start of shift. • If the ECD is damaged or parts are found missing, it will be reported to a supervisor in accordance with Operations Order 3.13, Rules and Regulations. • Employees will conduct a functional test of their ECD, in accordance with established training at the beginning of each shift in order to test the operability of the ECD. • The employee's supervisor will conduct an inspection of the ECD, ensure the device has been downloaded each month, and the results will be reflected in their supervisor notes.

4. G. Electronic Control Devices (ECD) (Continued)

(2) General Information (Continued)	Online Firmware Updates • Taser, Intl. publishes firmware updates online via www.evidence.com. Tasers must be connected monthly to ensure the most current firmware is installed on the device. Voluntary Exposures • It is not the practice of the Department to conduct voluntary exposures as a requirement for user or in-house instructor certification or during Department approved ECD demonstrations.

H. Intermediate Control Techniques - Techniques that may result in injury.

(1) Hard Empty Hand Techniques	These include but are not limited to: • Closed fist strikes • Hammer fist strikes • Palm-heel strikes • Impact pushes • Kicks • Knee strikes • Elbow strikes • Head strikes Guidelines for Use • Areas to avoid are the throat, spine, sternum, and kidneys. • Hard empty hand techniques may be used when facing the active aggression level of resistance. • When the circumstances justifying the use of hard empty hand techniques no longer exist through the use of applied de-escalation strategies, hard empty hand techniques will immediately be discontinued. ∗ Employees still may use reasonable force to maintain control and to protect themselves from danger. • Strikes to the face and head will only be used when reasonable as a means to overcome a violent attack. ∗ A supervisor will be advised and respond to the scene to view and evaluate the subject. ∗ Jail personnel will also be advised.
(2) Impact Weapons	Straight, Side-handle, or Expandable Baton • Impact weapon strikes may be used when facing the active aggression level of resistance. • Passive resistance or resistance, such as a subject's refusal to enter a police vehicle or holding room or to let go of a railing, is not sufficient in itself to justify the use of impact weapon strikes. • When the use of the impact weapon is warranted, employees will attempt to strike large muscle group areas and nerve motor points where there is minimal chance of permanent injury. • Employees will not purposely strike or jab suspects with an impact weapon on the head, neck, sternum, spine, lower abdomen, groin, or kidneys unless faced with a deadly force situation. • When the circumstances justifying the use of impact weapons no longer exist, the use of impact weapons will immediately be discontinued. ∗ Employees still may use reasonable force to maintain control and to protect themselves from danger. Authorization to Carry Impact Weapons • Employees may carry impact weapons at their discretion unless specifically required otherwise. • The impact weapon will meet the specifications listed in Operations Order 3.15, Uniform Policy. • Employees who elect to carry an impact weapon must satisfactorily complete the appropriate course taught by a Department impact weapons instructor.

4. H. Intermediate Control Techniques (Continued)

(3) Flashlights	• Flashlights are not designed as impact weapons; however, a flashlight may be used as an impact weapon if a baton is not readily available. • Employees will not purposely strike or jab subjects with a flashlight on the head, neck, sternum, spine, lower abdomen, groin, or kidneys unless faced with a deadly force situation.
(4) Canines (K9s)	K9s are considered a less-lethal force option. • K9s will not be used for control of crowds or in any circumstances where a strong potential exists for discrediting the Department. • K9s may be used to search for or apprehend felony subjects when the public or officer safety is threatened sufficiently to justify this level of force. • K9s may be used to search for misdemeanor subjects; however, the animal will remain on lead unless officer safety is threatened. Procedures for Deploying K9s • Whenever time and circumstances permit, a verbal warning will be given to a subject before releasing the K9 to conduct a search. • An announcement identifying police authority and giving directions to the subject should be made in addition to stating the K9 will be released if the subject fails to comply. • Detailed procedures for K9 use are found in Operations Order 5.3, Specialized Investigations and Assistance, and the TSB manual.
(5) Stunbag Shotguns and 37mm Direct Impact Munitions (TSB)	• Stunbag shotguns and 37mm direct impact munitions may be used in situations where distance is necessary to maintain officer safety and the use of impact weapons is a reasonable use of force: for example, subduing a person who is threatening or attempting physical harm to himself or another. • Stunbag rounds should not be fired through mediums, such as glass or chain link fences, because the bag may tear and lead shot may be released. • Employees should anticipate firing follow-up shots if the prior shot missed or was not effective. • The affected bureau/precinct/duty commander will be immediately notified of all incidents involving the use of a stunbag shotgun or 37mm direct impact munitions. • Optimal ranges for the stunbag shotgun are between five (5) feet and 20 yards. • If possible, officers should consider other force options at less than five (5) feet. • When the circumstances justifying the use of a stunbag shotgun no longer exist, the use of a stunbag shotgun will immediately be discontinued. Target Areas • Arms • Lower abdomen • Buttocks • Legs • Back, excluding the spinal cord area from the base of the skull to the tailbone Non-target Areas • Head • Spine • Chest • Neck **NOTE:** Shots to non-target areas can result in fatal or serious injury. Additional Information • For specific guidelines reference the stunbag shotgun, refer to Operations Order 4.25, Firearms Regulations. • For specific guidelines reference the 37mm direct impact munitions, refer to the TSB manual.

4. I. Deadly Force

(1) Guidelines

Employees may use deadly force under the following circumstances:

- When such force is reasonable to protect themselves or a third person from another's use, or threatened use, of deadly force.
- To prevent the escape of a subject whom the employee has probable cause to believe has committed an offense involving the infliction or threat of serious physical injury or death, and is likely to endanger human life or cause serious injury to another unless apprehended without delay.
- In situations where the employee must overcome an attack the employee reasonably believes would produce serious physical injury or death to the employee or another person.
  - ∗ When the use of techniques taught by the Department's proficiency skills instructors is not practical under the circumstances, the employee may resort to any reasonable method to overcome the attack.
- When the circumstances justifying the use of deadly force no longer exist, deadly force will immediately be discontinued through the utilization of de-escalation strategies.
  - ∗ Employees still may use reasonable force to maintain control and to protect themselves from danger.
- Deadly force is utilized as a last resort when other measures are not practical under the existing circumstances.
- The intentional use of a police vehicle against a subject on foot will be considered a use of deadly force.
- Employees **will not** attempt to deliberately collide with other vehicles or use a police vehicle to force **any** vehicle off the roadway.

  EXCEPTION: Employees trained in the precision immobilization technique (PIT) maneuver and assigned to the Airport Bureau on Airport grounds, TSB, or dignitary protection officers when needed as part of their duties.

Use of Firearms

- In addition to the guidelines listed above, employees will discharge firearms in connection with police activities only, and in accordance with the following policies, whether on or off duty.
- Employees will not unnecessarily draw or display any firearm, or carelessly handle a firearm.

  NOTE: When a firearm is pointed in the direction of a person, employees will notify a supervisor and ensure the incident is documented in an IR.

- Warning shots **will not** be fired.
- When the shooting of a subject appears imminent, employees will, if practical, issue a verbal warning.
- Firearms will not be used under circumstances in which a substantial and unjustifiable risk of injury or death to bystanders exists.
- Firearms will only be used to kill an animal posing an immediate danger to the employee or the public when other means of protection are impractical.

Vehicles

- Employees will not shoot at or from a moving vehicle, except:
  - ∗ Under extreme, life-threatening circumstances when all other means necessary have been exhausted.
  - ∗ To prevent an apparent act of terrorism when the vehicle is being used as a weapon of mass destruction.

4. I. Deadly Force (Continued)

(1) Guidelines (Continued)	Vehicles (Continued) • Employees will not deliberately place themselves in the path of a moving vehicle or one capable of immediate movement. ∗ This is generally considered tactically unsound unless executed as part of a tactical plan intended to enhance safety. ∗ This is not intended to prevent employees from moving in front of or around vehicles during the execution of routine traffic duties, such as directing traffic. • Exigent circumstances must exist before an employee may reach or lean into a running vehicle with the driver's seat occupied. • When it is safe to do so, placing a police vehicle directly in front and rear of the subject vehicle provides an extra margin of safety. Notifications • Employees who discharge any firearm will make a verbal report to a supervisor as soon as possible and submit a written report as soon as practical. ∗ A command officer can make an exception to this requirement. • The employee's bureau/precinct commander or the duty commander will be advised of the weapon discharge incident. • Firearms training, lawful target practice, and lawful hunting are exempt from this paragraph.

5. **RESPONSE OPTIONS TRAINING**

A. All sworn employees will receive annual training on use of force options and policy by Department authorized instructors, who are certified through the Arizona Peace Officers Standards and Training Board (AzPOST).

B. Impact Weapons

(1) Basic Impact Weapons Training	• Recruits will receive basic impact weapons training while in the academy. • Employees not previously certified in basic impact weapons usage may receive impact weapons training on duty or if they are unable to complete the training during their assigned shift, in an authorized off duty training program. • Overtime will be authorized for any impact weapons certification/re-certification training only when employees are unable to complete the training during their regular on duty shift.
(2) Impact Weapons Proficiency Training	• Employees carrying impact weapons will successfully demonstrate proficiency in its use annually. • Department training records will reflect which impact weapon/s an officer has elected to carry and the date basic and proficiency training was completed.

C. Stunbag Shotguns and 37mm Direct Impact Munitions (TSB)

- All sworn employees below the rank of lieutenant will receive stunbag training upon assignment to patrol, and every year thereafter if assigned to patrol.
- See Operations Order 4.25, Firearms Regulations, and the TSB manual for more information.

D. Chemical Agents

- All sworn employees below the rank of commander will receive annual training regarding use of OC spray.

E. Firearms - See Operations Order 4.25, Firearms Regulations.

6. **NOTIFICATIONS OF AND REPORTING USE OF FORCE INCIDENTS**

A. Employees will notify/contact a supervisor of a use of force incident as outlined below in section 6.B.

NOTE: Supervisors will respond to all use of force incidents requiring a Use of Force report (see sections 6.B and 6.C of this order for more information).

B. Reporting Guidelines - Employees will document the use of each response option.

(1) Officer Presence **Verbal Persuasion, Negotiation, or Command** **Soft Empty Hand and Restraining Devices** **Tripping/ Tackling**	Document the following as required in IRs: • Officer presence • Verbal persuasion, negotiation, or commands used (includes the use of an LRAD) • Soft empty hand and restraining devices • Tripping/tackling Reporting requirements when injury or alleged injury occurs: • A supervisor will be contacted as soon as possible and will respond to the scene. • An IR will be completed with the use of force details explained in the Narrative section to include how any injuries were sustained. • If **no** injury is visible, this will also be documented. • Supervisors will complete a Use of Force report.
(2) Pointed Gun at Person (PGP)	Reporting requirements for a PGP incident (does not include the stunbag shotgun): • A supervisor will be contacted as soon as possible. • An IR will be completed, and the details of the PGP will be explained in the Narrative section of the IR. **NOTE**: If multiple employees point their guns at a person, only one (1) report is necessary and the notified/on-scene supervisor will be responsible for coordinating the documentation. • Supervisors will enter all PGP incidents in Blue Team (a Use of Force report is not required). **NOTE**: Supervisors will ensure **only one** (1) PGP entry is completed per incident to document all required information.
(3) Chemical Agents	Reporting requirements for **all** incidents involving the use of chemical agents: • A supervisor will be contacted as soon as possible. • An IR will be completed with the use of the chemical agent documented in the Narrative section. • Supervisors will respond to the scene and complete a Use of Force report **only upon complaint of injury**.
(4) ECDs	Reporting requirements for **all** incidents involving an ECD: • A supervisor will be contacted as soon as possible and will respond to the scene. • The ECD will be downloaded immediately prior to the completion of the Use of Force report. • Supervisors will complete an Event Information Log for ECDs, available online at www.evidence.com for those with appropriate access, which will be saved electronically and attached to the Use of Force report. • Supervisors will complete a Use of Force report which will include the following: ∗ Serial number of ECD used ∗ Number of times deployed ∗ Distance of the subject from the operator/s who deployed the ECD ∗ Effectiveness and result of use • An IR will be completed with the use of force details explained in the Narrative section including the reason for the ECD deployment and target and impact areas.

6. B. Reporting Guidelines (Continued)

(4) ECDs (Continued)	Impounding Procedures • Place the probes backward in the spent cartridge and cover with a biohazard sticker. • Place the cartridge and probes in a plastic container and then into a plastic evidence bag marked with biohazard stickers and impound as evidence. • If there is no evidentiary value to the cartridge and probes, the following procedures will be followed: ∗ Place the probes backward in the spent cartridge and cover with a biohazard sticker. ∗ Place the cartridge in the sharps/biohazard container in any precinct impound room. • When completing the IR, list the package/item in the Evidence section ensuring the spent cartridge serial number is included.
(5) Intermediate Control Techniques	Reporting requirements for **all** incidents involving intermediate control techniques: • A supervisor will be contacted as soon as possible and will respond to the scene. • An IR will be completed with the use of force details explained in the Narrative section • Supervisors will complete a Use of Force report. • K9s ∗ All Department K9 injury incidents will be investigated and documented by a K9 Unit supervisor using the standard bite report format. ∗ The K9 Unit supervisor will also complete the Use of Force report. • Stunbag Shotguns and 37mm Direct Impact Munitions (TSB) - The Narrative section of the IR will include the following: ∗ Reason for the shooting (also to be documented in the Use of Force report) ∗ Weapon/s used (also to be documented in the Use of Force report) ∗ Number of shots fired ∗ Target and impact locations ∗ Distance of the subject from the officer/s that fired ∗ Effectiveness and result of use • If a subject sustains a serious injury from a stunbag shotgun or 37mm direct impact munitions shooting incident, see section 7.B of this order for detailed procedures.
(6) Deadly Force	• See section 7 of this order for investigation and documentation procedures.

C. Use of Force Report

(1) Upon notification of a use of force incident, supervisors will conduct a fact finding investigation which will be documented in a Use of Force report if a Use of Force report is required as outlined above in section 6.A.

(a) Refer to the Field Based Reporting (FBR) User Manual for data entry procedures.

(b) A Use of Force report will not be completed on prisoner injuries occurring prior to police arrival or by means other than by police employees.

- Refer to Operations Order 7.1, Prisoners, for required documentation.

(c) When possible, audio record witness statements which will be attached to the Use of Force report as an “Image.”

(d) Digital photographs will be taken of any injuries which will be processed/stored as outlined in Operations Order 8.1, Evidence, Impounding, and Property.

(e) No additional paperwork is required unless unusual circumstances exist.

6. C. (2) Supervisors will submit the initial Use of Force report within seven (7) days of notification of the incident.

(3) Use of Force reports will be submitted up to commander approval within 30 days of initiation of the report.

7. **SHOOTINGS AND OTHER CRITICAL USE OF FORCE INCIDENTS**

A. Required Reports - Supervisors will complete the following reports:

- Shooting Investigation, if applicable (see section 7.E below of this order for information on completing the shooting investigation)
- Use of Force Report (if required; see section 7.B. below of this order)

B. Investigation and Reporting Responsibilities

(1) Shootings and Other Use of Force Incidents Resulting in Death or Serious Injury	All shootings and other use of force incidents resulting in death or serious injury involving employees of this Department will be investigated concurrently by the following: • Professional Standards Bureau (PSB) - Completes the Use of Force report • Involved employee's supervisor • Violent Crimes Bureau (VCB)/Homicide Unit • Legal Unit **EXCEPTION**: Incidents listed in the following sections will be investigated accordingly.
(2) Non-Injury Accidental Discharges	• For non-injury accidental discharges not involving a police action occurring on duty, the employee's supervisor will investigate the incident and complete the Use of Force report. • For non-injury accidental discharges not involving a police action occurring off duty, an on duty supervisor will investigate the incident and will forward the information to the employee's supervisor to complete the Use of Force report.
(3) Accidental Discharge Involving Police Action	• If an accidental discharge occurs while the employee is performing a police function and a citizen or subject is in close proximity, such as attempting to arrest a subject, PSB will conduct the investigation and complete the Use of Force report.
(4) Shootings Involving Animals	• For shootings involving animals occurring on duty, the employee's supervisor will investigate the incident (a Use of Force report is not required).

C. Notifications - The highest ranking officer at the scene will notify the PSB commander, VCB commander, and the Legal Unit.

D. Handling of Involved Employee's Firearm

(1) When employees are involved in an incident in which their firearm was discharged and the incident is investigated by PSB, the involved employees will release their firearm to the investigator.

- Employees will be issued another firearm by PSB investigators prior to going off shift or returning to duty.

E. Shooting Investigation

(1) The written report will include the following pre-narrative information:

Investigating Supervisor	Name, serial number, duty assignment, work days and hours
Employee Involved	Name, serial number, duty assignment, work days and hours
Synopsis	
Reason for Shooting	Injured animal, accidental discharge, etc.
Occurred	Location, date, and time

7. E. (1) The written report will include the following pre-narrative information: (Continued)

Employee's Prior Use of Force Incidents and Dispositions	
Weapon Used	Make, model, caliber, ownership and type of ammunition
Number of Shots Fired/ Impact Locations/ Backdrop Description	
Injuries or damage	Description of any animals involved and name, address, etc., of owner of damaged property/injured animals
Witnesses	
Photos/Latent Print Examiner	Name of the employee who took the photographs
IR Numbers of Other Related Investigations	
Details of Investigation	Narrative

(2) As soon as possible (after the scene investigation has been completed), the PSB Investigations Unit lieutenant will be contacted to obtain a PSB shooting incident control number.

- If the incident occurs during non-business hours, the investigating supervisor will contact PSB at the beginning of the next business day to obtain the control number.
- The control number will be included in the subject portion of the memorandum in addition to any other title information.

(3) All pertinent documents, including photographs, will be attached to the investigative report.

(4) Evidence in the form of bulk items (guns, shell cases, etc.) will not be forwarded.

(5) Supervisors will make no recommendations other than referring the matter to the Use of Force Review Board.

F. Routing of the Administrative Use of Force Investigation

(1) Incidents Investigated by PSB - The PSB commander will forward a copy of the PSB report to the employee's assistant chief and Use of Force Board chairperson.

(2) Incidents Investigated by the Employee's Supervisor - The completed Use of Force report (if required; see section 7.B. above of this order) and shooting investigation will be forwarded to the commander of the involved employee's bureau/precinct.

8. **TACTICAL REVIEW COMMITTEE**

A. Purpose

(1) The Tactical Review Committee (TRC) and TRC sub-committee will review critical use of force incidents and identify any related training needs.

(2) The TRC will not have the authority to make recommendations on whether or not a particular use of force involved in the incident reviewed complies with Department policy.

(3) While the role of the committee is primarily restricted to the identification of training needs for individuals and the Department as a whole, the committee may make suggestions regarding amendments to policy.

- Use of force incidents generally evolve rapidly, compelling employees to make decisions with limited time and/or information; therefore, the TRC will take into consideration the totality of the circumstances involved in the incident and decide if the training need is sufficient to justify immediate intervention.

8. B. TRC Committee Members - The TRC will report to the Police Chief or designee and will consist of the following personnel:

- Training Bureau assistant chief (chairperson)
- Training Bureau commander
- Department Legal advisor (or representative)
- PSB commander or designee
- SAU lieutenant
- Phoenix Regional Police Academy (PRPA) Basic Training lieutenant
- Training Bureau Proficiency Skills lieutenant
- Phoenix Police Sergeants and Lieutenants Association (PPSLA) president (or representative)
- Phoenix Law Enforcement Association (PLEA) president (or representative)

C. TRC Sub-Committee Members - The TRC sub-committee will consist of the below personnel and will attend each VCB debriefing following a critical use of force incident:

- Officers – Tactical Training Detail officer, SAU officer, and a patrol officer
- Sergeants – Firearms Training Detail sergeant, SAU training sergeant, Tactical Training Detail sergeant, and a patrol sergeant
- Lieutenants – Proficiency Skills lieutenant (chairperson), SAU lieutenant, K9 Unit lieutenant, and a patrol lieutenant
- Department Legal advisor
- Communication Bureau representative

NOTE: Patrol personnel will be selected from a pool of officers/sergeants/lieutenants as designated by the TRC sub-committee chairperson.

D. Post Use of Force Training

(1) Upon review of the incident by the TRC sub-committee, all involved employees (to include supervisors) will be required to attend a mandatory tactical debriefing of the incident with the assigned TRC sub-committee case agent (a Tactical Training Detail sergeant) and TRC sub-committee chairperson.

- At the discretion of the TRC sub-committee, personnel indirectly involved in the incident may also be required to attend the tactical debriefing.

(2) After the tactical debriefing, the TRC sub-committee case agent and chairperson will determine if training is warranted and who will require the training.

- The TRC sub-committee chairperson will complete a memorandum for each affected employee which will specify the required training

(3) The commander/administrator of the affected employee/s will ensure the mandatory training is completed without delay.

- With the exception of extenuating circumstances, the mandatory training shall be satisfactorily completed within 14 calendar days from the date notified.

(4) The decision for employees to complete the mandatory training before returning to their regular work assignment will be at the discretion of the employees' commander/administrator.

(5) Once the training is completed, the memorandum will be signed by the employee and the Proficiency Skills lieutenant.

- A copy of the signed memorandum will be forwarded to the employee's supervisor, and the Training Bureau will maintain the original.

8. E. Presenting Findings to the TRC

(1) Based on the information reviewed from critical incidents, the TRC sub-committee chairperson will present key findings and trends to the TRC and recommend Departmental training opportunities on a bi-annual bias.

- The recommended training will address decision-making, response options, and the management of tactical scenes.

(2) The TRC will make a final determination on any Departmental training needs, amendments to policy, and/or equipment needs.

F. Training Bureau Responsibilities

(1) The Training Bureau will be responsible for designing and delivering training based on the review and recommendations made by the TRC.

(2) Training may include the use of scenario based instruction when appropriate.

(a) The Training Bureau may develop instruction, based on the TRC review process, to be delivered at advanced officer in-service training, produced as training videos, or created as a written directive for Department-wide dissemination.

(b) Matters deemed to be of an urgent nature will be addressed as soon as possible and will not be set aside.

(3) The training recommended by the TRC may be different for supervisors and other involved employees.

(4) The Training Bureau will ensure employees involved in the training acknowledge they have received and are responsible for the information presented to them.

G. Officer Involved Shootings (OISs): TRC Year in Review and Mid-Year Reports

(1) The TRC sub-committee chairperson will provide a TRC year in review and mid-year report of OISs to the executive staff.

(2) The TRC year in review and mid-year reports will include the following:

- The number of incidents reviewed
- Any training given in relation to each lethal force incident and how the training was distributed
- Any trends identified in lethal force incidents and any policy revisions or improvements made as a result of the TRC review process

(3) Normally the TRC will not review less-lethal force incidents; however, the TRC may review incidents of less-lethal force upon referral made by a commander or assistant chief.

9. **POST USE OF FORCE TRAUMA**

A. Purpose

(1) The physical and emotional well-being of Department employees is a primary concern following any use of force incident.

(2) The following guidelines have been established to ensure the physical and emotional needs of Department personnel are addressed.

9. B. Definitions

(1) Critical Use of Force Incident	Any situation where an employee seriously injures or kills a person
(2) Persons Directly Involved	Employees who seriously injure a person or who are seriously injured and those who participate in the incident
(3) Post Use of Force Trauma	The emotional and physical effects that may occur to persons who have been involved physically or emotionally in a use of force incident

C. Assistance at the Scene of Any Use of Force Incident

(1) Critical Incident Stress Management (CISM) Team - A CISM team coordinator will be contacted to evaluate the incident and call out CISM team members as needed in all use of force incidents.

(2) Command Personnel - Appropriate command personnel, at the discretion of the Police Chief, will initiate personal contact with the involved employee and family to provide Department support and assistance as soon as possible.

D. Post Use of Force Counseling

(1) Employees Directly Involved in a Critical Use of Force Incident - All employees directly involved in a use of force incident resulting in death or serious injury will attend a psychological debriefing with the contracted psychologist listed in this order.

(2) The psychological debriefing will be scheduled as soon as possible after the incident by the employees' immediate supervisors.

(a) Counseling is available on a 24-hour per day basis if needed.

(b) Five (5) follow-up sessions will be available at no expense to employees.

(3) Employees will meet with the contracted psychologist a second time before being released to enforcement duties.

(4) Verification of the visits from the psychologist's office (not the contents of the sessions) will be included in the Return to Work Authorization Form 80-595D to be forwarded to the appropriate assistant chief for review and his/her signature.

(5) Employees Not Directly Involved in a Use of Force Incident

- All employees who feel they are or may be negatively affected as a result of their involvement are strongly encouraged to take advantage of the counseling services available through the City's Employee Assistant Program (EAP) (see Operations Order 3.8, Personnel Support Services, for more information).

  * This may include the employees' spouses or immediate family members.

(6) Psychologist Contracted to Provide Post Use of Force Counseling - Contact the Employee Assistant Unit (EAU) at (602) 262-1892 for the current City contracted psychologist.

(7) Counseling Confidentiality Assurance - Employees who seek consultation or receive counseling through the City's contracted psychologist are assured maximum confidentiality.

(a) No individual, group, organization, department, City employee, or City official shall have access to any information regarding an individual's participation in the program except as noted.

9. D. (7) (b) The only exception to the guarantee of confidentiality is an indication by the officer to the psychologist of any **immediate physical danger to self or others**.

(c) In the event of such an occurrence, the Police Chief shall be notified or action taken to ensure protection of those concerned.

E. Post Use of Force Reassignment

(1) Reassignment Guidelines

(1) Employees Who Seriously Injure or Kill a Person	• Any employee who seriously injures or kills a person and is able to work **will be** assigned at home for one (1) week following the incident. • The employee will ensure availability to investigators. • The employee **may** be assigned to a non-enforcement position for at least three (3) additional weeks pending administrative review at the discretion of the affected employee's commander/administrator and in consultation with the affected employee. • The Police Chief may return the employee to full duty prior to the Use of Force Review Board upon recommendation of the officer's assistant chief. • The employee will attend an initial psychological debriefing as soon as possible and a second meeting before returning back to work in an enforcement capacity.
(2) Any Other Employee Directly Involved in a Use of Force Incident	• Any other employee directly involved in a use of force incident resulting in death or serious injury to any person may be reassigned to a non-enforcement position pending administrative review of the incident. • The Police Chief may return the employee to full duty prior to the Use of Force Review Board upon recommendation of the officer's assistant chief. • The employee will attend a psychological debriefing.

(2) Any employee involved in a use of force incident resulting in assignment at home will have **PX** time (Use of Force/Administrative Leave) entered in eCHRIS by the Fiscal Management Bureau/Human Resource Unit supervisor.

(3) All employees directly involved in a Class III discharge of a firearm will be referred to the Training Bureau firearms staff for an appointment prior to returning to enforcement duty from administrative leave.

(a) The employee's bureau/precinct commander/administrator or designee will be responsible for contacting the Training Bureau firearms staff to schedule the appointment.

(b) This appointment will provide employees with the opportunity to fire their duty weapon, and if necessary, qualify on a replacement weapon and discuss any weapons related questions they may have as a result of their shooting incident.

(4) All employees involved in a critical use of force incident will have a Return to Work Authorization form completed by their commander/administrator prior to returning to their regular work assignment.

(5) The administrative review process will be considered complete upon the findings of the Use of Force Review Board, if the incident is found within policy, or upon completion of the disciplinary review process, if the incident is found to be out of policy.

1. **SAFE NOISE EXPOSURE LIMITS**

- The charts below list the accepted standards of the National Institute for Occupational Safety and Health (NIOSH) and Occupational Safety and Health Administration (OSHA) for recommended permissible noise exposure time.

  * According to NIOSH and OSHA, a person can be safely exposed to each decibel level for its corresponding time without risk of noise-induce hearing loss (NIHL).

NIOSH STANDARD	
Sound Level (dBA)	**Duration (Hours: Minutes: Seconds)**
82	16:00:00
85	8:00:00
88	4:00:00
91	2:00:00
94	1:00:00
97	0:30:00
100	0:15:00
103	0:07:30
106	0:03:15
109	0:01:53
112	0:00:56
115	0:00:28
118	0:00:14
121	0:00:07
124	0:00:03
127	0:00:01

OSHA STANDARD	
Sound Level (dBA)	**Duration (Hours: Minutes: Seconds)**
85	16:00:00
90	8:00:00
95	4:00:00
100	2:00:00
105	1:00:00
110	0:30:00
115	0:15:00
120	0:07:30
125	0:03:15
130	0:01:53
135	0:00:56
140	0:00:28
145	0:00:14
150	0:00:07
155	0:00:03
160	0:00:01

2. **TYPICAL NOISE LEVELS**

AVERAGE DECIBELS (dB)	SOURCE/NOISE
0	Weakest sound heard by the average ear
60	Normal conversation
80	Ringing telephone
90	Hair dryer, power lawn mower
96	Tractor
98	Hand drill
103	Impact wrench
105	Bulldozer
110	Chainsaw
120	Ambulance siren
140	Jet engine at takeoff
165	12-gauge shotgun
Source: https://www.cdc.gov/niosh/topics/noise/noisemeter_html/default.html	

1. **POLICE CHIEF** - The Police Chief has the ultimate responsibility of the Department for the:

- Protection of life and property.
- Preservation of law and order.
- Investigation and suppression of all crimes.
- Enforcement of state laws and city ordinances.

2. **EXECUTIVE ASSISTANT CHIEF/MANAGEMENT SERVICES DIVISION**

BUREAU/COMPONENT	RESPONSIBILITIES
A. Fiscal Management Bureau (FMB) *Under the direction of an administrator*	• Administers the overall budget activities of the Department • Maintains the position control system • Processes payroll and personnel action forms • Manages the Department's 20,000 and 30,000 programs • Monitors the transitional duty and reasonable accommodations programs • Coordinates the administrative functions of the industrial injury program • Maintains long-distance telephone authorization code numbers for the INFOSWITCH computer telecommunications system • Processes all promotional activities, resignations, retirements, merit increases, performance ratings, and benefit changes • Maintains transfer list of employees between divisions • Coordinates activities with City Human Resources regarding promotional testing, position classifications, job analyses, equal employment opportunity matters, statistical gathering, grievance processes, and all Civil Service Board matters • Maintains Department personnel records • Maintains a statement for duties and responsibilities of each job assignment within the Department • Coordinates grievance procedures • Conducts an annual analysis of grievances to identify trends or other issues, this report is required by July 1, for the previous fiscal year • Coordinates the research, writing, planning, processing, and administration of all police grants, and coordinates the planning, processing, and administration of police Intergovernmental Agreements involving reimbursement for personnel • Coordination of the Capital Improvement Project Bond Election
B. Information Technology Bureau (ITB) *Under the direction of the City's Information Technology Services (ITS) assistant chief information officer (CIO)*	• Establishes policy and guidelines regarding the planning, acquisition, and use of microcomputer resources throughout the Department • Develops, implements, maintains, and effectively operates the Computer-Aided Dispatch/Mobile Data Computer (CAD/MDC) System, Traffic Accident Data System (TADS), AFIS, and the personal computer-based client/server systems • Coordinates training needs of Department personnel in the operations of these systems and other electronic equipment • Acts as a liaison with other law enforcement agencies in the operation of criminal justice computer systems • Provides technical assistance in the planning of future Department computer needs • Coordinates data processing services • Conducts a pre-budget technical review of the Department's proposed acquisition of electronic equipment • Maintains inventory control of the Department's radar units and scanners • Maintains inventory control of the Department's cellular phone equipment including initial processing of the battery packs provided with the cellular phone • Assists the Investigations Division with the seizure of computer equipment and/or data extracts that may contain evidence of a crime and conducts evidence searches on the equipment and/or data extracts that are seized
C. Legal Unit *Under the direction of an assistant chief counsel*	• Serves as general counsel to the Police Chief and executive staff • Available for special projects as assigned by the Police Chief for the benefit of the Department • Available for consultations with Department employees relative to work-related legal issues • Assists line functions, upon request with major criminal investigations or other activities when the assistance of an attorney is required • Proactively reviews Department policies and directives for legality and liability issues

2. **EXECUTIVE ASSISTANT CHIEF/MANAGEMENT SERVICES DIVISION** (Continued)

BUREAU/COMPONENT	RESPONSIBILITIES
C. Legal Unit (Continued)	• Monitors state and federal legislative activity • Drafts legislation, tracks bills and proposals, summarizes bills and new laws, and researches legislative issues • Responsible for training, processing civil liability matters, and reviewing requests or subpoenas for Department records Incident Review • Provides assistance to internal and external customers reference liability or potential liability issues/concerns • Reviews all incidents and prepares reports on those involving police liability • Acts as a liaison between City Risk Management and the Department
D. Office of Administration (OOA) *Under the direction of a lieutenant*	• Prepares daily correspondence for the executive staff • Handles citizen and inter-Department inquiries • Coordinates internal communications • Disseminates public safety and organization information • Coordinates the review of RCAs, CCRs, and other documents to the City Manager's Office • Coordinates and develops the Department planning process and policing plan • Develops and reviews the Department Performance Achievement Plan (PAP) • Coordinates the City's Employee Suggestion Program (ESP) • Assists with the researching of special projects Employee Assistance Unit (EAU) • Offers employment benefit counseling to include assistance to officers injured or hospitalized in the line of duty, administration of the Department's Psychological Counseling Program, survivor assistance and benefit coordination, and liaison with the Police Pension Board • Coordinates the Critical Incident Stress Management (CISM), Peer Counseling, and Police Chaplain programs
E. Public Records and Services Unit *Under the direction of an administrator*	• Enforces City ordinances on alarm systems and loud parties • Receives and releases public and traffic records requests • Processes traffic collision, driving under the influence (DUI), and Admin Per Se reports for the Department • Processes notices of vehicle impoundments and releases • Monitors Department towing contracts • Issues oversize/overweight permits

3. **COMMUNITY ENGAGEMENT AND ORGANIZATIONAL DEVELOPMENT DIVISION** - Under the direction of an assistant chief

BUREAU/COMPONENT	RESPONSIBILITIES
A. Community Engagement Bureau (CEB) *Under the direction of a commander*	• Comprised of the Community Programs Detail, Community Response Squad, Gang Resistance Education and Training (GREAT) Detail, and Off-Duty Wok Detail and the Citizens Offering Police Support (COPS) Volunteer and Explorers programs • Acts as liaison with police/citizen councils and other human relations agencies within the City and aids other bureaus in developing informative programs for presentation to various groups • Conducts a documented annual review of biased based profiling practices to include citizen concerns • Monitors, reviews, inspects, and audits the Off-Duty Work Program • Provides community services and training and mentoring of youth, coordinates fundraising activities, and provides general supervision to civilian and Explorer volunteers

3. **COMMUNITY ENGAGEMENT AND ORGANIZATIONAL DEVELOPMENT DIVISION** - (Continued)

BUREAU/COMPONENT	RESPONSIBILITIES
B. Employment Services Bureau (ESB) *Under the direction of a commander*	• Comprised of the Administrative and Operations Units, Polygraph Unit, and Information Desk • Administers the Department's role in the selection process, to include completing the background investigation, hiring, and placement processing of all new employees • Recruits prospective police officers and coordinates activities with City Human Resources regarding recruit applicant testing • Provides pre-employment, internal, administrative, and criminal polygraph exams • Provides 24/7 lobby customer service, general information, referrals, and building security for Police Headquarters (PHQ). • Recruits police reserves and civilian volunteers along with coordinating fundraising activities and providing general supervision of civilian volunteers • Oversees and administers the Community Hiring Board in accordance with the ESB manual
C. Phoenix Regional Police Academy (PRPA)/Training Bureau *Under the direction of a commander*	• Conducts a comprehensive post-academy training program for all new officers • Ensures Department compliance with Arizona Peace Officer Standards and Training (AzPOST) Board rules and regulations and coordinates AzPOST funding • Maintains a firearms training and qualification program including weapons inspections, issuance of ammunition, and maintenance of all Department-shooting range equipment • Coordinates the basic and advanced training of reserve officers • Conducts and coordinates advance and continuous training for sworn personnel

4. **INVESTIGATIONS DIVISION** - Under the direction of an assistant chief

BUREAU/COMPONENT	RESPONSIBILITIES
A. Drug Enforcement Bureau (DEB) *Under the direction of a commander*	• Comprised of the Crime Suppression Unit, Enforcement Unit, Investigations Unit, Human Exploitation and Trafficking (HEAT) Unit, and Technical Surveillance Unit • Investigates and suppresses narcotic activity within the City • Conducts follow-up investigation of narcotic cases reported by other bureaus/precincts on an as-needed basis • Coordinates, processes, and disposes of property seized pursuant to narcotics violations • Conducts investigations that stem from organized crime activity • Investigates and suppresses human trafficking related activity within the City • Conducts investigations of license applications for massage parlors, pool halls, skill games, coin-operated amusement, bail bonds businesses, liquor licenses/enforcement, and/or any other offense that is traditionally vice or gambling related • Provides and manages long-term and short-term undercover investigative resources to assist patrol-based crime suppression projects and offers technical investigative support to further the investigative objectives of the Department
B. Family Investigations Bureau (FIB) *Under the direction of a commander*	• Conducts follow-up and initial investigations of domestic violence, child/adult sex crimes, missing persons, and related crimes • Conducts sex offender notifications • Maintains liaison with prosecuting attorneys, Department of Child Safety (DCS), hospitals, victim services, and other related agencies • Conducts investigations involving internet crimes against children
C. Laboratory Services Bureau (LSB) *Under the direction of an administrator*	• Responsible for the scientific analysis of physical evidence • Identifies and preserves specimens submitted by officers during the course of an investigation • Consults with officers and prosecuting attorneys for the discussion of various technical and scientific problems in criminal cases • Serves as aide to counsel during technical testimony • Maintains breath-sampling equipment • Provides specialized training for officers in the recognition's, collection, and submission of physical evidence for scientific analysis (including specialized techniques such as gunshot residue collection, serial number restoration, drug screening, and latent prints)

4. **INVESTIGATIONS DIVISION** - (Continued)

BUREAU/COMPONENT	RESPONSIBILITIES
C. Laboratory Services Bureau (LSB) (Continued)	• Participates in policy formulation for the Department by translating scientific and technical information into operational police policies and procedures • Provides technical support and assistance at major crime scenes • Performs chemical, physical, and instrumental development of latent prints and comparisons to known individuals • Provides forensic photographic support
D. Property Crimes Bureau (PCB) *Under the direction of a commander*	• Comprised of the Auto Theft Detail, Court Liaison Detail, Financial Crimes Detail, Graffiti Detail, Metal Theft Detail, Organized Retail Crimes Squad, Pawnshop Detail, and Property Investigations Units • Conducts follow-up and initial investigations for property-related crimes • Maintains liaison with prosecuting attorneys • Communicates with other law enforcement agencies to exchange information pertinent to criminal activity
E. Violent Crimes Bureau (VCB) *Under the direction of a commander*	• Comprised of the Assaults Unit, Bias and School Crimes Squad, Digital Forensics Investigative Unit (DFIU), Crime Gun Intelligence Unit (CGIU), Gang Enforcement Unit, Homicide Unit, Night Detectives Detail, Robbery Unit, and VCB Desk Detail • Conducts follow-up and initial investigations for violence-related crimes • Conducts initial and follow-up investigation on incidents that have been identified as gang related • Monitors and takes enforcement action on criminal street gang members • Maintains liaison with prosecuting attorneys • Communicates with other law enforcement agencies to exchange information pertinent to criminal activity

5. **PATROL DIVISION** - Under the direction of an assistant chief

BUREAU/COMPONENT	RESPONSIBILITIES
A. Precincts: **Black Mountain** **Cactus Park** **Central City** **Desert Horizon** **Maryvale/Estrella Mountain** **Mountain View** **South Mountain** *Each precinct is under the direction of a commander*	• Deploys forces consistent with the needs of the City in order to maintain public order, provide preventative patrol, respond to calls for service including emergency calls, and conducts initial investigations of crimes and incidents to include the arrest of offenders • Coordinates police activities with various community organizations • Develops and maintains enforcement standards • Proposes budget recommendations based upon evaluation of data relative to personnel, equipment, and programs • Coordinates patrol operations, investigations, traffic enforcement, and specialized functions with other Department bureaus/components to include expeditious release of property and evidence when no legal or Department-purpose is served by retention, such as found property or shoplifting evidence where a photograph is retained • School Resource Officer (SRO) Program Central City Precinct Only • Court Services Detail ∗ Maintains employee court notification subpoena service ∗ Maintains liaison with MCSO detention facilities ∗ Monitors the ticket accountability program ∗ Transports jail prisoners to/from Municipal Court • Downtown Operations Unit (DOU) ∗ Delivers basic police services and parking enforcement to the Downtown area ∗ Provides police service at special and community events, comprises the primary mobile field force (FF), and maintains a continuous state of readiness for Tactical Response Unit (TRU) related events

5. **PATROL DIVISION** - (Continued)

BUREAU/COMPONENT	RESPONSIBILITIES
A. (Continued)	Central City Precinct Only (Continued) • Infrastructure Protection Unit (IPU) - Civilian and/or sworn personnel ∗ Provides security and 24/7 alarm monitoring services to prevent or mitigate the effects of an attack by terrorists at the downtown core City facilities and/or off-site critical infrastructures (South Mountain Communication Towers, water treatment facilities, fuel tank farms, municipal airports, and Information and Technology Operation Center (ITOC) which supports Police and Fire radio communication systems) • Judicial Process Detail ∗ Conducts follow-up and initial investigations for False Reporting and False Information/Identity Theft crimes ∗ Serves City of Phoenix Municipal Court processes ∗ Serves mental health detention orders within City limits
B. Duty Commanders *Under the direction of the North Division assistant chief*	• Responsible for the safe and efficient operation of the police Department • Maintains an activity report of events occurring during their shift • Contacts the duty chief or appropriate duty commander and informs them of any exceptional incident • Records contact with high ranking City and public officials

6. **PROFESSIONAL STANDARDS DIVISION** - Under the direction of an assistant chief

BUREAU/COMPONENT	RESPONSIBILITIES
A. City Manager Liaison *Under the direction of a commander*	• Coordinates administrative activities between the Department and the City Manager's Office • Acts as a resource to the City Manager, Mayor, and City Council regarding Department issues • Routes formal Requests for Council Action (RCAs), City Council Requests (CCRs), and memoranda from the Police Chief for appropriate action
B. Professional Standards Bureau (PSB) *Under the direction of a commander*	Investigations • Investigates alleged misconduct by Department employees and maintains the confidentiality of PSB investigations and records, to include internal and criminal polygraph testing • Provides staff assistance to line supervisors in investigations of alleged misconduct by Department employees • Investigates shooting and in-custody deaths (except non-injury accidental discharges and dispatching injured animals) by employees of the Department • Records, registers, and controls the investigation of complaints against officers/employees Inspections • Conducts evaluations of all police activities to appraise the utility of existing policies, procedures, and programs • Conducts compliance inspections and internal performance audits to establish the effectiveness of current operational controls and/or programs • Monitors the disposal of narcotics, weapons, and other impounded property no longer needed for evidence • Audits property seizures processes for the Drug Enforcement Bureau (DEB) and Property Management Bureau (PMB) • Oversees the Controlled Substance Screening Program Policy Unit • Reviews Department policies and procedures for conflicts that could result in liability issues • Updates Department policy and designs and updates official Department forms

6. **PROFESSIONAL STANDARDS DIVISION** - (Continued)

BUREAU/COMPONENT	RESPONSIBILITIES
B. Professional Standards Bureau (PSB) (Continued)	Policy Unit (Continued) • Coordinates testing and/or evaluation of proposed uses of new equipment and equipment modifications and proposed new uniforms and uniform modifications • Conducts special research and provides administrative or management assistance on special projects
C. Public Affairs Bureau (PAB) *Under the direction of a deputy director*	• Assists in preparing video and audio productions for the Department • Coordinates the Department's positive newsworthy information • Coordinates and distributes the Department's internal/external information • Responsible for the dissemination of Department information, including press releases, and is available on a 24-hour basis • Assists the on-scene commander or supervisor in responding to media inquires • Assists in preparing information for release, whether or not media representatives are present • Develops and oversees the Department's internal and external marketing programs and corporate communications programs • Oversees and edits the Department's internal magazine, "The Insider" • Oversees broadcast responsibilities relating to the Department's Quarterly Awards Ceremonies • At the request of executive staff, administers and oversees a variety of specialized Department events and functions • Coordinates the Department awards programs • Prepares and publishes the Department Newsletter and Retirement Bulletin

7. **STRATEGIC AND TACTICAL SERVICES DIVISION** - Under the direction of an assistant chief

BUREAU/COMPONENT	RESPONSIBILITIES
A. Airport Bureau *Under the direction of a commander*	• Patrols streets, traffic-ways, restricted areas, parking lots, and parking garages of the airport • Responds to airport "Alerts" • Provides escorts for the fire department, law enforcement personnel, emergency vehicles, and others as necessary
B. Homeland Defense Bureau (HDB) *Under the direction of a commander*	• Develops and maintains a Department planning capability, to include plans for responding to unusual occurrences • Planning and coordination of Homeland Defense activities for the Department • Liaison coordination with other government entities at the local, state, and federal level • Improves and coordinates seamless communication among responders to large scale events • Dignitary protection • Facilitates awareness, education, detection, response, and recovery regarding terrorist or other all-hazard events • Manages the police component of the Phoenix Unified Public Safety Incident Management Team (IMT) which is responsible for major event and incident management as assigned by the Police Chief • Manages the Department's operations at the Arizona Counter Terrorism Information Center (ACTIC) • Comprised of the following units/details: Intelligence and Investigations Unit ∗ Arson Criminal Investigations ∗ Bomb Squad ∗ Field Intelligence Group ∗ Joint Terrorism Task Force (JTTF) ∗ Significant Incident and Events Planning Detail ∗ Terrorism Liaison Officer (TLO) Program

7. **STRATEGIC AND TACTICAL SERVICES DIVISION** - (Continued)

BUREAU/COMPONENT	RESPONSIBILITIES
B. Homeland Defense Bureau (HDB) (Continued)	• Comprised of the following units/details: (Continued) Threat Mitigation/Phoenix Intelligence Center (PIC) Unit ∗ Threat Mitigation Squad ∗ Intelligence Officer Program Squad ∗ Phoenix Intelligence Center Squad
C. Tactical Support Bureau (TSB) *Under the direction of a commander*	• Air Support Unit • Canine Unit • Crime Impact Unit ∗ Fugitive Apprehension Investigations Detail (FAID) ∗ Street Crimes Detail • Mayor's Security Detail • Special Assignments Unit (SAU) • Specialty Vehicle Detail/Dive Team
C. Traffic Bureau *Under the direction of a commander*	• Commercial Vehicle Inspection (CVI) Squad • Driving Under the Influence (DUI) Enforcement squads • Traffic Enforcement squads • Traffic Education Safety Squad (TESS) • Photo Enforcement Program • Vehicular Crimes Unit (VCU) • Transit Unit ∗ Provides safety and security for public transportation ∗ Identifies, tracks, and coordinates responses to transportation related crime

8. **TECHNICAL AND SUPPORT SERVICES DIVISION** - Under the direction of an assistant director

BUREAU/COMPONENT	RESPONSIBILITIES
A. Communications Bureau *Under the direction of a commander*	• Coordinates operable and interoperable communication needs for the Department • Maintains inventory control of the Department's portable and mobile radio equipment and accessories • Maintains the effective and efficient operation of telecommunications and radio equipment • Processes 9-1-1 and other incoming calls for Police or Fire services • Processes calls for service that can be handled by telephone through the call-back function Property Management Unit • Maintains the supply items of the Department in a state of operational readiness • Receives, catalogs, and stores impounded property • Protects the security of the Property Room and its contents • Receives, distributes, and maintains inventory control of capital and issued items and supplies • Disposes of all impounded property and evidence as required by Department policy and in the manner prescribed by law • Monitors the acquisition, repair, and maintenance of the Department vehicle fleet
C. Strategic Information Bureau (SIB) *Under the direction of an administrator*	• Comprised of the Central Booking Unit, Crime Analysis and Research Unit (CARU), Forensic Imaging Unit (FIU), and Information Services Unit (ISU) • Prepares and publishes the Transfer Opportunities Bulletin (TOB) Central Booking Unit • Monitors prisoners in the Central Booking facility • Collects and maintains ten-print fingerprints contained in the Department's portion of Arizona Automated Fingerprint Identification System (AFIS) for use in the identification of individuals

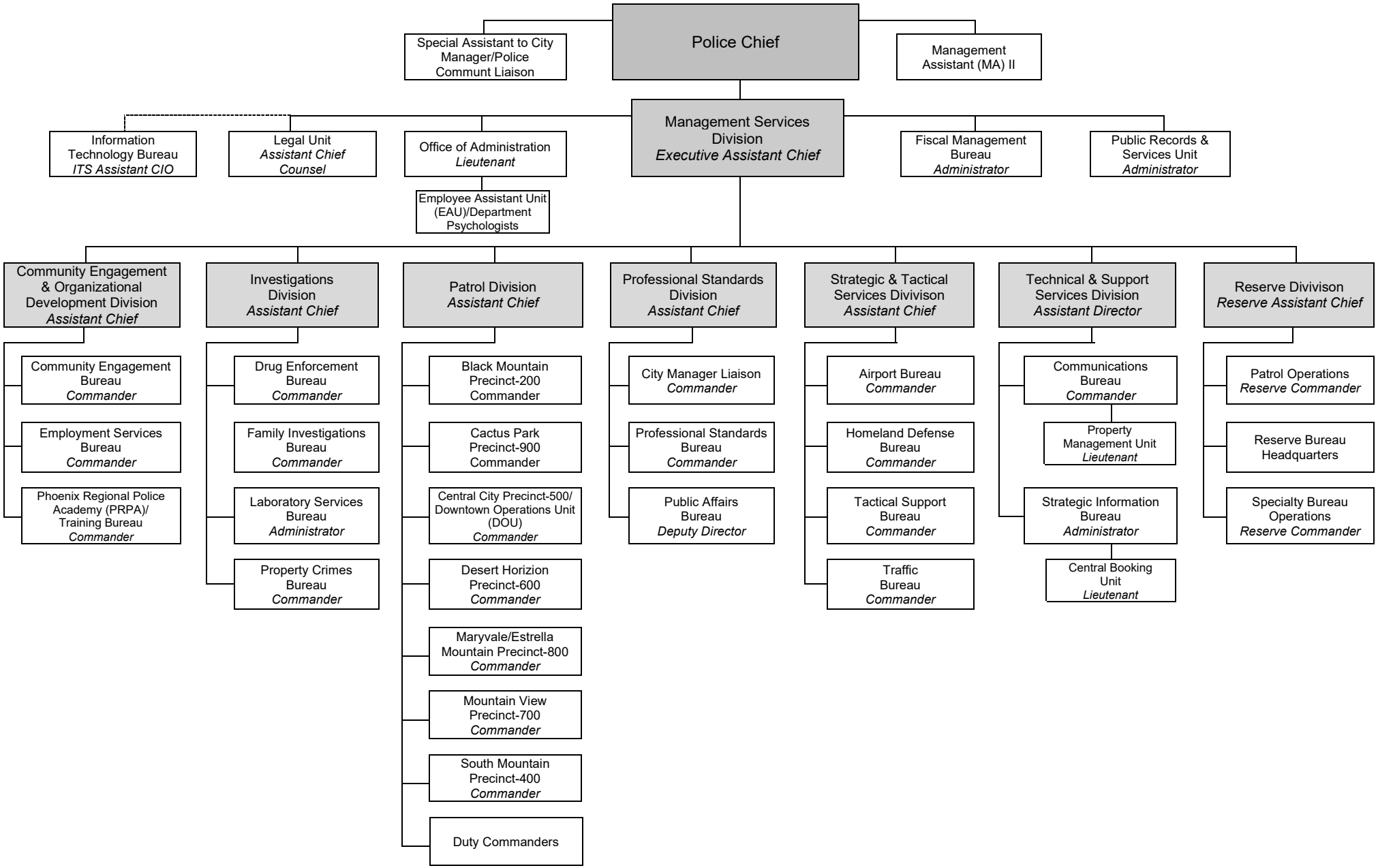
8. **TECHNICAL AND SUPPORT SERVICES DIVISION** (Continued)

BUREAU/COMPONENT	RESPONSIBILITIES
C. Strategic Information Bureau (SIB) (Continued)	Central Booking Unit (Continued) • Monitors prisoners in the Central Booking facility • Collects and maintains ten-print fingerprints contained in the Department's portion of Arizona Automated Fingerprint Identification System (AFIS) for use in the identification of individuals • Obtains photos and fingerprints of each prisoner • Obtains DNA/buccal swabs from prisoners when required • Transports prisoners to the Maricopa County Sheriff's Office (MCSO) Jail and finalizes the booking process • Serves Page Two's Crime Analysis and Research Unit (CARU) • Provides accurate and timely statistical data through quality checks and analysis of police reports • Examines data to identify crime trends, locate geographic problem areas, and correlate modus operandi techniques • Provides assistance with statistical evaluation of crime suppression and operationally-related Department programs and processes Information Services Unit (ISU) • Collects, disseminates, and retains relevant police-related information, to include juvenile and adult records • Maintains records maintenance, serving as a general depository and resource file for official police records • Provides photographic laboratory services • Prepares Phoenix Municipal Court complaints and dockets • Prepares and distributes Operations Reports • Acts as repository for Municipal Court warrants to provide 24-hour information required for clearance • Administers the records management system (RMS) program report entry and dissemination • Implements, maintains, and effectively operates RMS

9. **POLICE RESERVE DIVISION** - Under the direction of a reserve assistant chief

BUREAU/COMPONENT	RESPONSIBILITIES
A. Police Reserve Bureau *Under the direction of a reserve commander*	• Administers reserve operations for the Department • Coordinates the deployment of reserve officers with other Department bureaus /components • Oversees the recruitment and processing of reserve officer candidates • Coordinates basic and advanced training of reserve officers

ORGANIZATIONAL STRUCTURE - CHART	Operations Order 2.1
PHOENIX POLICE DEPARTMENT Rev. 08/20	ADDENDUM A PAGE 1



1. **RANKS OF SWORN POLICE PERSONNEL** - In order of descending authority, the ranks of sworn police personnel are:

- Police Chief
- Executive Assistant Chief
- Assistant Chief
- Commander
- Lieutenant
- Sergeant
- Police Officer

2. **CHAIN OF COMMAND**

A. General Information

(1) The chain of command within the department will be from the Police Chief to the assistant chiefs and down through the various levels of command or staff as shown on the organization chart.

(2) The department will utilize a chain of command for communication, command, and direction of employees of the department.

(3) Employees will follow the chain of command in matters related to the operation and of concern to the department.

(4) Each level of responsibility will be accompanied by commensurate authority. With each level of rank, employees will receive increased responsibilities.

B. Delegated Authority - A lower ranking employee may be delegated authority for a situation based on seniority or expertise.

(1) In these situations authority will be delegated by a supervisor and the order will be treated as though it came from the delegating supervisor.

(2) This includes obeying and carrying out orders of a superior officer relayed by another supervisor or employee of the same or lower rank.

(3) Employees are responsible for their actions when acting in this capacity.

C. Absence of the Police Chief

(1) In the absence of the Police Chief, the Executive Assistant Chief will assume the duties of the Police Chief.

(2) In the event both the Police Chief and the Executive Assistant Chief are absent or incapacitated, and barring the opportunity to designate an acting Police Chief, the line of succession will fall to the most senior assistant chief and so on according to established seniority rules.

2. D. Situations Involving Personnel of Different Functions

(1) In an initial response situation, with two or more bureaus involved, the senior patrol supervisor will assume command.

(2) Command may be turned over to a specialty unit supervisor.

E. Lines of Authority

(1) The line of authority (from subordinate to supervisor) will be preserved within each division/bureau/precinct as indicated.

(a) All employees will obey any lawful order of a supervisor, including any order relayed from a supervisor by an employee of the same or lesser rank, unless an employee believes the supervisor is guilty of misconduct, negligence, or unfairness.

(b) When an employee receives an order that conflicts with a previously issued order, the employee will inform the supervisor of the conflict. The supervisor will then resolve the conflict.

(2) Employees at every level of rank will keep their supervisor informed of any unusual activity, situation, or course of action, and of the day-by-day accomplishment of their assigned duties.

3. **UNITY OF COMMAND**

A. Each organizational component is under the direct command of only one supervisor.

B. Each employee is accountable to only one supervisor at any given time.

4. **SPAN OF CONTROL**

A. To ensure effective direction, coordination, and control of employees, the following guidelines are to be followed by all levels of supervision when establishing span of control:

- Complexity of the supervisor's duties and nature of other tasks
- Complexity of the subordinate's duties
- Number and effectiveness of control measures
- Stability of operations
- Capabilities of both the supervisors and their employees

B. The number of employees under the immediate control of a supervisor is ideally less than 10 and may not exceed 15.

(1) This policy relates to personnel regularly assigned to a particular supervisor.

(2) This does not apply during temporary periods of adjustment or emergency.

1. **GENERAL SUPERVISORY RESPONSIBILITIES**

A. All supervisors are responsible for the proper performance of their employees under a variety of conditions and circumstances.

B. Supervisors Will:

(1) Actively direct and supervise subordinates to ensure they perform their assigned duties efficiently.

(2) Monitor the situations in which subordinates are involved and ensure proper actions are taken.

(3) Ensure command of any situation coming to their attention that requires their involvement.

(4) Submit a written factual report when employees risk their lives in the performance of their duties or for any other act that would tend to bring credit to the Department.

(5) Ensure subordinates complete all required reports promptly and accurately.

(6) Ensure body-worn camera video is reviewed as outlined in Operations Order 4.49, Body-Worn Video Technology.

(7) Promptly obey orders of superiors and ensure subordinates do the same.

(8) Inform an employee's immediate supervisor, as well as their own supervisor, of any neglect of duty or misconduct by an employee not under their supervision.

(9) Investigate reports of improper, immoral, or illegal conduct of subordinates and report the findings, actions, and recommendations to their supervisor.

(10) Inspect and make an evaluation of each employee under their supervision at least once a month.

(11) Appoint (with the exception of supervisors of the rank of sergeant) a supervisor of the next lower rank to act in their place when they will be absent from duty.

- A supervisor so appointed will have the same authority as the appointing supervisor.

C. Supervisors May:

(1) Temporarily suspend from duty for the remainder of a shift any lower-ranking employee of the department who violated department orders.

- When such action is taken, the suspending supervisor will immediately report the facts, in writing, to the Police Chief through Department channels.

(2) Issue orders that deviate from written orders during an emergency.

(a) Orders will be temporary and will remain in effect only during the emergency.

(b) Any orders will be reported to the next-higher supervisor as soon as practical.

(3) Delegate authority to subordinates to perform various activities within the scope of their bureau/precinct's function.

2. **PATROL SUPERVISORS**

A. Patrol supervisors will:

2. A. (1) Be available, when practical, to immediately respond to and take tactical control of emergencies occurring within their primary area of responsibility and/or involving personnel assigned to their unit.

(2) Respond to and take tactical control of emergencies occurring within another supervisor's primary area of responsibility when the primary supervisor is unavailable to do so.

(3) Ensure officers are fully informed of areas on their respective beats in need of preventive patrol and ensure such locations are checked on a timely basis.

(4) Schedule the beat assignment of officers to ensure proper rotation of assignments to facilitate a good working knowledge of major aspects of the officers' work assignment.

(5) Monitor the police radio and respond to situations in which subordinates are involved, when appropriate, to ensure proper action is taken.

3. **SUPERVISOR'S RESPONSE TO INCIDENTS**

A. The following types of incidents will require the response of a supervisor to the scene as soon as possible:

- Homicide
- Armed robbery
- Serious injury robbery
- Serious injury assaults
- Sexual assaults
- Large drug/narcotic seizures
- Fatal traffic accidents
- Fatal hit and run
- Missing persons where foul play is suspected
- Kidnapping
- Burglary and theft when monetary loss exceeds $5,000
- Bomb incidents when device is found or detonated
- Arsons or fires where considerable damage is involved
- All major felony arrests
- Bias incidents
- All use of force incidents requiring a Use of Force report (see Operations Order 1.5, Use of Force, for more information)
- Any other incidents in which an employee feels (common sense) the presence of a supervisor is necessary

B. Supervisory Response to Emergency Calls

(1) The first supervisor to arrive at the scene of an emergency will take charge and issue such commands and orders as necessary to bring the situation under control or containment.

(2) The first supervisor will be in charge of the scene until or unless relieved by the area patrol supervisor, the supervisor of the investigator assuming the investigation, or a supervisor of higher rank.

4. **CIVILIAN SUPERVISORS**

A. Civilian personnel may be assigned to supervise one or more employees within the Department.

B. Civilian supervisors will exercise the same responsibility and authority as a sworn supervisor within the same position.

1. **LETTERS/MEMORANDUMS**

A. Any member of the Department may write an official letter or memorandum.

B. All written communications to any person or agency outside the Department will be signed by the Police Chief or sent in the name of the Police Chief and signed by an assistant chief or a bureau/precinct commander/administrator or designee.

- The only exception is the Department's Thank You Card Form PPD #61 which employees use as a community-based policing tool to reinforce their working relationships with community organizations and members in a less than formal manner.

C. Attorney, legal assistant, and law clerk positions assigned to the Department's Public Safety Section (Legal Unit) may sign written communications directly relating to the functions and responsibilities of the Public Safety Section if authorized by the executive staff attorney.

D. An identification line will be included in letters and memorandums showing the typist's initials and serial number with the bureau fiscal identifier, the path, and document name.

- Arial 8 font will be used

EXAMPLE: klrA1234\ooa\i:hurtt\memos 2002\request city busn leave

E. Department personnel should follow the specifications as outlined in Addenda A and B of this order when formatting memorandums and letters.

F. When typing memorandums, employees will use the City memo template which is located on PolicePoint under Document Center/Forms-Templates/Templates.

(1) Memorandums will be printed on white paper with the black City symbol (Phoenix bird).

(2) Letters for external correspondence will be printed on colored City letterhead.

G. All correspondence must be routed through the bureau/precinct secretary before forwarding to the Office of Administration for signature.

H. If the letter and/or memorandum are requested in an alternate format, such as Braille or large print, the creator of the document is responsible for complying with the request.

2. **DEPARTMENT PUBLICATIONS**

A. Department Newsletter

(1) Publication

(a) The Department Newsletter will be prepared and published weekly.

(b) The Public Affairs Bureau (PAB) is responsible for the publication of the Department Newsletter.

2. A. (2) Entries

(a) The Department Newsletter will contain information as indicated in the following table:

(i) Revisions of Written Directives	Notification of changes distributed and a brief description of the change
(ii) Job-Oriented Information	Facts of law, court decisions, changes to statutes, special procedural changes, etc.
(iii) Matters of General Interest	National Crime Information Center (NCIC) statistics, traffic accident recaps, births, etc.
(iv) Administrative Information	Telephone number changes, changes in names of bureaus or details, City events, etc.
(v) Personnel Matters	Promotions, transfers, vacation or sick leave information, fund-raisers, etc.

(3) Approval of Entries

(a) If the entry involves changes to policy, the approval of an assistant chief must be obtained prior to the entry.

(b) All other entries will require the approval of a lieutenant or higher-ranking individual.

(4) Employee Responsibility

(a) All employees are responsible for reading, understanding, and adhering to the directives, policies, and procedures published in the Department Newsletter.

(b) Each bureau/precinct commander/administrator is responsible for maintaining a yearly, up-to-date Department Newsletter file that is accessible to each employee.

B. Transfer Opportunities Bulletin (TOB)

(1) General Information

(a) The TOB will be prepared and published weekly by the Strategic Information Bureau.

(b) The bulletin will contain transfer opportunities for sworn and civilian personnel within the Department.

(c) The bulletin will be sent by email to all Department personnel.

(2) Submitting Announcements for the Bulletin

(a) Announcements for the TOB will be submitted through the requesting supervisor's chain of command via email to the PR Admin mailbox (PRAdmin@phoenix.gov).

(b) All announcements will require the approval of a lieutenant or higher ranking individual.

C. Law Bulletin/Notes of Interest/Training Tips

(1) The Law Bulletin, Notes of Interest, and Training Tips are training aids notifying employees of facts of law and court decisions that affect the everyday operations of police procedure.

(2) These documents are written by the Department's Public Safety Section and submitted to the Web Detail for publication and distribution.

3. **BUSINESS CARDS**

A. Printed at City Expense

(1) Each assistant chief will establish a policy within their division regarding who will be authorized personalized City business cards.

(2) All memorandums requesting business cards to be printed at City expense will be forwarded directly to the Fiscal Management Bureau (FMB).

B. Printed at Employee Expense - The employee's immediate supervisor will review the business card and approve the card prior to printing if the card meets the City's Graphic Standards.

(1) Once the cards have been printed, one approved card will be attached to a memorandum requesting the card and the memorandum to be placed in the employee's division file.

- The memorandum will be signed by the authorizing supervisor prior to filing.

(2) Exceptions to this policy; for example, including areas of specialization or certification on the privately printed cards, will require the approval of the employee's bureau/precinct commander/administrator.

C. Business Card Format - As outlined in the City's Graphic Standards manual, business cards distributed by employees, as part of their City employment, will contain only the following:

(1) City of Phoenix Signature (purple City symbol (Phoenix bird) and dark gray City logotype)

(2) Department Identifier (Police Department)

(3) Bureau/Assignment

EXAMPLE: Violent Crimes Bureau/Homicide Unit

(4) Employee Name with Optional Serial Number

(5) Employee Rank/Title

(6) Address

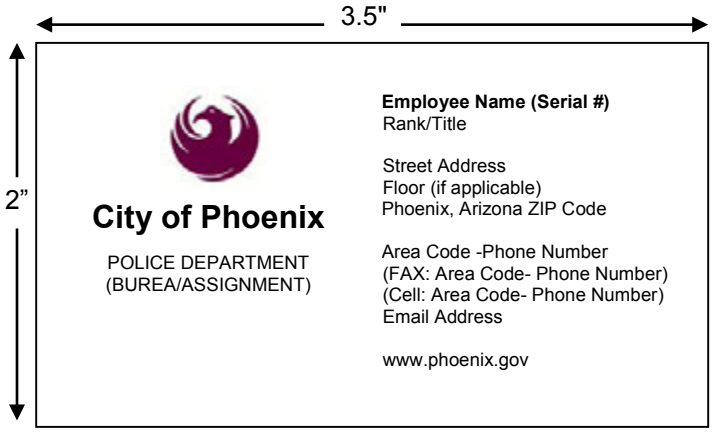
- Street Address (for example, 620 West Washington Street or 6180 West Encanto Boulevard)
- Floor (if applicable)
- Phoenix, Arizona ZIP Code

(7) Contact Information

- Reasonably direct phone number with the area code
- Fax, pager, and/or cell phone numbers (optional)
- E-mail address

(8) City's Website (www.phoenix.gov)

3. D. Example of Business Card Format - The following is the business card format that will be used for City printed cards and the recommended format for privately purchased cards (text in parenthesis is optional):



E. Department Issued Business Cards - Designed to encourage community engagement and to build a connection between Department employees and members of the community.

(1) Mandatory Distribution - Officers **shall** provide Department issued business cards, complete with their name, badge number, squad identifier, supervisor’s name, and Incident Report (IR) number (if applicable), under the following conditions:

- To any person upon request, during the performance of official duties, providing the action does not interfere with the officer’s performance of his/her duties or pose a threat to officer safety
- When officers respond to a dispatched radio call for service where the caller requests contact
  - ∗ Information related to the investigative outcome/disposition shall also be provided to the caller.
- When any detained person is subsequently released without being cited or arrested, with consideration given to the nature and circumstances of the detention, if it is practical to do so; for example:
  - ∗ Traffic stops (cited or educational contact)
  - ∗ Consensual/Field Interview contacts
  - ∗ One-on-One identifications yielding negative results

  NOTE: The reason for the detention shall also be explained to the detainee prior to release.

(2) Discretionary Distribution - During the performance of their official duties, Department members **may** provide a Department issued business card to any person at anytime; for example:

- Community contact/Block Watch meetings
- Stranded motorist
- Business/Safe Business Network meetings
- School/educational contacts or seminars
- Mentoring opportunities
- Job or health fairs

(3) Compliance: Supervisors shall be responsible for ensuring employees under their span of control adhere to these requirements.

LETTER FORMAT

(2 to 3 blank lines below letterhead)
October 1, 2004
(2 to 6 blank lines; depending on length of letter)

Mr. David Quillan, Training Manager
Business Training Consultants
1632 North 21st Street
Santa Ana, California 92701

Dear Mr. Quillan:

Re: Training Policy

Use Arial 12 font.
Spell out the month with the day and year in numerals.

Set paragraph formats for single-space with double-spacing between inside address, attention line, salutation, subject, and body of letter.

Use one space between paragraphs and after address information, except where noted otherwise.

Use titles or rank (Mr., Ms., Commander, Director, etc.).

Spell out all directions, street suffixes, and cities with two spaces between state and ZIP code.

Set text at the left margin.

This is a standard letter format used by the Phoenix Police Department. It shows the position of the subject line. The sample shown here is intended to guide all police personnel in using uniform letter formats throughout the department.

If the letter is being signed by the Police Chief, Executive Assistant Chief, Assistant Chief, or Director, the "Office of the Police Chief" letterhead will be used. The identification line will show the typist's initials and serial number, bureau fiscal identifier, path, and document name.

It will no longer be necessary to adjust the font size and margins or to line up the header section because they default to Arial font size 12 with the colored Memobird letterhead. Size 11 font may be used to conserve paper if its use allows for a single page instead of two.

Sincerely,

HOWARD T. SMITH
Police Chief
(4 blank lines)

JOHN E. DOE
Administrator
Computer Services Bureau

klrA1000\ooa\i:\dee\letter format
Enclosure
cc:

Include typist's initials and serial number, fiscal identifier, path, and document name. Use Arial 8 font.

cc: or c: for copies

EXAMPLES OF SIGNATURE LINES FOR LETTERS

Signature Lines:

HOWARD T. SMITH
Police Chief

Name in all capital letters
Title underneath in upper and lower case letters

(Letters signed by the Police Chief or any assistant chief must be prepared on -"Office of the Police Chief-" letterhead.)

GERALD L. JONES
Executive Assistant Chief

MICHELLE S. DOE
Assistant Chief
Technical Services Division

Name of the division, bureau, or precinct is placed underneath title. The only exception is when letter is to be signed by the Police Chief or the Executive Assistant Police Chief. (See sample above.)

RICHARD F. DOE
Commander
Communications Bureau

JOHN E. DOE
Administrator
Computer Services Bureau

EXAMPLE OF SIGNATURE LINE FOR OTHER THAN THE POLICE CHIEF

Sincerely,
(1 blank line)
HOWARD T. SMITH
Police Chief

(4 blank lines)

JOHN E. DOE
Administrator
Computer Services Bureau

This format is to be used when a letter is being signed by someone other than the Police Chief. The Chief's name is typed double-spaced under the complimentary closing.

Four blank lines down, type the name of the person signing the letter.

Second Page Heading for Letters:

Mr. David Quillan
Page 2
April 24, 2002

Name of the addressee

City of Phoenix

To: Gerald L. Jones
Executive Assistant Chief

Date: October 1, 2004

From: Lori K. Doe, Commander
Cactus Park Precinct

Subject: AUTHORIZED MEMO FORMAT ←

Subject should be in upper case.

All employees should use the Citywide Memobird Template when writing memorandums. This template is located in the Public drive in the Citywide Templates folder. Follow the format outlined in this Operations Order addendum when typing in the header section of the memo.

It will no longer be necessary to adjust the font size and margins or to line up the header section because they automatically default to Arial font size 12 in the template. Size 11 font may be used to conserve paper if its use allows for a single page instead of two. Internal memorandums will be printed on white paper with the black Citybird logo. Memos should be single-spaced, block style with no indentations. There should be **one blank space** between paragraphs.

The Legal Unit has indicated that there are no legal conflicts with using the black Citybird. Memorandums to external departments will use the colored Citybird logo. This will save both cost and time for our employees.

All correspondence must be routed through the bureau/precinct secretary before forwarding to the Chief's Office for signature. If you have any questions, please contact your bureau/precinct secretary.

klrA1000\ooa\I:\Kathy\How to\Authorized Memo Format.doc

Distribution:
(1 blank line)

Include typist's initials and serial number, fiscal identifier, path, and document name. Use Arial 8 font. Set text at the left margin.

A distribution list is typed after the last notation in the memo. Leave one blank line before typing the word Distribution followed by a colon. Leave one blank line after and then list the names of the individuals. If space is tight, names can be arranged in two or more columns.

EXAMPLES FOR MEMOS

From the Police Chief to Other Department Heads:

To: Robert L. Doe, Director
Water Services Department

Name, Title
Department

From: Howard T. Smith
Police Chief

Name
Title

Memos to Deputy City Managers and Above:

To: David L. Doe
Deputy City Manager

Name
Title

Memos to Councilman/Councilwoman:

To: Councilwoman Jane L. Doe
District 3

Title, Name
District

Interdepartmental:

To: Susan T. Doe, Administrator
Fiscal Management Bureau

From: Michael E. Doe, Sergeant
Office of Administration

Name, Title
Bureau/Precinct

Memos to Sworn:

Gerald L. Jones
Executive Assistant Chief

Michelle S. Doe
Assistant Chief

Name
Title

Richard F. Doe, Commander
Communications Bureau

Name, Title
Bureau/Precinct

(Format for lieutenants and sergeants is the same as commanders.)

Non supervisory Positions:

Susan P. Doe #1000
Bureau or Precinct

Name and serial # or Adam #
Bureau/Precinct
(for non supervisory civilians and officers/ detectives)

Civilian Supervisory Employees:

Name, Civilian Supervisory Title
Bureau or Precinct

Second Page Heading:

Mr. Gerald L. Jones
SUBJECT MATTER IN ALL CAPS
Page 2
Date

Name of the addressee

1. **AUTHORITY**

A. The Police Chief or designee has the authority to issue, modify, or approve the Department's written directives.

B. Departmental orders and manuals are issued for the guidance and direction of all Department personnel.

2. **TYPES OF WRITTEN DIRECTIVES**

WRITTEN DIRECTIVE	DESCRIPTION
A. Operations Orders Proponent: Professional Standards Bureau (PSB)	• Establishes rules, regulations, policies, and procedures for the overall administration and management of the Department and the general conduct of all employees • Establishes policies for uniform enforcement of laws and outlines the procedures to be followed in the delivery of service to the community
B. Division/Bureau Manuals Proponent: Individual division/bureau	• Contains material of an internal operational nature • Pertains only to the personnel assigned to the concerned division or bureau and will be approved by the division/bureau commander/administrator • Designed to provide a method of issuing permanent written orders and instructions and for implementing verbal instructions from supervisors
C. Field Training Officer (FTO) Manual Proponent: Training Bureau	• Contains information regarding the operation and management of the Department's FTO program • The manual is maintained by the Field Training Unit located in the Training Bureau.
D. Mobile Data Computer (MDC) Manual Proponent: Information Technology Bureau ITB	• Acquaints personnel with the use and operational capabilities of the MDC
E. inPursuit Records Management System (RMS) User Manual Proponent: Strategic Information Bureau (SIB)	• Acquaints personnel with the use and operational capabilities of the Department's RMS
F. Field Based Reporting (FBR) User Manual Proponent: SIB	• Contains information of an operational nature regarding the creation, processing, and approval of many reports/forms used by the Department

3. **REVISIONS TO WRITTEN DIRECTIVES**

A. Revisions to Operations Orders

(1) When an employee determines a revision is necessary, a memorandum will be forwarded through their chain of command to the Policy Unit.

(2) City employees, other law enforcement agencies, citizens, and organizations such as Phoenix Law Enforcement Association (PLEA), Phoenix Police Sergeants and Lieutenants Association (PPSLA), and American Federation of State, County, and Municipal Employees (AFSCME), may submit policy revisions in a letter to the Police Chief or designee for review.

3. A. (3) The memorandum or letter will describe the proposed revision in detail and should include the following information:

- Reasons for the proposed revision
- Completed research, if necessary, in support of the proposed revision
- Where the revision should be located in the Operations Orders
- A preliminary draft outlining the proposed revision

(4) The proposed revision **must** be endorsed by an assistant chief prior to any consideration.

(5) Proposed revisions with unresolved issues past 60 days will be closed and it will be the responsibility of the originator to submit a new memorandum once the issue is resolved.

EXAMPLE: One bureau wants to change responsibilities in Operations Order 5.3 and another disagrees with the proposal. If the two bureaus cannot come to a consensus within 60 days, the proposed revision will be closed. The original bureau may obtain consensus later and submit a new memorandum through their assistant chief noting the resolution between the two bureaus.

(6) Exceptions to this section (3.A) may be made for emergency revisions, law changes, or at the direction of the Police Chief or designee.

B. Revisions to All Other Department Written Directives - Proposed revisions to division/bureau manuals, the MDC and FTO manuals, and the inPursuit RMS and FBR User manuals will be forwarded to the affected assistant chiefs and/or bureau commanders/ administrators.

(1) The policies outlined in these manuals will not conflict with existing Operations Orders.

(2) Affected assistant chiefs and/or bureau commanders/administrators will be responsible for making the necessary revisions to manuals when procedures have changed or been implemented.

(3) Divisions/bureaus are responsible for staffing revised policies to the Policy Unit and the appropriate employee association/s prior to finalizing.

- This is to ensure there are no conflicts with Operations Orders and/or memoranda of understanding (MOUs)/memoranda of agreement (MOAs)

(4) Assistant chiefs and/or bureau commanders/administrators will indicate a policy has been approved by signing their name or placing their initials in the "Name of Division/Bureau" block.

(5) All divisions/bureaus will forward a copy of all new/revised policies to the Policy Unit.

C. Written directives will be reviewed and approved in accordance with the following:

WRITTEN DIRECTIVE	REVIEWED BY	APPROVED BY
(1) Operations Orders	All Department employees Employee associations	Police Chief/executive staff
(2) MDC Manual	MDC Users Committee	ITB administrator or designee
(3) Division/Bureau Manuals	Affected division/bureau staff Appropriate employee associations	Affected assistant chief and/or bureau commander/administrator
(4) FTO Manual	FTO Committee	FTO Committee chair
(5) inPursuit RMS User Manual	RMS/FBR Users Committee	SIB commander/administrator or designee
(6) FBR User Manual	RMS/FBR Users Committee	SIB commander/administrator or designee

3. D. Policy Staffings

(1) Policy revisions required due to law changes, omissions, other agency influence, such as the Motor Vehicle Department (MVD) or Probation Department, or administrative changes, such as phone number changes or bureau name changes, may or may not be staffed at the discretion of the PSB commander/administrator.

(2) Executive staff, commanders/administrators, administrative sergeants/staff, Department legal advisors, and employee associations will receive policy staffings by email.

(a) The administrative sergeants/staff will be responsible for emailing policy staffings to all employees within the bureau/precinct.

(b) **All** employees are encouraged to respond to any proposed policy revisions.

- Deadlines for staffing responses will be strictly adhered to.
- Responses will be in memorandum or email form addressed **directly** to the Policy Unit officer responsible for the staffing.

E. Distribution Responsibility

(1) Operations Orders will be available electronically to all employees through PolicePoint and considered distributed when uploaded.

(2) Revised Operations Orders/policies will normally be uploaded to PolicePoint on the first of each month by the Policy Unit.

(a) Employees **will be required** to view the revised Operations Orders on or after the first of each month but no later than the 15th of the month.

(b) A screen listing the included revisions will appear only one time after an upload has occurred.

(c) A list of the revised Operations Orders to be uploaded will be announced in the Department Newsletter prior to distribution.

(3) When necessary, policy revisions requiring immediate implementation, such as law changes or emergency revisions, may be uploaded on a day other than the first of the month **and/or** published in the Department Newsletter.

- If uploaded on a day other than the first of the month, employees will have two (2) weeks to view the revised Operations Orders.

(4) The revised/new policy will become effective upon electronic distribution and receipt by Department employees **or** publication in the Department Newsletter.

- Employees will be required to retain the Department Newsletter until the policy is electronically distributed.

(5) It will be the responsibility of the affected precinct/bureau commander/administrator to ensure employees view the electronic Operations Orders when revisions are uploaded.

(a) Bureau/precinct commanders/administrators or their designee will run **two** Ops Orders Audit reports on the 15th of every month:

- Viewed - to be retained (electronic or hard copy) by the bureau/precinct
- Not viewed - distribute to the affected supervisor

3. E. (5) (b) The Ops Orders Audit viewed or not viewed report will be inspected monthly by the inspections lieutenant/designee.

(6) Electronic Download Prohibited -- Employees **will not** download the Operations Orders from PolicePoint **or** Phoenix Police Online (PPOL) onto any storage device, such as compact discs (CDs), flash drives (jump drives), or secure digital (SD) cards.

NOTE: Employees may download Operations Orders from the www.phoenix.gov/police website which contains only the non-restricted policy.

4. **DISTRIBUTION OF WRITTEN DIRECTIVES**

WRITTEN DIRECTIVES	DISTRIBUTION
A. Operations Orders	**All Personnel** • All personnel will have access to an electronic copy of the Operations Orders via a link on PolicePoint and **will be** required to access the link for revisions. • All supervisors will ensure personnel under their direction read Operations Orders and understand the policies contained therein.
B. MDC Manual	• All sworn employees and any other employees who utilize an MDC will have access to an electronic copy available on PolicePoint under the Resources/Document Center tab.
C. Division/ Bureau Manuals	• All affected employees as determined by the assistant chief and/or bureau commander/administrator
D. FTO Manual	• All field training officers/sergeants
E. inPursuit RMS User Manual	• All affected employees will have access to the manual via the "Help" icon within the RMS.
F. FBR User Manual	• All affected employees will have access to the manual via the "Help" icon within the FBR.

5. **ACKNOWLEDGMENT OF RECEIPT OF OPERATIONS ORDERS WRITTEN DIRECTIVES** - Employees will be required to acknowledge receipt of the Department's electronic written directives.

- This receipt will automatically occur when employees select the "View PPD Operations Orders" link on PolicePoint and click "Yes" when prompted to continue.
- The receipt information will be captured by ITB and displayed in the Ops Orders Audit and/or Ops Order Audit by Employee ID report/s on PolicePoint.

6. **EMPLOYEE RESPONSIBILITY**

A. Employees are responsible for keeping up to date on written directives by accessing monthly the Operations Orders link on PolicePoint.

B. Employees will learn and thoroughly understand the laws and ordinances they are charged with enforcing and will have a working knowledge of the Operations Orders.

C. Employees will have access to the Operations Orders on PolicePoint.

D. Employees will have any applicable division/bureau manuals readily accessible at all times while employees are on duty, unless employees are relieved of this responsibility by their supervisor.

E. It is the responsibility of the bureau/precinct to maintain an accessible hardcopy of the Operations Orders for all employees, in the unlikely case of power failure.

7. **CONTRADICTION BETWEEN WRITTEN DIRECTIVES**

A. If contradictions occur between written directives, the Operations Orders will take precedence over all other manuals.

B. Any contradictions will be submitted to the Policy Unit, via memorandum through the chain of command, for clarification and correction.

1. **PURPOSE** - Establish procedures for development, modification, approval, and control of Department forms.

2. **GENERAL INFORMATION**

A. Department Form - Definition

(1) A Department form is any official/authorized document that is issued a Department form number.

- A document which is to be used by more than one bureau/precinct or by the public should be issued a Department form number.

(2) Any other form developed and unique to an individual bureau/precinct, such as a routing slip or equipment inventory form, is not considered an official Department form and should not be issued a Department form number.

B. Department Form Numbers - Department forms are numbered as follows:

TYPE OF FORM	DESCRIPTION	EXAMPLE
"80"	• Forms which may provide information and/or require completion (have blank spaces for insertion of required information)	• 80-18DB • 80-533D
"PPD"	• Forms providing information and do not require completion	• PPD #33 • PPD #54

C. Forms Control Officer - The forms control officer of the Policy Unit is responsible for:

- Designing new Department forms
- Revising existing Department forms when necessary
- Administering Department print requests
- Maintaining files on Department forms
- Uploading forms to PolicePoint

D. "Public Use" Statement - All forms for public use should contain a statement of reasonable accommodation by providing alternate formats.

EXAMPLE: This document can be made available in alternate formats to accommodate individuals with disabilities by using 7-1-1.

3. **DEVELOPMENT AND REVISION OF DEPARTMENT FORMS**

A. Routing of Proposal

(1) When an employee determines a new Department form or revision to an existing Department form is necessary, a memorandum will be forwarded through the employee's chain of command to the Policy Unit.

(2) A proposal for a new or revised Department form must be endorsed by an assistant chief before the form will be considered for implementation or revision.

B. Staffing of Proposed New Forms or Form Revisions

(1) The Policy Unit will determine if the proposed changes are major or minor.

(a) Major changes to stocked forms are those that involve significant expenditure or must be accomplished immediately, causing existing form stock to be discarded.

3. B. (1) (b) Major changes to forms uploaded to PolicePoint are those that involve significant changes to a form which may impact Department procedures.

(c) Minor changes may be authorized by the Policy Unit commander/administrator or designee and, if a stocked form, will usually not be accomplished until the next scheduled reprint of the particular form.

(2) Any new Department forms or major revisions to existing Department forms will be staffed to assistant chiefs and all affected bureau/precinct commanders/administrators for review and approval.

C. Notification of New Forms and Form Revisions - The forms control officer will notify Department personnel of new forms and major form revisions through the Department Newsletter.

4. **PRINTING OF FORMS**

A. Routine printing services for stocked forms can be obtained from the City Print Shop through the Department forms control officer.

(1) Special printing requirements not available through the City Print Shop will be subject to stipulations in Administrative Regulation (AR) 3.10 regarding purchasing of services.

(2) Department units with printing needs that cannot be met using City resources may consult with the Department forms control officer for further information.

B. The Department uses a number of documents, such as the Arizona Traffic Ticket and Complaint (ATTC) and Notice of Violation (NOV), that are printed by outside vendors.

- Information concerning these documents is available through the Department forms control officer.

C. Only City forms and forms found on PolicePoint may be printed using City printing resources: for example, copy machines.

5. **DISTRIBUTION OF STOCKED FORMS**

A. Police Supply of the Property Management Bureau, stores, distributes, and maintains an inventory of stocked Department forms used by more than one (1) work unit.

B. When the ATTC or other number-controlled forms are revised, it is necessary for previously issued forms to be returned to Police Supply.

6. **DELETION OF FORMS** - Forms will be deleted from the Department's inventory/files when good cause has been shown.

A. Employees will forward a memorandum suggesting form deletions through the chain of command to the Policy Unit.

B. The approval of affected assistant chief/s is necessary to delete a Department form.

1. **LOCATION OF FACILITIES**

FACILITY	LOCATION
Police Headquarters (PHQ)	620 West Washington Street
Property Management/Communications	100 East Elwood
Police Academy	10001 South 15th Avenue
Northern Command Station	302 East Union Hills Drive
Southern Command Station	3443 South Central Avenue
Deer Valley Facility	102 East Deer Valley Road
Black Mountain Precinct	33355 North Cave Creek Road
Cactus Park Precinct	12220 North 39th Avenue
Central City Precinct	1902 South 16th Street
Desert Horizon Precinct	16030 North 56th Street
Estrella Mountain Precinct	2111 South 99th Avenue
Maryvale Precinct	6180 West Encanto Boulevard
Mountain View Precinct	2705 East Maryland Avenue
South Mountain Precinct	400 West Southern Avenue
Ahwatukee Foothills Substation	17010 South 48th Street
Paseo Highlands Park/Goelet A. Beuf Community Center	3435 West Pinnacle Peak Road
South Mountain Neighborhood Resource Center Substation	2405 East Broadway Road
Sunnyslope Neighborhood Police Station	750 West Peoria Avenue
Code Enforcement	1717 East Grant Street

2. **SECURITY OF POLICE FACILITIES**

A. Identification of Employees

(1) All Department employees, volunteers, student interns, temporary employees, and other City employees regularly requiring access or work within police facilities will obtain appropriate identification/access cards.

(2) Identification must be worn at all times while in police facilities.

B. Visitors to Police Facilities

(1) Civilian visitors to any police facility will use public entrances and lobby areas to conduct any business.

(2) Accessibility to the lobby areas will be ensured.

(3) If entry to other areas of buildings is permitted, the following policy will be adhered to:

(a) The visitor's log will be completed by personnel at the front desk of each facility.

(b) The appropriate visitor's pass and/or escort will be provided to the visitor.

(c) Each police facility will be responsible for outlining security procedures specific to their facility.

(d) See Operations Order 2.17, Police Headquarters Security and Parking, for details on visitor procedures at Police Headquarters.

C. Law Enforcement Personnel - Law enforcement personnel visiting or conducting business within a precinct, station, or resource bureau will identify themselves to front desk personnel immediately upon entering the building.

D. Employee Lockers - Employees with assigned lockers will keep all Department and personal property secured when not in use.

2. D. (1) In the event a locker is found unsecured, a supervisor will identify to whom the locker is assigned

(2) If the employee is unavailable, a Department-owned padlock will be placed on the locker.

(3) At the beginning of the assigned employee's next shift, an inspection of the locker will be performed in the employee's presence.

(4) A bureau/precinct commander/administrator may order a lock broken to enter employees' lockers when necessary.

3. **THREATS TO POLICE FACILITIES**

A. Appropriate reports will be completed on all incidents that threaten a police facility (bomb threat, demonstration, etc.).

B. A copy of the report will be submitted to the responsible commander/administrator as soon as possible.

4. **EMERGENCY EVACUATION, FIRE PREVENTION, AND FIRE SUPRESSION PLANS FOR POLICE FACILITIES**

A. All precinct/bureau commanders/administrators who are responsible for physical facilities are required to develop plan/s for fire prevention, fire suppression, and emergency evacuation for those facilities.

(1) Emergency Evacuation - Each plan will contain information reference the evacuation of citizens and/or employees with special needs, such as mobility, hearing, seeing, etc. and will include a map of emergency evacuation routes.

- For facilities containing holding rooms/juvenile interview areas, see Operations Order 7.3, Holding Rooms, for other necessary information.
- A copy of the facility's map of emergency evacuation routes will be forwarded to the Police Safety Unit.

(2) Fire Prevention - Each plan will contain fire safety practices which can prevent fire and reduce injuries and losses. Examples of fire safety practices include but are not limited to:

- Keep your workplace clutter free.
- Unplug or turn off all appliances including coffee makers, hot plates, and burners at the end of each day.
- Allow air to circulate around heat producing equipment such as photocopiers, computer terminals, and heaters.
- Smoke only where permitted.

(3) Fire Suppression - Fire extinguishers and/or sprinklers will be located in areas approved in writing by state or local fire officials.

B. The emergency evacuation, fire prevention, and fire suppression plan/s will be posted in accessible areas for employees and visitors to the facility and placed in the appropriate bureau/patrol manual.

5. **CONSERVATION OF RESOURCES** - To conserve resources, employees are encouraged to comply with the recommendations outlined in this section whenever possible.

A. Facility Energy Conservation

(1) Keep doors and windows closed, and close blinds and drapes to improve insulation.

5. A. (2) Use minimum lighting for the accomplishment of tasks.

(3) Turn lights and other non-essential equipment off when not in use, and use energy-saving settings.

- Computers **will not** be turned off but will be "logged off" when not in use.

(4) During summer months (June through September) keep thermostats set between 76 and 78 degrees.

(5) During winter months (December through March) keep thermostats set between 66 and 68 degrees.

B. Personal Energy Conservation

(1) Turn all personal electrical devices off when out of the office, including fans, radios, etc.

(2) Rather than adjusting thermostats to fit comfort needs, dress accordingly, within established Department guidelines.

(3) Immediately report all power problems to a supervisor.

C. Water Conservation

(1) Report leaky faucets, pipes, water coolers, etc., inside and outside Department facilities as soon as possible.

(2) In existing or newly designed Department facilities, install low volume toilets with automatic flushing devices and touch free automatic faucets.

(3) When designing or refurbishing facility landscaping, use drought resilient plants and trees in desert-type landscaping (**do not** plant grass lawns), and utilize drip irrigation systems whenever possible.

(4) Additional water conservation information will be provided by the City.

6. **MAINTENANCE OF POLICE FACILITIES**

A. Responsibility for Maintenance

(1) Joint-Use Facilities

(a) Maintenance of joint-use facilities, where two or more City departments are quartered, is the responsibility of the Facilities Management Division of the Public Works Department.

(b) Any questions with regard to maintenance or repairs at these facilities should be directed to the Facilities project manager or Fiscal Management Bureau (FMB) administrator.

(2) Sole-Use Facilities

(a) Commanders/administrators of bureaus/precincts that are the sole occupant of a facility are responsible for the management and maintenance of that facility.

6. A. (2) (b) Bureau/precinct commanders/administrators are responsible for the normal operation and budgeting of:

- Housekeeping services (liaison with Facilities Maintenance)
- Equipment maintenance
- Building maintenance
- Building, roof, and parking lot repair

(3) Leased Facilities

(a) Commanders of units that occupy a leased facility will comply with all the terms of the lease and the covenants, conditions, and restrictions (CCRs) applicable to the facility.

- This will be in addition to the procedures detailed in this policy.
- Any requests for deviations from these documents will be forwarded, in writing, to the executive assistant chief.
- Requests must be approved by the affected assistant chief before any work is started.

(b) The administrator of FMB will ensure commanders of those bureaus/units occupying leased facilities receive copies of the lease agreements, CCRs, and any maintenance/operations manuals.

(c) The administrator of FMB will serve as the Department's liaison between the occupying bureau/unit, other City departments, and the lessor regarding any questions or interpretations of lease documents.

B. Construction/Remodeling of Facilities

(1) Remodeling is defined as any change which permanently affects any portion of the police facility infrastructure, including repositioning of modular furniture.

(2) Requests for construction and/or remodeling (including modular furniture moves) will be documented on a memorandum and forwarded through the chain of command to the executive assistant chief for review and approval.

(a) If the executive assistant chief determines the project is feasible, it will be forwarded to FMB for coordination/commencement.

(b) After review of the project's scope, the administrator of FMB, in conjunction with the Facilities project manager, will determine the extent of the Facilities Unit's involvement in the project.

(c) No construction/remodeling project may commence prior to review and approval from the Facilities Management Unit of FMB.

(3) Role of the Fiscal Management Bureau

(a) The Facilities project manager or designee will review all construction/remodeling projects.

(b) The FMB Facilities project manager's role may include that of technical advisor and/or complete project coordinator.

(c) In the case of complete project coordination, the FMB Facilities project manager or designee will be the Department's liaison between the affected bureau/precinct, the contractor, City Engineering, and/or the Public Works Department.

6. B. (3) (d) The Facilities project manager or designee is available for consultation and technical advice on projects sent back to the originator for completion.

(e) Exceptions to this policy may be made by an assistant chief after consultation with the executive assistant chief.

C. Equipment Maintenance/Repair

(1) Equipment Maintenance Schedule

(a) The Facilities Management Division of the Public Works Department has established a maintenance schedule to ensure all equipment maintenance is performed properly and according to specifications.

(b) If maintenance is not performed according to schedule, the facility commander or designee will contact the Facilities Maintenance Division of the Public Works Department and request immediate service.

(c) The Public Works Department should be called for routine maintenance on such things as furnace filter changes, parking lot lighting issues, window washing, or janitorial services.

(2) Problems with equipment or needed equipment repairs should be reported to the FMB Facilities project manager or designee by the affected bureau/precinct commander/ administrator or designee.

(3) Manufacturer's Maintenance Manuals

(a) Manufacturer's maintenance manuals should be consulted as an aid to operating the equipment.

(b) Maintenance manuals will be located at the following locations:

- Each respective facility
- FMB
- Facilities Maintenance, 2631 South 22nd Avenue

D. Resources and Phone Numbers

(1) Fiscal Management Bureau **602-262-6131**	• Facilities project manager
(2) Police Safety Unit **602-201-1766 (duty pager)**	
(3) Communications Bureau **602-262-6474**	• Station Interior Radio Monitoring System • Fire alarms • Burglar alarms
(4) Public Works Department/Facilities Management Division/Work Control Section **602-262-6732**	• Air conditioning • Heating • Roof repair • Electrical maintenance • Carpenter Shop
(5) Public Works Department/Fleet Services Division **602-262-6841**	• Generator mechanical maintenance • Fuel service
(6) Public Works Department/Solid Waste Division/ Sanitation Section **602-262-7251**	
(7) Parks and Recreation Department **602-262-6861**	• Landscaping • Irrigation/sprinklers
(8) Street Transportation Department **602-262-6441**	• Parking lots

6. E. Reporting Damage to Police Facilities Due to Fire, Storm, or Other Perils

(1) Normal Business Hours - If damage occurs during normal business hours (8 a.m. to 5 p.m.), the commander/administrator of the affected bureau/precinct will notify the assistant chief.

(a) The affected bureau/precinct commander/administrator will immediately telephone a report to the Facilities project manager in FMB and the Police Safety Unit's duty pager.

(b) The assistant chief of the affected bureau/precinct will notify the Police Chief.

(2) Other Than Normal Business Hours - If damage occurs after normal business hours (5 p.m. to 8 a.m.), the ranking supervisor of the affected bureau/precinct will notify the duty commander.

(a) The duty commander will determine if the nature of the damage is such that reporting of the incident can wait until the following workday.

(b) If immediate temporary repairs are required, the duty commander will report the damage to the following:

- Appropriate assistant chief
- FMB Facilities project manager
- Police Safety Unit

(c) Home telephone numbers for the FMB Facilities project manager or designee are on file at the Communications supervisor.

F. Environmental Citations, Notice of Violations, and Intent to Sue

(1) The Department is required by Administrative Regulation (AR) 1.134 to have an internal notification procedure when a police facility receives an environmental inspection, citation, Notice of Violation, or intent to sue.

(a) This also applies to consultants or contractors conducting environmental work on behalf of the City.

(b) Affected programs:

- Hazardous waste
- Solid waste management
- Air quality
- Asbestos
- Water quality
- Underground storage tanks
- Polychlorinated biphenyls (PCBs) in electric transformers
- Pesticides

(2) Notification Procedure

(a) The FMB Facilities project manager will be immediately contacted by telephone.

(b) If the FMB Facilities project manager is unavailable, the commander will be immediately contacted.

(c) Telephone/pager numbers for both of these individuals are available from the Information Desk or the Communications supervisor after business hours.

6. F. (2) (d) The FMB Facilities project manager will immediately notify the following:

- Police Safety Unit
- Environmental Programs Manager or designee, Office of Environmental Programs, 602-256-5669
- Assistant Chief Counsel, Natural Resources Section of the Law Department, 602-495-5910

7. **HAZARDOUS MATERIAL STORAGE**

A. General Guidelines - Police facilities and personnel who are responsible for the purchase, storage, transportation, use, or disposal of hazardous materials will do so in compliance with the Occupational Safety and Health Administration (OSHA) Hazard Communication Standard (HAZCOM) 29 Code of Federal Regulations (CFR) 1910.1200, Administrative Regulation (AR) 2.314, and the Department's Hazard Communications Program.

- Evidence items are exempt from HAZCOM regulations pertaining to storage and transportation.
  - Employees must still exercise due care regarding the handling of these types of items.

B. Definitions

(1) Exposure or Exposed	• When an employee is subjected in the course of employment to a chemical that is a physical or health hazard and includes potential (accidental or possible) exposure • "Subjected" in terms of health hazards includes any route of entry (inhalation, ingestion, skin contact, or absorption)
(2) Hazardous Material	• Any chemical product that is a potential health or physical hazard • Many common supply and cleaning items
(3) Health Hazard	• Any material that may be toxic, irritant, corrosive, carcinogenic, a sensitizer, a reproductive toxin, or has some other adverse health effect
(4) Safety Data Sheet (SDS)	• Written or printed material concerning a hazardous chemical that is prepared in accordance with 29 CFR 1910.1200
(5) Physical Hazard	• Any material that may be flammable, combustible, explosive, unstable, water reactive, an oxidizer, or a compressed gas
(6) Precautionary Statement	• A phrase describing recommended measures to be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical or the improper storage or handling of a hazardous chemical

C. Chemical Inventory

(1) The City maintains a citywide chemical inventory list in the Safety Data System (arranged by City departments and facilities/locations within a department) which lists all the hazardous chemicals used throughout the City and provides access to a chemical's SDS.

- The Safety Data System is available through the City's intranet at http://phoenix.online-msds.com/index_phoenix.php (the link is also available on the Inside Phoenix and PolicePoint intranet sites).
  - ∗ If access to the intranet is not available, SDS information can be retrieved by calling the SDS 24/7 emergency hotline at 866-737-6747.
- The Safety Data System also provides access to the global warehouse for SDSs.

(2) The Police Safety Unit will maintain the Department's master chemical inventory list.

7. C. (3) If applicable, each police facility/location will maintain the chemical inventory list of the hazardous chemicals used on the premises and determine one or more employees responsible for the maintenance of the list.

- The employee/s responsible for the maintenance of the list must attend training presented by the Office of Environmental Programs (OEP) and coordinated by the Police Safety Unit.

(4) If an employee: for example, a crime scene specialist, transports hazardous chemicals from one workplace to another, the chemicals' SDSs may be kept at the primary workplace facility provided the employee can immediately obtain the required information in an emergency.

D. Non-Routine Tasks

(1) Prior to performing non-routine work/tasks requiring the use of new hazardous chemical/s or in a new area where hazardous chemicals are used or stored, employees will be provided with information, from their supervisor or the Police Safety Unit, about the hazardous chemical/s.

- The hazardous chemical/s information will include, but is not limited to:

  * Specific hazards associated with the chemical/s
  * Protective measures (personal protective equipment, work practices, engineering controls, etc.)
  * Emergency procedures

(2) An employee shall not place himself/herself at risk while using any chemical or performing any chemical related task.

E. Hazardous Materials Labeling

(1) Each container containing a hazardous chemical will be labeled, tagged, or marked with the following:

- Product identifier
- Signal words
- Hazard statement
- Pictogram
- Precautionary statement
- Chemical manufacturer

(2) Labels on incoming containers of hazardous chemicals will not be removed or defaced unless the container is immediately marked with the required information.

(3) Labels or other forms of warning will be legible, in English, and prominently displayed on the container.

(4) It is the responsibility of all employees to ensure the identity and hazard warnings of a hazardous chemical are placed on all containers that have been transferred from the original drum or container.

(5) Employees will notify a supervisor when unlabeled potentially hazardous material or hazardous material stored in an unsafe manner is discovered at a police facility.

- Employees will not attempt to identify the material by smell, touch, or taste.

7. F. Hazardous Material Spillage

(1) The spillage or unintended release of a known or unknown hazardous material will be reported to a supervisor immediately.

(2) Information regarding the proper action to be taken may be obtained from the following sources:

- The SDS on file
- Emergency Response Guidebook published by the U.S. Department of Transportation
- Phoenix Fire Department
- Police Safety Unit

(3) The Police Safety Unit is available to provide guidance and information regarding hazardous material laws and regulations and may be contacted for assistance as needed.

G. Multi-Employer Workplaces

(1) When it is necessary for an outside contractor to perform work at any police facility, it will be the responsibility of the requesting entity: for example, the Public Works Department, Police Facilities Unit, and/or facility manager or designee (commander, administrative sergeant, etc.), to inform the contractor of any hazardous chemicals to which the contractor may be exposed. The procedures for informing the contractor will include the following:

- For any designated work area where contract work is to be performed:

  * Ensure the hazardous chemicals inventory is made available to the contractor (or provide a contact person with access to the intranet/Safety Data System) and advise the contractor of the labeling system.
  * Ensure the identified hazardous chemicals' SDSs are made available to the contractor (or provide a contact person with access to the intranet/Safety Data System).
  * Ensure the contractor is aware of any necessary protective measures regarding the hazardous chemicals.

(2) It is also the responsibility of the requesting entity to determine if the contractor will be using any hazardous chemicals and, if so, take appropriate actions to ensure the protection of Department employees.

(a) Each contractor who brings a hazardous chemical on site shall provide a hazardous chemical inventory list and the associated SDSs to the facility manager or designee before bringing the chemicals on site.

(b) Each contractor who brings hazardous chemicals on site shall ensure all containers are labeled, tagged, or marked with the following information:

- Identity of the hazardous chemical
- Appropriate hazard warnings
- Name and address of the manufacturer
- Contractor's name for containers five gallons or larger

8. **ELECTRICAL POWER PROBLEMS**

A. When an electrical power problem such as, a power outage or equipment failure, occurs after 5 p.m. on weekdays, on weekends, or on holidays, the responsible supervisor of the affected location will call the Communications Bureau shift supervisor and provide a detailed explanation of the problem.

8. B. The Communications Bureau shift supervisor will contact the on-call electrician through the City operator.

   C. The supervisor of the area where the problem is located will be contacted by the Communications Bureau shift supervisor and will be advised of appropriate actions and estimated arrival time of repair personnel.

   D. The supervisor of the affected area will also notify the FMB Facilities project manager.

9. **SMOKING GUIDELINES** - See Administrative Regulation (AR) 2.63, Smoke and Vapor Free Workplace Policy, for more detailed information and guidelines.

   A. General Guidelines

      (1) Smoking is prohibited inside **all** City buildings (which includes **all** police facilities) and all City-owned vehicles in accordance with Arizona Revised Statutes (ARS) ARS 36-601.01(B).

      (2) Posting of Signs

         (a) Bureau/precinct commander/administrators are responsible for posting Smoking or No Smoking signs in accordance with the Smoke Free Arizona Act, ARS 36-601.01(B) within their bureaus/precincts so as to gain compliance with the City and State smoking ordinances.

         (b) Each commander/administrator responsible for a police facility will post signs within 20 feet of all entrances/exits, courtyards, windows that are able to be opened, and ventilation intakes.

         (c) Each commander/administrator is also responsible for posting signs in accordance with the Smoke Free Arizona Act, ARS 36-601.01(B), in all City vehicles on a vehicle door window, dashboard, and any other area in the vehicle visible to each occupant of the vehicle.

10. **FLAG PROTOCOL**

   A. Responsibility - Proper display of the flag is the responsibility of the bureau/precinct commander/administrator of the facility where the flag is flown.

      (1) Authority and responsibility may be delegated to the administrative supervisor of the facility.

      (2) In facilities where more than one administrative supervisor is assigned, responsibility will rest with the person responsible for maintenance of the facility.

   B. Procedures

      (1) Bureau/precinct commanders/administrators are encouraged to ensure the flag is displayed on the exterior of their facility from sunrise to sunset, weather permitting.

         - The flag should not be displayed when the weather is inclement.

      (2) Flags flown during the hours of darkness must be illuminated by floodlights or other appropriate light sources trained on the flag.

      (3) Flags in poor condition will not be flown and will be replaced through Police Supply.

      (4) Additional direction may be found in the Official Guidelines for the Use and Display of the United States Flag (excerpt from Chapter 10, Title 36, U.S. Code) included in AR 5.12, Flag Protocol.

10. C. Displaying the Flag at Half-Staff

(1) All occasions of flying flags at half-staff at any police facility will be governed by AR 5.12.

- The Public Works Department director or designee will advise when special presidential, gubernatorial, or mayoral proclamations are issued.

(2) The Public Works Department will verify with the issuing authority all proclamations or orders to fly flags at half-staff and disseminate the flag protocol details to the appropriate City facilities.

(3) For any other occasions, when the U.S. Flag is to be flown at half-staff, the Public Works Department will initiate the appropriate action after requesting clearance or receiving instruction from the proper authority.

11. **NON-CITY EMPLOYEE CONTRACT AND SERVICE WORKERS AT POLICE FACILITIES**

A. The administrator of FMB or designee (Facilities project manager) will be the liaison between the contract custodial service and all service/contract workers for all police facilities.

B. The Criminal Justice Information Services Division (CJIS) of the U.S. Department of Justice requires "support personnel, contractors, and custodial workers who access computer terminal areas shall be subject to a state of residency and national fingerprint-based record check, unless these individuals are escorted by authorized personnel at all times" [(4.5.1(h)].

(1) All requests for background checks for custodial or contract workers at any police facility will be routed to the Strategic Information Bureau (SIB) for processing.

(a) SIB will conduct a full fingerprint-based records check as required by CJIS.

(b) The results will be forwarded back to the requestor for information and filing.

(c) Per CJIS, "if the person appears to be a fugitive or appears to have an arrest history without conviction for a felony or serious misdemeanor, the computer security officer (CSO) or his/her designee shall review the matter to determine if systems access is appropriate" [4.5.1(d)].

- The administrators or designees of SIB and the Information Technology Bureau (ITB) are the Department's systems security officers (SSO), and will confer when issues arise regarding adverse criminal history information for contract workers.

(2) The requesting bureau/precinct should provide the following information in a memorandum to SIB:

- Name
- Race and gender
- Date of birth
- Place of birth
- Physical description
- Social Security number
- Address and telephone number
- The capacity in which this person/s will be working

(3) The requesting bureau/precinct should also attach a copy of the applicant's photo identification and Social Security card, if available.

C. Upon a successful background check, photo identification cards will be issued by SIB, depicting the contract worker's role such as, Consultant, Custodial, or Construction.

11. D. PHQ building occupants should refer the following matters to the Information Desk:

(1) All requests for special services not expressly written in the Custodial Maintenance Contract.

(2) All complaints concerning custodial services.

(3) All problems involving contract janitorial employees who are the subject of pending criminal investigations and/or when the employee's presence in the PHQ building may adversely affect an investigation or case outcome.

- Problems, complaints, or special requests need to be forwarded, in writing, to the Information Desk for filing and appropriate action.

1. **LONG-DISTANCE PHONE CALLS**

A. Procedures

(1) Employees Assigned a Telephone Access Code - All employees who have been assigned a personal long-distance telephone access code number (CID) will place long-distance calls through the INFOSWITCH Computer System using their assigned access code number.

(2) Calls Made Within Police Facilities - All calls from within police facilities will be made through INFOSWITCH.

(3) Calls Made Outside Police Facilities - Long-distance telephone calls made outside police facilities but within Maricopa County will be made by calling the City operator and requesting that the call be placed through INFOSWITCH.

- This same procedure applies to calls made from department-issued cellular phones.

(4) When INFOSWITCH Is Not In Operation - If INFOSWITCH is not in operation, employees will call the City operator and request that the operator places the call through INFOSWITCH or direct dial the call.

B. Administration

(1) Telephone calls will **only** be made for official City business.

- Personal telephone calls **will not** be charged to the City.

(2) Monthly long distance use reports will be forwarded to the department from the telephone company for supervisory purposes.

(3) Third party billing (calls placed from any telephone and billed to a City extension) should be made through the City operator.

C. Phone Calls While Traveling

(1) If employees pay for an official call while traveling on official City business on an expense account, the charge will be added to their expense report.

(2) If an employee pays for an official telephone call while traveling and is not on an expense account, the employee will forward a memorandum through the chain of command to the Fiscal Management Bureau for reimbursement.

2. **TELEGRAMS**

A. A City employee who is traveling on authorized City business may charge telegrams to the City only when they are for official business.

B. At the time the telegram is sent, the employee will advise Western Union that it will be billed to the City of Phoenix.

- A copy of the telegram will be attached to the statement.

3. **CELLULAR PHONE PROCEDURES**

A. Requesting to have a privately owned cellular phone programmed with a City-issued telephone number requires that a Justification for Using City of Phoenix Cellular Telephone memorandum be completed.

(1) The memorandum will be completed and forwarded through the employee's chain of command for approval.

(2) Once approved, a copy of the memorandum will be forwarded to the City Manager's Office.

(3) The employee will also be given a copy of Administrative Regulation (AR) 1.64, City Policy on Cellular Equipment and Service and will sign the City of Phoenix Policy on Cellular Equipment and Service Employee Receipt located in the back of the AR.

- The original will be filed in the employee's division file, and a copy will be given to the employee.

B. Rules Governing Use of City and Personal Cellular Phones While On Duty - In addition to the policies outlined in AR 1.64 the following will apply to Police Department personnel:

(1) While on-duty, personal calls will be limited to matters that require immediate attention; these calls will be brief, kept to a minimum, and will not distract employees from their assigned duties.

- On-duty use of cellular phones must not interfere with the completion of the employee's job responsibilities.

(2) Employees will not use cellular phones on duty to conduct off-duty, business-related activity.

(3) Employees are required to supply their immediate supervisor with the telephone number of the cellular phone carried on duty.

(4) If an employee is on a cellular plan where the long distance is expensive the employee should place a local call to the City Operator and follow the procedures outlined in paragraph 1 of this order.

- Use of City-provided cellular equipment to call a "900" number or any other "per call" commercial service not specifically authorized for City business purposed is prohibited.

(5) If a supervisor requests the use of an employee's privately owned cellular phone for an emergency phone call, the employee will be reimbursed at the full rate based on the time used, (refer to respective MOU for reimbursement guidelines.)

(6) Any employee assigned a City cellular phone will turn their phone in to their immediate supervisor upon transfer to another detail or separation from the Department.

- Supervisors will ensure that City issued cellular phones and their accompanying accessories are accounted for and are in proper working order.
- Supervisors will also be responsible for securing returned cellular equipment until re-issued to an incoming employee or forward the phone to the appropriate personnel that is assigned to inventory cellular phones and oversee their accounts.

3. C. Billing and Reimbursement

(1) The Fiscal Management Bureau will distribute monthly cell phone bills to the bureau/precinct commanders/administrators, who will forward the billings to the appropriate cell phone users.

- Every employee should receive a copy of his/her monthly cellular phone bill for review.

(2) Employees are required to identify all personal use of the cellular phone when presented with the billing statement by placing his/her initials next to each call.

(3) For cellular phones on billing plans that include free airtime, reimbursement for non-business-related calls will be calculated using the Cellular Service Personal Call Reimbursement Rate established by the City Audit Department.

(a) For reimbursement, payment will be made only by check to the City of Phoenix for the full amount and forwarded to the designated bureau/precinct administrative supervisor within 30-days after the monthly statement is received for review by the employee.

(b) For non-business-related calls, the name of the cell phone user, total amount of non-business-related phone calls billed, and the cell phone number will be noted on the "Review of Monthly Cellular Phone Billing" memorandum (available on network templates) maintained by the designated bureau/precinct administrative supervisor.

(c) Reimbursement for cellular phones that are funded by federal grant monies will follow the same procedures listed in this policy.

(4) Once all cell phone users have reviewed their phone billings and initialed the non-business-related calls, the billings will be returned (along with a check for payment if applicable) to the designated bureau/precinct administrative supervisor.

(5) The designated supervisor will ensure all users making payment are included on the "Review of Monthly Cellular Phone Billing" memorandum.

(6) The completed memorandum will be forwarded to the bureau/precinct commander/administrator for review and signature.

(7) Once reviewed and signed by the commander/administrator, the original memorandum, the reimbursement checks, and copies of the initialed billings will be sent to the Fiscal Management Bureau.

(8) A copy of the memorandum and the original phone billings will be kept on file by the designated bureau/precinct administrative supervisor for three years.

(9) Bureau/precinct commanders/administrators will provide the name of the designated administrative supervisor and an alternate who will be responsible for collecting the reimbursement checks and forwarding them to Fiscal Management.

(10) This list will be used to direct any questions or problems encountered to the appropriate responsible person at the bureau/precinct level.

(11) Upon request, monthly cellular phone bills will be forwarded to the division chief for periodic or random inspection.

4. **PAGERS**

A. Department Issued Pagers

(1) Assignment of Pagers

(a) The approval of a bureau/precinct commander/administrator is necessary for any employee or department work unit to be assigned a pager.

(b) Any employee or department unit considering acquisition of a pager/s will contact the Computer Services Bureau for technical review of the proposed equipment. (The Phoenix Police Department Airport Unit is exempt from this policy because their equipment is provided by the Aviation Department.)

(c) Employees **will not** upgrade department issued pager functions without prior approval from their bureau/precinct commander/administrator.

(2) Responsibility for Pagers

(a) Pagers assigned to individual employees will be the responsibility of that employee.

(b) In work units where pagers are rotated among personnel, the pager will be assigned to the unit (i.e., squad, section, etc.) and will be the responsibility of the unit supervisor.

(c) Bureaus/precincts whose employees use pagers will maintain an up-to-date inventory and directory of those pagers.

(3) Lease of Department Pagers

(a) Pagers furnished by the Police Department are provided through lease contracts with private companies.

(b) Department units having a demonstrated need may lease paging services through the City Telecommunications Section of the Information Technology Department.

- Expenditures for these leases will be charged directly to the bureau/precinct telecommunications accounts.
- For undercover operations, this procedure may vary with the bureau/precinct commander's/administrator's approval.

(4) Maintenance of Department-Issued Pagers

(a) Leased pagers that malfunction will be repaired under the terms of the leasing contract.

(b) The City telecommunications services coordinator must be notified of each occurrence.

(5) Lost or Stolen Pagers

(a) Employees assigned leased pagers that are lost or stolen will complete an Incident Report (IR).

(b) A copy of the report and a memorandum explaining the circumstances of the loss or theft will be forwarded through the employee's chain of command to the Fiscal Management Bureau.

4. A. (6) Employee Requests for Department Pagers

(a) Employees desiring a pager at department expense will complete a memorandum that will:

- Include the reason that providing the employee with a pager will benefit the department.
- Be forwarded to the employee's bureau/precinct commander/administrator for approval.

(b) The approved memorandum will be placed in the employee's division file.

B. Rules Governing Use of City and Personal Pagers While on Duty

(1) While on-duty use of pagers will be limited to matters that require immediate attention; use will be brief, kept to a minimum, and will not distract employees from their assigned duties.

- On-duty use of pagers must not interfere with the completion of the employee's job responsibilities.

(2) Employees will not use pagers on duty to conduct off-duty, business-related activity.

(3) Employees are required to supply their immediate supervisor with the telephone number of the pager carried on duty.

1. **COURT APPEARANCES**

A. Notification of Court Appearance Request

(1) Employees will attend court or other quasi-judicial hearings, such as Motor Vehicle Division (MVD) hearings, when notified to do so.

(2) Employees may be notified of a required court or other quasi-judicial proceeding by subpoena, hearing notice, magistrate, or prosecutor.

(3) Supervisors will review all subpoenas with their employees on a weekly basis during briefing.

- For work units that do no hold briefings, supervisors will conduct the weekly subpoena review anytime during their regularly scheduled work week.

  EXCEPTION: Laboratory Services Bureau (LSB) supervisors are exempt from the weekly subpoena review.

B. Confirmation of Court Appearances - Employees will confirm the necessity of attending court or quasi-judicial hearings by complying with the instructions on the subpoena and the information in this order.

(1) Justice Court/Superior Court Subpoenas (Including Juvenile Division)	• Employees will comply with confirmation instructions on the subpoena. • If the subpoena does not contain confirmation instructions, employees will be responsible for contacting the court the afternoon or morning prior to the scheduled appearance to confirm the necessity to attend court. • Officers may contact Juvenile Court Center (JCC) Intake after normal business hours to confirm court for the following day. If officers are advised they are not on the calendar, the intake officer will be asked to verify the information via computer. **NOTE**: See section 4.D of this order for further instructions.
(2) City Court Subpoenas	General Information • Employees will normally be subpoenaed into City Court by computer notification lists, which will be honored as any other subpoena. • Employees subpoenaed into City Court by an individually issued subpoena will comply with confirmation instructions on the subpoena. Morning Appearances • Verification will be made by calling the Court Services Detail between 1600 hours and 1630 hours on the day before the scheduled appearance or after 0700 hours on the day of the scheduled appearance. • The Information Desk may be contacted between 1700 hours to 0630 hours, to verify the need for morning City Court. Afternoon Appearances • Verification will be made by calling the Court Services Detail on the morning of the scheduled appearance.
(3) Police Officer Hearing Notices Executive Hearing Office 602-255-7737	• MVD issues Police Officer Hearing Notices to request the presence of Department employees at Implied Consent Hearings and will be obeyed as if they were subpoenas. • Employees will comply with confirmation instructions on Police Officer Hearing Notices. • When employees are unable to appear as requested, they will notify MVD as soon as possible. • Officers will submit court information and leave schedules, when requested, to insure the MVD hearing can be scheduled so as not to conflict with any other situations.

1. C. Personal Appearance of Employees Attending Court

(1) When appearing in court in a capacity related to official duties, employees will wear either the official uniform or plain clothes conforming to the standards outlined in Operations Order 3.15, Uniform Policy.

- This does not include apparel worn in undercover assignments.

(2) Employees will present a neat and clean appearance.

(3) When appearing in court as litigants or witnesses in personal matters not related to official duties, such as divorce or child custody hearings; no identifiable part of the uniform will be worn.

D. Court Sign-In Procedures

(1) **ALL** employees appearing in City Court will use the City Court Attendance Tracking System on the computer terminal, located in the officer's waiting room in the basement of the Court building, in order to sign in and out of court.

- This procedure will be followed whether the employee is **on or off duty**.

(2) Employees will enter their serial number in the field provided on the City Court's Check-in/Check-out screen and click the "check-in" icon upon their arrival at court.

(3) Employees will enter the courtroom number/s in which they will be appearing.

(4) Any time employees are not in a particular courtroom as entered in the City Court Attendance Tracking System; they will remain in the waiting room and inform the Court Services Detail of their location.

(5) Once employees are dismissed from court, they will log out of the City Court Attendance Tracking System by entering their serial number into the computer terminal, and clicking the "check-out" icon before leaving the Court building.

E. Employee Conduct in Court

(1) Employees will be on time for court sessions.

(2) Employees will avoid any mannerisms that might imply disrespect to the Court or bring discredit to the Department.

(3) Employees will remain in the courtroom while Court is in session, unless otherwise directed by the Court, giving their undivided attention and respect.

(4) Employees will not smoke, indulge in private conversations while Court is in session, loiter, or make unnecessary noise in the hallways or waiting room of the Court building.

(5) Employees will have cases properly prepared for prosecution and be responsible for obtaining related evidence from the Property Management Bureau (PMB) for presentation to the court.

(6) On duty employees will not linger in Court when it becomes apparent there will be a lengthy delay in the proceedings and the employee's presence is not required, such as extended lunch recesses.

- Employees will return to service during such periods, if practical.

1. F. Access to Traffic Court Bailiff Areas

(1) Employees will not enter or remain in bailiffs' rooms at City Traffic Court unless directed to do so by court staff.

(2) Employees directed into bailiffs' rooms will use assigned public seating rather than Court staff seating.

(3) Employees will enter courtrooms only through the main public hallway.

(4) Employees will not leave equipment in the bailiffs' area.

(5) Employees will not review citations or files in the bailiffs' rooms.

- This can be done in the courtroom immediately preceding the hearing.

(6) Court telephones are for use by Court staff.

- Employees will use the telephone in the police lounge or the pay telephone in the Court lobby.

G. Testifying

(1) Employees will be truthful at all times while under oath.

(2) Testifying for the Defendant

(a) Employees subpoenaed or otherwise requested to testify or give a deposition for the defense or plaintiff in any action against or involving the City or any government entity, will notify their supervisor by memorandum upon receipt of the subpoena or request.

(b) The memorandum will include:

- Date and time of appearance
- Type of court and trial, such as civil, criminal, or traffic
- Name of person on whose behalf the employee is to appear
- Whether subpoenaed or requested due to knowledge of the case or as an expert witness

(c) The memorandum will be forwarded to the Legal Unit.

H. Supervisor Verification of Employee Court Attendance

(1) Supervisors will conduct a weekly City Court attendance verification by accessing the City Court Attendance report on the Phoenix Police Department Information (PPD Info) Center.

EXCEPTION: LSB supervisors are exempt from the weekly City Court attendance verifications.

(2) To access the City Court Attendance report on the PPD Info Center, follow the below steps:

(a) From the Home page, click on the "Report Center" tab at the top of the page.

(b) Under the Administrative Reports section on the upper left side of the page, click on "City Court Attendance".

(c) Enter all pertinent information in the fields provided and click "View Report".

1. H. (3) Supervisors will document on the supervisor's copy of the City Court Computer Notification List whether or not the employee was on the City Court Attendance report for his/her scheduled Court appearance.

- If the employee was scheduled for Court but was not on the City Court Attendance report, supervisors will conduct follow-up to determine if the employee did not sign in/out of the City Court Attendance Tracking System.

  * Appropriate action will be taken based on the supervisor's findings.

2. **CARRYING WEAPONS IN COURT**

A. Phoenix Municipal Court

(1) For the safety and protection of police employees, victims, witnesses, spectators, judges, and Court personnel, officers may carry their primary weapon while attending a City Court proceeding.

EXCEPTION: At the request of the Court in a jury trial, officers will conceal their weapon to preclude claims the jury was intimidated by the visible presence of a weapon.

(2) Armed, non-uniformed officers and plainclothes detectives entering the Court complex will wear a clearly visible, Department-approved identification card or flat badge at all times while in the Court complex. All officers will show their commission card and badge to Court security upon entering the Court complex.

(3) Armed undercover officers will display their Department-approved identification card and badge to the security guard posted at the metal detector; thereafter, they are not required to visibly display their flat badge while in the Court complex.

B. Superior Court

(1) Officers in uniform or with visibly displayed law enforcement identification who appear in Court as a witness pursuant to a subpoena issued in accordance with the officers official duties, or for official business such as seeking a search warrant, may keep possession of their weapons in the courthouse unless they are attending Court for any of following:

- Family court case (child custody, divorce actions, etc.)
- Criminal case (as a defendant)
- Order of protection (either as a defendant or plaintiff)
- Injunction against harassment (either as a defendant or plaintiff)
- Eviction proceeding
- Pre-disciplinary or disciplinary proceedings under which A.R.S. 38-1101 applies (internal interviews an employer believes could result in dismissal, demotion, or suspension)
- A party to any case (officer subject to civil litigation, jury duty, etc.)

(2) An officer who is not readily identifiable as a law enforcement officer, either by reason of uniform or a visible display of law enforcement identification, **will not** bring a weapon into the courthouse.

(3) Officers **will not** by-pass security sign-in, check-in, or screening by showing a police identification badge.

(4) Officers will follow the policy of each Judge as to whether weapons may be brought into a particular courtroom or placed in a gun locker prior to entering a courtroom.

(5) Officers on personal business may not retain their weapon or bypass security screening.

2. B. (6) The Court may suspend or terminate by-pass privileges for any police department which has an officer violate Maricopa County Superior Court Administrative Order No. 2004-122 policy.

(7) When an officer is escorting a protected witness to Court, the court will be informed and the officer may bypass the security screening station and proceed to the appropriate Court after the Court makes advance contact and arrangements with the security office.

(8) When an officer receives an emergency radio request for service to Superior Court:

- The radio supervisor will contact Maricopa County Sheriff's Office (MCSO) dispatch by telephone to advise them of the request.
- MCSO dispatch will be responsible for notification of MCSO personnel assigned to Superior Court and the Superior Court Security Office, allowing Phoenix officers appropriate passage through the security screening station.

C. Federal Courthouses

(1) Weapons in the Courthouse

(a) Officers are prohibited from carrying their firearm into the Sandra Day O'Connor Federal Courthouse.

- Only U.S. Marshals are authorized to carry firearms in the Federal Courthouse.

(b) Officers will enter through the public entrance and secure their firearms in gun lockers which are provided at the main entrance.

(c) Officers will pass through the magnetometer and continue to their destination.

(d) Officers with prisoner/s will enter the Federal Courthouse through the basement at the Washington Street entrance and park in the sally port.

- Officers will secure their firearms in gun lockers located in the sally port prior to removing their prisoner/s from their vehicle.

(e) Officers responding to an emergency situation~~,~~ will be allowed to retain their firearms when entering the Federal Courthouse, but may be escorted by security staff and/or U.S. Marshals.

3. **EMPLOYEES UNABLE TO ATTEND COURT**

A. Illness or Other Emergency Situations

(1) Subpoenaed employees who cannot attend court or quasi-judicial hearing due to an illness or other emergency situation must notify the appropriate prosecuting agency as soon as it is evident they will not be able to appear.

- Employees unable to attend City Court will contact the Court Services Detail.

(2) Employees will provide this information to their supervisor by memorandum at the beginning of their next scheduled shift.

- Supervisors will retain the information for a period of no less than four months.

(3) If the illness or emergency precludes the employee from making this notification, the employee's supervisor must do so.

3. B. Employees on Industrial Leave

(1) Notification

(a) When employees are injured and placed on industrial leave for an extended period of time, they will submit the following documents to the Court Services Detail:

- Memorandum including the anticipated date when the employee will be able to appear in court
- Court Continuance Request Form 80-87D

(b) If employees are unable to complete the required documents, their immediate supervisor will be responsible for submitting the memorandum and Court Continuance Request form.

(2) Routing of Notification Paperwork - The information will be forwarded to the County Attorney and the City Prosecutor by the Court Services Detail.

(a) The prosecuting authority may request the affected cases be continued or dismissed without prejudice.

(b) Employees may, when available for appearance, request the prosecuting authority to re-file the affected cases dismissed without prejudice.

C. Employees on Authorized Leave

(1) Definition

(a) Authorized leave includes:

- Approved vacation and compensatory leave
- Approved training

(b) Authorized leave may include an employee's N-days when, in the judgment of the employee's supervisor, the reasons for requesting court leave on N-days are legitimate.

(2) Court Continuance Request Form 80-87D

(a) Employees will submit a Court Continuance Request form whenever they will not be available for court because of approved vacation, training, or other types of authorized leave.

- Employees will fill out the Court Continuance Request form completely, providing all necessary information in each applicable section.
- Employees are reminded court attendance supersedes training and they are expected to attend Court when subpoenaed.

(b) The Court Continuance Request form will be reviewed by the employee's immediate supervisor for completeness and accuracy prior to being forwarded to the Court Services Detail.

- Supervisors will review the subpoena list to determine if the employee is scheduled for Court during the requested leave.
- Leave that is requested over a scheduled "date certain" (DCJT) case will not be approved by the employee's supervisor with the exception of emergency situations.

3. C. (2) (c) The Court Services Detail **must** receive the approved Court Continuance Request form **30 days in advance** of the requested leave.

- If employees believe the Court Continuance Request form may not be received by the Court Services Detail 30 days in advance of the leave, they may telephone the detail.
- Employees will immediately notify the Court Services Detail when incorrectly subpoenaed.

(3) Leave Requests Less Than 30 Days in Advance - City Court

(a) Requests for City Court continuances less than thirty (30) days prior to the court date may only be requested in emergency situations or when there is a court conflict, such as Superior Court or Justice of the Peace (JP) Court, for the same date and time.

- Employees will not contact the City Prosecutor's Office to request a continuance.
- Employees will submit a Court Continuance Request form to be considered for approval by their immediate supervisor.
- A memorandum must be attached to the form detailing the emergency and will have the approval of the employee's bureau/precinct commander/administrator.
- Court Continuance Request forms submitted less than 30 days before the leave date will be considered on a case-by-case basis.

(b) The Court Services Detail will log the request and notify the City Prosecutor's Office.

(c) The employee will be notified by the Court Services Detail if the request is granted.

- If the employee is not notified, they are expected to appear in court.
- MVD hearings do not take precedent over any criminal court in which the employee has been subpoenaed to appear.

(d) Continuances requested less than 30 days in advance should not be granted when the employee is scheduled for training on the same date as the subpoena.

- This applies for City Court, Superior Court, JP Court, and MVD hearings.

(4) Leave Requests Less Than 30 Days in Advance for All Other Courts - When requesting a Superior Court, JP Court, or MVD hearing continuance less than 30 days prior to the court or hearing date, the request may be made directly to the County Attorney's Office or MVD.

4. **SUBPOENAS**

A. Employee Responsibilities

(1) Employees will accept all subpoenas legally served and make every effort to be available at the designated time.

(2) Suspended employees are required to testify when subpoenaed and are entitled to compensation at straight time, or overtime compensation if the subpoenaed court time by itself or combined with the employee's regular duty hours exceeds a 40 hour work week.

4. B. City Court Computer Notification List

(1) Designated personnel will distribute City Court computer notification lists as follows:

(a) The original will be placed in the squad sergeant's in-basket.

(b) A copy will be placed in the appropriate lieutenant's in-basket.

(c) The subpoenaed employee will be given a copy of the list and initial and date the original subpoena.

(2) The City Court Computer Notification List does not require return of service.

C. Service of Criminal Subpoenas

(1) Court Services Detail Responsibilities

(a) The Court Services Detail will accept delivery of subpoenas for service upon Department employees only if there is sufficient time prior to the date of appearance to arrange service upon the individual/s named in the subpoena.

- Three (3) business days are considered a sufficient amount of time prior to the date of the appearance.
- Subpoenas will be accepted for service in connection with criminal cases and MVD administrative hearings only.
- Subpoenas for non-employees will be handled by the Judicial Process Detail.

(b) The Court Services Detail will forward the original subpoena to the appropriate bureau/precinct for service by the employee's supervisor or, if the supervisor is not available, any Department supervisor.

(c) In those instances where (3) business days' advance notice is not possible, or where in-person service upon the employee is requested, the Court Services Detail will provide information regarding the work site/hours of the employee to be subpoenaed.

(2) Bureau/Precinct Responsibilities - Each bureau/precinct commander/administrator will designate specific personnel as the reception point for subpoenas.

(a) These designated personnel will be responsible for the following:

- Receiving and distributing subpoena
- Establishing procedures to ensure subpoenas requiring the completion of a certificate of service are served in person on the subpoenaed employee
- Maintaining a log for individually issued original subpoenas, and after logging each subpoena, designated personnel will initial and date the subpoena
- Ensuring subpoenaed employees receive subpoenas prior to the court date

(b) Designated personnel will check employee duty hours to determine if the employee is scheduled to work prior to the court date.

(c) If the subpoenaed employee is scheduled to work prior to the court date, the subpoena will be placed in the appropriate supervisor's in-basket.

4. C. (2) (d) If the employee is not scheduled to work prior to the court date, designated personnel will make two attempts to contact the employee at the employee's residence (consideration will be given to the employee's duty hours so as not to unduly disturb the employee).

- Upon notification of the employee, the Employee Notification portion of the Subpoena Notification Form 80-220D will be completed and placed in the employee's supervisor's in-basket with the subpoena.
- If the employee cannot be contacted, an on-duty supervisor will notify the Court the employee cannot be contacted prior to the court date.
- The on-duty supervisor will complete the Court Notification Non-Attendance portion of the Subpoena Notification form and place it in the employee's supervisor's in-basket with the subpoena.

(e) If designated personnel receive information by telephone an employee is subpoenaed for Court, they will record this information on the Subpoena Notification form and follow the procedures outlined in section (2)(d) above.

(3) Supervisor's Responsibilities

(a) Supervisors will serve affected employee/s with the subpoena and provide copies if desired.

(b) Following service of the subpoena, the supervisor will complete the Certificate of Service, normally located at the bottom of the subpoena, and route the original subpoena back to the Court Services Detail.

- When a supervisor finds a subpoena with an attached Subpoena Notification form, the supervisor will complete the notification for service and return the subpoena to Court Services.
- If the subpoena is a Duces Tecum for evidence only that is not available, the supervisor will document the reason for non-service on a Subpoena Notification form and return the subpoena to Court Services.

(c) If the employee is off duty, on a special detail, or temporary transfer and will not return to work prior to the court date, the supervisor will ensure the employee is properly notified of the impending court case.

- Supervisors will complete the Certificate of Service on the original subpoena, with a notation of how and when the employee was notified, and return it to the Court Services Detail.
- If an employee cannot be reached prior to a scheduled court appearance, the supervisor will notify the Court of the employee's absence, reflect the appropriate information on the Subpoena Notification form, and return the subpoena to The Court Services Detail.

(d) Each bureau/precinct commander/administrator will be responsible for establishing measures to ensure subpoenas are served during a supervisor's absence.

D. Criminal Subpoenas From Other Jurisdictions (FOJ)

(1) Out of State Subpoenas

(a) City business time may be allowed.

(b) The requesting agency will pay for travel and lodging costs.

4. D. (2) In State Subpoenas Outside of Maricopa County

(a) City business time may be allowed; any overtime needed is at the discretion of the employee's assistant chief.

(b) No city vehicle will be allowed for travel.

(c) If there are travel related costs, the employee's supervisor will contact the Fiscal Management Bureau (FMB) administrator. The FMB administrator will contact the other agency to negotiate any shared costs.

(d) These incidents will be reviewed on a case-by- case basis.

(3) Inside Maricopa County Subpoenas

(a) City business time may be allowed.

(b) City vehicles may be allowed.

(4) Documentation of Subpoenas

(a) For all FOJ subpoenas employees will complete a memorandum regarding the subpoena which will include the following information:

- Synopsis of the case, including the employee's involvement.
- The number of days the employee will be required to be away from work.
- A point of contact with the prosecuting authority.
- Travel arrangements with transportation and lodging information.

(b) Forward the memorandum through the chain of command for approval by the employee's division commander.

E. Civil Subpoenas

(1) Any process server attempting to serve a subpoena that is not directed to a specific individual for a civil action will not be accepted.

(2) All civil subpoenas naming a specific individual must be served on that individual.

- Civil subpoenas may not be accepted by any other person.

F. Grand Jury Appearances

(1) The Grand Jury process used in Maricopa County does not allow for notification of officers by use of a subpoena.

(2) Notification by telephone from the County Attorney's Office regarding Grand Jury appearances are made with as much as a week's notification to as little as 12 hours.

(3) Employees must be notified by telephone.

(a) Designated personnel will follow the procedures contained in the section titled "Supervisor's Responsibilities" of this order to notify officers when testimony is requested before a Grand Jury panel.

(b) A Subpoena/Jury Notification Form 80-220D will be completed.

(4) Officers will accept the telephone call or message and honor it as if it were a subpoena.

5. **EMPLOYEES REQUIRED TO APPEAR AS WITNESSES**

A. Leave From Duties - Employees will normally be allowed leave from their duties without loss of pay for the time actually required to serve as a witness in answer to a subpoena or summons.

(1) Relating to Official Duties

(a) If an employee is out of town for more than one day in response to a subpoena, and they are not listed in LOTS, then the employee will complete a Leave Request Form 80-80D.

(b) This type of leave is permitted with pay as City business time.

(2) Not Relating to Official Duties

(a) Employees must request leave for this witness service.

(b) When this type of leave request is submitted, it will be the responsibility of the employee's immediate supervisor to review the subpoena, prior to granting permission.

(c) Leaves will be granted; however, employees must take vacation time, compensatory time, or leave without pay to honor these subpoenas.

B. Witness Service Fees - Employees receiving a fee as the result of being subpoenaed for witness service (including travel expenses and subsistence) relating to their official duties or status as a Department employee will comply with the following procedures:

(1) Employees will complete a memorandum notifying their supervisor of their receipt of the fee and its purpose.

- The fee (cash or endorsed check) and a copy of the subpoena will be attached to the memorandum.

(2) The supervisor will then forward the memorandum with the attachments (cash or endorsed check, subpoena, etc) to the FMB.

C. Reimbursement for Travel - If the subpoena and fee are for an appearance outside the City relating to their official duties, involving expenses for travel, food, and lodging, the employee will comply with the procedure outlined in this section.

(1) A memorandum will be forwarded through the proper channels to FMB two weeks in advance to receive funds for travel, food, and lodging (which will be paid in advance if necessary) from the City.

(2) Within (3) days of their return from witness duty under these conditions, employees will submit their expense receipts for the trip and complete the necessary travel report forms at FMB.

D. Expert Witnesses - When employees are subpoenaed into court as expert witnesses, they will be subject to the following regulations:

(1) If the information or knowledge to be used as testimony has been gained through any investigation conducted while on duty (including any investigation performed during overtime), employees **will not** be allowed to retain any fees for testimony.

(2) Payment of fees will be handled as directed in section 5.B of this order.

6. **DEFENSE INTERVIEWS**

A. Cases Under Jurisdiction of City Prosecutor

(1) Scheduling Procedures

(a) Employees receiving requests for defense interviews will contact the defense attorney's office by telephone or email within 24 hours of receiving the request to schedule the interview.

(b) Employees will schedule the interview at a mutually agreed upon location, coordinating the date and time with their supervisor.

- The interview may be conducted by telephone if approved by a supervisor and it is mutually agreeable with the attorney.
- If the telephone call is conducted while employees are off duty, overtime is authorized pursuant to the conditions of the Memorandum of Understanding (MOU).

(c) If the employee and the attorney are unable to establish a mutually acceptable time for the interview, the attorney will be referred to the employee's supervisor.

- The supervisor will take the necessary steps to schedule the interview, such as authorize overtime.

(d) If employees are unable to contact the defense attorney by telephone, an interview time suitable to employees and their supervisor will be selected.

- Employees will complete the second portion of the Letter of Confirmation Form 80-221DA.
- The form will be placed in an addressed envelope and forwarded to the Information Desk for mailing within one working day after the employee has attempted to contact the attorney's office.

(2) Appropriate Times to Schedule Defense Interviews

(a) Employees assigned to Shift I and Shift II will schedule the interviews between the hours of 0800 and 1800, Monday through Friday, during their regular work hours.

(b) Employees assigned to Shift III will also schedule interviews between 0800 and 1800 hours at a mutually agreed upon time and location.

(c) Overtime for Shift I and Shift II employees will be authorized **only** when the employee's supervisor approves overtime scheduling **prior** to the interview and **only** when the interview cannot be scheduled on duty.

(3) Letter of Confirmation Form 80-221DA

(a) Within one working day after scheduling the interview, employees will prepare and email a Letter of Confirmation form to the attorney.

(b) Employees will forward a copy of the Letter of Confirmation form to the City Prosecutor's Office through inter-Department mail or by email.

- Employees will provide a copy to their supervisor.

6. A. (4) Cancellation of the Interview

(a) If the defense attorney cancels the interview, the interview will be rescheduled following the procedures in sections 6.A.(1) through 6.A.(3) of this order.

(b) If an employee must cancel an interview, the employee or the supervisor will contact the defense attorney's office as soon as possible to reschedule the interview.

(5) Audio Recording Interviews

(a) Employees may audio record interviews at their discretion.

(b) If an employee decides to record the interview, it will be their responsibility to obtain an audio recorder (employees will not provide an audio recorder for the defense attorney).

(c) Employees will indicate on the Defense Interview Form 80-221D whether or not the interview was audio recorded.

(6) Defense Interview Form 80-221D

(a) The top portion of the Defense Interview form will be properly completed at the time of the interview.

(b) Employees are expected to comply with directions printed on the middle portion of the form.

(c) Upon conclusion of the interview, employees will complete the bottom portion of the Defense Interview form.

- If the interview was recorded, the case number and the defendant's full name will be recorded on the audio.
- The Defense Interview form and the audio recording will be placed in an envelope with the case number and the defendant's full name written on the front.
- The envelope will be forwarded to the City Prosecutor's Office through inter-departmental mail.
- Employees will provide a copy of the Defense Interview form to their supervisor.

(d) If the defense attorney fails to attend the interview within 15 minutes of the scheduled time, employees will document this fact on the bottom portion of the Defense Interview form and forward the form to the City Prosecutor's Office.

B. Cases Under Jurisdiction of the County Attorney, Attorney General, or U.S. Attorney

(1) Defense interviews involving cases under the jurisdiction of the County Attorney, Attorney General, or U.S. Attorney will be scheduled with the assistance of the prosecutor assigned to the case.

(a) The prosecutor will normally attend the interview.

(b) The prosecutor will be allowed to set the date, time, and location of the interview with consideration given to the employee's work hours and days off.

(2) For cases under the jurisdiction of the County Attorney, employees may contact the prosecutor assigned to the case for assistance.

- The name of the specific prosecutor can be obtained by calling the County Attorney's Office at 602-506-3411.

6. B. (3) Employees will provide advance notification of interviews to their supervisor for information and scheduling purposes.

7. **OTHER INTERVIEWS AND DEPOSITIONS**

A. Interviews

(1) The granting of interviews with attorneys involved in civil litigation, or insurance investigations, will be at the discretion of individual employees when requests for information are received other than by lawful subpoena.

(2) When the City is a defendant in civil litigation, employees will coordinate all interviews regarding the case with the City Attorney's Office.

(3) Interviews not involving the City as a defendant will be scheduled in accordance with section 6.A. (1) of this order.

B. Depositions

(1) When an employee receives a subpoena to be present at any type of deposition, the employee will appear as directed by the subpoena.

(2) If a conflict exists (training, vacation, etc.), the deposition may be rescheduled if involved attorneys agree.

(3) If the deposition cannot be rescheduled, the employee will appear as directed.

8. **BRADY DISCLOSURE PROCEDURES** - Brady v. Maryland and a series of court decisions that require prosecutors to inform a defendant of potentially exculpatory information, including any conduct or information that concerns the credibility of an employee's testimony.

A. Potential Brady disclosure material may deal with issues of honesty, integrity, bias, and/or moral turpitude.

B. It is the responsibility of all Department employees who may be potential witnesses to notify the prosecutor immediately of their status, if:

- The Department and/or the Maricopa County Attorney's Office have notified an employee that they have had material from the employee's file sent over for review as to whether their names should be added to the Law Enforcement Integrity Database (LEID).
  - ∗ This notification will be made unless the Maricopa County Attorney's Office has notified the employee of the results of their file review and they are not on the LEID.
- The employee is aware of potential exculpatory information that the Department is not.
- This notification will be made upon a request for court appearance, testimony, or interview by a prosecutor's office which includes Federal, State, County and/or Municipal courts.
- Notification made to an employee may include but is not limited to telephone, letter, subpoena, and other written or electronic communication.

C. Failure to comply with the aforementioned notification may result in disciplinary action (see Operations Order 3.18 for more information).

D. Employees should be aware the Department may forward allegations or other types of information to a prosecutor that is not necessarily covered under these requirements.

E. Employees with questions about Brady disclosure procedures who are aware of potential exculpatory information that the Department is not aware of may contact the Legal Unit for advice.

1. **NON-CITY CASH FUNDS**

A. Definition - Any continuing fund established for more than 30 days collected from and maintained for the convenience of police employees.

B. General Guidelines

(1) A non-City cash fund is intended to take care of coffee purchases, etc.

(2) The Chief of Police will be responsible for ensuring proper procedures are followed in reporting non-City cash funds.

(3) Non-City cash funds will be kept separate from any City funds.

(4) The operation of non-City cash funds will not provide distribution of any profits or income to the participants.

(5) Advances on pay or other similar loans to employees will not be permitted from any non-City cash funds.

(6) Department bureau/precinct non-City cash fund account balances will not exceed $5,000 at any given time throughout the calendar year.

(7) Bureau/precincts will abide by IRS tax code 501(c)(4), Publication 557, regarding "Local Employee Associations," in order to maintain tax exempt status for their respective "cantinas."

C. Responsibility

(1) Funds are the responsibility of employees and may be maintained for the convenience of employees.

(2) Employee participation in any such fund is strictly voluntary.

(3) The City assumes no responsibility for fund losses.

D. Non-City Cash Fund Committee

(1) All work units with non-City cash funds will establish a committee representing the employees of the work unit.

(2) The committee will make decisions affecting the fund.

(3) Items other than normal supplies will require committee approval if the cost is more than $50.

E. Accountability for Funds

(1) Bank Accounts

(a) Bank accounts containing non-city cash funds should neither reference the name of the City of Phoenix nor use the City's tax identification number.

(b) A bank or credit union account for a non-City cash fund may be opened at the discretion of the bureau/precinct using an employer identification number (EIN) or an individual's social security number (SSN).

1. E. (1) (c) To obtain an EIN, go the IRS website, IRS.gov.

(2) Maintaining Records

(a) Non-City cash fund records will itemize each transaction with corresponding receipts.

(b) These records will be kept on a computer spreadsheet or written in ink in a ledger book.

(c) Any corrections require a single line through the error and the proper amount written beside the error with the initial of the person making the correction.

F. Non-City Cash Fund Reports

(1) The Inspections Unit will report each non-City cash fund to the City Treasurer:

- Annually by July 31st of each year.
- At the time any new non-City cash fund is established

(2) Forms used for reporting this information will be distributed to all bureaus/precincts at the first of the fiscal year.

(3) All required reports will include:

- Purpose for which the fund is maintained
- Name of individual responsible for the fund
- Account number, if the fund is kept in a bank
- Location of the fund (bureau/precinct unit)
- Dollar amount of the fund

(4) Units will submit reports of non-City cash funds by July 10th of each year to the Inspections Unit, and they will prepare a consolidated report for the Department.

2. **REIMBURSEMENT FOR EXPENSES INCURRED WHILE ON CITY BUSINESS**

A. Purpose

(1) To establish Department procedures for reimbursement to police employees for expenses incurred in the conduct of City business.

(2) This includes small expenses for one-day activities such as business lunches, meetings, conferences and conventions conducted within the county.

(3) Travel expenses and alcoholic beverages are specifically excluded.

(4) Administrative Regulation (AR) 2.28 governs these expenditures.

B. Expenditure Account

(1) The reimbursement will be charged to the general ledger account number that is appropriate for the item/service purchased.

(2) General ledger account numbers can be obtained from the bureau/precinct administrative sergeant or their civilian equivalent, or by calling FMB's accounting section.

2. B. (3) Reimbursements may not exceed the budgeted amount without written approval by the City Manager's Office.

(4) No advance payment will be made to an employee.

C. Approval Guidelines

(1) The bureau/precinct commander/administrator who is delegated as the authority in writing must approve all expenses to be reimbursed under this regulation.

(2) Prior verbal approval from a division commander will be noted on the Employee Expense Reimbursement Form 150-11D.

D. Procedures

(1) After incurring the expense, the Employee Expense Reimbursement will be completed and receipts or other proof of expense will be attached.

(2) The completed form will be routed through the approving division commander for signature.

(3) The completed form will be sent to FMB.

- FMB will review and approve the reimbursement request and forward the form to the finance department for processing.

3. **PURCHASE REQUESTS** - This policy applies to all Department employees making Department purchases and establishes the method for requesting approved budget expenditures.

A. Supply Requests - are for usual commodities such as film, forms, and other office materials stocked at Property Management Bureau/Police Supply.

(1) Office supplies not normally stocked at Police Supply can be ordered from the contract vendor.

(2) Orders for supplies may be made to Police Supply via e-mail using the Police Supply Request format or by sending a Police Supply Requisition Form 80-199D.

- These requests require the approval of the bureau/precinct administrative sergeant.

(3) Purchases from the contract vendor require approval of the bureau/precinct administrative sergeant on the order form provided by Police Supply.

B. Petty Cash Purchases

(1) Petty cash is to be used only for infrequent unanticipated expenditures.

(2) Petty cash for commodities can only be requested if the item cannot be obtained through police supply, the contract vendor or the warehouse stock of the City of Phoenix Division of Purchases and Stores.

(3) The cost of the item cannot exceed $100, including tax.

3. B. (4) A purchase cannot be made from the same vendor or for like items more than once every seven days.

(5) Employees must write a memorandum that includes:

- Explanation of the need for the item
- Name of the vendor where the item may be purchased
- Cost of the item, to include sales tax
- Proper cost center and general ledger account numbers from which the purchase will be made

(6) Cost center and general ledger number are available from the bureau/precinct administrative sergeant, or civilian equivalent, or the FMB accounting section.

(7) Petty cash purchases must be approved by the bureau/precinct commander/administrator, or lieutenant level designee (the Acting Bureau Commander), within the employee's chain of command.

(8) Once the purchase is approved, the employee will take the memorandum to FMB, where the employee will obtain a petty cash receipt book.

(9) The employee will carry the petty cash receipt book to the vendor where the purchase is to be made.

- The employee will have the vendor sign the petty cash receipt book once the purchase is made.
- The employee will also sign the book in the space provided.
- A receipt for the purchase will be obtained from the vendor.

C. Departmental Purchase Orders - Will not exceed $1000, including tax, shipping and handling.

(1) The Request for Departmental Purchase Order Form 80-534 requires price estimates from three vendors that meet the City's Affirmative Action guidelines.

(2) At least one of the three vendors contacted should be from the M/W/DBE Directory and should be highlighted on the Request for Departmental Purchase Order.

(3) Employees will complete a Request for Departmental Purchase Order.

- If the item is not budgeted, a memorandum must accompany the form explaining the need and providing the source of funds for the purchase.

(4) The Request for Departmental Purchase Order must be approved by the bureau/precinct commander/administrator.

(5) Purchases exceeding $1000 cannot be made from the same vendor or for like items more than once every 30 days.

D. Department Purchase Requisition (DPR) - Required for purchases of items that exceed a value of $1000.

(1) A memorandum detailing description, cost, and need will accompany the form.

(2) Requests for computer equipment/software must be approved by the Computer Services Bureau (CSB).

3. D. (3) A DPR requires the approval of a bureau/precinct commander/administrator (with the exception of previously delegated expenditures).

4. **PURCHASE OF SERVICES**

A. The selection process for the purchase of services is described in Administrative Regulation 1.74.

B. Professional services or projects that will exceed $5,000 in one fiscal year are required to follow a formal selection process.

- FMB's accounting section can provide guidelines and assistance with the selection process.

C. All service contracts must be in writing and contain a dollar amount as well as a completion date.

D. Contracts will be monitored for performance by the bureau/precinct, and FMB will monitor contract payments.

E. FMB's accounting section can provide assistance with the completion and formal execution of service contracts.

1. **PURPOSE**

   A. Establish procedures to be used by all personnel when accounting for undercover fund activity in order to ensure a clearly defined audit trail

   B. Establish a procedure to obtain funding

   C. Ensure the physical safekeeping of disbursed funds

   D. Ensure expenditures are legitimate and appropriate

2. **UTILIZATION OF UNDERCOVER FUNDS**

   A. The United States (U.S.) Department of Justice Asset Forfeiture and Money Laundering and Asset Recovery Section establishes directives that participating agencies must follow to obtain and use equitably shared (asset forfeiture) funds.

   B. Work units utilizing undercover funds should refer to the Guide to Equitable Sharing for State, Local, and Tribal Law Enforcement Agencies for further information regarding permissible and impermissible uses of these funds.

3. **OBTAINING UNDERCOVER FUNDS**

   A. Availability of Funds - Funds for undercover purposes are available from the following sources:

   - Fiscal Management Bureau (FMB) through the chain of command
   - Other justice system agencies in the form of project grants

   B. Procedures - An undercover fund may be maintained in any bureau or precinct with the approval of the respective assistant chief.

   (1) Money for all undercover funds will be disbursed by FMB's administrator.

   (2) FMB's administrator will maintain the checking account from which undercover funds are disbursed.

   - Any requested withdrawals from this account will require two signatures.

   (3) A memorandum or email will be submitted to FMB's administrator when requesting funds from this account.

   (a) The memorandum or email request will be approved by the commander/administrator of the requesting bureau/precinct and forwarded to FMB.

   (b) The requested amount shall be disbursed to an individual designated by the bureau/precinct commander/administrator.

   (4) Lieutenants will be responsible for disbursing funds to members of their work unit as necessary.

4. **RESPONSIBILITY FOR UNDERCOVER FUNDS**

   A. Bureau/precinct commanders/administrators will be responsible for the expenditure of undercover funds within their respective bureau/precinct.

   B. It will be the responsibility of each police employee to whom money is disbursed to provide adequate safekeeping to avoid loss or theft of funds.

4 C. Officers will not use personal funds to make controlled purchases of illegal drugs or any other items that may be of evidentiary value for investigative purposes.

- Officers will, with a supervisor's approval, request undercover funds for such purchases.

5. **EXPENDITURE LOG**

A. Definitions:

(1) Disbursement	• Transfer of money from one person to another within the Department
(2) Expenditure	• Use of money for the purchase of evidence, investigative travel, or for community relations purposes
(3) Advance	• Use of undercover funds for purposes for which reimbursement will be received in the future • Normally authorized only when there is insufficient time to obtain funds through normal procedures
(4) Advances Reimbursed	• Reimbursement of advanced funds **EXAMPLE**: An officer or supervisor receives a City warrant to replenish work unit funds that were used as an advance.

B. Criteria for Use of the Expenditure Log

(1) All police personnel involved in receiving, disbursing, or expending undercover funds will use the Expenditure Log Form 80-136D.

(2) Exceptions to utilizing the Expenditure Log to record all activity involving undercover money may be obtained through a chain of command memorandum.

(a) A copy of the approval will be forwarded to FMB.

(b) The memorandum will explain why the waiver is sought and will provide explanatory information reference the accounting methodology to be used that will replace all or part of the Expenditure Log and related authorized forms.

C. Completion of the Expenditure Log

(1) General Information

(a) Personnel will record all monetary transactions on the Expenditure Log on the date of occurrence.

- This includes all monies received
- The transaction must also be recorded in the Disbursed To block on the left side of the Expenditure Log.
- The transaction **will not** be recorded on the worksheet side of the Expenditure Log.

(b) Personnel will complete all applicable spaces in ink on the front of the log.

- Entries must coincide with the explanations and amounts listed on the back of the Expenditure Log.
- White-out or scratch-outs are not acceptable on the Expenditure Log.
- If an error is made, a single line will be drawn through the error and will be initialed by the person completing the log.

(2) Worksheet Side of Expenditure Log

(a) The worksheet side of the Expenditure Log will show detailed data for future reference and accountability.

5. C. (2) (b) Explanations should be concise but complete.

- Explanations must be complete enough to be clear in any future review of the Expenditure Log.

(c) Whenever an expenditure is connected with a specific case, the officer will include the Incident Report (IR) number on the log.

- In the case of a sting operation, the project case number can be used on the log.

(d) All personnel will recap their expenditure activity according to the Expenditure Symbol and Definition Summary (section C.(3) below).

(e) The Expenditure Log will serve as a receipt for funds spent.

- If receipts are received, they will be stapled to the Expenditure Log.

(3) Expenditure Symbol and Definition Summary

TYPE	SYMBOL	DEFINITION
(a) Pornography	P	Amount of money spent on pornographic material purchased in conjunction with an investigation or amount spent on movies in bookstores
(b) Gambling	G	Funds spent of bets and wagers in conjunction with gambling investigations
(c) Narcotics Reliability Buy	NR	Funds spent by officer or Information Source on reliability buys
(d) Narcotics Case Buys	NCB	Funds spent on drugs purchased for case or "no prosecution case" buys
(e) Evidence Purchases	EP	Funds spent on the purchase of stolen property or contraband other than narcotics
(f) Alcoholic Beverages - Officer	AB	Funds spent on alcoholic beverages purchased for self or other officer
(g) Alcoholic Beverages - Other	ABO	Funds spent on alcoholic beverages for others (bar patrons, etc.) but **not** on an IS
(h) Cover Expenses	CE	Funds spent in order to gain admittance to nightclubs, social clubs, etc.
(i) Investigative - Food, Soft Drinks	IF	Funds spent on food, soft drinks, and tips directly relating to an investigation, checking activities at a bar, etc.
(j) Investigative - Other	IO	Funds spent on pool games, video games, hotel rooms used for surveillance, etc.
(k) Information Source Payment	ISP	Funds paid to an IS for information or services rendered, record related IR number or IS number.
(l) Information Source - Other	ISO	Funds paid to or on behalf of an IS for alcoholic beverages, food, cigarettes, lodging, etc., unless the IS is a protected witness
(m) Witness Protection	WP	Funds spent on behalf of witnesses relocated for their protection, including travel, food, and incidentals Receipts must be attached to Expenditure Log with related IR number, etc.
(n) Special Program	SP	Funds spent on community relations programs
(o) Food - Official Business	FOB	Funds spent on coffee, lunches, etc., in conjunction with City business or connected with an investigation
(p) Massages/Table Dances	M	Funds spent for massages and/or table dances during investigations involving such activities Tips paid out in this category will be listed separately: for example, massage $40/Tip $10, Table Dance $15/Tip $5.
(q) Investigative Travel	IT	Expenses related to investigative travel: for example, per diem, transportation, and lodging outside of Maricopa County
(r) Investigative Expenses	IE	Purchase of items needed to further criminal investigations: for example, computer storage devices and tools and other unforeseen items needed to process crime scenes

5. C. (3) Expenditure Symbol and Definition Summary (Continued)

TYPE	SYMBOL	DEFINITION
(s) Other Expenses	OE	Funds spent for expenses not covered by above categories: for example, VITALE (reversal) Explanation must be provided. List any lost or stolen funds here with IR number and copy of IR attached.

D. Information Source (IS) Expenditures

(1) General Information

(a) If the expenditure is related to the use of an IS, the IS's identification number is required on the Expenditure Log.

(b) As a general practice, an IS should only be paid after either a service has been provided (introduced an officer to a narcotics dealer, burglar, fence, etc.) or intelligence information has led to the making of a case.

(c) Advance payments will not be made unless the matter is first approved by a supervisor of the rank of lieutenant or above.

(d) The amount paid to an IS will vary based upon the importance of the case and the relevance of the information or service provided by the IS in making a case.

(e) Payments up to $500 must be approved by the bureau supervisor at the rank of sergeant or above.

(f) Payments of more than $500 and up to $3000 must be approved by the bureau commander or designee.

(g) Payments of more than $3000 must be approved by the Police Chief or designee.

(h) Information expenditures should be based primarily upon defined objectives outlined in Operations Order 4.22, Information Sources.

(2) Receipts - Receipts will be used for **all** information source payments.

(a) Each IS payment will be witnessed by a backup officer.

- The backup officer will sign the receipt and note the transaction on the Expenditure Log.
- The original receipt will be paper-clipped to the money sheet.
- The reviewing supervisor will transfer this receipt to the respective source's file.
- A copy of the receipt will be stapled to the disbursing officer's Expenditure Log.
- A copy of the receipt also will be sent to the Intelligence and Investigations Unit lieutenant of the Homeland Defense Bureau (HDB).

(b) A notation of the payment will be made on the Expenditure Log.

(c) The following information will be included on the Expenditure Log:

- Date and location of the payment transaction
- A brief explanation
- IS's identification number
- Type of transaction (purchase of information, narcotics, etc.)
- IR number

5. D. (2) (d) The reviewing/approving supervisor will initial the entry next to the listed transaction on the log.

E. Inspection of Expenditure Logs

(1) Submission of Logs to Supervisors

(a) Weekly	• Officers assigned to the below listed bureaus/units will submit their Expenditure Logs to their supervisor every week. ∗ Drug Enforcement Bureau (DEB) ∗ Fugitive Apprehension Investigations Detail (FAID) • The cut-off day for weekly Expenditure Logs will be the end of shift each Sunday (Monday being the first day of the new week).
(b) Monthly	• Officers assigned to other bureaus will submit their Expenditure Log to their immediate supervisor on a monthly basis.

(2) Review of Expenditures

(a) Expenditures incurred as noted will be reviewed and approved at the bureau or unit level.

(b) All units and bureaus will summarize the appropriate data as follows:

- The information in the upper-right box of the Expenditure Log will be placed in the Summary of 80-136D Section A Form 80-136DA.
- The information from the lower left boxes of the Expenditure Log will be placed in Section B of the Summary of 80-136D Form 80-136DB.

(c) The information from section 5.D.(2)(b) of this order may be summarized on a computer-generated report that satisfies the requirements of FMB.

(3) Audits of Undercover Expenditures

(a) Submission of Statement to FMB

- DEB and FAID will submit a weekly financial statement cover letter to FMB for examination.
- All other units will submit a monthly financial statement cover letter to FMB.
- Expenditure Logs and other supporting documentation should be retained at the bureau/work unit and made available to FMB personnel upon request.

(b) Review of Undercover Expenditures by FMB

- The financial statement cover letter will not be accompanied by the Expenditure Logs.
- This financial statement cover letter must be reconciled with the weekly/monthly Expenditure Logs at the bureau or unit level.
- The financial statement cover letter will not be returned to the originating bureau/unit.
- FMB will perform periodic and systematic reviews of Expenditure Logs, money sheets, and surprise cash counts.

1. **PLANNING PROCESS/POLICING PLAN**

A. Developed to establish the overall focus of the Department's planning efforts as directed by the Police Chief.

(1) The strategic direction and priorities of the Department are outlined in the Phoenix Police Department (PPD) Policing Plan that is published every two years in an even-numbered year.

(2) The Strategic Management Team (SMT) of the Planning and Research Bureau (P&R) will facilitate, coordinate, and monitor the planning process from development through evaluation.

(3) The planning process does the following:

(a) Provides clarity and direction by providing a common understanding about top priorities as the Department moves into the future.

(b) Identifies major issues and focuses collective energies on those issues.

(c) Promotes the Department's Purpose Statement and Guiding Values.

(d) Allows the Department to ask our internal and external customers for input that defines issues and provides direction.

(e) Analyzes crime trends, Department workload, capital improvement needs and other factors as directed by the executive assistant police chief.

(f) Develops the Policing Plan that encompasses a two-year period.

(4) The Policing Plan will be flexible and modified as needed to address change.

(5) Department-wide planning activities for future plans will commence in the spring of even-numbered years.

(a) High priorities are identified and pursued.

(b) Common agreement about which areas of concern should be emphasized in day-to-day and longer-range decision making.

B. Major Steps in the Policing Plan Process

(1) Step I - Identify and Prioritize Issues

(a) Develop and disseminate a survey instrument for Department employees and the community.

- Both surveys will be conducted in the fall of odd-numbered years.

(b) Compile, interpret, and disseminate results from surveys in a timely manner.

1. B. (2) Step II - Goal Setting

(a) Bureau/Precinct commanders/administrators will convene personnel from all levels and areas of the organization to establish Department goals for their specific area.

(b) Each set of goals will define the overall direction to be pursued.

(c) Department goals will be presented at the Spring Planning Conference for final approval.

(d) Department goals and strategies are established by bureau/precinct commanders/administrators and approved by executive staff for the two-year Policing Plan.

(3) Step III - Development of Performance Achievement Plans (PAPs)

(a) The PAP represents the single-most effective tool available for establishing goals.

- It is the chain that connects the Department's purpose and values.

(b) The PAP is the primary, but not the only, vehicle for implementing strategic and tactical plans.

(c) Each bureau/precinct commander/administrator will direct the appropriate personnel to design bureau/precinct PAP strategies that will contribute to achieving goals approved at the Spring Planning Conference.

(d) SMT may be used as a resource to facilitate further development of PAP strategies.

(e) PAP strategies should reflect employee input, support goal achievement, and identify specific results sought, not just activities, such as the percent of accident reduction versus the number of citations issued.

(f) Emphasis will be on integrated, creative approaches that may cross organizational lines and shift resources or restructure within divisions, bureaus, or precincts.

(g) Division commanders will review plans developed by each commander/administrator for feasibility and conflicts relating to resources or Department priorities.

(h) Department goals and strategies will be placed in the Mid-Year Reporting book of the PAP Excel document provided by the City for all executives and middle managers.

(i) Policing Plan PAP goals will be worded identically to ensure focus on the same issues across division lines.

(j) PAP points will be developed according to the following standard, City and Department goals will be included in each of the areas:

- 25 Points - Customer Perspective
- 25 Points - Internal-Business-Process Perspective
- 25 Points - Learning and Growth Perspective
- 25 Points - Financial Perspective

(k) The executive assistant police chief will review PAP goals and strategies for all identified Policing Plan issues to identify and correct conflicts or contradictions.

1. B. (3) (l) Once approved, PAPs will be distributed through their respective lines of authority.

(m) All personnel will have access to and be briefed about the contents of the PAP in effect for their division/bureau/precinct.

(n) Commanders/administrators will facilitate development of new Performance Management Guide (PMG) Goal Setting Worksheets for all employees in their span of control, to include goals related to current Policing Plan issues.

(4) Step IV - Publication, Monitoring and Evaluation of the Plan

(a) SMT will coordinate the design, publishing, and distribution of the Policing Plan.

(b) PAP results will be gathered and submitted mid-year (mid-January), and at the conclusion (mid-July), and submitted to SMT for processing and submittal to division commanders.

(c) Division commanders will be responsible for reviewing and evaluating these reports with middle managers in a timely manner and making adjustments as needed.

(d) SMT will coordinate the Department's PAP reporting and submittal to the City Manager's Office.

1. **OFFICE RECYCLING**

A. This policy applies to all Department units where office paper is used and recycling of paper and other material is practical.

- Confidential records are not included in this policy.

B. The Facilities Project manager will act as coordinator for the Department, and will be responsible for administering the Recycling Program.

(1) Program monitors will be selected from each participating unit by the bureau/precinct commander/administrator.

(2) Monitors are responsible for making sure the recycling containers are relatively free of non-recyclable trash.

(3) Each employee will be responsible for depositing their own recyclable products into the recycling bins.

C. Recyclable Products

(1) Paper (blue bins)

- Paper with white backing
- Copy machine paper
- Letterhead
- Stationary
- Typing paper
- Colored printer/copier paper
- Newspapers
- Magazines

(2) Other materials

- Plastic (numbered 1, 2, and 6)
- Aluminum cans

D. Sensitive Documents

(1) All documents determined to have information of a sensitive nature will be shredded before being disposed of or it will be placed in a receptacle marked for its contents to be shredded.

(a) Sensitive documents include, but are not limited to:

- Incident Reports (IRs), record management system (RMS) queries, investigatory information, or arrest records
- Any document or report that contains citizen or City employee personal information
- Any items labeled as Law Enforcement Sensitive or Confidential
- Photographs and documents determined not to have any evidentiary value

(b) The lids to the large containers for shredded documents will be locked at all times, except when a bulk amount of items to be shredded are placed inside.

- The key to the lock on the lid will be in the control of the bureau/precinct administrative sergeant or their designee.

(2) It is the responsibility of each bureau/precinct to make arrangements to have sensitive documents shredded.

(3) All costs incurred are the responsibility of the bureau/precinct.

1. D. (4) For a list of contracted shredding vendors contact the Facilities Detail in the Fiscal Management Bureau (FMB).

E. Collection - The recycling contractor will collect the recycling bins on a periodic basis according to the contract and each facility will be notified of the collection schedule.

F. Assistance - The bureau recycling monitors will be responsible for contacting the Recycling Contractor when special pickups are needed or a recycling program problem arises.

2. **RELEASE OF EMPLOYEE INFORMATION**

A. Employees will not provide any information regarding the employment record of any past or present employee to any individual or agency outside the Department.

- All requests for such information will be referred to FMB.

B. Employees will not release personal information (home address, phone number, birth date, social security number, or pager/cellular phone number) of any employee except to a member of the Department.

(1) If an employee requests personal information about another employee by telephone, the person taking the call will take the name and telephone number of the requester, put the caller on hold, call the employee about whom the information is being requested, and give them the name and phone number of the person requesting the information.

(2) The person requesting the information will be advised the contact information was passed on and the requester will be contacted by the employee.

(3) If a message was left for the employee about whom the information was being requested, the requester will be advised a message was left.

3. **PHOTOGRAPHS OF DEPARTMENT EMPLOYEES**

A. **All** Department employees and others as designated by the Police Chief will have their identification and publicity photographs taken by the Strategic Information Bureau (SIB) upon initial hiring, promotion, and at five year intervals thereafter.

B. An employee from the Public Affairs Bureau (PAB) will photograph sworn personnel the rank of commander or above and civilian bureau administrators.

C. All sworn personnel and uniformed civilians will have four pictures taken as follows:

- Two with number board
- Two without number board

D. Non-uniformed civilian employees and those persons designated by the Police Chief for honorary identification cards will have two pictures taken as follows:

- One with number board
- One without number board

E. Number Boards

(1) The number board that is used will indicate the individual's serial number and the date the photograph was taken.

(2) Individuals who have no serial number and are designated for an identification card by the Police Chief will have their last name and first initial placed on the board.

3. F. It will be the responsibility of each bureau/precinct commander/administrator to schedule suitable times with SIB for their personnel to be photographed.

4. **PHOENIX POLICE MUSEUM**

A. The Phoenix Police Museum is supported by private funds and given overall direction by its board of directors.

B. Museum Rules and Regulations

(1) All rules and procedures currently used by prominent museums and historic societies will be followed and copies of these rules and procedures will be retained by the Museum board of directors.

(2) The Museum will adhere to all current Department policies and procedures.

5. **CONDUCTING STAFF MEETINGS** - The following guidelines are recommended to standardize procedures for conducting Department staff meetings.

A. The Enlightened S.A.R.A. (scanning, analysis, response, assessment) model should be used for all Department staff presentations and meetings.

- The template with instructions for use can be found on the Department's web site.

B. Meeting Procedures - The following procedures apply to all divisions, bureaus, and precincts.

- The meeting should have a designated leader.
- An agenda should be prepared and followed.
- The agenda should include the approximate time allowed for each item.
- Minutes should be taken in decision-making meetings.
- When minutes are taken, copies of the minutes should be sent to each attendee and to the next higher level of command.

6. **CORRECTION MEMORANDUMS**

A. The purpose of the Correction Memorandum Form 80-6D is to provide supervisors with documented information on errors made by employees in the completion of IRs.

B. This information will be used to improve performance and to provide a source for determining individual and Department training needs.

C. The memorandum will be initiated by a supervisor, or an employee designated by a supervisor, to review reports and will be forwarded through normal paperwork channels to the employee's supervisor.

(1) The employee's supervisor will review the memorandum to verify the error.

(2) Once an error has been verified, the supervisor will review the memorandum with the employee, enter the action taken to correct the error on the memorandum, and have the employee sign the form.

(3) When a verified error points to a training need, a copy of the memorandum listing the corrective action taken will be sent to the Training Bureau for review, analysis, and appropriate action.

- Problems noted by the Training Bureau relative to form construction and use will be referred to the Policy Unit.

6. C. (4) The memorandum will be kept by the employee's immediate supervisor and forwarded with the employee when a transfer occurs.

(5) The memorandum will be purged following the employee's next Performance Management Guide (PMG).

7. **RESTITUTION FROM SUSPECTS**

A. The Department will attempt to recover the cost of damages from persons known to have damaged or destroyed property belonging to, or reimbursed by the Department, when the amount of damage exceeds $100.

B. This procedure will be handled as a civil matter and will not serve as a substitute for criminal prosecution.

C. Restitution for accidental or intentional damage/destruction of police vehicles and radios is the responsibility of the Equipment Management Division of the Public Works Department.

D. Restitution from known suspects for accidental or intentional damage/destruction of Department property and reimbursable employee-owned property will be accomplished as listed below, and includes property of a third party damaged/destroyed by a suspect if the third party was reimbursed by the City.

(1) When Department or employee-owned property is damaged or destroyed by a known suspect, a supervisor will be called to the scene.

(2) The supervisor will:

(a) Assign an officer to write the appropriate IR, such as criminal damage, aggravated assault, or resisting arrest.

(b) Review the report for completeness and determine whether or not the suspect should be held financially responsible for the damage.

(c) If Department property is damaged or destroyed, obtain from the follow-up detective the value of the damage/destruction.

(d) If employee-owned property is damaged or destroyed, ensure that the provisions of Operations Order 3.15, Uniform Policy, are followed.

(e) Ensure a Report of Property Damage/Injury Form 80-511D is completed if property owned by a third party is damaged or destroyed, and photographs of the property are attached to the form.

E. If employee-owned property is damaged or destroyed and the amount of damage is $100 or less, the provisions of Operations Order 3.15, Uniform Policy, will be followed so the employee can be reimbursed by the Department.

8. **CHANGE OF STATUS TO DRIVER LICENSE**

A. When employees receive notice that their driver license status has been restricted, cancelled, disqualified, suspended, revoked, or refused by a court of law, an authorized law enforcement officer, or a state agency that regulates motor vehicles and/or driver licenses (State of Arizona Motor Vehicle Division), they will **immediately** notify a Department supervisor and forward a memorandum indicating the details during the next scheduled shift.

8. B. Employees who are unable to perform their normally assigned duties because the status of their driver license has been changed (as noted in section 9.A of this order), will not be allowed to drive a vehicle under any circumstances.

(1) If the license status change is for 30 calendar days or less, the employee may be considered for assignment to an existing non-driving position provided the assignment does not involuntarily displace any other employee.

(2) If the license status change is for 31 calendar days or more, the employee will be placed on a leave of absence at the discretion of the Police Chief.

(a) If the leave of absence (previously accrued vacation, compensation time, and/or unpaid leave) is approved by the Police Chief, the employee will have up to 60 days to seek a transfer to an existing non-driving position.

(b) If the leave of absence is not approved by the Police Chief or the employee fails to secure a non-driving position at the end of the 60 days, the employee will be terminated.

9. **EMPLOYEES SUBJECT TO ORDERS OF PROTECTION OR OTHER COURT ORDERS**

A. Employees will notify their supervisor immediately if they are served with **any** court order or have another party served with a court order: for example, Order of Protection or Injunction Against Harassment.

- This applies to court orders that are issued based on domestic violence, harassment, stalking, or any other similar misconduct.

B. Employees who have been served with an Order of Protection must abide by the provisions of the court order until the order is quashed, modified, or expired.

C. Employees will provide their supervisor with a copy of the court order and a memorandum providing information surrounding the service of the order:

- Date
- Time
- Location
- Method of service

D. The supervisor will forward the memorandum and a copy of the court order through the chain of command to the Legal Unit.

E. Based on the severity of the situation, an investigation may be initiated by the Professional Standards Bureau (PSB) or the employee's supervisor.

F. After consultation between the Department's legal staff and the employee's chain of command, decisions regarding the Department's actions concerning the court order will be taken on a case-by-case basis.

G. Order of Protection - Arizona Revised Statute (ARS) 13-3602 - (Prohibited Possessor)

(1) States any person who has been served with an Order of Protection may be prohibited from possessing or purchasing a firearm for the duration of the order and may be ordered to transfer a Department-issued firearm to the appropriate law enforcement agency for the duration of the court order if the court finds the person may inflict bodily injury or death on the plaintiff.

9. G. (2) If an employee (sworn or civilian) has been served with an Order of Protection and the issuing court indicates the employee will be prohibited from possessing a firearm, the employee will not be allowed to possess a firearm on or off duty for the duration of the order unless the employee obtains a modified order permitting possession of a firearm.

- The exceptions set forth in the Federal Crime Control and Law Enforcement Act of 1994, which allows an officer to possess a firearm on duty, do not apply to this law.

(3) The employee will be assigned to a non-enforcement position for a 14-day period to appeal the order or to have the order amended.

(4) An employee submitting an appeal on an Order of Protection should act promptly in order to resolve the situation within 14 days.

(5) Once an appeal has been filed, the court must schedule a hearing within ten days.

(6) If the employee cannot resolve the situation within 14 days, the employee will be required to use vacation and/or compensatory leave time after the 14-day grace period.

- Compensatory time will only be used upon the employee's request.

(7) The supervisor will take possession of any City-issued weapons that employees have in their possession.

(8) Weapons will be returned to Police Supply until the order has been amended or has expired.

10. **FEDERAL LAW - 18 USC 922(G)(8) - (PROHIBITED POSSESSOR)**

A. The Federal Violent Crime Control And Law Enforcement Act of 1994 prohibits any person from possessing, receiving, transporting, or shipping a firearm or ammunition if such person has been **served with** an Order of Protection or other court order.

B. This law applies only if:

(1) The court order was issued after a hearing and the person subject to the order received actual notice of the hearing and the person had the opportunity to participate in the hearing.

(2) The court order specifically restrains the person subject to the order from harassing, stalking, or threatening an intimate partner of the person, the intimate partner's child, the person's own child, or specifically restrains the person from engaging in conduct that would place an intimate partner in reasonable fear of bodily injury to the partner or child.

(3) The court order includes a finding that the person subject to the order represents a credible threat to the physical safety of the person's intimate partner or child, or by the order's terms explicitly prohibits the use, attempted use, or threatened use of physical force against the person's intimate partner or child that would reasonably be expected to cause bodily injury.

C. This law affects police officers subject to Orders of Protection while off duty, including working off-duty.

(1) Sworn employees who are subject to an Order of Protection, or other court orders that meet the criteria in section B above, will not work off-duty when it is required they be armed.

(2) The employee's supervisor, in consultation with the Legal Unit, will review the order to determine if all three of the above listed conditions exist and whether the employee's privileges to work off-duty are suspended.

(3) Affected employees will, at the end of their assigned shift, give to their immediate supervisor any Department-issued weapon/s they are authorized to carry while on duty.

10. C. (3) (a) The supervisor will take possession of the weapon/s and secure and retain the weapon/s until the start of the employee's next assigned shift when the weapon/s will be returned to the employee.

(b) Each bureau/precinct will be responsible for a safe and secure location for the temporary storage of the weapon/s.

(c) Employees will only be allowed to possess weapons while on duty during the period of time the Order of Protection remains in effect.

11. **EMPLOYEE INVOLVED MISDEMEANOR DOMESTIC VIOLENCE** - Employees will notify their immediate supervisor as soon as possible when they have been arrested or become a suspect in a misdemeanor domestic violence incident.

A. Employee Disposition	Administrative Leave • Employees may be placed on paid or unpaid administrative leave. Work Assignment - Depending on the severity of the crime, employees may: • Work the same position until the investigation is concluded, or • Be reassigned to a non-enforcement position for the duration of the investigation
B. Notification Responsibilities	If Convicted of Misdemeanor Domestic Violence: • The employee will submit a memorandum through their chain of command to the Legal Unit explaining the circumstances, even if the employee is unsure whether they have been convicted. • The employee will attach a copy of the judgment of conviction to the memorandum, if available. • The compelled information or evidence gained from a memorandum prepared by an employee for the purpose described above cannot be used against them in a criminal action.
C. Prohibited Possessor	• Employees will submit a memorandum through their chain of command to the Legal Unit explaining the circumstances that cause them to believe they are a prohibited possessor under the Order of Protection ARS 13-3602 law, the Federal Violent Crime Control Act of 1994 (see sections 10 and 11 of this order), or ARS 13-3101.
D. Department-Issued Firearms, Badge, Commission Card	Depending on the severity of the crime or if the employee becomes a prohibited possessor: • The employee will immediately relinquish their Department-issued firearm/s, ammunition, and badge/commission card to their immediate supervisor. • Firearm/s will be returned to Police Supply pending resolution of the employee's status. • If the employee is reinstated to full duty status, Department-issued firearm/s, ammunition, and badge/commission card will be reissued to them.
E. Duty Status/ Resolution of Conviction	A person **will not** be considered to have been convicted of a misdemeanor domestic violence offense for the purposes of federal law if the conviction has been expunged or set aside, or is an offense for which the person has been pardoned, unless the pardon expressly provides the person may not ship, transport, possess, or receive firearms and/or ammunition. • Employees will have no more than six months from the date of conviction to resolve their case. • If the case is not resolved in this time period, termination **will be** mandatory. • Employees who become prohibited possessors per ARS 13-3101 **will not** be allowed to work until they have exhausted all of their existing compensatory and vacation leave hours. • Upon exhausting all available leave time, the affected employee may be considered for assignment in an existing non-enforcement assignment, provided the assignment does not displace any other employee. • If job placement is not possible, the Police Chief may approve an unpaid leave of absence request based upon work demands of the Department. • If leave is not possible, the employee **will be** terminated. • This includes all employees (sworn or civilian) convicted of a misdemeanor domestic violence crime, where handling firearms and/or ammunition is part of their job duties.

12. **EMPLOYEE INVOLVED MISDEMEANOR CRIME** - Employees will notify their immediate supervisor as soon as possible when they have been arrested or become a suspect in a misdemeanor criminal incident.

A. Employee Disposition	Administrative Leave • Employees may be placed on paid or unpaid administrative leave. Work Assignment - Depending on the severity of the crime, employees may: • Work the same position until the investigation is concluded, or • Be reassigned to a non-enforcement position for the duration of the investigation.
B. Notification Responsibilities	If Convicted of a Misdemeanor Crime: • The employee will submit a memorandum through their chain of command to the Legal Unit explaining the circumstances, even if the employee is unsure whether they have been convicted. • The employee will attach a copy of the judgment of conviction to the memorandum, if available. • The compelled information or evidence gained from a memorandum prepared by an employee for the purposes described above cannot be used against the employee in a criminal action.
C. Prohibited Possessor	• Employees will submit a memorandum through their chain of command to the Legal Unit explaining the circumstances that cause them to believe they are a prohibited possessor under ARS 13-3101.
D. Department-Issued Firearms, Badge, Commission Card	Depending on the severity of the crime or if the employee becomes a prohibited possessor: • The employee will immediately relinquish their Department-issued firearm/s, ammunition, and badge/commission card to their immediate supervisor. • Firearm/s will be returned to Police Supply pending resolution of the employee's status. • If the employee is reinstated to full duty status, Department-issued firearm/s, ammunition, and badge/commission card will be reissued to them.
E. Duty Status/ Resolution of Conviction	• Employees will have no more than six months from the date of conviction to resolve their case. • If the case is not resolved in this time period, termination **will be** mandatory. • Employees who become prohibited possessors per ARS 13-3101 **will not** be allowed to work until they have exhausted all of their existing compensatory and vacation leave hours. • Upon exhausting all available leave time the affected employee may be considered for assignment in an existing non-enforcement assignment, provided the assignment does not displace any other employee. • If job placement is not possible, the Police Chief may approve an unpaid leave of absence request based upon the work demands of the Department. • If leave is not possible, the employee **will be** terminated. • This includes all employees (sworn or civilian) convicted of a misdemeanor crime, where handling firearms and/or ammunition is part of their job duties.

13. **EMPLOYEES INVOLVED FELONY CRIME** - Employees will notify their immediate supervisor as soon as possible when they have been arrested or become a suspect in a felony criminal incident.

A. Employee Disposition	• In serious situations, the Police Chief or his designee may terminate the employee immediately. Administrative Leave • Employees may be placed on paid or unpaid administrative leave. Work Assignment - Depending on the severity of the crime, employees may: • Work the same position until the investigation is concluded, or • Be reassigned to a non-enforcement position for the duration of the investigation.

13. **EMPLOYEES INVOLVED FELONY CRIME** - Employees will notify their immediate supervisor as soon as possible when they have been arrested or become a suspect in a felony criminal incident. (Continued)

B. Department-Issued Firearms, Badge, Commission Card	If the employee is placed on administrative leave (paid or unpaid), or reassigned to a non-enforcement position: • The employee will immediately relinquish their Department-issued firearm/s, ammunition, and badge/commission card to their immediate supervisor. • Firearm/s will be returned to Police Supply pending resolution of the employee's status. • If the employee is reinstated to full duty status, Department-issued firearm/s, ammunition, and badge/commission card will be reissued to them.
C. Duty Status/ Resolution of Conviction	• The employee will submit a memorandum through their chain of command to the Legal Unit explaining the circumstances, even if the employee is unsure whether they have been convicted. • If convicted of a felony crime the employee **will be** terminated.

14. **EMPLOYEES SUBJECT TO CHILD SUPPORT PAYMENTS** - Employees required to pay child support must abide by the terms of the issuing court as set forth in the terms of the child support agreement.

A. Sworn employees receiving notification from a court of a hearing date to suspend their Arizona Peace Officer Standards and Training Board (AzPOST) certification due to non-compliance with a child support agreement will notify their supervisor immediately.

(1) Employees will provide their supervisor with a copy of the following:

- Child support agreement
- The notification of hearing
- Memorandum explaining why the employee is not in compliance with the order

(2) The supervisor will forward these documents through their chain of command to the Legal Unit.

(3) An investigation of the situation may be initiated by PSB or the employee's supervisor (depending upon the severity of the situation).

- Decisions regarding actions taken by the Department in these matters will be made on a case-by-case basis after consultation with the Legal Unit and the employee's chain of command.

B. ARS 25-517 and 25-518 allow for the suspension of a driver license, recreational license, or professional or occupational license (including AzPOST peace officer certification) for persons who are at least two months behind in making child support payments.

(1) If an employee's AzPOST peace officer certification has been suspended pursuant to ARS 25-517 and ARS 25-518, the employee will not be allowed to work as a police officer (on or off duty) until their certification has been reinstated.

(2) The employee will be assigned to a non-enforcement position for 14 days to allow for the employee's appeal of the suspension.

- After 14 days the employee will use vacation and/or compensatory leave time at the employee's request.
- The supervisor will return the employee's Department-issued weapons to Police Supply pending reinstatement of AzPOST certification.

(3) If the employee's AzPOST certification is not reinstated, their employment will be terminated.

15. **AzPOST CERTIFICATION**

A. Definitions

(1) Revocation - The permanent withdrawal of certified status.

(2) Suspension - The temporary withdrawal of certified status not to exceed one year.

(3) Termination - Means the end of employment or service with an agency as a peace officer, either through removal, discharge, resignation, retirement, or otherwise.

B. AzPOST may suspend or revoke peace officer certification independently of any action taken by an officer's employing agency.

C. The procedures listed below will be used in the event of a proactive suspension or revocation of an employee's peace officer certification by AzPOST.

- Upon a proactive de-certification and/or revocation by AzPOST, the officer will be terminated or may be provided an opportunity to seek a transfer to a non-sworn position.
- This applies to **all** AzPOST certified personnel.

D. If the AzPOST action is a retroactive suspension for only the time the officer served their disciplinary suspension, no action will need to be taken.

E. Notification Requirements - The termination of employment of any certified police officer, whether voluntary or involuntary, must be reported to AzPOST within 15 days of the officer's termination date.

F. Termination Procedures - Bureaus/precincts will initiate the following procedures in a timely manner to comply with AzPOST rules as listed above.

(1) Voluntary Termination - The separating officer's bureau/precinct will forward the employee's memorandum to the Department's human resource officer in FMB.

(2) The memorandum will include the circumstances of the resignation, such as:

- Resignation in lieu of termination or discipline
- Resignation to pursue outside business interests
- Resignation to transfer to another law enforcement agency
- Other pertinent information

(3) Involuntary Termination

(a) FMB will review the case with the executive assistant chief and, upon approval, will draft a letter to AzPOST recommending revocation of certification as required by AzPOST Rule 13-4-108.

(b) The letter, the completed AzPOST Peace Officer Termination Report (AzPOST Form TM), and a separation/discipline notice, if applicable, will then be forwarded to the executive assistant chief.

(c) Probationary employees will meet with the executive assistant chief to review the documents and be given the opportunity to dispute the information contained in them prior to forwarding them to AzPOST.

15. F. (4) The AzPOST form must include:

- The nature of the termination and effective date.
- Detailed description of any termination for cause.
- Detailed description of and supporting documentation for any cause existing for suspension, denial, cancellation, or revocation.
- Statement recommending the revocation of peace officer certification.
- Last known address of the individual.

16. **FEDERAL BUREAU OF INVESTIGATION (FBI) SECURITY CLEARANCES**

A. Employees will meet with their immediate supervisor regarding the need for an FBI security clearance.

B. A memorandum will be submitted through the chain of command indicating the reasons for the employee to apply for the security clearance, and to include job duties and responsibilities.

(1) The cost of a security clearance is prohibitive ($30,000 to $80,000) and should be a consideration when determining the need for a clearance.

(2) An additional factor for determining the need for a security clearance would be how long the employee will occupy the position requiring the security clearance: for example, transfers in the works, promotion, or retirement.

C. Once approved by the employee's commander, the memorandum will be forwarded to the Homeland Defense Bureau (HDB) assistant chief for final approval.

D. Employees will not contact the FBI directly to request security clearances.

17. **OUTSIDE AGENCY REQUEST FOR GUEST ASSESSORS**

A. All outside agency requests for employee participation in assessment center/promotional examinations will be forwarded to the Office of Administration (OOA) for coordination of executive approval and scheduling.

(1) The executive assistant chief will review the request for approval to schedule a Department employee with an outside agency for assessment purposes.

(2) The OOA will coordinate with the requesting agency, contact potential employees to request assistance, and track both the number of assessment requests, approvals, and denials.

18. **ADMINISTRATIVE ASSIGNMENTS**

A. For purposes of this policy, an employee under an internal investigation may be designated to an administrative assignment and assigned to their permanent residential address listed in the Department's employee roster.

(1) The employee's bureau/precinct administrative sergeant/supervisor will become the employee's immediate supervisor.

(2) The employee's designated duty hours will be 8 a.m. to 4 p.m. with Saturday and Sunday as non-work days ('N'-days).

(3) Employees are not subject to call on designated City holidays or 'N' days.

- If an employee desires additional holiday pay, a completed holiday sell slip must be submitted to FMB within the time limits.

18. A. (4) Work assignments will be at the employee's primary residence.

(a) The employee is not permitted to leave the primary residence during designated duty hours unless prior supervisory approval has been granted by the immediate supervisor.

(b) Personal medical appointments and/or other personal business will be charged to the employee's appropriate leave bank.

(5) Employees will honor all court subpoenas.

- In the event the employee is needed in court, the immediate supervisor will be advised prior to the appearance.

(6) Sworn employees will not be permitted to work off-duty in a police capacity.

(7) Employees will surrender their Department-issued firearm, flat badge, and commission card.

(8) At the time an employee is assigned to their primary residence on administrative leave, they will be issued a Notice of Administrative Assignment Form 80-571D detailing their work assignment and restrictions.

1. **GENERAL INFORMATION**

A. The Department collects sensitive information to include personal identifying information (PII), such as private information, government-issued identifiers, financial account information as well as restricted City information (RCI) as defined by Administrative Regulation (AR) 1.90, Information Privacy and Protection.

B. The Department is committed to protecting the confidentiality, integrity, and availability of information collected, stored, maintained, and used in carrying out its efforts to protect the public and suppress criminal activity.

C. This policy establishes procedures for Department personnel in order to comply with departmental, city, state, and federal requirements which govern information privacy and protection.

D. All Department personnel play a critical role in maintaining the Department's information privacy and protection standards as well as the highest degree of public trust.

2. **ACCESS CONTROLS**

A. Authorization

(1) Sensitive information should only be accessed by authorized personnel in order to perform specific job-related responsibilities or assignments.

(2) Each work unit is responsible for restricting and controlling access to Department computing systems and hard copy information based on a need-to-know basis.

(3) Sensitive information should only be accessed by authorized third parties in order to perform specific job-related responsibilities or assignments.

- Each work unit is responsible for ensuring all third party verifications, data security agreements, and required contract provisions have been completed prior to sharing PII and/or RCI with a third party.

B. Physical Security - Each work unit is responsible for managing physical access to Department computing systems and hard copy information.

C. Network Security - Each work unit is responsible for managing microcomputer access to Department computing systems.

3. **COLLECTION AND USE OF PII AND/OR RCI**

A. Sensitive information should only be collected for its stated purpose and must be directly related to the carrying out of the Department's authorized activities.

B. The storage of PII and/or RCI on any unencrypted storage device, such as universal serial buses (USBs), compact discs (CDs), or external hard drives, is prohibited.

- Work units having a legitimate business need to store PII and/or RCI must use encrypted USBs, CDs, external hard drives, etc.

C. Work units will exercise the utmost precaution when collecting full social security numbers (SSNs) and take appropriate measures to restrict disclosure of full SSNs unnecessarily.

D. Work units which accept credit/debit cards are responsible for ensuring reasonable steps are taken to comply with payment card industry (PCI) standards.

3. D. Record Management - Each work unit is responsible for collecting and maintaining sensitive information in accordance with A.R. 1.61 Records Management Program.

- Department designated records control officers (RCOs) will assist work units to:

  * Conduct periodic reviews in order to limit or eliminate collection and/or storage of redundant or unnecessary PII and/or RCI
  * Adhere to City retention schedules
  * Dispose of sensitive information that is deemed no longer necessary

E. Secure Transmissions - Work units will exercise the utmost precaution when transporting or transmitting PII and/or RCI and take appropriate measures to restrict transporting of paper format and transmitting of electronic format PII and/or RCI unnecessarily.

4. **TRAINING**

A. Each work unit is responsible for ensuring authorized personnel receive training regarding information privacy and protection that corresponds to specific job-related responsibilities or assignments.

(1) City of Phoenix Information Security Awareness Training - Awareness training to instruct City personnel on how to protect City data and prevent information security breaches.

(a) Required training by all City personnel at time of hire and annually thereafter

(b) Provided by the City Information Security and Privacy Office (ISPO) in accordance with A.R. 1.84, Information Security Management

(2) Criminal Justice Information Services (CJIS) Training - Awareness training to instruct authorized personnel on CJIS security policy requirements for handling criminal justice information (CJI).

(a) Required training by all authorized personnel whose job duties require access to CJI at time of hire and bi-annually thereafter

- Should be completed at the same time as bi-annual Terminal Operator Certification (TOC)

(b) Provided by the Arizona Department of Public Safety (DPS) and the Federal Bureau of Investigation (FBI) Criminal Justice Information Services (CJIS) Division

- TOC and CJIS Training are overseen by the Strategic Information Bureau's Data Integrity Unit

(3) 28 Code of Federal Regulations (CFR) Part 23 Guidelines Training - Introductory level training which provides an understanding of privacy and civil liberties concerns related to multijurisdictional criminal intelligence systems.

5. **INFORMATION SECURITY AND PRIVACY ASSESSMENT (ISPA)**

A. In order to comply with A.R. 1.90, Information Privacy and Protection, the Department will develop, assess, and document all PII and RCI collected, stored, maintained, and used, as well as, the security measures used to protect this information.

B. The Department's designated information security liaison will implement and oversee an annual assessment to include:

(1) Identification of all Department PII and RCI, regardless of format

5. B. (2) Identification and review of current Department security measures which ensure information privacy and protection regarding authorized use:

- Within the Department
- Within the City
- With authorized third party external businesses and law enforcement partners

(3) Identification and review of current Department policies which address information privacy and protection

(4) Identification and review of current records management procedures to eliminate the collection and/or storage of redundant or unnecessary information

(5) Identification and review of current Department training which focuses on information privacy and protection

(6) Completion of an annual IMP Report to be presented to executive staff for review and submission to the ISPO

6. **RELATED POLICIES AND STANDARDS** - The below related policies and/or standards apply to the listed section/s of this order.

RELATED POLICY OR STANDARD	SECTION/S OF THIS ORDER
• AR 1.61, Records Management Program	• 3.D – Record Management
• AR 1.63, Electronic Communications and Information Acceptable Use	• 2.E – Network Security
• AR 1.64, City Policy on Cellular Equipment and Service	• 2.E – Network Security
• AR 1.73, Control of Communications Services and Systems	• 2.E – Network Security
• AR 1.84, Information Security Management	• 2.A – Authorization • 2.B – Third Party Authorization • 2.E – Network Security • 3.A – Collection and Use of PII and/or RCI • 5 – Information Security and Privacy Assessment (ISPA)
• AR 1.90, Information Privacy and Protection	• 2.A – Authorization • 2.E – Network Security • 3.A – Collection and Use of PII and/or RCI • 5 – Information Security and Privacy Assessment (ISPA)
• AR 1.91, Information Privacy and Protection Supplement – Data Shared with Third Parties	• 2.A – Authorization • 2.E – Network Security • 5 – Information Security and Privacy Assessment (ISPA)
• AR 1.95, Privacy Program	• 2.A – Authorization • 5 – Information Security and Privacy Assessment (ISPA)
• AR 3.96, Merchant Accounts (Payment Card Processing)	• 3.C – Collection and Use of PII and/or RCI
• AR 4.44, Access Controls, Badging, and Key Access	• 2.D – Physical Security
• AR 4.45, Contract Worker Background Screening	• 2.A – Authorization
• Information Technology (IT) Standard b1.4, Information Management Plan	• 5 – Information Security and Privacy Assessment (ISPA)

6. **RELATED POLICIES AND STANDARDS** - (Continued)

SECTION/S OF THIS ORDER	RELATED POLICY OR STANDARD
• IT Standard s1.12 – Handling Confidential Information	• 2.A – Authorization • 2.D – Physical Security • 2.E – Network Security • 3.A – Collection and Use of PII and/or RCI • 3.E – Secure Transmission
• IT Standard s1.7, Media Retention and Removal	• 3.A – Collection and Use of PII and/or RCI • 3.E – Secure Transmission
• Operations Order 2.7, Police Facilities	• 2.A – Authorization • 2.D – Physical Security
• Operations Order 2.15 & 2.15 Addendum A, Microcomputers	• 2.E – Network Security
• Operations Order 2.17, Police Headquarters Security and Parking	• 2.D – Physical Security
• Operations Order 2.22, Records Management System (RMS) Access	• 2.A – Authorization
• Operations Order 2.23, Computer Aided Dispatch (CAD) System Access	• 2.A – Authorization
• Operations Order 8.6, Criminal Intelligence Files	• 2.A – Authorization • 4.A – Training

1. **RESPONSIBILITIES**

A. Information Technology Bureau (ITB)	• Microcomputer consulting • Technical support • Training assistance • Application development within the Department
B. User Bureau and Precincts	• Justifying, budgeting, operating, and maintaining microcomputer resources
C. User	• Training and use of specialized non-standard equipment or software packages

2. **ACQUISITION OF MICROCOMPUTER EQUIPMENT AND SOFTWARE**

A. Bureaus and Precincts - Each bureau or precinct with an information processing requirement they believe may be satisfied through the use of microcomputer hardware or software, needs to:

(1) Submit a proposal to ITB outlining the requirement and the expected benefits to be gained.

- The purpose of the proposal is to obtain:
  - A technical review of the proposal.
  - A suggested configuration.
  - A cost estimate.

(2) Follow established Department procedures to obtain budget approval based on costs provided by ITB.

(3) Provide a copy of ITB's technical review and the pertinent budget request to the Fiscal Management Bureau (FMB).

B. Fiscal Management Bureau Responsibilities

(1) Ensure all budget submissions and purchase requests involving microcomputer equipment or software are supported by an ITB technical review.

(2) Route a copy of the purchase documentation for all microcomputer software purchases to ITB to comply with Administrative Regulation (AR) 1.86.

(a) A copy of the dated sales receipt or invoice is preferred for purchase documentation however any purchase documentation submitted must contain:

- Vendor name
- Software package purchased
- Purchase date
- Purchase price

(b) If these documents are not available, a copy of the Purchase Order Originating Report, Departmental Purchase Order, or Petty Cash Receipt will be routed to ITB.

2. B. (3) In case of any external audit, FMB and City Accounts Payable will assist in the audit process by tracking the vouchers payable associated with Purchase Orders and Departmental Purchase Orders to the appropriate canceled checks held by City Accounts Payable.

C. Information Technology Bureau - Will be responsible for the following tasks in the acquisition process:

(1) Reviewing user requirements to determine those that can be effectively satisfied through microcomputer hardware and software acquisitions.

(2) Determining the technical and operational feasibility and providing the user with recommendations for system configuration and a cost breakdown.

(3) Ensuring the proposed systems comply with City and Department guidelines regarding the use of standardized system components to ensure connectivity, compatibility, and a standard approach to applications.

(4) Ensuring adequate justification exists if non-standard system components are proposed and/or recommended.

- If non-standard components are required, ensure the user is aware of their increased responsibility for training and operation of the system and the potential lack of ITB support.

(5) Assisting users in the preparation of purchase documentation in compliance with City regulations.

(6) Providing assistance and recommendations to Department users concerning replacement and/or upgrade of existing hardware and software.

3. **SYSTEM INSTALLATION**

A. Responsibility - ITB will perform initial system installation including the installation and configuration of software packages.

B. Computer Documentation

(1) General Information

(a) ITB will complete and submit any required licensing agreements or warranty registration material.

(b) The components of all purchased software packages will be handled to comply with AR 1.86.

(c) Only properly obtained, authorized copies of software will be installed on Department microcomputer systems.

3. B. (1) (d) Information on each purchased software package will be entered into a tracking database maintained by ITB.

(e) Upon installing or adding equipment to a Department network, ITB will document and provide each participating user with appropriate operating procedures for their participation in the network.

(2) Personally Owned Software/Shareware

(a) Any public domain, shareware, or personally purchased software must be pre-approved by ITB before its installation and appropriate user fees must be paid for the use of shareware products.

(b) The user is solely responsible for all training, troubleshooting, and/or maintenance required to operate such software.

(3) Maintenance of Documentation - Computer documentation will be maintained as follows:

(a) ITB	• A physical copy of the completed registration form • The original software licensing agreement • The original software distribution diskettes or media • A copy of the purchase documentation
(b) Bureau/Precinct	• Original software manuals, templates, and any other materials

4. **TRAINING**

A. Initial Training

(1) ITB will provide initial familiarization training on new equipment and standard software packages to key users within the acquiring organization.

(2) Training required for non-standard systems or software is the responsibility of the user.

B. Additional Training

(1) In-depth proficiency in the use of microcomputer products is normally acquired through practice and through reference to user documentation manuals.

(2) Additional assistance may be available through ITB, the City MIS-sponsored microcomputer training classes, or through commercially available training classes and packages.

5. **APPLICATION DEVELOPMENT**

A. ITB Responsibilities	• Provide primary program development support for database applications within the Department. • Provide spreadsheet templates for common applications that are required by multiple users.

5. **APPLICATION DEVELOPMENT**: (Continued)

A. ITB Responsibilities	• Provide application troubleshooting support to user organizations on a time-available basis. • Publish and maintain a catalog of all microcomputer applications used within the Department and coordinate new developments to promote standardization of common requirements where possible. • Monitor new developments to ensure microcomputer applications are properly designed and coordinated with present and future requirements for centralized processing systems, such as the Computer Aided Dispatch (CAD) and the records management system (RMS
B. User Bureau and Precinct Responsibilities	• .Assist in the development, modification, and maintenance of database applications. • Provide primary programming support for spreadsheet and graphics applications. • Coordinate any new applications with ITB to ensure identical or similar systems do not already exist within the Department. • Provide necessary program descriptions to maintain a centralized applications catalog.

6. **SYSTEM OPERATION**

A. System Managers - Bureaus/precincts with microcomputers will appoint a system manager to serve as the primary point of contact between the user and ITB.

(1) The system manager will monitor the day-to-day operations of their system.

(2) The manager should possess a thorough understanding of the system and its operation.

(a) The manager should be capable of diagnosing and correcting routine system or program problems, training users, and assisting in the development or modification of applications.

(b) This individual is the key to effective use of microcomputers within the Department.

(3) The system managers will act as software custodians of the system.

B. Bureau/Precinct Responsibilities

(1) Establish procedures to control access to microcomputer resources and ensure only authorized personnel and programs are permitted on Department-owned systems.

(2) Establish procedures to comply with security and privacy laws if personal or criminal history information is being stored and accessed on microcomputer systems.

- Questions regarding the applicability of security and privacy laws should be referred to the Records and Identification Bureau (R&I), or the Legal Unit.

6. B. (3) Perform regular back-up of program and data files to minimize loss of information in the event of processing error or system failure.

(4) Have all Department personnel using or otherwise operating Department microcomputer equipment sign a copy of the Employee Software and Internet Use Agreement (See Operations Order 2.15, Addendum A) pertaining to software copying, installation, alteration and manipulation.

(a) Employees will receive a copy of the form during their orientation process.

(b) The employee and the employee's immediate supervisor will sign this document.

(c) A signed copy will be returned to the employee and the signed original will be placed in the employee's permanent personnel file.

7. **SYSTEM MAINTENANCE**

A. Bureau/Precinct Responsibilities

(1) Bureaus/precincts with microcomputers will establish procedures to perform routine first-level preventive maintenance procedures in microcomputer equipment which should include:

- Keeping equipment clean.
- Not placing food or liquid on equipment.
- Periodic cleaning of air filters.
- Proper handling and storage of diskettes and tapes.
- Periodic cleaning of disk and tape drives.

(2) Bureaus/precincts will contact ITB in the event of system or component failure that cannot be diagnosed or corrected by the system manager.

B. ITB Responsibilities

(1) Provide hardware repair support and maintenance assistance to bureaus/precincts in resolving system problems.

(2) Provide assistance and orientation in development of proper preventive maintenance.

(3) Conduct an annual audit of all systems to check for compliance with security requirements, including passwords, access codes, and access violations.

8. **DISTRIBUTION OF USER-DEVELOPED APPLICATIONS**

A. Bureau/Precinct Responsibilities - Bureau and precincts developing database, spreadsheet, or word processing applications for potential Department-wide use will submit database programs and structures and/or word processing or spreadsheet macros to ITB prior to distributing these applications throughout the Department.

8. B. Information Technology Bureau Responsibilities

(1) Review the software to ensure Department-wide compatibility and inform the software developer of any modifications required based on the review.

(2) Create and maintain a central repository of certified compatible microcomputer software applications for Department-wide distribution.

9. **USE OF PERSONALLY OWNED MICROCOMPUTERS/SOFTWARE**

A. General Guidelines - Employees will follow the listed guidelines when using a personally owned microcomputer to accomplish employment specific work.

(1) Employees will not be allowed to connect their microcomputers to any Department-owned microcomputer resources such as, but not limited to, Local Area Networks (LAN), printers, communications devices, or backup devices.

(2) Employees will be able to provide the same level of ownership documentation on all software products installed on their microcomputer as required in AR 1.86 and paragraph 3 of this order.

- Use of a personally owned microcomputer to do employment-specific work with illegally acquired software could place liability for use of the illegal software on the City.

B. Use of Personally Owned Microcomputer Software - Use of personally owned microcomputer software by Department employees on Department-owned microcomputers to accomplish employment specific work will be governed by the following guidelines:

(1) Employees will not be allowed to install or use personally owned microcomputer software on Department-owned microcomputers.

- If a need can be shown that can only be met by a non-standard software product, ITB will authorize the purchase of that software product.

(2) Employees will be allowed to use software that has been donated to the City or Department after the donated software has been submitted to ITB for approval for Department use.

10. **INTERNET/ELECTRONIC MAIL ACCESS**

A. Responsibilities

(1) All bureaus/precincts are responsible for continuous evaluation and monitoring of their internal Internet access accounts to ensure compliance with this order.

(a) All microcomputer users are required to read and sign the Employee Software and Internet Use Agreement located in Addendum A of this order and a copy of the document will be placed in the employee's personnel file.

10. A. (1) (b) If the employee refuses to sign the document in Addendum A, "refused" will be written on the employee's signature line and a copy will be placed in the employee's personnel file

(2) ITB is responsible for assisting and supporting bureaus/precincts in fulfilling their responsibility.

B. Internet Use

(1) Internet access will only be used for job-related business/research.

(2) Supervisors will monitor employees' use of the internet to ensure it is being used properly.

(3) Department employees are prohibited from accessing any fee-based service unless authorized by their assistant chief.

(4) Internet access and email are intended for work related research, data acquisition from professional and technical resources, data sharing with other criminal justice agencies, and acquiring approved products and services needed in the normal course of City business.

- Harassment or discrimination in any form will not be tolerated.

(5) Employees utilizing the Internet to investigate criminal activity may be authorized to access chat rooms, bulletin boards, gambling, and adult sites that are off limits to all other Department Internet users.

C. Public Records

(1) The City provides no assurance of privacy or confidentiality with respect to use of its electronic communications system.

- Email **will not** be used to send confidential or sensitive material.

(2) Employees should be aware that information generated on, or handled by, electronic communications systems is subject to disclosure under the Arizona Public Records Act.

- The public can request copies of anything sent on email or accessed on the Internet on City equipment, including messages considered to be of a private or personal nature.
- Public requests received by the Department for email will be handled in accordance with Operations Order 4.6, Release of Records.

D. Security Requirements

(1) Close all active sessions before signing on to the Internet when accessing the Internet from a networked workstation.

10. D. (2) Do not leave a workstation unattended during an active Internet session.

(3) Because of security risks to Department systems, access to private email, Instant Messaging Systems, and chat rooms is prohibited.

- Private email and instant messaging systems are defined as privately or commercially owned systems as opposed to City-sponsored systems.

(4) Only commercial software from a known source will be allowed for use on Department systems.

(5) Shareware/freeware will not be allowed.

(6) No employee may move to or run any downloaded executable on any Department-owned computer without the approval and assistance of ITB.

(7) Downloading files larger than 10 megabytes must be coordinated with ITB to avoid impairing network response times.

(8) Employees will not alter or manipulate any software on Department owned computers.

(9) Passwords must be at least eight characters.

(10) Passwords cannot be a word as listed in the dictionary or a proper name.

- Modified spelling of words listed in the dictionary is acceptable.

(11) Passwords must be changed every 60 days.

(12) Passwords must contain at least one letter and one number or punctuation mark.

(13) Passwords should not be reused.

11. **ACCESS TO REMOTE COMPUTING RESOURCES**

A. Department-Owned Computers

(1) Department employees will be required to show an operational necessity to connect to a remote computer resource.

(2) Department employees will not connect to a remote computing resource from any Department-owned computer concurrently connected to a Department LAN.

(a) National Crime Information Center (NCIC) security restrictions require any such connectivity be accomplished only if the computer has no physical connection to the Department's LAN resources.

11. A. (2) (b) This can be accomplished by use of an isolation switch that physically disconnects the computer from the LAN when it is connecting via modem to a remote computing resource, or by connecting to remote computing resources via a computer that is not attached to a Department LAN.

(c) ITB should be contacted to assist in the configuration of the computer in either case.

B. Personally Owned Microcomputers

(1) Department employees using a personally owned computer system as a terminal to any external communications service will not use this computer for this purpose if it contains any Department-specific sensitive information on its internal mass storage system (hard drive).

(2) External communications services include, but are not limited to, the Internet, America On-Line, Prodigy, CompuServe, or any other electronic mail or messaging service.

12. **COMPUTER VIRUS PROTECTION**

A. ITB Responsibilities	• Identify and purchase computer virus protection software for use on each LAN installation in the Department • Install and upgrade such software on Department LAN workstations and servers as required.
B. User Bureau/Precinct Responsibilities	• Ensure that virus protection software is running whenever required workstations and servers are operating to check for files that may have been infected by a virus and to prevent any virus infections from occurring.

13. **ELECTRONIC MAIL RETENTION POLICY** - In order to comply with City requirements established by AR 1.63 and City Manager's Letter 1175 involving retention of electronic mail, the listed Department procedures will be followed:

A. Information Technology Bureau will:

(1) Run a CLEAN-UP process every two weeks which will search all Microsoft Mail users' **Sent Mail** and **Deleted Mail/Wastebasket** folders and automatically delete any messages in these folders.

- Messages left in the INBOX will not be touched.

(2) Retain tape backups of post office files to meet a 30-day retention requirement.

B. Microsoft Mail Users - Will be required to set a specific option in Microsoft Mail software in MAIL/OPTIONS selection; the EMPTY DELETED MAIL FOLDER WHEN EXITING option should not be checked.

(1) This will allow the CLEAN-UP process to delete mail messages after they have been backed up for retention.

(2) For Microsoft Mail for Windows users, these messages may be deleted from SENT MAIL or INBOX folders but may not be deleted from DELETED MAIL/WASTEBASKET folder.

14. **SECURITY SYSTEM BREACHES**

A. Definitions

(1) Breach - An unauthorized acquisition of an access to unencrypted or un-redacted computerized data that materially compromises the security or confidentiality of personal information maintained by the Department as part of a database of personal information regarding multiple individuals which causes or is reasonably likely to cause substantial economic loss to an individual.

(2) Encrypted - Use of an algorithmic process to transform data into a form in which the data is rendered unreadable or unusable without use of a confidential process or key.

(3) Personal Information - Includes an individual's first name, or first initial and last name, in combination with the individual's social security number, driver's license number, financial account number, or credit or debit account number.

B. Procedures

(1) If it is determined a security system (unencrypted computerized data) has been breached, ITB will notify the individuals affected.

(2) Individuals will be notified by one of the following notification processes:

- Written notification
- Electronic notification
- Telephonic notification

(3) Notice will be made to the affected individuals without unreasonable delay.

EXCEPTION: Notification may be delayed if it is determined notification will impede a criminal investigation.

PHOENIX POLICE DEPARTMENT
EMPLOYEE SOFTWARE AND INTERNET USE AGREEMENT

The City of Phoenix does not condone the illegal duplication of software and will not tolerate the use of illegal copies of software. The following paragraphs describe the conditions under which software will be used by City of Phoenix employees:

1. Employees will use the software and documentation in the performance of their job duties in accordance with the software license agreement, and at no time shall knowingly make, use, accept, or install unlicensed software or documentation to perform job duties or in the performance of job duties.

2. Employees will not knowingly use any software that cannot be confirmed as being legal; this is because other individuals could have access to the computer and it may not be 100 percent secure.

3. Employees will not make, use, accept or install illegal software or documents as it may result in disciplinary action, up to and including dismissal.

4. Employees will notify City management, as identified by the Department, of any suspected illegal software or documentation being used in the performance of City work.

5. Employees will provide proof of ownership upon request from authorized personnel.

In addition, Department employees are subject to the following:

1. Employees will safeguard from loss or theft the original software package materials assigned to them and will be accountable for the inventory of such, which will remain at the work site.

2. Employees will not use freeware, shareware, or public domain software in the performance of job duties unless expressly approved by the Computer Services Bureau.

3. Employees will not develop application software for City use unless expressly approved by the Department. When approved, the development efforts and the entire program (including documentation) is the property of the City and remains as such upon separation from employment.

4. Employees will not use the Internet except for work-related research, data acquisition from professionals and technical resources, data sharing with other criminal justice agencies, and acquiring approved products and services needed in the normal course of City business.

5. Employees will not alter or manipulate any software installed on Department-owned computers.

I acknowledge receipt of Operations Order 2.15, Administrative Regulations 1.84, and 1.86, and will be responsible for the information within. I also understand that this document will be placed in my Department personnel file.

/	/
Date	**Employee Signature/Serial #**	**Printed Employee Name**

/	/
Date	**Department Representative**	**Printed Representative Name**

1. **GENERAL INFORMATION FOR SEALING PERSONAL RECORDS**

   A. Pursuant to Arizona Revised Statute (ARS) 11-483, ARS 11-484, ARS 16-153, and ARS 28-454, officers may have the below applicable information sealed from public access and inspection in their property-related records maintained by the county and their Arizona Department of Transportation (ADOT) Motor Vehicle Division (MVD) and Arizona voter registration records:

   - Personal primary residential information (address and phone number)
   - Vehicle registration information
   - Personal data and digitized drivers license photographs

   B. An Affidavit in Support of Application to Restrict Public Access to Identifying Information and Documents in Specified Public Records Pursuant to ARS 11-483, 11-484, 12-290, 16-153, and/or 28-454 [referred to as Affidavit in this policy and available from the Arizona Judicial Branch (Azcourts.gov)], will need to be completed, signed in front of a notary, and filed with the Maricopa County Superior Court presiding judge.

   - One Affidavit can be completed to include all or some of the below:

     * County Recorder records
     * County Assessor records
     * County Treasurer records
     * MVD records
     * Voter registration records

   - The Affidavit, and instructions for completing the Affidavit, are also available on PolicePoint.

   C. Redacted records are only valid for five (5) years; after this time limit, officers will need to resubmit an Affidavit to have their records resealed.

2. **SPECIFIC PROCEDURES FOR COUNTY RECORDER, COUNTY ASSESSOR, AND COUNTY TREASURER RECORDS**

   A. Specific records to be redacted require the recording numbers (document locator number) and recording dates on, and with, the Affidavit.

   - This information is available on the Maricopa County Recorder website: https://recorder.maricopa.gov/recdocdata/

   B. Print a copy of the pages from each instrument that shows the recording number (document locator number) and the officer's full legal name and address, and attach the pages to the Affidavit.

   C. The completed Affidavit must be notarized and forwarded with the required documentation to the administrative sergeant in the Office of Administration (OOA).

3. **SPECIFIC PROCEDURES FOR MOTOR VEHICLE DIVISION RECORDS**

   A. All immediate family members who reside with the officer and possess identification through MVD are eligible to have their information sealed and should be listed by name on the Affidavit, if so desired.

   B. The completed Affidavit must be notarized and forwarded to the OOA administrative sergeant.

4. **SPECIFIC PROCEDURES FOR VOTER REGISTRATION RECORDS**

   A. Complete an Arizona Voter Registration Form available from the Maricopa County Recorder website under *Elections*.

   - The voter registration form is also available on PolicePoint.

4. B. Any other registered voter who resides at the same residence as the officer may request their personal residential information also be sealed by filling out their own Arizona Voter Registration Form.

   - The residential address to be sealed must be listed on the voter registration form.

   C. The mailing address may be a post office box.

   D. The completed Affidavit must be notarized and forwarded with the voter registration form/s to the OOA administrative sergeant.

5. **PROCESSING THE AFFIDAVIT**

   A. The OOA administrative sergeant will forward all Affidavits to the Maricopa County Superior Court presiding judge once every quarter unless a request for immediate action supported by facts justifying early consideration is made.

   B. The court will issue an order indicating which Affidavits have been approved and will send a copy of the court order to the OOA administrative sergeant, MVD Office of Special Investigations, and the appropriate county offices.

6. **PROCEDURES FOR CHANGES IN INFORMATION**

   A. Officers requiring changes to their County Recorder, County Assessor, and/or County Treasurer records will need to submit a new notarized Affidavit to the OOA administrative sergeant for processing.

   B. Requests to change MVD information should be made directly to MVD, Office of Special Investigations, Law Enforcement Coordination Unit (LECU), by calling, writing, or sending information to:
   Arizona Department of Transportation
   Motor Vehicle Division
   ATTN: LECU
   P.O. Box 2100, Mail Drop 514M
   Phoenix, Arizona 85001-2100
   Telephone: 602-712-7488
   Fax: 602-212-1330
   E-mail: L2@azdot.gov

   C. Officers requiring changes to their voter registration records will need to submit a new notarized Affidavit and Arizona Voter Registration form/s to the OOA administrative sergeant for processing.

7. **PEACE OFFICER CONFIDENTIALITY REPORT**

   - A report of employees who are participating/have participated in the peace officer confidentiality program is available on PolicePoint, under the Legal Unit's homepage.

Phoenix Police Department's Operations Orders Section 2.17 is restricted, and is not available for dissemination to the general public.

1. This policy establishes a uniform format for division/bureau manuals for use department-wide.

2. The standardized format shown in the addenda of this order will be used in setting forth policies outlined in all division/bureau manuals.

3. All divisions/bureaus will be responsible for establishing their own individual policies.

   A. Policies outlined in division/bureau manuals will not conflict with Operations Orders.

      - Division/bureau manuals will not have separate uniform/dress code policies or transfer policies except when specified/allowed by Operations Orders.
      - Division/bureau manuals will only have information/policy specific to the function of the division/bureau; they will not restate procedures already covered in the Operations Manual.

   B. Division/bureau manuals will be reviewed, and updated if necessary, every three (3) years.

   C. Divisions/bureaus should use gender neutral terms in revisions/additions to their manuals.

   D. Divisions/bureaus are responsible for staffing revised policies to the Policy Unit and the appropriate employee association/s prior to finalizing (see Operations Order 2.5, Written Directives, for more information).

   E. Division/bureau commanders/administrators will indicate a policy has been approved/finalized by signing their name or placing their initials on page one of each chapter next to the bureau name.

   F. All divisions/bureaus will keep an updated copy of their division/bureau manual on their PolicePoint page.

      - The office of record for bureau manuals will be the respective bureau.

   G. The formats shown in this order are available to all divisions/bureaus by e-mail in a Word document upon request from the Policy Unit.

   H. All revisions and/or additions to division/bureau manuals will be made using the format in this order.

   I. <u>Addenda for this order</u>:

(1) Addendum A	• Outline format
(2) Addendum B	• Examples of bureau manual header, different styles for division/bureau manuals, and addendum header
(3) Addendum C	• Example of long-style addendum header

1. **BASIC OUTLINE FORMATS**

   A. Topics

   B. Complete Sentences

2. **SAMPLE FORMATS**

[*Topic Outline Example*]

1. **MAIN TOPICS ARE CAPITALIZED, BOLDED, AND UNDERLINED**

   A. Subtopic of section 1 (if it is a list of words, bullets are acceptable) - An "A." may only be used if there is a "B." to follow, otherwise use a bullet point.

   B. Subtopic of section 1 (may be in sentence form)

      (1) Subtopic of paragraph B - A "(1)" may only be used if there is a "(2)" to follow, otherwise use a bullet point.

      (2) Subtopic of paragraph B

   C. Subtopic of section 1 (may be underlined)

      (1) Subtopic of paragraph C *[if it is a list of words, bullets are acceptable]*

      (2) Subtopic of paragraph C

         (a) Subtopic of paragraph (2) *[this may only be used if there is a (b) to follow, otherwise use a bullet point]*

         (b) Subtopic of paragraph (2)

            - Subtopic of paragraph (2)
            - Subtopic of paragraph (2)

              [first round bullet; these are single spaced and should be a simple list and if not a complete sentence, do not use a period]

              * Subtopic of bullet
              * Subtopic of bullet

              [asterisk bullet; these are single spaced and should be a simple list]

[*Complete Sentence Examples*]

1. Ideas are expressed in complete sentences with proper punctuation.

   A. Ideas are expressed in complete sentences with proper punctuation.

   B. Ideas are expressed in complete sentences with proper punctuation.

      (1) Ideas are expressed in complete sentences with proper punctuation.

      (2) Ideas are expressed in complete sentences with proper punctuation.

         - Bulleted phrases or lists not necessary to be complete sentences
         - Bulleted phrases or lists not necessary to be complete sentences

3. **PUNCTUATION GUIDELINES**

A. Colon

(1) Use a colon to mean "note what follows."

(2) Use a colon before a list of items, especially after expressions like "as follows" or "the following".

B. Dash

(1) Use a dash to indicate an abrupt break in thought.

(2) Use a dash to announce a long summary.

(3) Use a hyphen to announce a sentence after a short topic.

(4) There will be two spaces, a dash, and then two spaces.

EXAMPLE: Assignments - Squad sergeants will enter the beat assignment schedule for their squad into the Computer Aided Dispatch (CAD) computer prior to the start of shift.

C. Hyphen

(1) Use a hyphen to join words (straight-from-the-heart-smile).

(2) Use a hyphen to prevent confusion [re-collect (prevents confusion with *recollect)]*.

4. **PAGE SET-UP AND REGULAR TEXT FORMATTING GUIDELINES** (see section 6 of this order for Table formatting guidelines).

A. Margins	• Set top: (.8) • Set bottom: (.5) • Set left: (1) • Set right: (1) • Set gutter: (0) • Set header: (.5) • Set footer: (0)
B. Tabs/ Indentations	• Left indentation: (0), (.31), (.63), (.94), (1.25), (1.56), etc. • Special, hanging text: (None), (.31), (.63), (.94), (1.25), (1.56), etc.
C. Font	• Is Arial font, size 10
D. Text	• All text is justified.
E. Bullets	• Use a round dot first. • No spaces between bullets. ∗ Use an asterisk second. ∗ Asterisks have a blank space before, and after if followed by a bullet. • Just like here

5. **SECTION CONTINUATIONS**

A. Section markers need to be inserted at the top of each page to continue sections.

EXAMPLE:

1. B. (3) (a) This is an example of a section continuation.

6. **TABLES**

A. Tables will be lined up under the line of text they are under.

TEXT IN TOP LINE IS IN CAPITALS AND BOLDED	
(1) Text in Left Column is Bolded	• Capitalize the first letter of words that are not prepositions, articles, or conjunctions.
(2) Text in Left Column is Numbered with the Appropriate Format	• Just like shown in this left column • Bullet points are often used in the right column/s of tables. ∗ Asterisks are second and have a blank space before, and after if followed by a bullet.
(3) Text in Left Column is Aligned Left	• Text in the right column/s is usually justified. ∗ Sometimes when there are more than two columns it may be centered in each column.
(4) Tabs/ Indentations	Left column • Left indentation: (-.06) • Special, hanging text: (.25) Right column/s • Left indentation: (.0) • Special, hanging text: None • If using bullets: (.0) for left indentation and (.25) for special, hanging text ∗ Asterisks: (.25) for left indentation and (.25) for special, hanging text
(5) Text Inside Tables	• Is Arial font, size 9
(6) Borders	• 3/4 pt
(7) Shading	• Shade at 25% (tables) • Shading should only be on the top row or/and left column.
Text in a bottom row like this is not shaded.	

B. When a table is split to go onto another page, it will be continued like the following examples:

(1) Rules for Sworn Personnel

(a) Officers Will	• Preserve the public peace • Suppress all types of crime • Detect and arrest violators of the law • Protect life and property

6. B. (1) Rules for Sworn Personnel: (Continued)

(b) Officers Will Not	• Violate policy, etc.

6. C. If a section of the table is long and needs to go onto another page, the table section will be split in the following manner:

(1) Rules for Sworn Personnel

(a) Officers Will	• Preserve the public peace • Suppress all types of crime

6. C. (1) Rules for Sworn Personnel: (Continued)

(a) Officers Will (Continued)	• Detect and arrest violators of the law • Protect life and property
(b) Officers Will Not	• Violate policy, etc.

7. **BOLDING**

- The use of bolding is important to emphasize certain points and **should not** be overused.
- What is bolded is also underlined.
- When using **NOTE**: and **EXAMPLE**:, they will also be capitalized; however, the colon will not be bolded or underlined.

8. **CONTENT**

A. Policy should not contain information that is considered training.

- Since training information is always being updated, it should only be in training outlines.

B. What the author feels or thinks (opinions) about a subject should not be in policy either.

- Policy should clearly state what should and should not be done, or how to do a certain function, etc.

C. The whole premise of this format is short, concise, clearly written lines of text that simply and clearly explain the subject matter.

D. There should be no more than one sentence per line.

E. Only single spacing is used.

9. **TABLE OF CONTENTS** - See the following example:

PROFESSIONAL STANDARDS BUREAU MANUAL

TABLE OF CONTENTS

	Policy Number	Revised
SECTION A – Administration		
General Administrative Rules	A-1	03/16
Staff Responsibilities	A-2	03/16
Filing Procedures	A-3	03/16
Administrative Complaint Control Form Procedures	A-4	03/16
Emergency Procedures Plan	A-5	03/16
Emergency Mobilization Plan	A-6	07/12
Release of Professional Standards Bureau Reports	A-7	03/16
Administrative Reports Supervisor Responsibilities	A-8	08/14
City Council Request Procedures	A-9	03/16
Section B – Investigations		
Investigators Responsibilities	B-1	03/16
Internal Investigations Procedures	B-2	08/14
Polygraph Examinations	B-3	08/14
Drug Screen Examinations	B-4	08/14
Shooting Investigations	B-5	08/14
Investigator-in-Training Program	B-6	08/14
Brady Review	B-7	08/14
Out-of-State Shooting	B-8	08/14

PROFESSIONAL STANDARDS BUREAU MANUAL

TABLE OF CONTENTS (Continued)

Section C – Inspections

Authority and Procedures C-1 03/16
Audit Procedures C-2 03/16
Non-Audit Services C-3 03/16
Drug Destruction Committee.....C-4 03/16
Gun Destruction Procedures.....C-5 03/16
Escheat Procedures.....C-6 03/16
Controlled Substance Screening C-7 03/16
Rifle Policy C-8 03/16

Section D – Policy Unit

Organization, Functions, Duties, and Responsibilities D-1 03/16
Preparation of Department Forms and Operations Orders D-2 03/16

1. **EXAMPLE OF POLICY HEADER**:

PROFESSIONAL STANDARDS BUREAU		
Subject: Organization, Functions, and Duties		Policy Number A.01
PHOENIX POLICE DEPARTMENT	Rev. 10/17	PAGE 1

2. Format (type of font and text size) that is recommended for the header:

BOLDED AND CAPITALIZED (Arial font 14)		
Subject: Bolded and Title Case (Arial 12 font)		Policy Number A.01
BOLDED AND CAPITALIZED (Arial 12 font)	(Arial 12 font)™	PAGE 1

3. As well as the above, below are more examples of how divisions/bureaus may customize the header for their policies:

PROFESSIONAL STANDARDS BUREAU		
Subject:		Policy Number 0.0
PHOENIX POLICE DEPARTMENT	Rev. 10/17	PAGE 1

PROFESSIONAL STANDARDS BUREAU		
Subject:		Policy Number 0.0
PHOENIX POLICE DEPARTMENT	Rev. 10/17	PAGE 1

PROFESSIONAL STANDARDS BUREAU		
Subject:		Policy Number 0.0
PHOENIX POLICE DEPARTMENT	Rev. 10/17	PAGE 1

PROFESSIONAL STANDARDS BUREAU		
Subject:		Policy Number 0.0
PHOENIX POLICE DEPARTMENT	Rev. 10/17	PAGE 1

4. **EXAMPLE OF ADDENDUM HEADER**:

PROFESSIONAL STANDARDS BUREAU		
Subject: Organization, Functions, and Duties		Policy Number A.01
PHOENIX POLICE DEPARTMENT	Rev. 10/17	ADDENDUM A PAGE 1

1. **EXAMPLE OF LONG-STYLE ADDENDUM HEADER**:

2. This addendum is often used for long tables, for example:

Phoenix Police Department's Operations Orders Section 2.19 is restricted, and is not available for dissemination to the general public.

1. **GENERAL INFORMATION**

A. The Professional Standards Bureau (PSB) Inspections Unit conducts tasks within the Department to include:

(1) Scheduled Department audits and special audits directed by executive management.

(2) Non-audit services and compliance/proactive inspections.

2. **DEFINITIONS**

A. Audits: Conducted internally by the PSB Inspections Unit based on Generally Accepted Government Auditing Standards (GAGAS).

(1) Audits generally fall into three categories:

- Financial
- Attestation (to affirm or certify a process or procedure)
- Performance/compliance

(2) All audits must contain the following elements:

- Audit plan
- Audit program
- Audit report
- Work papers
- Recommendations (as needed)
- Management response

B. Reports: Completed by PSB or other personnel which are categorized as non-audit services in nature and do not meet the above criteria for an audit.

C. Inspection: Independent and objective observation of a function and/or documentation to determine compliance with policy.

D. Study: Independent and objective research to provide information or data to a requesting party which may not include field work.

E. Inventory: Reconciliation of items.

F. Escheat: "Reversion of property to the State". Reconciliation of seized funds for deposit in a City account conducted by PSB Inspections Unit.

G. Gun Destruction: Reconcile seized guns for destruction and oversee their destruction conducted by PSB Inspections Unit.

H. Drug Destruction: Reconcile seized drugs for destruction and oversee their destruction conducted by PSB Inspections Unit.

3. **PSB AUDITS/FOLLOW-UP AUDITS:**

A. General Guidelines:

(1) If necessary or requested, a pre-audit meeting will be held with the affected assistant chief.

(a) A risk assessment analysis will be discussed as well as items of concern the assistant chief may have.

3. A. (1) (b) Any differences regarding the audit plan will be resolved by the executive assistant chief if necessary.

(2) The audit plan will be submitted for approval to the PSB commander.

(3) PSB inspectors will conduct the "field work" portion of the audit/follow-up audit.

(4) An audit/follow-up audit program and work papers will be created and maintained by PSB.

(5) If necessary, PSB inspectors may conduct an exit meeting to discuss findings and recommendations.

(6) Once a "draft" copy of the audit/follow-up audit is completed, it will be forwarded to the affected assistant chief.

(7) PSB inspectors will meet with the affected assistant chief for a closing conference upon completion of an audit, or if needed upon completion of a follow-up audit. Any issue of concern which cannot be reconciled in the meeting will be forwarded to the executive assistant chief for resolution.

- A closing conference will not be required if there are no recommendations or issues to be discussed, or if an assistant chief declines.

(8) If the audit recommends action, a formal response (action plan) is required from the affected assistant chief, including target dates for implementation of the recommendation, within 30 days of the report being forwarded to the assistant chief.

(a) The audit response will be evaluated by PSB inspectors to assure the action plan properly addresses the recommendation; in addition, the timing of the action plan will be evaluated; managers should address "high risk" items promptly.

(b) In the event the affected assistant chief does not concur with a recommendation, or in the event there is a disagreement between the audited party and PSB on an action plan item, discussions will be held to reach an agreement; if needed, a final decision will be made by the executive assistant chief.

(9) PSB inspectors will conduct a **follow-up** audit in six to nine months after the final audit is published to determine what action was taken regarding the recommendations and responses in the initial audit.

(10) The finalized "draft" audit along with the response will be forwarded to the affected assistant chief for signatures.

- The Inspections Unit will finalize the audit or follow-up audit and submit a final copy to the appropriate assistant chief for distribution.
- The final audit report will be kept on file in PSB.

B. <u>Audit Schedules:</u>

(1) The audit schedule for all audits will be on a one (1) to three (3) year cycle to include the audit of all divisions within the Department.

(2) The Inspections Unit will create the audit schedule.

(3) An audit committee will meet annually during the last quarter of the calendar year or as needed.

3. B. (4) The committee will consist of the following individuals, as well as additional members, as needed, with the approval of the Police Chief or designee.

- Executive assistant chief
- Legal Unit
- PSB commander
- PSB Inspections Unit lieutenant

(5) The audit committee has the following responsibilities:

- Provide oversight and policy guidance to the Inspections Unit
- Recommend audits of divisions or bureaus/precincts, or special request audits
- Identify specific areas for consideration during the audit schedule based on risk assessment of Department activities

(6) Revisions may be made to the audit schedule by the Inspections Unit as needed.

(7) Special request audits may be requested by the audit committee with the approval of an assistant chief.

- The Inspections Unit will consult with the executive assistant chief to obtain approval to conduct the audit.
- Approval may be based on, but not limited to, the complexity of the audit, personnel requirements, and current unit priorities.

4. **NON-AUDIT SERVICES/PROACTIVE INSPECTIONS**

A. Non-audit reports and proactive inspections provide independent, objective feedback on police operations; in many cases, inspectors identify opportunities to improve processes and systems and make recommendations for corrective action.

B. If a response date is stated in a report or memorandum, assistant chiefs or bureau/precinct commanders/administrators are required to respond by the documented deadline.

- If unable to respond within the required time period, the PSB Inspections Unit lieutenant shall be notified.
- The date the response is received in PSB is considered the response date.

C. Proactive inspectors assigned to the PSB Inspections Unit are responsible for:

- Conducting proactive/random inspections as stated in the PSB manual.
- Coordinating the Precinct Inspections program.
- Submitting a quarterly report to the affected assistant chief/s.
- Briefing the assistant chief/s regarding audits and reports conducted within their division.
- If necessary, brief the executive assistant chief regarding all audits and reports conducted within the Department.

5. **YEARLY CAPITAL INVENTORY**

A. The Property Management Bureau (PMB) Supply Section will be responsible for ensuring all City-owned capital and low value assets utilized by the Department receive an inventory number, and will account for all assets by conducting random inventories biannually.

- The findings of these inventories will be reported to PSB as listed in section 7 of this order, and to the City auditor annually as established in Administrative Regulation (AR) 5.13.

5. B. Inventory Requests

(1) PMB will provide each bureau/precinct with a detailed memorandum listing assets for inspection.

(2) Each bureau/precinct will be required to physically account for each item on the list, or indicate the disposition of any missing item/s.

(3) The completed inventory, copies of any Asset Transfer forms, Asset Retirement forms, or Incident Reports (IRs) will be returned to PMB before the date indicated on the cover memorandum.

C. Missing Assets

(1) PMB will prepare a list of missing assets to forward to affected bureaus/precincts requesting disposition information. Bureaus/precincts will exhaust all efforts to locate missing assets.

(2) If unable to locate missing assets, a report documenting the lost/stolen property, along with a memorandum, will be completed and forwarded through the chain of command to the bureau/precinct commander/administrator prior to forwarding a copy to PMB.

6. **NON-PSB AUDITS/REPORTS**

A. Audits and reports conducted by personnel not assigned to PSB, to include external agencies, shall be reported in a memorandum to the PSB commander.

- Notify the City Auditor Department in accordance with AR 3.13
- This does not include reports/inspections conducted by Inspections lieutenants under the proactive inspections program.
- The memorandum must be endorsed by the commander/administrator of the affected bureau/precinct and must include a PSB audit/report number.
- PSB audit/report numbers must be obtained, at the time the audit/report is initiated, by calling PSB at 602-262-4580 during business hours, or by email to the PSB Inspections Unit.

B. The objective of this procedure is to:

- Provide assistance by PSB or the City auditor if needed.
- Reduce the possibility of duplication of efforts by different work units.
- Improve overall management of Department resources.
- Provide a “best practices” approach for Department operation.

C. At the conclusion of any audit/report a copy of the final report shall be forwarded to the PSB Inspections Unit for review and filing.

7. **CITY AUDITOR**

A. As requested by the Police Chief, the PSB Inspections Unit will be audited/peer reviewed by the City auditor.

B. The Inspections Unit will maintain a liaison with the City auditor and provide assistance as requested.

1. **GENERAL INFORMATION**

A. This policy applies to authorized personnel who access RMS information, and Arizona Criminal Justice Information System (ACJIS) and Arizona Crime Information Center (ACIC)/National Crime Information Center (NCIC) information through the Centrally Linked Information for Public Safety (CLIPS™) application.

B. Only personnel with a Terminal Operator Certification (TOC) are allowed access to RMS or CLIPS™ which contains confidential and personal identifying information.

C. Fingerprint based criminal history and stringent background checks are required for all personnel who access RMS or CLIPS™.

D. The Department is considered an "interface agency" to the Arizona Department of Public Safety (DPS) and the Federal Bureau of Investigation (FBI) Criminal Justice Information Services (CJIS) Division and is therefore subject to rules and regulations imposed by those agencies.

2. **RMS OR CLIPS™ ACCESS**

A. RMS or CLIPS™ access will be:

- Based upon the user's role within the Department.
- Authorized based on the least privilege required to perform assigned tasks.
- Granted only if approved by the supervisor of the user and System Security Officer (SSO).
- Authorized only if the user has undergone fingerprint based background checks (state and federal) with no criminal history that would preclude employment

B. All personnel authorized to access RMS or CLIPS™ must obtain a Level A, B, C, D, or E TOC issued by DPS, based on the user's role within the Department.

NOTE: Authorized personnel must renew their TOC every two years.

C. RMS or CLIPS™ access is limited to law enforcement related responsibilities/duties.

D. Requests – All requests for RMS or CLIPS™ access or updates to RMS or CLIPS™ access must be documented on the RMS or CLIPS™ Access Request Form 80-581D.

(1) The RMS or CLIPS™ Access Request form must be:

(a) Approved by the user's immediate supervisor.

- All requests for "Locked" access must also be approved by the user's commander/administrator **and** the commander/administrator of the "locked unit/bureau".

(b) Submitted to the SSO in the Information Services Unit (ISU).

(c) Retained for the life of the user's employment.

E. Transfers – When personnel are reassigned or transferred to other positions within the Department, appropriate actions such as, closing or establishing accounts and changing access authorizations, will occur upon notification of the transfer.

F. Retirements/Terminations - Upon notification of an authorized user's retirement/termination, authorized personnel or processes will disable all user IDs.

2. G. Misuse of RMS or CLIPS™ Access - The Professional Standards Bureau (PSB) will investigate all alleged misuse of the RMS or CLIPS™ and/or the information contained within RMS or CLIPS™.

3. **RMS OR CLIPS™ USER ACCOUNTS**

   A. A "User" account will be established for each authorized user requiring access to RMS or CLIPS™ and each account will have a unique user identification (ID).

      (1) Authorized users include:

         (a) Department employees including reserve officers

         (b) City employees: City Prosecutor's Office, City Court, and Fire Department personnel

         (c) Non-employees:

            - Interns and in some cases, consultants and contractors when start and end dates are known
            - Temporary personnel on contract from a temporary service agency assigned to supplement existing staff
            - Volunteers working set hours and days for an unknown length of time

   B. RMS or CLIPS™ will authenticate each user's identity in a manner consistent with RMS's or CLIPS's protection requirements.

      - Advanced authentication will be utilized when remotely accessing the Department's network, RMS, or CLIPS™.

   C. For systems containing personally identifying or restricted law enforcement information, the system will force an automatic lock-out after three (3) unsuccessful logon attempts.

      - User access will be reactivated by the SSO or authorized personnel in ISU after verifying the user's identity.

4. **SUSPENDING USER ACCOUNTS** – If necessary, authorized personnel or processes will suspend user accounts after 60 days of non-use.

   - User accounts will be reactivated by an ISU supervisor after verifying the user's identity.

5. **OTHER SYSTEMS ACCESS** – Authorized RMS or CLIPS™ users may also have access to Arizona Computerized Criminal History (ACCH), Coplink, and Arizona Motor Vehicle Division (MVD) information.

6. **REQUESTS FROM OTHER AGENCIES TO ACCESS RMS** - Other local law enforcement agencies requesting to utilize RMS will be approved if all of the below apply:

   A. There is an up-to-date Intergovernmental Agreement (IGA) between the Department and the requesting agency

   B. The requesting agency is a certified law enforcement agency

   C. The requesting agency's personnel have TOC numbers issued by DPS.

7. **COMPLIANCE AUDITS** – The City Auditor Department may conduct periodic audits to evaluate compliance with the requirements set forth in this order.

1. **GENERAL INFORMATION**

A. This policy applies to authorized personnel who access information through the Computer Aided Dispatch (CAD) system, its sub-systems, and any external systems/applications/ databases, to include but not limited to, the:

- Administrative sub-system
- Arizona Criminal Justice Information System (ACJIS)
- Arizona Crime Information Center (ACIC)/National Crime Information Center (NCIC)
- Arizona Department of Transportation (ADOT) Motor Vehicle Division (MVD)
- Automatic Number Identification/Automatic Location Identification (ANI/ALI) system
- Centrally Linked Information for Public Safety (CLIPS™) application
- Department's records management system (RMS)
- GEOBASE database
- Motorola Air Traffic Information Access (ATIA) data feed

B. Only personnel with a Terminal Operator Certification (TOC) are allowed access to the CAD system which contains confidential and personal identifying information.

C. Fingerprint based criminal history and stringent background checks are required for all personnel who access the CAD system.

D. The Department is considered an "interface agency" to the Arizona Department of Public Safety (DPS) and the Federal Bureau of Investigation (FBI) Criminal Justice Information Services (CJIS) Division and is therefore subject to rules and regulations imposed by those agencies.

2. **CAD ACCESS**

A. Licenses - All CAD license ownership resides with the Communications Bureau.

- The CAD administrator will review and approve all requests for CAD installations based upon the business need and available licenses.
- Approved requests for license funding and purchases will be managed by the CAD administrator and the Communications Bureau.
- The installation location of CAD must comply with CJIS Privacy and Security policy requiring computer equipment to be maintained in a secure location to prevent access/ viewing by unauthorized personnel.

B. CAD access will be:

- Based upon the user's role within the Department.
- Authorized based on the least privilege required to perform assigned tasks.
- Granted only if approved by the supervisor of the user and CAD administrator or designee.
- Authorized only if the user has undergone fingerprint based background checks (state and federal) with no criminal history that would preclude employment.

C. All personnel authorized to access CAD must obtain a Level A, B, C, D, or E TOC issued by DPS, based on the user's role within the Department.

NOTE: Authorized personnel must renew their TOC every two years.

D. CAD access is limited to law enforcement related responsibilities/duties.

2 E. Requests – All requests for CAD access must be submitted by the user's supervisor via the Service Desk application on PolicePoint and will be processed during normal business hours by the CAD administrator or designee.

EXCEPTION: For urgent after hour requests, contact the Information Technology Bureau (ITB) Operations.

- The IT Service Desk CAD Account Request Template must include the following information:

  * User's serial number
  * User's network identification (ID)
  * User's assignment /role
  * Written authorization and business need justification by the user's supervisor
  * Date of expiration (for temporary assignments)

E. Transfers – When personnel are reassigned or transferred to other positions within the Department, appropriate actions such as, closing or establishing accounts and changing access authorizations, will occur upon notification of the transfer.

F. Retirements/Terminations - Upon notification of an authorized user's retirement/termination, authorized personnel or processes will disable all user IDs.

G. Misuse of CAD Access - The user's supervisor will determine if the misuse is a major information technology (IT) or CJIS security violation or a minor Department policy violation.

(1) Major violations will be referred to the Professional Standards Bureau (PSB) for investigation.

(2) Minor policy violations will be handled by the user's supervisor.

3. **CAD USER ACCOUNTS**

A. A "User" account will be established for each authorized user requiring access to CAD and each account will have a unique user ID.

(1) Authorized users include:

(a) Department employees including reserve officers

(b) Non-employees:

- Interns and in some cases, consultants and contractors when start and end dates are known
- Volunteers working set hours and days for an unknown length of time

B. The CAD system will authenticate each user's identity in a manner consistent with CAD's protection requirements.

C. Security Groups - User accounts will be assigned a CAD security group and NCIC security group that provides access to specific commands, forms, and tools.

* Security group assignments will be based upon employee classification, specific job duty, and/or assignment.
* Any changes to a user's security groups must be authorized by the CAD administrator.

4. **SUSPENDING USER ACCOUNTS** – A user's account will automatically be suspended after 90 days of non-use.

   - Requests to reactivate a suspended CAD account must be submitted by the user's supervisor via the Service Desk application on PolicePoint.

5. **REVIEWING ACCOUNTS** - The CAD administrator will review the database of user accounts every 90 days to ensure access remains appropriate.

   A. Outdated or inappropriate access privileges will be revoked and documented.

   B. A review of all CAD licenses and their bureau assignments will occur biannually or as necessary.

6. **COMPLIANCE AUDITS** – The City Auditor Department may conduct periodic audits to evaluate compliance with the requirements set forth in this order.

1. The objective of this policy is to establish procedures regarding employees involved in a serious incident as defined in this policy, and how and to whom notifications will be made.

2. **DEFINITIONS**

A. Serious Incidents	• Officer-involved shootings (does not apply to animal shootings), in-custody deaths, and in-custody serious injuries (hospitalization)
B. Primary Briefing	• Conducted by the on-scene supervisor at a confidential location (inside a building, mobile activity command [MAC] van, etc.) and will include a detailed dissemination of the information available on the incident
C. Secondary Briefing	• Conducted by a person designated by the on-scene supervisor and will be a general information session.

3. **NOTIFICATIONS**

A. In addition to other notifications made by the duty commander and/or the Communications Bureau, the duty commander or designee will notify the below labor associations'/unions' on-call representatives from a list maintained by the duty commander, designee, or the Communications Bureau:

- Phoenix Law Enforcement Association (PLEA)
- Phoenix Police Sergeants and Lieutenants Association (PPSLA)
- If applicable, civilian labor association/union

(1) One representative from each notified labor association/union may respond to the scene and attend the secondary briefing conducted by a person designated by the on-scene supervisor.

- The labor association/union representative who responds to the scene **will not** be the representative who directly represents the affected employee during the investigation.

4. **GENERAL PROCEDURES**

A. To determine existing threats to the public and identify transitory evidence that must be preserved, the first on-scene supervisor will collect critical, fleeting information in the immediate aftermath of a serious incident by obtaining a "Public Safety Statement" from the involved employees who are able to provide a "Statement."

(1) The supervisor should separately obtain a "Public Safety Statement" from each involved officer which the supervisor will document in an Incident Supplement.

(2) The below example questions can be used to obtain the "Public Safety Statement":

(a) Have you been involved in an officer-involved shooting?

(b) Is anyone injured? If so, where are they?

(c) Are there any outstanding suspects? If so:

- Can you provide a description, direction, and mode of flight?
- How long ago did the suspect/s flee?
- Were they armed? If so, what were they armed with?

(d) Did the suspect/s fire at you? If so:

- Where was the suspect?
- Where were you?

4. A. (2) (e) Where were you when you fired at the suspect? Where was the suspect?

(f) Did you move during the encounter? If so, from where to where?

(g) Are you aware of weapons or evidence that needs to be secured or protected?

(h) Are you aware of any witnesses? If so, where are they?

B. Once a "Public Safety Statement" has been obtained, the involved employees will remain on scene, and if not already separated, will be separated and an uninvolved supervisor will be assigned to each involved employee as soon as possible.

- This is necessary to provide one-on-one support, avoid common discussion, and to maintain the integrity of the investigation.

C. Access to the involved employee/s while on scene will be restricted to the following personnel:

- Designated supervisor
- Critical Incident Stress Management (CISM) personnel/chaplain
- Labor association/union representative, upon request of the employee
- Violent Crimes Bureau (VCB)
- Professional Standards Bureau (PSB) representative/s
- If applicable and upon request of the employee, an attorney

D. Employees involved in a serious incident <u>will not</u> be allowed to talk to another employee who is also involved in the incident.

E. Involved employees will be permitted and encouraged to call their spouses, significant others, or other family members as soon as practical after a serious incident.

- If the employee has been seriously injured/killed, the employee's family/significant other should be contacted in person by a designated employee who personally knows the involved employee and/or family.
  - The designated employee will provide necessary transportation and other requested assistance.

F. If requested, involved employees will be permitted to contact a labor association/union representative.

(1) Prior to the investigation, conversation between the involved employee and labor association/union representative will remain within the scope of allowed representation.

(2) Labor association/union contact may be by telephone or in person.

G. If a CISM team is dispatched, additional one-on-one support should be encouraged and provided to the employees involved in a serious incident.

H. <u>Employees Wearing Body-Worn Cameras</u>

(1) An employee who is wearing a body-worn camera and who is involved in a serious incident will not access or view the recorded body-worn camera video until the video is released by the criminal investigators.

(2) Employees involved in a serious incident and who are wearing body-worn cameras will not be permitted to view body-worn camera video captured by other users.

4. H. (3) Following a serious incident, the involved employees' body-worn cameras will be provided to criminal investigators who will be responsible for uploading any recordings.

5. **ON-SCENE BRIEFINGS**

A. Primary Briefing - The following personnel will participate in the primary briefing:

- Assigned criminal investigators
- Department management
- County Attorney's Office representative
- PSB investigator/s and supervisor/s
- Department media relations personnel

B. Secondary Briefing - The following personnel may participate in the secondary briefing:

- Applicable labor association/union representative/s
- CISM coordinator or designee
- Any other interested parties who are allowed by the on-scene supervisor

1. **GENERAL INFORMATION**

A. The Police Chief will determine transfers and establish methods and processes by which transfers are completed.

(1) The Police Chief will have the right to transfer employees within the Department in a manner most advantageous to the City.

(2) The Office of Administration is responsible for the review and approval of transfers, and reserves the right to amend or change any transfer.

(3) The Police Chief will be the final approving authority regarding all transfers.

(4) The transfer list is generated by staff members of the Fiscal Management Bureau (FMB).

B. When seeking a transfer, it is the employee's responsibility to research the assignment by examining the appropriate reference material and talking with employees/supervisors within the desired division/bureau/precinct to determine suitability for the assignment.

C. Career management is the responsibility of the employee.

D. All transfers will be made with prime consideration for the good of the Department.

E. The guidelines established within this policy do not apply to temporary employees.

2. **DEFINITIONS**:

A. Transfer	An employee's change of assignment
B. At-Request Transfer	When a non-probationary employee requests, and is granted, a transfer
C. Good-of-the-Department (GOD) Transfer	A transfer initiated by management
D. Detective Eligibility	An officer who has successfully completed an Investigator Training course offered by the Department, Maricopa community college, or an equivalent course certified by AzPOST prior to April 1, 2012 • Effective April 1, 2012, officers who do not meet the above criteria must successfully complete an 80-hour or more Investigator Training program offered through a Maricopa community college.
E. Detective Certified	Has worked satisfactorily in a case-carrying detective assignment for at least one year
F. Detective Assignment	An investigative position responsible for the follow-up investigation of crimes
G. Case-Carrying Detective Assignment	An investigative position responsible for the management and investigation of multiple criminal cases to their completion, and the assignment of their final status
H. Effective Date of Transfer	Date the transfer process was completed and the employee moved into the new position
I. Official Opening Date	Date established by the executive assistant police chief or designee to fill a vacancy • For positions utilizing the Seniority Selection Process outlined in Addendum E of this order and not advertised in the Transfer Opportunities Bulletin (TOB), this date will be the **only** date for consideration of transfers requests submitted at least two (2) weeks prior.

2. **DEFINITIONS**: (Continued)

J. Selection Process	An established process used to fill an opening • Selection Process #1 - Addendum B of this order • Selection Process #2 - Addendum C of this order • Civilian Selection Process - Addendum D of this order • Seniority Selection Process - Addendum E of this order
K. Specialty Position	An assignment other than a first responder (beat and squad area responsible) patrol officer/sergeant and/or when a selection process other than the Seniority Process in Addendum E is used to fill a vacancy • Refer to Addendum A for a list of the patrol precincts' positions and the selection processes used to fill openings.
L. Work Unit for Purpose of Transfer	A bureau/precinct/unit which has multiple squads having the **same** job description/ duties and selection process **EXAMPLE**: [1]Mountain View Precinct is a work unit - All the patrol squads (71A, 72G, 73K, etc.) have the same job description/duties and the same selection process. [2]Special Assignments Unit (SAU) is a work unit - SAU has multiple squads having the same job description/duties and the same selection process. • Transfer requests within a work unit for open positions (must have same job qualifications) will be given primary consideration when filling openings; transfer requests from outside the work unit will be given secondary consideration. **NOTE**: Does not apply to non-specialty patrol sergeant/lieutenant positions (see section 5.A of this order). • If the opening to be filled within a bureau/precinct/unit is separate because it has its own job description/duties and selection process, any eligible employee may apply in accordance with this policy. • Refer to Addendum A and/or Addendum F of this order for a breakdown of "work units for the purpose of transfer", requirements, and selection processes.

3. **GENERAL TRANSFER PROCEDURES** - All transfers will occur on Mondays.

A. Transfer Request Guidelines

(1) All employees **will** use the Transfer Request Form 80-515D when requesting a transfer from one position to another, even when the transfer is to a position where a memorandum and/or résumé is requested.

(a) Employees who have a current Transfer Request form on file for an advertised position are not required to submit an additional Transfer Request form.

- Additional documentation may be required according to the Transfer Opportunities Bulletin (TOB) advertisement.

(2) Employees may submit a Transfer Request form for any position they are interested in at any time.

(3) Employees may have unlimited Transfer Request forms on file; however, employees are responsible for managing their Transfer Request forms and should only apply for positions of genuine interest.

(4) A Transfer Request form may be as general or specific as desired.

3. A. (4) (a) A request to transfer to any position within a division/bureau/precinct or a request for any shift 1, shift 2, or shift 3, would be considered generic and will mean willingness to accept the first available opening.

- Indicate parameters, such as "Any shift 1" or "No shift 3", in the Comments section.

(b) A request for a squad or detail is considered specific and the request will only be considered if an opening becomes available for that squad or detail; this includes when multiple squads are listed on a single Transfer Request form.

(5) The Transfer Request forms should be promptly signed and forwarded through the chain of command for processing; refer to section 3.B below.

- Supervisors should make comments reference the employee's suitability for the requested position; comments should be information already documented in supervisor notes, the employee's file, or performance evaluations.

(6) When a position **is not** advertised in the TOB, Transfer Requests forms signed by the bureau/precinct commander/administrator and on file with the bureau/precinct administrative sergeant or designee as of noon Monday, two (2) weeks prior to the **official opening date**, will be considered first for that particular position (see section 7.A of this order for positions not requiring advertisement).

- Transfer Request forms submitted less than two (2) weeks before the official opening date may be considered if no other Transfer Request forms are on file as outlined above.

(7) When a position **is** advertised in the TOB, Transfer Requests forms will be submitted by the closing date of the advertisement.

(8) All signed Transfer Request forms are to be forwarded to Fiscal Management Bureau (FMB) by noon on Wednesday the week prior to the effective date of the transfer.

B. Routing and Maintenance of Transfer Request Form

(1) Once submitted and signed by the employee's chain of command, Transfer Request forms will be distributed as indicated:

- ORIGINAL - Sent to the bureau/precinct housing the desired position
- COPY - Given to the requesting employee

(2) Bureau/precinct commanders/administrators will maintain a file of all Transfer Request forms for positions within their bureau/precinct.

(3) Upon transfer approval, bureau/precinct commanders/administrators will sign the Transfer Actions section of the Transfer Request form.

- The original Transfer Request form will be routed to FMB.
- Copies will also be made and distributed as necessary.

(4) Position transfers from one bureau/precinct to another require written approval of the affected assistant chiefs.

- This authority will not be delegated.

C. Duration/Rescinding of Transfer Request Forms - It is the employee's responsibility to rescind all unwanted Transfer Request forms when they are no longer desired.

(1) All Transfer Request forms will expire January 31st of each year.

3. C. (2) Employees may rescind a Transfer Request form at any time prior to the date/time listed in section 3.C.(3) below, by directing a written notice/email to their supervisor.

- Once received by the employee's supervisor, the written notice/email will be forwarded to the requested transfer location.
- The original Transfer Request form and the written notice/email will be placed in a rescind file until January 31st, at which time it will be purged.

(3) The last possible date to rescind a Transfer Request form is 5:00 p.m. on the Monday one week before the transfer; for example, if an employee is scheduled to transfer on Monday, November 25th, the last possible date to rescind the Transfer Request form is Monday, November 18th before 5:00 p.m.

- The employee may rescind the transfer at a later time **only** if they did not receive adequate notice of the transfer in verbal and/or written form.
- This rescinding procedure does not apply to the Communications Bureau Unit III employee's annual re-bid for positions; see the appropriate Memorandum of Agreement (MOA)/Memorandum of Understanding (MOU) for more information on notification requirements.

D. Length of Time Required in Assignment

(1) Non-Probationary Employee **At-Request Transfer** **Basic Requirements And Exceptions**	• Employees who accept an At-request transfer or a transfer to a specialty position (with or without a list) **will** remain in that assignment for a **minimum** of one (1) year. • Employees may submit a Transfer Request form at any time; however a new transfer **will not** be granted until twelve months have passed since accepting their current assignment (this may result in an employee being passed over until he/she has met the current time in assignment requirement and is eligible). Exceptions To The Mandatory One-Year Rule: • Employees requesting a transfer to patrol (seniority process) from a specialty position • Employees assigned to patrol (seniority process) requesting a transfer to a specialty position, with or without a list • Employees requesting a transfer to a specialty position where only one candidate submitted a request for transfer and successfully completed the process for the position (requires assistant chief approval) • Employees who are going to be promoted • Newly created positions for job descriptions that do not currently exist
(2) Non-Probationary Employee **At-Request Transfer** **One-Time Reassignment**	• After accepting an At-request initial transfer, an employee may request one (1) additional reassignment within the "work unit for the purpose of transfer" without being required to stay in the initial assignment for a minimum of one (1) year. * Reassignment **will only be granted** when the position has the **same** job description/duties and selection process. • When an employee accepts a position from a specialty assignment eligibility list, the employee may submit a Transfer Request form to a position within the "work unit for the purpose of transfer". **EXAMPLE**: An officer is placed on the SAU list, is selected from the list, and accepts an opening on one of the SAU squads. Once assigned, the officer may submit a Transfer Request form to another SAU squad. • The following situation is not eligible for the one-time reassignment: * When an employee has requested and received a specific assignment, such as 63J or 53G • Once the employee accepts the reassignment, they are required to stay in that position for one (1) year.

3. D. Length of Time Required in Assignment (Continued)

(3) Non-Probationary Employee **GOD Transfer**	Exceptions: • When the employee is going to be promoted • When there is an operational need to return the employee to their previous position, the current commander may transfer them to their former position • After a GOD transfer, the employee may request an additional transfer without being required to stay in the initial assignment for a minimum of one (1) year.
(4) Probationary Employee	• Probationary employees cannot submit a Transfer Request form until 11 months have passed, and a new transfer will not be granted until they have completed their probationary period.

4. **TEMPORARY TRANSFERS**

A. Criteria for Selection of Personnel - Employees requesting a temporary transfer must meet the following criteria:

- Must not be on probation
- Must not presently be the subject of an ongoing investigation for alleged misconduct
- Must have received an overall rating of "Met" on their most recent performance rating
- Must have their supervisor's approval

B. Eligibility

(1) Employees may be transferred on a temporary basis to any position within their job class with approval of the bureau/precinct commander/administrator.

(a) This transfer will be accomplished to meet Department staffing needs and other special needs.

(b) This will also be accomplished when the transfer of an employee would benefit an ongoing investigation or special enforcement program.

(2) Temporary transfers may be made for the good of the Department or at the request of the employee for career development.

(3) If the temporary transfer involves two (2) bureaus, the transfer must be approved by both bureau/precinct commanders/administrators or their designee.

C. Duration of Temporary Assignments

(1) Temporary transfers will normally not exceed 30 days.

(2) Temporary transfers will require approval of the affected bureau/precinct commander/ administrator and completion of transfer paperwork.

5. **GENERAL TRANSFER QUALIFICATIONS**

A. Patrol Precinct Squad Positions (Sergeant/Lieutenant) - Patrol precinct squad positions (excluding patrol specialty positions) will be filled by any Department sergeant/lieutenant off probation who has a current Transfer Request form on file two (2) weeks prior to the official opening date (see section 2 of this order for definition).

(1) The sergeant/lieutenant with the most seniority in rank will be selected to fill the position.

(2) If no Transfer Request forms are currently on file, those submitted within the two (2) week window may be considered by the precinct commander.

5. A. (3) If no Transfer Request forms are on file, or when a sergeant/lieutenant who submits a Transfer Request form within the two (2) week window is not selected to fill the position by the precinct commander, the position will be filled by a GOD transfer or a newly promoted sergeant/lieutenant.

- A newly promoted sergeant/lieutenant will remain in the position for one (1) year.

B. Specialty Officer/Sergeant/Lieutenant Transfer Qualifications - Unless otherwise indicated in Addendum F of this order, employees seeking an assignment in a specialty position (including patrol specialty positions) **must** meet the following requirements:

(1) Officers - Must have a minimum of three (3) years experience as a Phoenix police officer by closing date of the job announcement.

(a) Once probation has been completed as a Phoenix police officer, lateral and prior service certified police officers may use 50% of **other** police agency time to meet the three (3) year requirement.

EXAMPLE: Probationary year with the Department plus four (4) years with another police agency (50% of four (4) years equals two (2) years), total time is three (3) years.

(b) Former Phoenix reserve officers with no breaks in service may use 50% of their total patrol based reserve time (2080 hours equals one (1) year of career service) to meet the three (3) year requirement.

EXAMPLE: Two and a half (2 1/2) years as a Phoenix police officer (career) plus 2080 hours as a Phoenix reserve patrol officer (50% of 2080 hours equals 1040 hours which equals six (6) months), total time is three (3) years.

(c) Documentation of time served must be included with the Transfer Request form.

- Prior service and reserve time **cannot** be used to meet the time in classification requirements for promotion processes.
- Prior service and reserve time does not count for any sergeant or above positions.

(2) Sergeants/Lieutenants - Must have completed probation as a Phoenix police sergeant/lieutenant by the effective date of the transfer.

(3) Have a minimum overall rating of “met” on their last two (2) performance evaluations.

- Scheduled and unscheduled performance evaluations will be reviewed and considered as part of the transfer process.

(4) Have no past or pending discipline for a written reprimand of a relevant nature, suspension or demotion that would, in the opinion of the gaining division chief, adversely impact an employee’s ability to effectively carry out the requested assignment.

- Employees who are on a specialty/certified transfer list, and who engage in any misconduct (as specified in section 5.A.(3) above), may be passed over.
- The Police Chief will review all instances in which an employee is passed over on an existing list due to issues related to misconduct/discipline as described in this order.

NOTE: See the current MOA/MOU for further information regarding time limits and types of discipline that can be considered.

(5) Specific qualifications are outlined in Addendum F of this order.

6. **SPECIALTY LIEUTENANT ROTATION**

A. Lieutenant rotation applies to **all** specialty positions including patrol specialties (resource lieutenants and FTO lieutenants).

B. Maximum Length of Assignment for Specialty Lieutenant Positions

(1) Lieutenants in specialty assignments will be required to transfer to a different lieutenant position every five (5) years.

(2) There will be no extensions granted for this five (5) year scheduled rotation.

(3) Lieutenants who leave a position may not be reassigned to that position for two (2) years.

(4) Bureau commanders will furnish a list of the affected lieutenants to the appropriate assistant chief prior to January 1st of each year showing assignment anniversary dates.

- The affected lieutenants will be given a copy of the list.

(5) It is each lieutenant's responsibility to research and secure another position prior to their mandatory scheduled rotation date.

(6) Lieutenants who do not secure a new position by their five (5) year anniversary date will be reassigned by a GOD transfer.

(7) The implementation of the lieutenant rotation will begin on November 1, 2015, and all specialty positions will have five (5) years to secure a new position.

(8) Any exceptions to the lieutenant rotation policy will be at the discretion of the Police Chief.

7. **ADVERTISING REQUIREMENTS**

A. **All** current and newly created positions will be advertised in the TOB (see section 6.C. below for stipulations regarding current positions).

(1) **EXCEPTIONS** - The following positions do not have to be advertised:

(a) Positions which have already been advertised in the TOB where a list was created (as outlined in Addendum A of this order: motor list, Special Assignments Unit (SAU) list, detective bureau list, etc.), and the list has not expired or been exhausted

(b) Positions within units that have squads with different/various work hours and/or N-Days (see section 11 of this order for more information)

(c) Non-specialty patrol positions when a Transfer Request form is on file as outlined in section 3 of this order

- If no Transfer Request forms are on file, commanders will advertise openings within the precinct.
- If no qualified applicants are identified through the precinct advertisement, Transfer Request forms will be solicited via an announcement in the TOB.

B. The advertisement will include the following:

- Application period and selection process being used
- Specific position with short description of the position
- Contact person for transfer information

7. C. Only the processes and qualifications currently in policy at the time of the advertisement can be used to fill the open position/s; any proposed policy changes cannot be used until properly staffed, finalized, and distributed to employees per Operations Order 2.5, Written Directives.

   - Changes to the Transfer Policy do not qualify as emergency revisions.

8. **TESTING/PRACTICAL SPECIFICATIONS** - Any examination materials, processes, and practical information used for transfer processes will be job-related.

9. **SCHOOL RESOURCE OFFICER (SRO) TRANSFERS DUE TO GRANT AWARDS OR LOSS OF DISTRICT FUNDING**

   A. School grant funded positions are awarded by the Department of Education, and district funded positions are decided by the school districts; therefore, the Police Department has no control over these positions.

   - Grant awards are on a three-year cycle and the awards are made known approximately two (2) months in advance.
   - District funded positions are made known before the start of the new school year.

   B. When one precinct loses an SRO grant funded position/s and another precinct gains an SRO grant funded position/s or a precinct loses a district funded position/s, the below procedures will be followed regarding SRO transfers.

   (1) Seniority will determine who remains on the SRO squad in the precinct that has lost the grant/district funded position/s.

   - Unless the junior SRO/s, the SRO/s who lost their grant/district funded position/s will have the option to remain on the squad or to transfer based on the procedures outlined below in section 9.B.(2).

   (2) The junior SRO/s assigned to the precinct that lost the SRO position/s (or if applicable, the SRO/s who lost their grant/district funded position/s) will have the option to:

   (a) For grant funded position/s:

   - Transfer to a precinct that was awarded more SRO grant funded position/s
   - Go back to patrol
   - Participate in a transfer opportunity as advertised in the TOB

   (b) For district funded position/s:

   - Transfer to a precinct that has an open SRO position (if available)
   - Go back to patrol
   - Participate in a transfer opportunity as advertised in the TOB

   (c) If the SRO elects to transfer to another precinct which has gained a new SRO grant funded position or an open SRO position, it will be an At-request transfer, require the completion of a Transfer Request form, and the selection by the gaining precinct will be based on seniority.

   NOTE: The SROs who elect this option will not need to participate in an SRO selection process.

   (d) If the SRO elects to go back to patrol in their current precinct, the administrative sergeant will work with the officer to help find a suitable squad, if possible.

   (e) If the SRO elects to go back to patrol in another precinct or participate in a transfer opportunity as advertised in the TOB, the procedures outlined in section 3 of this order will be followed.

9. B. (3) The gaining SRO sergeant will determine the placement of the transferred SRO based on the needs of the schools.

C. Any new SRO grant funded position not filled by current SROs will require an advertisement in the Transfer Opportunities Bulletin (TOB) unless a current list is available as outlined in this order.

D. SRO vacancies not related to the conditions outlined in this section [section nine (9)] will follow the normal transfer procedures as otherwise outlined in this order.

10. **UNDERCOVER OFFICER/SPECIALTY DETAIL ROTATION**

A. Purpose

(1) It is recognized officers who perform extended assignments in certain specialty details are increasingly placed at risk for development of psychological and personal problems that can impact their personal and professional lives.

(2) In order to enhance performance and reduce risks to family and career, limits on the length of such assignments and procedures for rotation of personnel at prescribed intervals are established.

B. Undercover officer/specialty detail rotation applies to the following assignments:

(1) Undercover detectives assigned to the Street Enforcement Squads of the Drug Enforcement Bureau (DEB)

(2) Mayor's Protection Detail (sergeant and officers)

(3) Employee Assistance Unit (EAU) (sergeant and officers)

C. Length of Assignment

(1) The maximum length of assignment for affected positions will be:

- Five (5) years for officers/detectives assigned to the Street Enforcement Squads.
- Four (4) years for officers/sergeants assigned to the Mayor's Protection Detail and EAU.

NOTE: If desired, EAU personnel will be allowed to return to their previous assignment any time after the minimum one year requirement (see section 3.D of this order for more information on the one year requirement).

(2) The affected assistant chief may grant an extension when scheduled rotation is deemed contrary to Department interests.

- In no event will an extension exceed one (1) year.

(3) Each affected bureau commander will furnish a list to the appropriate assistant chief prior to January 1st of each year showing assignment anniversary dates for each employee affected by this rotation.

- This list will be distributed to affected personnel and their supervisors for notification purposes.

(4) Transfers of affected personnel will be made with prime consideration for the good of the Department.

(5) Rotating personnel will be assisted in obtaining assignments of their choosing to the extent possible (EAU personnel - see section 10.C.(1) above).

10. C. (6) Rotated undercover personnel - May not be considered for transfer back to an undercover assignment until they have served a minimum of one (1) year in a non-undercover capacity.

(7) Rotated Mayor's Protection Detail and EAU personnel - May not be considered for transfer back to the respective detail until they have served at least four (4) years outside the detail.

11. **UNITS THAT HAVE SQUADS WITH DIFFERENT/VARIOUS WORK HOURS AND/OR N-DAYS** - This procedure only applies to sworn positions; the procedures for civilian employees can be found in Addendum D of this order.

A. This transfer procedure applies to units containing squads with positions that have the **same** job description/duties and have different/various work hours and/or N-Days for employees within the same unit/squad, such as Front Desk or Airport Bureau officers.

B. When an opening occurs within a unit having squads that have different/various hours and/or N-Days, employees within the unit who have submitted a Transfer Request form in accordance with section 3 of this order will be given primary consideration.

- This also applies when an opening occurs within a squad with different/various work hours and/or N-days.

C. Transfers will be processed utilizing the Seniority Selection Process outlined in Addendum E of this order, and Personnel Rules 14 and 18.

- The transfer process will continue until all open positions are filled on all shifts.

D. If no Transfer Request forms are submitted by employees within the unit/squad, the opening will be filled with a Transfer Request form in accordance with the designated processes listed in Addendum A of this order, such as a list or by advertising the opening in the TOB

E. Once the transfer has occurred, it is considered an At-request transfer and the employee will be required to stay in the new position for one (1) year (exceptions to the one (1) year requirement are listed in section 3.D of this order).

12. **REVISIONS TO THIS POLICY**

A. Revisions to the main order of this policy and addenda B, C, D, and E will be reviewed and processed (if needed) no more than twice per year.

B. Revisions to addenda A and F may be processed as the need arises.

C. All revisions to the Transfer Policy and addenda will be staffed fully in accordance with Operations Order 2.5, Written Directives.

13. **TABLE OF CONTENTS/ADDENDUMS** - The following addenda accompany this policy:

A. Transfer Policy Grid	Addendum A
B. Selection Process 1	Addendum B
C. Selection Process 2	Addendum C
D. Civilian Procedures	Addendum D
E. Seniority Selection Process	Addendum E
F. Qualifications Charts	Addendum F

1. **GENERAL INFORMATION** - The following terms and abbreviations are used in the charts outlined in this addendum.

A. Category	• SPE - Specialty position • CIV - Civilian position • SEN - Position based upon seniority
B. List	• Yes - List created • No - List is not created
C. Selection Process	• Addendum B - Selection Process 1 • Addendum C - Selection Process 2 • Addendum D - Civilian Selection Process • Addendum E - Seniority Process

NOTE: Specific qualifications/prerequisites for assignments are listed in Addendum F of this order.

2. **GENERAL QUALIFICATIONS** - The following charts represent a general listing of positions, the category of the selection process used, whether or not a list is generated, and the addendum for the applicable selection process used for the position.

A. Airport Bureau

POSITION/S	CATEGORY	LIST	SELECTION PROCESS
• All sergeant positions	SPE	No	Addendum B
• Canine (K9) Unit officer position	SPE	No	Addendum B
• All other officer positions	SPE	Yes	Addendum C
• All civilian positions	CIV	Yes	Addendum D

B. Communications Bureau

POSITION/S	CATEGORY	LIST	SELECTION PROCESS
• All civilian positions	CIV	Yes	Addendum D

C. Community Engagement Bureau (CEB)

POSITION/S	CATEGORY	LIST	SELECTION PROCESS
• All sergeant and officer/detective positions	SPE	No	Addendum B
• All civilian positions	CIV	Yes	Addendum D

D. Drug Enforcement Bureau (DEB)

POSITION/S	CATEGORY	LIST	SELECTION PROCESS
• All sergeant and officer/detective positions	SPE	No	Addendum B
• All civilian positions	CIV	Yes	Addendum D

E. Employment Services Bureau (ESB)

POSITION/S	CATEGORY	LIST	SELECTION PROCESS
• Information Desk sergeant and officer positions	SPE	Yes	Addendum C
• All other sergeant and officer/detective positions	SPE	No	Addendum B
• All civilian positions	CIV	Yes	Addendum D

2. F. Family Investigations Bureau (FIB)

POSITION/S	CATEGORY	LIST	SELECTION PROCESS
• All sergeant positions	SPE	No	Addendum B
• Internet Crimes Against Children detective position	SPE	No	Addendum B
• Special Investigation detective position	SPE	No	Addendum B
• All other officer/detective positions	SPE	Yes	Addendum C
• All civilian positions	CIV	Yes	Addendum D

G. Fiscal Management Bureau (FMB)

POSITION/S	CATEGORY	LIST	SELECTION PROCESS
• All sergeant and officer/detective positions	SPE	Yes	Addendum C
• All civilian positions	CIV	Yes	Addendum D

H. Homeland Defense Bureau (HDB)

POSITION/S	CATEGORY	LIST	SELECTION PROCESS
• Administrative sergeant position	SPE	No	Addendum B
• Bomb Squad sergeant position	SPE	No	Addendum B
• Bomb Squad officer position	SPE	Yes	Addendum B
• Intelligence/Investigations sergeant and detective positions	SPE	No	Addendum B
• All other sergeant and officer/detective positions	SPE	Yes	Addendum B
• All civilian positions	CIV	Yes	Addendum D

I. Information Technology Bureau (ITB)

POSITION/S	CATEGORY	LIST	SELECTION PROCESS
• All sergeant and officer/detective positions	SPE	Yes	Addendum C
• All civilian positions	CIV	Yes	Addendum D

J. Laboratory Services Bureau (LSB)

POSITION/S	CATEGORY	LIST	SELECTION PROCESS
• All sergeant and officer/detective positions	SPE	Yes	Addendum C
• All civilian positions	CIV	Yes	Addendum D

K. Legal Unit

POSITION/S	CATEGORY	LIST	SELECTION PROCESS
• All sergeant and officer positions	SPE	No	Addendum B
• All civilian positions	CIV	Yes	Addendum D

L. Office of Administration (OOA)

POSITION/S	CATEGORY	LIST	SELECTION PROCESS
• All sergeant and officer positions	SPE	No	Addendum B
• All civilian positions	CIV	Yes	Addendum D

2. M. Patrol Operations Division

POSITION/S	CATEGORY	LIST	SELECTION PROCESS
All Patrol Precincts:			
• Administrative sergeant position	SPE	No	Addendum B
• Community Action and Neighborhood Enforcement (NET) sergeant positions	SPE	No	Addendum B
• Master Field Training sergeant and officer positions	SPE	Yes	Addendum B
• School Resource sergeant positions	SPE	No	Addendum B
• Community Action officer position	SPE	No	Addendum C
• Crime Free Multi-Housing officer position	SPE	Yes	Addendum B
• NET officer positions	SPE	Yes	Addendum C
• School Resource officer (SRO) positions	SPE	Yes	Addendum B
• Patrol sergeant and officer positions	SEN	No	Addendum E
• All other sergeant and officer positions	SPE	Yes	Addendum C
• All civilian positions	CIV	Yes	Addendum D
Central City Precinct			
• Downtown Operations Unit (DOU) sergeant position	SPE	No	Addendum B
• DOU officer position	SPE	Yes	Addendum C
South Mountain Precinct (SMP):			
• Housing Projects sergeant position	SPE	No	Addendum B
• Housing Projects officer position	SPE	Yes	Addendum C
Maryvale Precinct:			
• Cruising Enforcement Squad sergeant position	SPE	No	Addendum B
• Cruising Enforcement Squad officer position	SPE	Yes	Addendum C

N. Professional Standards Bureau (PSB)

POSITION/S	CATEGORY	LIST	SELECTION PROCESS
• All sergeant and officer/detective positions	SPE	No	Addendum B
• All civilian positions	CIV	Yes	Addendum D

O. Property Crimes Bureau (PCB)

POSITION/S	CATEGORY	LIST	SELECTION PROCESS
• All sergeant positions	SPE	No	Addendum B
• All officer/detective positions	SPE	Yes	Addendum C
• All civilian positions	CIV	Yes	Addendum D

P. Property Management Unit (PMU)

POSITION/S	CATEGORY	LIST	SELECTION PROCESS
• Administrative sergeant position	SPE	No	Addendum B
• Property investigations officer	SPE	Yes	Addendum C
• Property sergeant	SPE	No	Addendum C
• All civilian positions	CIV	Yes	Addendum D

Q. Public Affairs Bureau (PAB)

POSITION/S	CATEGORY	LIST	SELECTION PROCESS
• All sergeant and officer positions	SPE	No	Addendum B
• All civilian positions	CIV	Yes	Addendum D

2. R. Public Record and Services Unit

POSITION/S	CATEGORY	LIST	SELECTION PROCESS
• Sergeant and detective positions	SPE	No	Addendum B

S. Strategic Information Bureau (SIB)

POSITION/S	CATEGORY	LIST	SELECTION PROCESS
• Administrative sergeant position	SPE	No	Addendum B
• Central Booking Unit sergeant position	SPE	No	Addendum C
• Central Booking Unit officer position	SPE	Yes	Addendum C
• All other sergeant and officer/detective positions	SPE	Yes	Addendum C
• All civilian positions	CIV	Yes	Addendum D

T. Tactical Support Bureau (TSB)

POSITION/S	CATEGORY	LIST	SELECTION PROCESS
• Administrative sergeant position	SPE	No	Addendum B
• Air Support Unit, Special Assignments Unit (SAU), and Specialty Vehicle Detail (SVD)/Dive Team sergeant positions*	SPE	No	Addendum B
• K9 Unit, Fugitive Apprehension Investigations Detail (FAID), and Street Crimes Detail (SCD) sergeant positions	SPE	No	Addendum B
• Air Support Unit, K9 Unit, and SAU officer positions*	SPE	Yes	Addendum B
• FAID and Street Crimes Unit detective positions	SPE	Yes	Addendum B
• SVD/Dive Team officer positions*	SPE	Yes	Addendum C
• All other sergeant and officer positions	SPE	Yes	Addendum C
• All civilian positions	CIV	Yes	Addendum D
NOTE: All positions listed above with an asterisk have an additional selection process outlined in the Tactical Support Bureau manual.			

U. Traffic Bureau

POSITION/S	CATEGORY	LIST	SELECTION PROCESS
• Commercial Vehicle Inspector (CVI) Squad and Traffic Education Safety Squad (TESS) motor officer positions	SPE	No	Addendum B
• Solo motor officer positions	SPE	Yes	Addendum C
• Vehicular Crimes Unit (VCU) and all motor sergeant positions	SPE	No	Addendum B
• VCU detective positions	SPE	Yes	Addendum B
• All civilian positions	CIV	Yes	Addendum D
Transit Unit:			
• Transit Enforcement Unit (TEU) officer position	SPE	Yes	Addendum C
• TEU K9 Team officer position	SPE	No	Addendum B
• All sergeant positions	SPE	No	Addendum B
• All other officer/detective positions	SPE	No	Addendum C
• All civilian positions	CIV	Yes	Addendum D

2. V. Training Bureau/Phoenix Regional Police Academy (PRPA)

POSITION/S	CATEGORY	LIST	SELECTION PROCESS
Advanced:			
• All sergeant positions	SPE	No	Addendum B
• All officer positions	SPE	Yes	Addendum C
• All civilian positions	CIV	Yes	Addendum D
Basic:			
• All sergeant and officer positions	SPE	No	Addendum B
• All civilian positions	CIV	Yes	Addendum D

W. Violent Crimes Bureau (VCB)

POSITION/S	CATEGORY	LIST	SELECTION PROCESS
• Homicide Cold Case detective position	SPE	Yes	Addendum B
• Homicide detective position	SPE	Yes	Addendum B
• Digital Forensics Investigative Unit detective position	SPE	Yes	Addendum B
• All sergeant positions	SPE	No	Addendum B
• All other detective positions	SPE	Yes	Addendum C
• All civilian positions	CIV	Yes	Addendum D

X. Lieutenant Positions

POSITION/S	CATEGORY	LIST	SELECTION PROCESS
• All lieutenant positions	SPE	No	Addendum B

1. **SELECTION PROCESS**

A. Overview

- The applicant **must** meet the requirements outlined in Operations Order 3.2.
- The selection process will include a department file review and résumé review.
- Upon completion of the department file and résumé review, a limited number of personnel will be invited to an interview.

B. File Review - Each employee's department file will be reviewed for commendations, disciplinary action, etc.

C. Résumé Review - Each employee applying for a position using this selection process will submit a résumé, see Operations Order 3.24, Career Development along with Addendum A of that order for résumé information and an example.

(1) The résumé review will examine the employee's qualifications for the position.

(2) The résumé will include information about other assignments not reflected in a review of the employee's department file.

D. Oral Interviews - Once the file and résumé have been reviewed, a limited number of personnel will be invited to an interview.

(1) Employees selected will be those determined by the commander/administrator and/or designee to be the most qualified based upon the qualifications and skills required for the position.

- This process will not be numerically scored.

(2) This interview is to elicit information about the candidates and to evaluate their responses to job-related questions.

2. **FINAL SELECTION** - Once the interview process is completed, one of the two options, list or no list as selected in Operations Order 3.2, Addendum A, Transfer Policy - GRID, will be conducted.

A. No List - After the oral interview, the affected division commander or designee will discuss the top candidates with the Police Chief.

- No more than three candidates for one position will be discussed.
- Employees not chosen may request a meeting with any member of the selection panel.
- The Police Chief reserves the right of final approval for any specialty position.

B. List - If a list is created, the list will be good for one year, unless exhausted, and will be maintained by the issuing division/bureau/precinct.

(1) Applicants will normally be selected in the order of their placement on the transfer list.

- A written explanation by the Police Chief or designee will be provided to employees who have been passed over on any transfer list.
- Employees not successful in the selection process may request a meeting with any member of the selection panel.

(2) The Police Chief will be the final approving authority regarding all transfers.

1. **SELECTION PROCESS**

A. Overview

The selection process will consist of scoring an applicant's seniority and an oral interview process. If desired, additional areas of evaluation appropriate to the position may be evaluated. The entire process will be worth a score of 100 points.

- The applicant's seniority will be worth 10 points as calculated in section B below.
- An oral interview will comprise of no less than 25 points and no more than 90 points
- If additional area/s of evaluation appropriate to the position is tested, the remaining points will be attached to the evaluation/s.

B. Seniority Formula - This applies to officers/supervisors without breaks in service and officers/supervisors with breaks in service who have returned to work via the provisions of Personnel Rule 18. (There is no loss of seniority when a Civil Service reinstatement is involved.)

(1) Police Officer

(a) Each full year as a Phoenix police officer will be counted as one-half of a point.

(b) A maximum of 10 points will be given for 20 or more years of service.

(2) Sergeants

(a) Each full year as a police sergeant will be counted as one-half of a point.

(b) Only consecutive time on the Department in the specific rank of the selection process will be counted when determining seniority credits.

C. Oral Interview and Evaluation Formula

(1) If only an oral interview is used, and no other area of evaluation is considered, it will be worth 90 points.

(2) If applicable, any remaining points not comprised of the oral interview and the seniority points will be attributed to any other area of evaluation appropriate to the position.

EXAMPLES:

Résumé = 20 points, Performance Management Guide (PMG) = 20 points, Oral interview = 50 points
Written test = 25 points, Practical exercise = 25 points, Oral interview = 40 points
Résumé = 25 points, PMG =10 points, Records management system (RMS)/ Practical/Written test = 25 points, oral interview = 30 points
Handgun evaluation = 5 points, Written test = 5 points, Decision making evaluation = 15 points, Tactical evaluation = 25 points, Physical fitness test = 10 points, Oral interview = 30 points

1. C. (3) If, after scoring is completed, two or more applicants are tied with identical scores, selection will be based on seniority in accordance with Personnel Rule 14.

2. **FINAL SELECTION** - Once the interview process is completed, one of the two options, list or no list as selected in Operations Order 3.2, Addendum A, Transfer Policy - GRID, will be conducted.

   A. No List - After the oral interview, the affected assistant chief or designee will discuss the top candidates with the Chief of Police.

   - No more than three candidates for one position will be discussed.
   - Employees not chosen may request a meeting with any member of the selection panel.
   - The Chief of Police reserves the right of final approval for any specialty position.

   B. List – If a list is created, the list will be good for one year, unless exhausted, and will be maintained by the issuing division/bureau/precinct.

   (1) Applicants will normally be selected in the order of their placement on the transfer list.

   - A written explanation by the Chief of Police or designee will be provided to employees who have been passed over on any transfer list.
   - Employees not successful in the selection process may request a meeting with any member of the selection panel.

   (2) The Chief of Police will be the final approving authority regarding all transfers.

1. **TRANSFER/HIRE/PROMOTIONAL PROCEDURES** - Hiring authorities will refer to the City Human Resources (HR) Department's Supervisor's Toolkit for Selection Interviews and Hiring Process Guidelines.

   A. **ALL** civilian vacancies and newly created positions within the Department, including temporary and grant positions, will be advertised in the Transfer Opportunities Bulletin (TOB).

      (1) Employees who meet the requirements/are eligible as outlined in the TOB advertisement, and who are interested in being considered for a position, will submit a Transfer Request Form 80-515D, résumé, and any other requested documentation through the chain of command to the contact person listed in the advertisement.

      (2) In some situations, a recruitment process by the City HR Department may be necessary to fill a vacancy (see section 1.E below for more information).

   B. Permanent Regular Positions

      - Hiring authorities will ensure employees who have submitted a Transfer Request form are currently on the City certified eligible list or are a lateral transfer within the same job classification and have passed probation.

        * The City certified eligible list should also be reviewed for other qualified persons to be interviewed for the position.

   C. Temporary and Grant-Funded Positions – The initial filling of a temporary/grant funded position does not require the individual to be on a City eligibility list.

      - To be considered for a permanent regular position, the individual must be on the City certified eligible list for that classification.
      - Time spent in a temporary/grant funded position does not count toward satisfying the probationary period unless the probationary employee was in a regular permanent position in the same classification and transferred to the temporary position prior to the end of the probationary period.
      - Contact the Fiscal Management Bureau (FMB)/HR section at 602-262-6131 for more information.

   D. Selection Interview Process - Hiring authorities will select persons to be interviewed for the position based on qualifications/skills.

      - If the selection interview process does not provide a qualified candidate, a new recruitment process may be requested (see section 1.E below).

   E. Recruitment Process - When there is no current City certified eligible list, there are only a few names remaining on a list, or the selection interview process does not provide a qualified candidate, a new recruitment process may be requested.

      - Hiring authorities will contact the FMB/HR section to request a recruitment process through the City HR Department.

        * The City HR Department will solicit qualified applicants through various local and/or national advertisements.

          - See Personnel Rule 8, a-h, for information on employment lists.

   F. Hiring Process - After the selection interview process:

      (1) If any of the finalists are from outside the Department, hiring authorities will:

1. F. (1) (a) Give the finalists a background packet to complete.

- They will be advised to follow the instructions provided in the packet for completion and scheduling of a background interview at the Employment Services Bureau (ESB).

(b) Notify the civilian hiring coordinator in ESB of the finalists.

- ESB will process the finalists and conduct background investigations.

(2) The most qualified candidate will be offered the position, and the other candidates will be notified of the results and that the selection process is closed.

2. **SHIFT/SCHEDULE CHANGE PROCEDURES**

A. This procedure is used when a bureau/precinct has an opening within a specific job classification (detention officer, police aide, police assistant, municipal security guard, etc.) that has multiple positions with different hours and/or days off.

- All other positions are filled by the process outlined in section 1 of this order.

B. The affected bureau/precinct will advertise the open position (job classification, work hours, and days off) only within the bureau/precinct.

- Transfer Request forms will not be used for this type of transfer.
- Employees may request to be considered for the position by memorandum or e-mail.

  * Applying employees must currently work in the same classification as the vacancy and perform identical duties.

- Selections will be based on seniority.

C. If a position remains open or there is a remaining open position, the vacancy will be filled with the process listed in section 1 of this order.

D. The shift change procedures in section 2 of this order do not apply to the Communications Bureau; see the Communications Bureau manual for information.

1. **GENERAL INFORMATION**

   A. Bureau/precinct commanders/administrators will review transfer requests and/or résumés that are on file from interested officers/supervisors for vacancies.

   B. If there are no transfer requests and/or résumés on file, bureau/precinct commanders/administrators can solicit transfer requests by publishing an announcement in the Police Department Transfer Opportunities Bulletin. The announcement will include:

   - Application period
   - Specific position requested
   - Short description of the position
   - Contact person for transfer information

   C. Precinct commanders will fill vacancies from existing transfer requests on file.

   - If no transfer requests are on file, precinct commanders may transfer personnel for the good of the department (G.O.D.) to fulfill operational needs.

   D. Seniority - See also Personnel Rule 14, and 18

   (1) Constitutes an employee with certified status within a given class as defined by City Personnel Rules.

   - When two or more employees have the same length of time in the class, the employee with the longest certified City employment time will be senior.

   (2) Length of time in an assignment (i.e., bureau, squad, detail, or unit) cannot be considered as seniority.

   (3) There is no loss of seniority when a Civil Service reinstatement is involved.

2. **SELECTION PROCESS** - The selection process will consist of selecting the applicant who has the most seniority.

   A. Police Officer

   (1) Each full year as a Phoenix police officer will be counted as one-half of a point.

   (2) A maximum of 10 points will be given for 20 or more years of service.

   B. Sergeants/Lieutenants

   (1) Each full year as a Phoenix police sergeant or lieutenant will be counted as one-half of a point.

   (2) Only consecutive time on the department in the specific rank of the selection process will be counted when determining seniority credits.

3. **FINAL SELECTION**

   A. After review of the transfer requests and/or résumés submitted, and if the applicant meets all the general transfer requirements outlined in the Operations Order 3.2, Transfer Policy, the senior applicant will be chosen for the position.

   B. The Police Chief will be the final approving authority regarding all transfers.

1. **GENERAL INFORMAITON**

A. Unless otherwise specified, a minimum of nine (9) college credit hours or equivalent in Arizona Peace Officer Standards and Training (AzPOST) is required for each area listed under "Training Requirements."

B. Positions with an asterisk (*) require mandatory rotation (see Operations Order 3.2, Transfer Policy, section 10, for more information).

C. Only the qualifications/characteristics and training requirements for sergeant and officer positions are listed in this policy.

- For information on civilian positions, refer to the City's Human Resources Department's website under *Job Descriptions and Pay Ranges* (https://www.phoenix.gov/hr/job-descriptions).

2. **AIRPORT BUREAU**

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
A. Administrative Sergeant	• Must be willing to work various hours and non-work days (N-days) • Must be able to demonstrate a working knowledge of the police budget process, Performance Achievement Program (PAP) process, and other administrative functions • Must have a good working knowledge of various computer programs • Must be able to deal effectively with the public in a variety of situations • Must demonstrate exceptional communication skills, writing ability, and interpersonal skills	None
B. Airport Officer and Sergeant	• Must be able to deal effectively with the public in a variety of situations • Must present a positive, professional appearance and attitude • Must be willing to accept any assignment	• Must satisfactorily pass the AzPOST Police Bicycle Training Course within 12-months of being transferred to the bureau
C. Canine (K9) Officer	• Must be a current Airport Bureau officer • Must have at least one (1) year of experience as an Airport Bureau officer • Must be willing to work various hours and N-days • Must be able to respond to the airport in an emergency call-out within 45 minutes • Must meet same requirements outlined for other Department K9-certified officers • Must be comfortable dealing with media representatives • Must be able to make public presentations to various groups	• Must attend and successfully complete a 12-week Transportation Security Administration (TSA) Explosive Detection School • Must certify in the annual TSA Certification process
D. Canine (K9) Resource Sergeant	• Must be willing to work various hours and N-days • Must be able to respond to the airport in an emergency call-out within 45 minutes • Must demonstrate exceptional leadership and communication skills • Must be able to monitor, evaluate, and enhance a training program • Must be able to conduct a selection process to fill vacancies • Must be able to deal effectively with various law enforcement agencies, aviation and airline representative, and members of the media	None

3. **COMMUNITY ENGAGEMENT BUREAU (CEB)**

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
A. Abatement Detective Coordinator	• Must be able to work with minimum supervision • Must have experience in basic crime prevention practices • Must have good investigative skills • Must have a good working knowledge of the records management system (RMS) • Should have knowledge of Landlord Tenant Act, Crime Free Multi-Housing program, Crime Prevention Through Environmental Design (CPTED), and real estate practices • Must have experience in word processing and database entry • Past experience as a community action officer (CAO) and/or precinct abatement detective desirable	• Detective eligible • Investigation • AzPOST General Instructor certification
B. Block Watch Coordinator	• Must be able to communicate with diverse community groups • Must be willing to work a flexible schedule • Must be responsible for planning and coordinating high-profile events • Must work well under minimal supervision	• Public speaking • Communication/writing skills • Planning
C. Community Response Officer and Sergeant	• Must be able to communicate with intercultural groups • Must be willing to work extensive hours under a variety of conditions • May require Spanish certification based upon Department needs	• Speech • Public speaking • Racial and ethnic minority history/culture • Juvenile delinquency • Criminal justice and community relations • Environmental/practical/ applied psychology • Social environment and human behavior • Community conflict resolution • Intercultural communications • English composition/writing • Technical report writing • Principles of interviewing
D. Crime Free Multi-Housing Officer Coordinator	• Must have worked as a precinct Crime Free Multi-Housing officer • Knowledge of the Landlord Tenant Act, Crime Free Multi-Housing Program, CPTED, real estate practices, awareness of precinct problems and issues, and experience as CAO/Neighborhood Enforcement (NET) officer a plus • Coordinates Department wide training for Crime Free Multi Housing officers and members of the community • Must be willing to work various work hours and N-Days	• AzPOST General Instructor certification • Word processing and database entry • 30 hours CPTED training • Interviewing • Speech • English composition
E. Crisis Intervention Training Coordinator	• Must be able to work with internal and external customers to include diverse interest groups • Must have two (2) years of Crisis Intervention Team (CIT) patrol experience • Coordinates valley wide training for law enforcement, acting as liaison to county behavioral health system • Must be willing to work a flexible schedule • Must be responsible for planning and coordinating high-profile events • Must work well under minimal supervision	• CIT training (40 hours) • AzPOST General Instructor certification • Public speaking

3. **COMMUNITY ENGAGEMENT BUREAU (CEB)** (Continued)

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
F. Crime Prevention Through Environmental Design (CPTED) Coordinator	• Must have prior training in CPTED principles • Must be able to work with minimum supervision • Must be willing to work various hours and N-days • Must have experience in basic crime prevention practices • Must be able to read and understand basic building plans • Must be willing to assist the Crime Free Multi-Housing program with Phase II (CPTED) evaluations	• 30 hours CPTED training • AzPOST General Instructor certification
G. Gang Resistance Education and Training (GREAT) Officer and Sergeant (Regional and Local)	• Must possess strong administrative and organizational skills • Must be able to work with minimal direct supervision • Must possess good written and oral communication skills • Must be willing to work extensive hours under a variety of conditions • Must be willing to travel for extended periods of time • Must be willing to accept leadership roles involving peers • May require GREAT Instructor and Team Leader certification based upon Department or program needs	• Public relations writing/techniques • Public speaking • Minority communications • Social psychology • Intercultural communications • Group communications • Speech • English composition/writing • Criminal justice and community relations • Minimum 20 hours of public speaking appearances or AzPOST General Instructor or GREAT Instructor certification
H. Phoenix Neighborhood Patrol Coordinator	• Must be able to communicate with diverse community groups • Must be willing to work a flexible schedule • Must be responsible for planning and coordinating high-profile events • Must work well under minimal supervision	• Public speaking • Communication/writing skills • Planning
I. SafeBiz Coordinator	• Must be able to communicate with diverse community groups and Department and City personnel • Must have strong public speaking, interpersonal, organizational, and written skills • Must be able to communicate in business language to all levels of business Must have the ability to create and make presentations to various groups • Must attend meetings with the Crime Analysis Research Unit (CARU), Violent Crimes Bureau (VCB), and Property Crimes Bureau (PCB) to stay knowledgeable of crime trends and the effects on the business community • Must understand the relationship between the business community and their relationship with City Hall and the Department • Must have working knowledge of computer systems (RMS, Law Enforcement Judicial Information System (LEJIS), and Microsoft Office) and intelligence databases applicable to the assignment including crime analysis resources to verify complaints and trends • Must have excellent customer service skills and be versed in conflict resolution • Must be willing to work a flexible schedule • Must work well under minimal supervision	• AzPOST General Instructor certification • Word processing and database entry • Interviewing • Speech • English composition • Crime prevention

3. **COMMUNITY ENGAGEMENT BUREAU (CEB)** (Continued)

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
J. Specialty Programs Coordinator	• Must be well organized and able to manage several tasks simultaneously • Must have strong public speaking, interpersonal, and organizational skills • Must excel in initiative, self-motivation, and self-discipline • Must be able to work with minimal direct supervision • Ability to coordinate the smooth operation of facilitated fund-raisers and events with multiple agencies assigned to Special Programs Detail	• Detective eligible • AzPOST General Instructor certification • Public speaking • Interpersonal communications/writing skills • Planning
K. Volunteer Coordinator	• Must be able to deal effectively with the public in a variety of situations • Must be willing to work various hours and days to accommodate volunteer events • Must be able to work with minimal supervision • Must possess sufficient physical stamina to actively and effectively participate in physical agility conditioning and evaluation of potential police recruit applicants • Job duties will include responsibility for planning and coordinating events and training sessions.	• Personnel management/administration • Interpersonal communications • Investigations • Principles of interviewing • Effective writing and computer skills • Public relations/public speaking
L. Wake-Up! Coordinator	• Must be able to communicate with diverse community groups • Must be willing to work a flexible schedule	• Public speaking • Communication/writing skills • Planning

4. **DRUG ENFORCEMENT BUREAU (DEB)**

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
A. Narcotics Officer	• Must be willing to work in undercover capacity • Must be able to write comprehensive reports and conduct thorough investigations • Must be able to complete extensive affidavits and search warrants • Must be able to conduct comprehensive briefings of personnel assigned to support search warrant service • Must be self-motivated and able to work with minimum supervision • Must be able to effectively manage activities of informants • Transfers will be contingent upon the employee's willingness to obtain Drug Lab certification.	• Detective eligible
B. Narcotics Canine (K9) Officer	• Must meet all listed qualifications/characteristics for a narcotics officer • Must be willing to accept varying duty hours, days off, and standby assignments • Must excel in work initiative and self-discipline • Must reside in a dwelling with sufficient room for a kennel, or be in the process of moving to such a residence • Must have family's full agreement with assignment to K9 Unit • Must not have any dog at home capable of dominating the police dog • Must live in close proximity to the airport to respond within 30 minutes (Continued on next page)	• Detective eligible

4. **DRUG ENFORCEMENT BUREAU (DEB)** (Continued)

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
B. Narcotics Canine (K9) Officer (Continued)	• Must be willing to make a five (5) year commitment to the K9 handling responsibilities • Preference given to an employee who lives within the City • Transfers will be contingent upon the employee's willingness to obtain Drug Lab certification.	
C. Technical Surveillance Officer	• Must be willing to accept varying duty hours, days off, and call-out • Must excel in initiative, self-motivation, and self-discipline • Must be able to work with minimum supervision • Must possess the capacity and skills necessary to effectively use electronic surveillance equipment	• Applied electronics • Radio frequencies • Omni Spectral Correlator • Schematic drawings • Locksmithing/lockpicking • Telecommunication intercepts • Construction trade skills • Covert video surveillance/recording • Cover audio surveillance/recording • Spectrum analyzer • Non-linear junction detector • Countermeasures • Multimeters • Soldering • Electrical wiring 110/220V • Radio direction finding • Microwave pole cameras • Night vision devices • Video cassette recorders • Mobile surveillance platforms • Infrared light techniques • Global positioning satellite tracking systems • Covert transmitters, repeaters, and receivers
D. Human Exploitation and Trafficking (HEAT) Officer	• Must be willing to work varying hours, both in uniform and undercover • Must possess skill as an interviewer and interrogator • Must be knowledgeable in current booking procedures • Previous undercover experience and knowledge of vice-related crimes desirable	• Detective eligible

5. **EMPLOYMENT SERVICES BUREAU (ESB)**

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
A. Administrative Sergeant	• Must be capable of supervising civilian and sworn employees • Must be willing to work various hours and N-days • Must be able to demonstrate a working knowledge of the police budget process and other administrative functions • Must have a good working knowledge of various computer programs applicable to the assignment • Must be able to deal effectively with the public in a variety of situations • Must demonstrate exceptional communication skills, writing ability, and interpersonal skills • Must consistently maintain a professional uniform appearance (Continued on next page)	• Principles and practices of supervision and personnel administration • Interpersonal communications • Intercultural communications • Racial and ethnic minority history/culture • Personnel management/administration • Investigations

5. **EMPLOYMENT SERVICES BUREAU (ESB)** (Continued)

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
A. Administrative Sergeant (Continued)	• Must demonstrate superior seamless customer service, integrity and commitment to innovation, efficiency, and fiscally responsible activity • Must demonstrate an understanding of City Personnel Rules, Department administrative and personnel procedures, and the duties and functions of all other bureau personnel • Must demonstrate an aptitude for understanding City and Department personnel action processes and procedures and personnel action forms • Must demonstrate ability to address individuals and groups in presenting factual information regarding the Department and community • Must present a positive attitude toward prospective employees and the public	
B. Background Investigator	• Must demonstrate an understanding of: City Personnel Rules, Department administrative and personnel procedures, and duties and functions of all other bureau personnel • Must demonstrate aptitude for understanding City and Department personnel action processes and procedures and personnel action forms • Must demonstrate ability to address individuals and groups in presenting factual information regarding the Department and community • Must present a positive attitude toward prospective employees and the public • Must consistently maintain a professional uniform and personal appearance • Must demonstrate superior seamless customer service, integrity and commitment to innovation, efficiency, and fiscally responsible activity • AzPOST Physical Fitness Instructor certification is preferred.	• Detective eligible • Interpersonal communications • Intercultural communications • Racial and ethnic minority history/culture • Personnel management/administration • Investigations
C. Information Desk Officer	• Must be willing to accept any shift or days off • Must consistently maintain a professional uniform appearance • Must demonstrate superior seamless customer service, integrity and commitment to innovation, efficiency, and fiscally responsible activity	None
D. Information Desk Sergeant	• Must be capable of supervising civilian and sworn employees • Must be willing to work various hours and N-days • Must have a good working knowledge of various computer programs applicable to the assignment • Must be able to deal effectively with the public in a variety of situations • Must demonstrate exceptional communication skills, writing ability, and interpersonal skills • Must consistently maintain a professional uniform appearance • Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity	• English composition/writing • Computer programs and software • Modern office practices and procedures • Customer service principles and techniques

5. **EMPLOYMENT SERVICES BUREAU (ESB)** (Continued)

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
E. Operations Sergeant	• Must demonstrate an understanding of City Personnel Rules, Department administrative and personnel procedures, and duties and functions of all other bureau personnel • Must demonstrate aptitude for understanding City and Department personnel action processes and procedures and personnel action forms • Must demonstrate ability to address individuals and groups in presenting factual information regarding the Department and community • Must present a positive attitude toward prospective employees and the public • Must consistently maintain a professional uniform and personal appearance • Must demonstrate superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity • AZPOST Physical Fitness Instructor certification is preferred.	• Interpersonal communications • Intercultural communications • Racial and ethnic minority history/culture • Personnel management/administration • Investigations
F. Recruitment Officer	• Must have working knowledge of and ability to communicate with minority groups as well as the general population • Must demonstrate ability to address individuals and groups in presenting factual information regarding the Department and community • Must demonstrate an understanding of: recruitment techniques, City personnel administration, personnel action processes, EEOC and LEAA guidelines, and Title VII of the 1964 Civil Rights Act • Must present a positive attitude toward prospective employees and the public • Must possess sufficient physical stamina to actively and effectively participate in physical agility conditioning and evaluation of potential police recruit applicants • Must be willing to work various hours and days • Must have scored in the 60th percentile overall on the last two (2) physical fitness test modules • Must consistently maintain a professional uniform appearance • Must demonstrate superior seamless customer service, integrity and commitment to innovation, efficiency, and fiscally responsible activity	• Personnel management/administration • English composition/ writing • Cultural diversity • Communications • Interviewing • Social/applied psychology • AzPOST General Instructor certification
G. Recruitment Sergeant	• Must be willing to work overtime, evenings, and weekends • Must demonstrate exceptional leadership and communication skills • Must consistently maintain a professional uniform appearance • Must have intimate knowledge of Department organization, function, and procedures • Must be able to make presentations to groups • Must be able to deal effectively with the public in a variety of situations • Must be comfortable dealing with representatives of all media sources • Must be able to work with minimal direct supervision (Continued on next page)	• AZPOST General Instructor certification or minimum of 20 hours of public speaking appearances • Public relations writing/techniques • Criminal justice and community relations • Speech • Public speaking • Social psychology • English composition • Effective/technical/creative writing • Group communications • News writing

5. **EMPLOYMENT SERVICES BUREAU (ESB)** (Continued)

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
G. Recruitment Sergeant (Continued)	• Must have no outside employment, interest, or personal commitments that would routinely interfere with assigned callout responsibilities • Must have demonstrated a positive attitude, patience, and self-discipline • Must have a good working knowledge of computer systems, programs, and social media applications • Must demonstrate exceptional effective two-way communication, reading comprehension, writing ability, interpersonal skills, time management, good decision making, and proofreading skills, and be able to multitask several projects at any given time • Must demonstrate an understanding of recruitment techniques, City personnel administration, personnel action processes, Equal Employment Opportunity Commission (EEOC) and Law Enforcement Assistance Administration (LEAA) guidelines, and Title VII of the 1964 Civil Rights Act • Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity	

6. **FAMILY INVESTIGATIONS BUREAU (FIB)**

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
A. Administrative Sergeant	• Must be capable of supervising civilian and sworn employees • Must be willing to work various hours and N-days • Must be able to demonstrate a working knowledge of the police budget process, PAP process, and other administrative functions • Must have a good working knowledge of various computer programs applicable to the assignment • Must be able to deal effectively with the public in a variety of situations • Must demonstrate exceptional communication skills, writing ability, and interpersonal skills	None
B. Detective and Sergeant: **Missing/ Unidentified Persons** **Sex Offender Notification Unit**	• Must be willing to accept squad assignments as needed, work holidays, and respond to call-out on nights and weekends as necessary • Must have no outside employment, interests, or personal commitments that would routinely interfere with assigned call out responsibilities and investigative needs • Detective certified is preferred for detectives. • Detective eligibility is preferred for sergeants.	• Detective: ∗ Detective eligible

6. **FAMILY INVESTIGATIONS BUREAU (FIB)** (Continued)

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
C. Detective and Sergeant: **Crimes Against Children** **Internet Crimes Against Children**	• Detective – At least two (2) years of experience in a detective position will be given preference • Must be willing to accept squad assignments as needed, work holidays, and respond to call-out on nights and weekends as necessary • Must have no outside employment, interests, or personal commitments that would routinely interfere with assigned call out responsibilities and investigative needs • Must be prepared to fulfill the requirements contained in the multidisciplinary protocol for the Investigation of Child Abuse within one (1) year of assignment • Detective certified is preferred for detectives. • Detective eligibility is preferred for sergeants.	• Detective: ∗ Detective eligible
D. Crimes Against Children Police Assistant/ Special Detail	• Must have completed probation as a police assistant or be on the current certified eligibility list with the City • Must be willing to accept squad assignments as needed, work holidays, and respond to call-out on nights and weekends as necessary • Must have no outside employment, interests, or personal commitments that would routinely interfere with assigned call out responsibilities and investigative needs • Must be prepared to fulfill the requirements contained in the multidisciplinary protocol for the Investigation of Child Abuse within one (1) year of assignment	None
E. Domestic Violence Detective and Sergeant	• Must be willing to accept any squad assignment with one week ay as an N-day, work holidays, and respond to callouts on nights and weekends as necessary • Must not have outside employment, interests, or personal commitments that would routinely interfere with assigned call-out responsibilities • Preference given to an employee who lives within the City • Detective eligibility is preferred for sergeants.	• Detective: ∗ Detective eligible
F. Detective: **Missing Persons Cold Case** **Sex Crimes Cold Case**	• Must have three (3) years of experience in a detective position investigating major felonies, such as homicides, aggravated assaults, sexual assaults, and child crimes with emphasis on trial experience • Should have strong interviewing skills and a working knowledge of crime scene investigations • Should have a thorough knowledge of current scientific technology and associated databases, such as deoxyribonucleic acid (DNA)/ Combined DNA Index System (CODIS), Automated Fingerprint Identification System (AFIS), and National Integrated Ballistic Information Network (NIBIN) • Should have a thorough knowledge of computer search engines as well as other related sources of investigative information	• Detective certified

6. **FAMILY INVESTIGATIONS BUREAU (FIB)** (Continued)

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
G. Adult Sex Crimes Detective and Sergeant	• Two (2) years of experience in a detective position will be given preference. • Must be willing to accept squad assignments with one weekday as an N-day, work holidays, and respond to call-out on nights and weekends as necessary • Must have no outside employment, interests, or personal commitments that would routinely interfere with assigned call-out responsibilities • Must be prepared to fulfill the requirements contained in the multidisciplinary protocol for the Investigation of Sexual Assault within one (1) year of assignment • Preference given to an employee who lives within the City • Detective eligibility is preferred for sergeants.	• Detective: * Detective eligible

7. **FISCAL MANAGMENT BUREAU (FMB)**

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
A. Capital Improvement Planner Officer	• Must have strong working knowledge of construction and building codes/regulations • Must have technical knowledge to communicate with other City agencies, architects, contractors, and suppliers regarding construction projects	• May be required to receive additional training as deemed necessary to enhance knowledge in construction related issues

8. **HOMELAND DEFENSE BUREAU (HDB)**

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
A. Bomb Technician	• Must be willing to accept varying hours and days off • Must be willing to accept call-out and standby status on weekends and holidays • Must have demonstrated a mature and positive attitude, good judgment, patience, self-discipline, and documented ability to perform effectively under conditions of extreme stress • Must possess sufficient physical stamina to perform job tasks of the unit while wearing a full-dress bomb suit • Must be able to successfully pass all Federal Bureau of Investigation (FBI) requirements to graduate from Basic Hazardous Devices School • Must be able to successfully pass all Federal Bureau of Investigation (FBI) requirements to graduate from Basic Hazardous Devices School • Must be willing to make a five-year commitment to the unit • Must meet all performance criteria to maintain technical certification • Preference given to an employee who lives within the City	• Detective eligible • Must complete FBI Basic Hazardous Devices School for technical certification • Must satisfy all subsequent yearly training minimums to maintain technical certification as a bomb technician

8. **HOMELAND DEFENSE BUREAU (HDB)** (Continued)

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
B. Investigations/ Intelligence Squads	• Must have prior experience with interviewing and the interrogation of suspects • Must be able to complete extensive affidavits and search warrants • Must be able to write comprehensive reports • Must be willing to work extensive and in-depth surveillances and investigations • Must be willing to accept any assignment • Previous experience in the Homeland Defense Bureau (HDB), Drug Enforcement Bureau (DEB), Special Assignments Unit (SAU), or management of informants is desirable.	• Detective eligible
C. Intelligence Officer	• Must be willing to work various shifts, hours, and locations within the City • Must be skilled in interviewing and the interrogation of suspects • Must be able to complete extensive affidavits and search warrants • Must be able to write comprehensive reports • Must be willing to accept any assignment • Must work well under minimal supervision • **Must** remain in the assignment for at least one (1) year	• Detective eligible • AzPOST General Instructor certification • Computer skills: Microsoft Word, Power Point, Excel, databases and internet/web based applications • May be required to receive additional training as deemed necessary to enhance knowledge in intelligence gathering
D. Research and Analysis Officer	• Must meet qualifications and characteristics of Investigative/ Intelligence Squads and be currently assigned to HDB • May be accepted from other than HDB with equivalent of qualifying experience and good working knowledge of the methodology of organized/economic crime	• Detective eligible

9. **LEGAL UNIT**

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
A. Incident Review Unit (IRU) Officer	• Must demonstrate exceptional effective two-way communication, reading comprehension, writing ability, interpersonal skills, time management, good decision making, proofreading skills, and able to multi task several projects at any given time. • Must have a working knowledge of computer systems/software applicable to the assignment • Must possess working knowledge of the Department's policies and procedures	None
B. Public Safety Section: Law Specialist **Lieutenant and Sergeant**	• Must be certified by the State Bar of Arizona • Must be willing to accept varying hours and days off	None
C. Public Safety Section: **Detective**	• Must possess good written and oral communication skills • Must possess good interpersonal skills • Must have computer skills and working knowledge of RMS	None

10. **OFFICE OF ADMINISTRATION**

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
A. Employee Assistance Unit (EAU) Officer* and Sergeant*	• Must be able to deal effectively with police survivors and their families • Must be willing to respond to call-out and have stand-by responsibilities • Must possess strong organizational skills, which are needed for planning and coordinating line-of-duty and non-line-of-duty employee funerals and retiree funerals • Must be able to work with minimal direct supervision • Must be able to demonstrate a positive attitude and patience • Must have a positive recommendation from first two (2) levels of command • Must have no outside employment, interest, or personal commitments that would routinely interfere with assigned call-out responsibilities	• Must obtain AzPOST General Instructor certification within one (1) year of assignment

11. **PATROL OPERATIONS DIVISION**

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
A. Abatement Detective *All precincts*	• Must being willing to work various work hours and N-days • Knowledge of the Landlord Tenant Act, Crime-Free Multi-Housing Program, CPTED real estate practices, awareness of precinct problems and issues, and experience as CAO/NET a plus	• Detective eligible
B. Administrative/ Training Office *All precincts*	• Must demonstrate exceptional leadership and communication abilities • Must be able to work with a minimum of supervision	• AzPOST General Instructor certification
C. Community Action Officer (CAO) *All precincts*	• Must be willing to work various work hours and N-days • Must be able to work with minimal supervision • Problem solving focus • Public speaking skills	None
D. Community Action Officer (CAO) Sergeant *All precincts*	• Must demonstrate exceptional leadership and communication skills • Must be able to work with a minimum of supervision • Must be willing to work various work hours and N-Days • Problem solving focus	None
E. Court Services Detail Officer and Sergeant *Central City Precinct*	• Must be willing to accept varying hours and N-days	None
F. Crime Analysis Officer *All precincts*	• Must be willing to work various work hours and N-days • Must be able to work with minimal supervision • Must demonstrate an aptitude for reading comprehension, analysis, and the interpretation and composition of technical data • Knowledge of research methods and techniques a plus • Must demonstrate exceptional verbal and written communication skills • Problem solving focus	• Complete ArcMap GIS and Crystal Reports classes within six (6) months of assignment • Experience with computer applications: Word, Excel, RMS, and Internet Explorer • Ability to learn new programs/computer applications

11. **PATROL OPERATIONS DIVISION** (Continued)

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
G. Crime Free Multi-Housing Officer *All precincts*	• Knowledge of the Landlord Tenant Act, Crime Free Multi-Housing Program, CPTED, real estate practices, awareness of precinct problems and issues, and experience as CAO/NET a plus • Must be willing to work various work hours and N-Days	• Interviewing • Speech • English composition
H. Downtown Operations Unit (DOU) Officer and Sergeant *Central City Precinct*	• Must possess sufficient physical stamina to perform job tasks of the unit, pass an established physical fitness test administered by the unit, and maintain physical fitness requirements while assigned to the unit (60th percentile in each category – Cooper Standards, tested biannually) • Must satisfactorily pass a City-administered respiratory lung capacity evaluation as required by OSHA standards (use of gas masks) • Must be willing to accept any assignment, hours, or days off • Must satisfactorily pass the AzPOST Police Bicycle Training Course • Must satisfactorily pass Tactical Response Unit (TRU) training • Must be able to work in a team environment and work productively with a partner • Must demonstrate a positive attitude, patience, and discipline • Must possess skills to work in multicultural environments • Must have one (1) year of public contact or customer assistance experience • Must be able to work outdoors in varying weather environments • Must possess good communication skills	• Speech • Public speaking • Racial and ethnic minority history/culture • Juvenile delinquency • Criminal justice and community relations • Environmental/practical/ applied psychology • Social environment and human behavior • Community conflict resolution • Intercultural communications • English composition/writing • Technical report writing • Principles of interviewing
I. Downtown Operations Unit (DOU) Solo Motor Officer *Central City Precinct*	• Must meet the listed qualification/characteristics for DOU officer • Must have completed required motorcycle operator training or be eligible for motor re-certification **NOTE**: Selection will be made on the basis of demonstrated performance, interest, maturity, knowledge of regulations and policy, overall seniority, and a strong positive attitude toward the public.	• Must meet the listed training requirements for DOU officer
J. Housing Projects Officer/Sergeant *Central City and South Mountain Precincts*	• Must possess physical stamina to perform job tasks of the unit • Must be able to work in a team environment • Must have excellent interpersonal skills • Must be able to work with a minimum of supervision • Must be willing to work various work hours and N-days • Problem solving focus	None
K. Judicial Process Detail Detective and Sergeant *Central City Precinct*	• Must be willing to accept varying hours and N-days	• Detective: ∗ Detective eligible

11. **PATROL OPERATIONS DIVISION** (Continued)

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
L. Master Field Training Sergeant *All precincts*	• Positive recommendation from immediate lieutenant and commander • Must demonstrate exceptional leadership and communication skills • Must demonstrate an aptitude for training ability, positive attitude, and patience • Must possess strong organizational and writing skills • Must be willing to mentor train-in-place field training sergeants • Must be willing to work various work hours and N-days • AzPOST Defensive Tactics Instructor, Firearms Instructor, High Risk Vehicle Stop Instructor, and Physical Fitness Instructor certifications preferred • **Must** remain in the assignment for one year	• Must obtain AzPOST General Instructor certification within six (6) months of assignment
M. Master Field Training Officer (FTO) *All precincts*	• Must have a minimum of two (2) years of experience as a Phoenix police officer • Positive recommendation from immediate sergeant and lieutenant • Must be willing to mentor train-in-place FTOs • Must be willing to participate in the basic training curriculum at the Phoenix Regional Police Academy (PRPA) • Must be willing to work various work hours and N-days • Must maintain annual Department FTO certification • AzPOST Defensive Tactics Instructor, Firearms Instructor, High Risk Vehicle Stop Instructor, and Physical Fitness Instructor certifications preferred • **Must** remain in the assignment for one year	• Must obtain AzPOST General Instructor certification within six (6) months of assignment
N. Neighborhood Enforcement (NET) Officer and Sergeant *All precincts*	• Must demonstrate exceptional leadership and communications abilities • Must be able to work with a minimum of supervision • Must be willing to work various work hours and N-days	None
O. School Resource Officer (SRO) and Sergeant *All precincts*	• Will be required to work with children in a variety of settings • Must be able to work with a minimum of supervision • May require Spanish certification based upon Department needs • Minimum 20 hours of public speaking appearances or AzPOST General Instructor certification is preferred • Officers ∗ Must have a minimum of two (2) years of experience as a Phoenix police officer by closing date of job announcement ∗ Must be willing to work a 5/8 or 4/10 schedule based on the school's needs ∗ Must be willing to teach law related education classes ∗ Must be willing to accept any school assignment determined by squad supervisor ∗ Must be willing to work various assignments during the summer based on Department needs ∗ Must be able to make presentations to various groups	• Interviewing • Speech • English composition • General psychology • Interpersonal communications

12. **PROFESSIONAL STANDARDS BUREAU (PSB)**

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
A. Detective and Sergeant	• Must be able to work various hours, including nights and weekends • Must possess good written and oral communication skills • Must possess good interpersonal skills • Must have computer skills and working knowledge of RMS • Preference given to an employee who lives within the City • Detective eligibility is preferred.	• Investigations • English Composition/ Writing • Technical report writing • Rules of evidence • Principles of interviewing • Interpersonal communications • General psychology • Public Relations • Speech
B. Policy Unit Officer	• Must demonstrate exceptional effective two-way communication, reading comprehension, writing ability, interpersonal skills, time management, good decision making, and proofreading skills, and be able to multitask several projects at any given time • Must have a working knowledge of computer systems/software applicable to the assignment • Must possess working knowledge of the Department's policies and procedures	None

13. **PROPERTY CRIMES BUREAU (PCB)**

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
A. Detective: **Auto Theft** **Financial Crimes** **Pawn Shop/Metal Theft** **Investigative Support Detail (ISD)** **Property Crimes**	• Must be willing to accept any assignment and work various hours and N-days • Must be willing to respond to callout on nights and weekends as necessary • Must be willing to provide periodic training to Department employees • Must have a good working knowledge of computer systems such as RMS, LEJIS, and NCIC, or general proficiency with computer skills • Must have no outside employment, interests, or personal commitments that would routinely interfere with assigned call-out responsibilities • Preference may be given to Spanish speaking employees	• Detective eligible
B. Sergeant: **Auto Theft** **Financial Crimes** **Pawn Shop/Metal Theft** **Investigative Support Detail (ISD)** **Organized Retail Crimes** **Property Crimes**	• Must be willing to accept any squad assignment, work various hours and holidays, and respond to callouts on nights and weekends as necessary • Must be willing to provide periodic training to Department employees • Must have a working knowledge of computer systems applicable to the assignment • Must have no outside employment, interests, or personal commitments that would routinely interfere with assigned call-out responsibilities • Detective eligibility is preferred	None

13. **PROPERTY CRIMES BUREAU (PCB)** (Continued)

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
C. Graffiti Detail Detective and Sergeant	• Must be willing to accept any squad assignment, work various hours and holidays, participate in mandatory PCB standby and callouts on nights and weekends as required • Must have no outside employment, interests, or personal commitments that would routinely interfere with assigned callout responsibilities • Must be able to make presentations to various community groups • Must be comfortable interacting with various media sources as well as community groups • AzPOST General Instructor certification is preferred	• Detective eligible
D. Organized Retail Crimes Detective	• Must be willing to accept any assignment within the unit, any hours, and any days off • Must be willing to respond to callout on nights and weekends as necessary • Must be willing to provide periodic training to Department employees • Must excel in initiative, self-motivation, and self-discipline • Must have a good working knowledge of computer systems (RMS, LEJIS, NCIC) • Must be capable of working all aspects of commercial crime investigations • Must be able to write comprehensive reports and conduct thorough investigations • Must be able to complete extensive affidavits and search warrants • Must be able to effectively manage activities of informants	• Detective eligible
E. Repeat Offender Program (ROP) Detective	• Must be willing to accept any assignment within the unit, any hours, and any days off • Must be willing to respond to callout on nights and weekends as necessary • Must be willing to provide periodic training to Department employees • Must have good working knowledge of computer systems (RMS, LEJIS, NCIC) • Must have no outside employment, interest, or personal commitments that would routinely interfere with assigned callout responsibilities • Preference may be given to Spanish speaking detectives • Must be able to work with minimal direct supervision • Must excel in initiative, self-motivation, and self-discipline	• Detective eligible

14. **PROPERTY MANAGEMENT UNIT (PMU)**

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
A. Administrative Sergeant	• Must have a minimum of three (3) years as a Phoenix police sergeant • Must be capable of supervising civilian and sworn employees • Must have knowledge of the police budget process • Knowledge of building maintenance and repair is desirable • Must be willing to work some call-out/standby • Must demonstrate exceptional communication and writing ability, including good interpersonal skills • Preference given to an employee who lives within the City	None

14. **PROPERTY MANAGEMENT UNIT (PMU)** (Continued)

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
B. Property Investigations Detective	• Must be willing to work any assignment and any duty hours • Must be willing to work some call-out/standby • Must be able to learn how to operate a forklift, stock picker, or other equipment to move impounded property (no extreme fear of heights) • Must obtain Level A TOC within three (3) months of transfer to the bureau • Working knowledge of RMS, Arizona Crime Information Center (ACIC)/NCIC, Interstate Identification Index (III), LEJIS, and DPS inquiry formats is desirable • Preference given to an employee who lives within the City	• Detective eligible • Criminal investigations/ procedures • Evidence • Speech • Grammar and usage • Psychology • Case Management • Constitutional law for police • Police/criminal justice planning Business administration • Accounting • Auditing
C. Property Sergeant	• Must be capable of supervising civilian and sworn employees • Must have knowledge regarding the Department's policies and procedures for impounding property • Must demonstrate exceptional communication skills, writing skills, and interpersonal skills • Knowledge of warehousing and inventory control is desirable • Must be willing to work some call-out/standby • Working knowledge of RMS, ACIC/NCIC, III, LEJIS, and DPS inquiry formats is desirable • Prior detective experience preferred • Preference given to an employee who lives within the City	• Must meet detective eligibility requirements within the first year of assignment

15. **PUBLIC AFFAIRS BUREAU (PAB)**

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
A. Media Relations Sergeant	• Must be willing to work overtime, evenings, and weekends • Must demonstrate exceptional leadership and communication skills • Must consistently maintain a professional uniform appearance • Must have intimate knowledge of Department organization, function, and procedures • Must be able to make presentations to groups • Must be able to deal effectively with the public in a variety of situations • Must be comfortable dealing with representatives of all media sources • Must have thorough knowledge of the Phoenix area • Must be able to work with minimal direct supervision • Must have no outside employment, interest, or personal commitments that would routinely interfere with assigned callout responsibilities • Must have demonstrated a positive attitude, patience, and self-discipline • Must have a good working knowledge of computer systems, programs, and social media applications (Continued on next page)	• AzPOST General Instructor certification or minimum 20 hours of public speaking appearances • Public relations writing/techniques • Criminal justice and community relations • Speech • Public speaking • Social psychology • English composition • Effective/technical/creative writing • Group communications • News writing

15. **PUBLIC AFFAIRS BUREAU (PAB)** (Continued)

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
A. Media Relations Sergeant (Continued)	• Must demonstrate exceptional effective two-way communication, reading comprehension, writing ability, interpersonal skills, time management, good decision making, and proofreading skills, and be able to multitask several projects at any given time • Preference given to an employee who lives within the City	
B. Silent Witness Officer	• Must be a skillful interviewer and interrogator • Must be able to make presentations to groups • Must be comfortable dealing with representatives of all media sources • May require Spanish certification based upon Department needs	• Detective eligible • Criminal investigation • Interviewing • Speech • English composition • General psychology • Interpersonal communications

16. **PUBLIC RECORDS AND SERVICES UNIT**

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
A. Public Records and Services Unit Detective	• Must have a good working knowledge of computer systems, such as RMS, LEJIS, National Crime Information Center (NCIC), or general proficiency with computer skills • Must be willing to provide periodic training to Department employees • Preference may be given to Spanish speaking employees • Must have a positive recommendation from your first two (2) levels of command • Detective eligibility is preferred	• AzPOST General Instructor certification • Motor Vehicle Division (MVD) Document Examiner certification
D. Public Records and Services Unit Sergeant	• Must possess good written and oral communication skills • Must be able to work with minimal direct supervision • Must have a good working knowledge of computer systems, such as RMS, LEJIS, NCIC, or general proficiency with computer skills • Must be willing to provide periodic training to Department employees • Must have a working knowledge of computer systems applicable to the assignment • Must have a positive recommendation from your first two (2) levels of command • Detective eligibility is preferred	• AzPOST General Instructor certification • Motor Vehicle Division (MVD) Document Examiner certification

17. **STRATEGIC INFORMATION BUREAU (SIB)**

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
A. Central Booking Unit Officer and Sergeant	• Must be willing to accept any shift and N-days • Must be able to work with minimal supervision • Must have a basic understanding of the arrest and booking process	None

17. **STRATEGIC INFORMATION BUREAU (SIB)** (Continued)

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
B. Crime Analysis Research Unit (CARU) Research and Analysis Officer	• Must have intimate knowledge of Department organization, function, and procedures • Must demonstrate an aptitude for reading comprehension, analysis, and the interpretation and composition of technical data • Must understand research methods and techniques • Must possess strong technical writing skills	• English composition • Criminal justice systems • Police personnel management • Language skills • Research techniques • Technical report writing • Police/Criminal justice planning • Vocational skills • Speech

18. **TACTICAL SUPPORT BUREAU (TSB)**

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
A. Air Support Observer/Pilot	• Must be willing to make a five year commitment to the unit after successful completion of the Tactical Flight Officer (TFO) program • Must be medically capable of obtaining a second class Federal Aviation Administration (FAA) flight medical upon assignment to the unit • Must have thorough knowledge of the Phoenix area • Must demonstrate acceptable aerial observation and crew coordination skills within nine months of assignment • Must be willing to accept various work hours, schedule changes, and days off • Officers who successfully complete a testing process will be placed on a one year eligibility list.	• Observers selected for pilot training based on unit needs • Must pass related commercial FAA and unit examinations leading to pilot-in-command (PIC) status in all Department aircraft • Prospective pilots will be responsible for all FAA examinations, book, and special commercial FAA requirements.
B. Canine (K9) Unit Officer	• Must be willing to accept varying duty hours, days off, and standby assignments • Must excel in work initiative and self-discipline • Must be capable of handling high-stress situations on a regular basis with limited supervision • Must be able to pass a physical fitness test, as administered by the unit, and maintain that standard while assigned there • Must reside in a dwelling with sufficient room for a kennel or be in the process of moving to such a residence • Must have family's full agreement with assignment to K9 Unit • Must not have any dog at home capable of dominating the police dog • Preference given to an employee who lives within the City • Qualified applicants will be placed on a one (1) year eligibility list.	None
C. Canine (K9) Unit Sergeant	• Must be willing to accept varying duty hours, days off, and standby assignments • Must be capable of handling high-stress situations on a regular basis with limited supervision • Must be able to pass a physical fitness test, as administered by the unit, and maintain that standard while assigned there • Preference given to an employee who lives within the City	None

18. **TACTICAL SUPPORT BUREAU (TSB)** (Continued)

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
D. Fugitive Apprehension Investigations Detail (FAID) Detective and Sergeant	• Must be willing to accept any assignment within the unit, any hours, and any days off • Must be willing to respond to callout on nights and weekends as necessary • Must be willing to provide periodic training to Department employees • Must have good working knowledge of computer systems (RMS, LEJIS, NCIC) • Must have no outside employment, interest, or personal commitments that would routinely interfere with assigned callout responsibilities • Must have no outside employment, interest, or personal commitments that would routinely interfere with assigned callout responsibilities • Preference may be given to Spanish speaking detectives • Must be able to work with minimal direct supervision • Must excel in initiative, self-motivation, and self-discipline • Detective eligibility is preferred for sergeants.	• Detective: ∗ Detective eligible
E. Search and Recovery Dive Team	• Must be able to obtain approval from first two levels of supervision to commit to ten hours of training each month • Must be willing to work call-out • Must undergo and pass an annual Level A Occupational Safety and Health Administration(OSHA) physical • Must possess physical stamina to perform job tasks of the team, pass an established semiannual physical agility test administered by the team, and maintain physical fitness requirements while assigned to the team as outlined in the Tactical Support Bureau (TSB) Manual • Must perform well as part of a team	• Must be certified as a Rescue Diver or higher by a nationally recognized SCUBA (self-contained underwater breathing apparatus) organization, or have equivalent military or commercial training at time of application • Basic Public Safety Diver training will be provided after assignment to team.
F. Special Assignments Unit (SAU) Officer and Sergeant	• Must be willing to work various shifts and hours • Must have demonstrated a positive attitude, patience, and self-discipline • Must possess physical stamina to perform job tasks of the unit, pass an established physical agility test administered by the unit, and maintain physical requirements while assigned to the unit as outlined in the TSB Manual • Must possess documented ability to react effectively under extreme stress • Preference may be given to an employee who lives within the City. General Information: • A competitive selection process is conducted every year to establish the SAU officers' selection list. • Candidates applying for SAU will be evaluated and placed on an eligibility list according to the selection process outlined in the TSB manual. • Officers will be selected from the eligibility list as vacancies occur. • Once assigned to SAU, officers will complete a one (1) year probationary period as detailed in the TSB manual.	• Appropriate training will be provided once the officer is transferred to the unit.

18. **TACTICAL SUPPORT BUREAU (TSB)** (Continued)

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
G. Specialty Vehicle Detail (SVD) Fulltime Officer Position/s	• Must be willing to accept varying duty hours, days off, and standby/call-out assignments • Must undergo and pass an annual Level A OSHA physical • Must not have callout responsibilities or work interests that would interfere with standby/callout responsibilities for SVD	• Must be able to successfully complete the drivers training course which is similar to the training required for a commercial driver license • Must successfully complete the Department's self-contained breathing apparatus (SCBA) training course
H. Specialty Vehicle Detail (SVD) Collateral Duty Driver Officer	• Must be willing to accept standby and call-out assignments • Must undergo and pass an annual Level A OSHA physical • Must live within a 30-minute response time of the SVD facility • Must not have callout responsibilities or work interests that would interfere with standby/callout responsibilities for SVD currently or in the future	• Must be able to successfully complete the drivers training course which is similar to the training required for a commercial driver license • Must complete a two-week temporary assignment to the SVD upon completion of the selection process • Must successfully complete the Department's SCBA training course
I. Street Crimes Unit Detective and Sergeant	• Must be willing to accept any assignment within the unit, any hours, and any days off • Must be willing to respond to callout on nights and weekends as necessary • Must be willing to provide periodic training to Department employees • Must have good working knowledge of computer systems (RMS, LEJIS, NCIC) • Must have no outside employment, interest, or personal commitments that would routinely interfere with assigned callout responsibilities • Preference may be given to Spanish speaking detectives. • Must be able to work with minimal direct supervision • Must excel in initiative, self-motivation, and self-discipline	• Detective eligible

19. **TRAFFIC BUREAU**

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
A. Commercial Vehicle Inspector (CVI) Officer and Sergeant **DUI Enforcement Motor Officer and Sergeant**	• Preference will be given to current certified motors or personnel able to re-certify • Prior to transferring, must have successfully completed the Department authorized motor school within one year preceding the transfer or be able to re-certify • Must be willing to work various hours and N-Days • Must meet City guidelines for take home motor authorization • Must be able to work special events and details as directed • Must attend required motorcycle training/re-certify as directed • HGN certification preferred • Phlebotomy certification preferred • DRE certification preferred • AzPOST General Instructor certification preferred (Continued on next page)	• ARS Title 28 • Traffic control and collision investigations • Criminal investigations • Evidence • Constitutional law for police • Effective report writing • Government studies • Speech

19. **TRAFFIC BUREAU** (Continued)

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
A. (Continued)	• Sergeants ∗ Must possess strong leadership and administrative skills ∗ Must demonstrate excellent planning and organizational abilities ∗ Must be skilled in team and relationship building	
B. Motor Enforcement Officer and Sergeant	• Preference will be given to current certified motors or personnel able to re-certify • Prior to transferring, must have successfully completed the Department authorized motor school within one year preceding the transfer or be able to re-certify • Must be willing to work various hours and N-Days • Must meet City guidelines for take home motor authorization • Must be able to work special events and details as directed • Must attend required motorcycle training/re-certify as directed • AzPOST General Instructor certification preferred • Sergeant ∗ Must possess strong leadership and administrative skills ∗ Must demonstrate excellent planning and organizational abilities ∗ Must be skilled in team and relationship building ∗ Horizontal Gaze Nystagmus (HGN) certification preferred ∗ Phlebotomy certification preferred ∗ Drug Recognition Expert (DRE) certification preferred	• Arizona Revised Statutes (ARS) Title 28 • Traffic control and collision investigations • Criminal investigations • Evidence • Constitutional law for police • Effective report writing • Government studies • Speech
C. Traffic Enforcement Safety Unit (TESU) Officer and Sergeant	• Preference will be given to current certified motors or personnel able to re-certify • Prior to assignment, must successfully complete required motorcycle operator training or be able to re-certify • Must be willing to work various hours and N-Days • Must meet City guidelines for take home motor authorization • Must be able to work special events and details as directed • Must attend required motorcycle training/re-certify as directed • HGN certification preferred • Phlebotomy certification preferred • DRE certification preferred • AzPOST General Instructor certification preferred • Sergeant ∗ Must possess strong leadership and administrative skills ∗ Must demonstrate excellent planning and organizational abilities ∗ Must be skilled in team and relationship building	• ARS Title 28 • Traffic control and collision investigations • Criminal investigations • Constitutional law for police • Effective report writing • Government studies • Speech • Public presentations • Training development • Program/project management • Instructional strategies • Inter-governmental relations

19. **TRAFFIC BUREAU** (Continued)

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
D. Training/ Administrative Officer	• Must be willing to work a flexible schedule • Must be self-motivating and excel in initiative • Must demonstrate time management, have strong organizational skills, and be able to multi task several projects at any given time • Must have ability to prioritize heavy workloads • Must be able to work with internal and external customers	• Computer skills: Microsoft Word and spreadsheet programs • Communication skills • AzPOST General Instructor certification
E. Transit Enforcement Unit (TEU) Sergeant	• Must require strong supervisor skills and the ability to process information • Must work cooperatively and maintain positive relationships with other agencies, City departments, and stakeholders • Must possess strong administrative skills with a working knowledge of the principles and practices of supervision and personnel administration • Must be willing to supervise sworn and non-sworn personnel (including Unit III) • Must possess a strong quality customer service background	None
F. Transit Enforcement Unit (TEU) Officer	• Must be willing to routinely patrol and respond to transit related incidents throughout the Phoenix area • Must be willing to work well with police assistant in roving customer service patrols and municipal security guards at fixed posts • Must be willing to conduct pro-active patrols that include the ability to work well in a plainclothes capacity as well as uniform • Must be willing to follow-up on criminal reports in a timely and efficient manner • Must be able to work collaboratively with other Department and City employees • Must work cooperatively and maintain positive relationships with other agencies, City departments, and stakeholders • Must possess a strong quality customer service background	None
G. Transit Enforcement Unit (TEU) Canine (K9) Team Sergeant	• Must be willing to work various hours and N-days • Must be able to respond to Central City Precinct in an emergency call-out within 45 minutes • Must demonstrate exceptional leadership and communication skills • Must be able to monitor, evaluate, and enhance a training program • Must be able to work effectively with various law enforcement agencies, the Airport Bureau's K9 Unit, the Public Transit Department, representatives of TSA, and members of the media • Must be willing to supervise sworn and non-sworn personnel (including Unit III)	
H. Transit Enforcement Unit (TEU) Canine (K9) Team Officer	• Must be willing to work various hours and N-days • Must excel in work initiative and self-discipline • Must be able to respond to Central City Precinct in an emergency call-out within 45 minutes • Must remain a K9 handler for a minimum of three (3) years • Must be capable of handling high-stress situations on a regular basis with limited supervision (Continued on next page)	• Must attend and successfully complete a 12-week TSA Explosive Detection School • Must certify in the annual TSA Certification process

19. **TRAFFIC BUREAU** (Continued)

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
H. Transit Enforcement Unit (TEU) Canine (K9) Team Officer (Continued)	• Must reside in a dwelling with sufficient room for a kennel, or be in the process of moving to such a residence • Must be comfortable dealing with media representatives • Must be able to make public presentations to various groups • Must meet same requirements outlined for other Department K9-certified officers	•
I. Vehicular Crimes Unit (VCU) Detective and Sergeant	• Must be willing to respond to call-out on nights and weekends as necessary and work various hours and N-days • Must be willing to accept any assignment • Must not have outside employment, interests, or personal commitments that would interfere with call-out responsibilities • Preference given to an employee who lives within the City • HGN certification preferred • Phlebotomy certification preferred • RE certification preferred • AzPOST General Instructor certification preferred • Sergeant: ∗ Must be willing to accept any assignment with one (1) weekday as an N-day ∗ Must possess strong leadership and administrative skills ∗ Must demonstrate excellent planning and organizational abilities ∗ Must be skilled in team and relationship building	• Detective eligible • ARS Title 28 • Traffic control and collision investigations • Criminal investigations • Constitutional law for police • Effective report writing • Government studies • Speech • Court testimony • Training development • Program/project management • Sergeant: ∗ Knowledge of collision reconstruction and vehicle dynamics

20. **TRAINING BUREAU/PHOENIX REGIONAL POLICE ACADEMY (PRPA)**

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
A. Advanced Training Sergeant **Training/ Curriculum Development**	• Must demonstrate exceptional leadership and communication skills • Must consistently maintain a professional uniform appearance • Must have sufficient physical stamina to perform job tasks of the detail • Must pass the FitForce Standards Level I requirements administered by the Training Bureau • Must demonstrate an aptitude for training • Must demonstrate an understanding of AzPOST • Must demonstrate ability to develop current information about advanced training topics. This knowledge will be the basis for changes in curriculum that the sergeant will be responsible for designing and maintaining.	• AzPOST General Instructor certification

20. **TRAINING BUREAU/PHOENIX REGIONAL POLICE ACADEMY (PRPA)** (Continued)

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
B. Advanced Training Coordinator Officer	• Must have a minimum of four (4) years of experience as a Phoenix police officer at the time of application • Must have exceptional interpersonal and communication skills • Must possess strong administrative and organizational skills • Must consistently maintain a professional uniform appearance • Must pass the FitForce Standards Level I requirements administered by the Training Bureau	• AzPOST General Instructor certification • AzPOST Defensive Tactics Instructor • AzPOST Physical Fitness Instructor certification • AzPOST Tactical Driver Instructor certification • AzPOST High Risk Vehicle Stop Instructor certification
C. Basic Training Sergeant	• Must demonstrate exceptional leadership and communication abilities • Must consistently maintain a professional uniform appearance • Must possess sufficient physical stamina to actively and effectively participate in physical conditioning program for police recruits • Must pass an established physical conditioning test administered by the Phoenix lieutenant assigned to the PRPA • Must demonstrate an aptitude for training • Must demonstrate understanding of AzPOST administrative regulations governing recruit basic training • Must demonstrate a thorough understanding of the staff structure and operational workings of the PRPA	• AzPOST General Instructor certification
D. Firearms Detail Sergeant	• Must have a strong background as instructor • Must have a strong background in theory and operation of firearms • Must be willing to accept various duty hours and days off • Must possess strong leadership and communication abilities • Must demonstrate aptitude for training	• AzPOST General Instructor certification • AzPOST Firearms Instructor certification
E. Firearms Instructor	• Must have a minimum of four (4) years of experience as a Phoenix police officer at the time of application • Must possess strong communication skills and demonstrate an aptitude for training • Must have a strong background in theory and operation of firearms • Must be willing to accept various duty hours and days off	• AzPOST General Instructor certification • AzPOST Firearms Instructor certification
F. Physical Fitness Coordinator	• Must have a strong background as an instructor • Must possess sufficient physical stamina to perform job tasks of the unit, pass the FitForce Standards Level II requirements administered by the Training Bureau, and maintain standards while assigned	• AzPOST General Instructor certification • AzPOST Physical Fitness Instructor certification
G. Field Training Detail Sergeant	• Must demonstrate exceptional leadership and communication abilities • Must consistently maintain professional uniform appearance • Must possess sufficient physical stamina to actively and efficiently participate in physical conditioning program for police recruits • Must pass the FitForce Standards Level I requirements administered by the Training Bureau (Continued on next page)	• AzPOST General Instructor certification

20. **TRAINING BUREAU/PHOENIX REGIONAL POLICE ACADEMY (PRPA)** (Continued)

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
G. Field Training Detail Sergeant (Continued)	• Must demonstrate an aptitude for training • Must demonstrate understanding of AzPOST administrative regulations governing recruit basic and advanced in-service training	
H. Recruit Training Officer	• Must have displayed a positive attitude and a demonstrated ability in training • Must possess sufficient physical stamina to actively and effectively participate in physical conditioning program for police recruits • Must pass an established physical conditioning test administered by the Phoenix lieutenant assigned to the PRPA	• AzPOST General Instructor certification
I. Tactical Driving Instructor	• Must have a strong background as an instructor • Must display a working knowledge of the use of hand and power tools • Must have a strong background in dynamics and operation of police vehicles • Must have an aptitude for the general maintenance of police vehicles • Must be able to accept various duty hours and days off	• AzPOST General Instructor certification • AzPOST Tactical Driving Instructor certification • Will be required to obtain instructor certification for high risk vehicle stops within 12 months of assignment
J. Tactical Driving Sergeant	• Must demonstrate exceptional leadership and communication abilities • Must possess strong administrative and organizational skills • Must possess good written and oral communication skills • Must be able to work with minimal direct supervision • General knowledge of the use of hand and power tools, dynamics and operation of police vehicles, and general maintenance of police vehicles is preferred • Must be able to accept various duty hours and days off	• AzPOST General Instructor certification
K. Tactical Training Officer	• Must have a minimum of four (4) years of experience as a Phoenix police officer at time of application • Must have sufficient physical stamina to perform job tasks of the detail • Must be able to instruct various components of tactical training to all levels	• AzPOST General Instructor certification • Will be required to obtain instructor certification for defensive tactics, high risk vehicle stops, and firearms within 12 months of assignment
L. Tactical Training Sergeant	• Must demonstrate exceptional leadership and communication abilities • Must have sufficient physical stamina to perform job tasks of the detail • Must demonstrate an aptitude for training	• AzPOST General Instructor certification • Will be required to obtain instructor certification for defensive tactics, high risk vehicle stops, and firearms within 12 months of assignment

21. **VIOLENT CRIMES BUREAU (VCB)**

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
A. Assaults Unit Detective and Sergeant: **Assaults** **Bias and School Crimes**	• Must be willing to accept any assignment and work various hours and N-days • Must be willing to respond to call-out on nights and weekends as necessary • Must be a skilled interviewer and interrogator • Must be willing to provide periodic training to Department employees • Must have a good working knowledge of computer systems such as RMS, LEJIS, and NCIC, or general proficiency with computer skills (Continued on next page)	Detective eligible

21. **VIOLENT CRIMES BUREAU (VCB)** (Continued)

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
A. (Continued)	• Must have no outside employment, interests, or personal commitments that would routinely interfere with assigned call-out responsibilities • Must work well under minimal supervision • Preference may be given to multi-lingual speaking detectives • AzPOST General Instructor certification is preferred for the Bias and School Crimes detective and sergeant	
B. Crime Gun Intelligence Unit (CGIU) Detective and Sergeant	• Must be willing to accept any assignment and work various hours and N-days • Must be willing to respond to call-out on nights and weekends as necessary • Must be willing to provide periodic training to Department employees • Must have a good working knowledge of computer systems such as RMS, LEJIS, and NCIC, or general proficiency with computer skills • Must have no outside employment, interests, or personal commitments that would routinely interfere with assigned call-out responsibilities • Preference may be given to Spanish speaking detectives	• Detective eligible
C. Digital Forensics Investigative Unit (DFIU) Detective	• Must be able to accept calls at any time on any day • Must be willing to make a commitment to the training and certification requirements • Must be familiar with a number of operating systems and word processing, spreadsheet, and presentation tools, such as Microsoft Office • Must have demonstrable hardware/software trouble-shooting skills to identify problem sources, recommend solutions, and provide routine first level preventative maintenance on microcomputer equipment • Must be familiar with search and seizure laws with an emphasis on digital evidence and apply the knowledge when reviewing search warrants • Must be a registered member of the National White Collar Crime Center (NW3C) • Must have certificates showing personal development in digital forensics, computer science, electrical engineering, or a related field	• Detective eligible • Successful completion of the following NW3C's free online training: ∗ Basic Computer Skills for Law Enforcement (CI099) ∗ Identifying and Seizing Electronic Information (CI100) ∗ Introduction to Cell Phone Investigations (CI103) ∗ First Responders and Digital Evidence (CI151) ∗ Search Warrants and Digital Evidence (CI152) • Successful completion of the following courses: ∗ NW3C's Basic Data Recovery and Acquisition (BDRA) (CC101) ∗ NW3C's Intermediate Data Recovery and Analysis (IDRA) (CC201) ∗ Cellebrite Certified Logical Operator (CCLO) and Physical Analyst (CCPA) ∗ International Association of Computer Investigative Specialists Basic Computer Forensics Examiner (BFCE) and course work to gain certification as a certified forensic computer examiner (CFCE) • Maintenance of certification requirements with continuing education

21. **VIOLENT CRIMES BUREAU (VCB)** (Continued)

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
D. Gang Enforcement Unit Detective	• Must demonstrate a positive attitude, patience, and discipline • Must be willing to provide periodic training to Department employees • Must have a good working knowledge of computer systems applicable to the assignment • Must possess skill as an interviewer and interrogator • Must be willing to accept any squad assignment, work various hours, and respond to call-outs as necessary • Must have no outside commitments that would routinely interfere with assigned call-out responsibilities • Must have sound knowledge of laws of arrest and search and seizure • Must possess skills to working in multicultural environments • Must be able to write comprehensive reports • Must possess sufficient physical stamina to perform job tasks of the unit and pass the established bi-annual TRU physical fitness test administered by DOU • Must successfully pass a City administered respiratory lung capacity evaluation as required by OSHA standards (use of gas masks)	• Detective eligible • Must successfully pass TRU training
E. Gang Enforcement Unit Sergeant	• Must demonstrate a positive attitude, patience, and discipline • Must be willing to provide periodic training to Department employees • Must have a working knowledge of computer systems applicable to the assignment • Must be willing to accept any squad assignment, work various hours, and respond to call-outs as necessary • Must have no outside employment, interests, or personal commitments that would routinely interfere with assigned call-out responsibilities • Must have sound knowledge of laws of arrest and search and seizure • Must possess sufficient physical stamina to perform job tasks of the unit and pass the established bi-annual TRU physical fitness test administered by DOU • Must successfully pass a City administered respiratory lung capacity evaluation as required by OSHA standards (use of gas masks) • Detective eligibility is preferred.	• Must successfully pass TRU training
F. Homicide Cold Case Detective	• Must have two (2) years of experience in a detective position investigating major felonies, such as homicides, aggravated assaults, sexual assaults, or child crimes, with emphasis on trial experience • Should have strong interviewing skills and a working knowledge of crime scene investigations • Should have a thorough knowledge of current scientific technology and associated databases, such as DNA/CODIS, AFIS, and NIBIN • Should have a thorough knowledge of computer search engines as well as other related sources of investigative information	• Detective certified

21. **VIOLENT CRIMES BUREAU (VCB)** (Continued)

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
G. Homicide Detective	• Must have two (2) years of experience in a detective position • Must be willing to accept assignment with one weekday as an N-day and work holidays • Must be willing to respond to call-out on nights and weekends as necessary • Must have no outside employment, interest, or personal commitments that would routinely interfere with assigned call-out responsibilities	• Detective certified
H. Homicide Sergeant	• Must be willing to accept any squad assignment, work various hours and holidays, and respond to call-outs on nights and weekends as necessary • Must have no outside employment, interests, or personal commitments that would routinely interfere with assigned call-out responsibilities • Detective eligibility is preferred.	None

1. **OVERVIEW**

A. The Reserve Division is comprised of Arizona Peace Officers Standards and Training (AzPOST) certified peace officers who are temporary part-time employees, who volunteer to support the Department in the capacity of a police officer and are not paid employees.

B. The mission of the Reserve Division is to assist the Department towards achieving Policing Plan goals and provide additional certified peace officers to ensure the safety and security for each person within our community.

C. The Reserve Division chain-of-command is comprised of the following ranks:

- Assistant Chief
- Commander
- Lieutenant
- Sergeant
- Officer

D. General Job Duties - Reserve officers are trained to perform the same duties as full-time police officers and will comply with the same Department rules, regulations, and policies as outlined in the Operations Orders and bureau manuals, in addition to City rules and regulations.

E. Recruitment

(1) The Employment Services Bureau (ESB) and the Reserve Division will be jointly responsible for the recruitment of reserve officer applicants.

(2) ESB will be responsible for the processing of all reserve officer applicants.

F. The Police Chief may change or eliminate the Reserve Division at any time.

2. **RESERVE OFFICER STATUS**

A. Classifications - There shall be limited classifications of reserve officers, based on specific levels of experience and training, as follows:

(1) Reserve Recruit (REC)	• A REC is an applicant who has been accepted to an AzPOST certified training institution and has not completed graduation requirements for AzPOST limited authority peace officer status.
(2) Limited Authority Police Reserve (LAPR)	• An LAPR is a reserve officer who has successfully completed all AzPOST requirements for limited authority peace officer status per Arizona Administration Code R13-4. • The following limitations will occur for the LAPR: * The LAPR will be in the presence and under the supervision of a full-authority peace officer while working in a patrol function or while conducting any investigation of the laws of the State and/or City. * An LAPR may direct traffic, assist with crowd control, or take action to maintain public order in the event of a riot or disaster without supervision of a full-authority peace officer.
(3) Reserve Officer in Training (ROIT)	• A ROIT is a reserve officer who has been certified by AzPOST as a full-authority peace officer but has not completed all of the mandatory Department training, such as Post Academy and the Field Training (FTO) program.
(4) Full-Authority Police Reserve (FAPR)	• An FAPR is a reserve officer who has been certified by AzPOST as a full-authority peace officer, has completed Post Academy and the FTO program, and maintains the minimum requirements for a reserve officer as outlined in this order.

2. B. Current full-time Phoenix police officers, in good standing, are eligible to transition to the Reserve Division, without a break in service with the Department, under the following conditions:

(1) The employee must submit a memorandum, through their chain of command, to the Reserve Division expressing their interest to transition to the Reserve Division at least 30 days prior to separation date.

(2) The Police Chief or designee and Reserve Division assistant chief will have the final approval of all employees transferring to the Reserve Division.

- Prior service as a full-time officer will be strongly considered, but does not guarantee a position within the Reserve Division.
- The division file of the employee will be reviewed by the Reserve Division assistant chief or designee.

C. Current, retired, and former full-time officers who have completed the FTO program will be initially classified as an FAPR.

D. Reserve Division Officer Classification Status - Reduction in a reserve officer's classification may occur for the following reasons:

- Transfer to a different precinct or detail
- Failure to meet minimum Department/division requirements
- For the good of the Department
- Action taken by AzPOST board
- Upon request by the reserve officer, for good cause, and with written approval of the Police Chief or Reserve assistant chief

3. **RESERVE OFFICER JOB REQUIREMENTS**

A. Training

(1) All reserve officers will be required to graduate from an AzPOST certified training institution and receive full AzPOST certification prior to squad assignment.

(2) Any AzPOST board certified full-authority peace officer joining the Reserve Division program must complete the Department's Post Academy and FTO program.

B. Probationary Period - Upon assignment to a higher classification, all reserve officers will be placed on probationary status for 500 hours commencing with the first day of their new assignment within that class.

C. Minimum Requirements - Reserve officers, regardless of rank, will satisfy the following minimum requirements:

(1) As outlined in the Operations Orders and the Reserve Division Manual.

(2) Complete and submit a copy of their monthly reserve timesheet to their immediate reserve supervisor and the Reserve Division no later than the fifth calendar day of the following month.

- False submission of hours may result in disciplinary action to include termination.

(3) Perform job duties and other Reserve Division requirements as required by their assigned squad/detail supervisor and their reserve supervisor.

3. C. (4) Attend all mandatory Department and AzPOST in-service training and maintain records of all completed training.

- Failure to complete mandatory training and other Reserve Division requirements may result in disciplinary action to include suspension of off-duty work privileges.

(5) Notify their assigned squad/detail supervisor, reserve supervisor, and the Reserve Division of any changes in status, contact information, absence, availability, and other relevant matters.

(6) FAPRs will ensure proper and timely paperwork is submitted for off-duty work to the Reserve Division and the Off-Duty Work coordinator.

(7) Ensure the Court Services Detail has the reserve officer's current work assignment and court scheduling information.

- When a reserve officer is unavailable to attend court, a Court Continuance Request Form 80-87D must be submitted in accordance with Operations Order 2.9, Court Appearances.
- Reserve officers may contact the Court Services Detail directly to coordinate scheduling of court to minimize work conflicts.

(8) All reserve officers, regardless of rank, must serve a minimum of 60 hours per calendar quarter.

- An hour is defined as: the time in which a career officer would be paid for on duty or in support of the Reserve Division.
- Any changes in work status, location, or responsibilities require prior approval of the Reserve Division assistant chief and the Reserve Bureau commander.

D. Quarterly Hours Requirement Waiver/Leaves of Absence - The Police Chief or designee will be kept informed of all waivers and leaves of absence.

(1) Upon the submission of a written memorandum to the Reserve Division via the reserve officer's chain of command, the reserve officer may, for good cause, request the Police Chief or designee grant the reserve officer a waiver for one quarter during each 12-month period of time to excuse the completion of the minimum required hours for that quarter.

(2) In most cases, waivers shall not be granted for two consecutive quarters; however the Police Chief or designee may, in unusual and exceptional circumstances, grant waivers for more than one quarter per 12-month period.

(3) Leave of Absence - Upon the submission of a written memorandum by a reserve officer, through their chain of command and for good cause, the Police Chief or designee may grant a reserve officer a leave of absence for up to one year; however, the reserve officer must successfully complete all AzPOST and Department required training before returning to duty.

(4) If a reserve officer receives a waiver to excuse the completion of the minimum required hours, he/she will not be allowed to work in an off-duty capacity during the following calendar quarter, or work off-duty during leaves of absence.

E. Uniforms - Reserve officers will wear the regulation uniform required by their assignment as described in Operations Order 3.15, Uniform Policy, and addenda.

3. F. Restrictions

(1) Reserve officers will not routinely be assigned disposition of accident or driving under the influence (DUI) investigations.

- Motor officers and DUI vans are available to assist with accident and DUI investigations.

  * This is to avoid potential conflicts with the reserve officer's normal employer due to the amount of court time these calls can produce; however, reserve officers may assist full-time officers in these investigations.

(2) During the course of their shift, reserve officers should complete all investigations, such as calls for service, traffic, DUIs, and criminal incidents, to include required documentation, and compliance with subpoenas.

4. **RESERVE DIVISION OFFICER ASSIGNMENTS**

A. Reserve officers will be assigned to a specific patrol squad or bureau detail at the discretion of the Reserve assistant chief after consultation with the reserve officer and approval of the receiving bureau/precinct commander/administrator.

B. Efforts will be made to assign reserve officers to a squad/detail with convenient duty hours and non-work days (N-days) where the reserve officer will work the majority of his/her time.

C. Transfer Requests

(1) All transfer requests will be made in writing on the Transfer Request Form 80-515D and submitted through the reserve chain of command to the Reserve Division with a copy to the reserve officer's assigned squad/detail supervisor.

(2) The transfer request will then be forwarded in accordance with Operations Order 3.2, Transfer Policy.

D. Reserve Officer's Assigned Full-Time Supervisor Responsibilities - Full-time supervisors will:

- Be responsible for reserve officers assigned to their squad/detail.
- Ensure each reserve officer assigned to their squad/detail receives all subpoenas and Department mail on a timely basis.
- Keep notes on the reserve officer and will be responsible for the completion of the reserve officer's annual performance evaluation, including commendations.

E. Reserve Supervisors Responsibilities - Reserve supervisors are responsible for ensuring reserve officers under their supervision properly perform and comply with the administrative requirements of the Reserve Division.

F. Reserve Duty Assignments

(1) Reserve officers may be assigned to ride with a full-time officer or with other reserve officers, or, if an FAPR, may ride solo.

(2) Whenever a reserve officer is assigned to ride with a full-time officer, the reserve officer will not supervise the full-time officer, regardless of rank.

5. **RESERVE BUREAU RADIO CALL SIGNS**

A. Patrol-Assigned Reserve Units

- Patrol units staffed by a single reserve officer will be designated by the "R" alpha designator as a prefix when using radio call signs: for example, "R821."
- Patrol units staffed by two reserve officers, one of which must be an FAPR, will be designated by the "R" alpha designator as a suffix when using radio call signs: for example, "601R."
- Reserve sergeants, when occupying a solo unit, will be designated by the "R" alpha designator as a prefix followed by their assigned precinct to their squad designation: for example, "R72."
- Reserve lieutenants, when occupying a solo unit, will be designated by the "R" alpha designator as a prefix, and the number 14-19, depending upon the precinct assigned: for example, "R14."

B. Non-Patrol Assigned Units - Reserve officers working in non-patrol capacities will use the appropriate alpha prefixes assigned to their respective bureau or division, as described in the Operations Order 8.3, Communication Procedures, together with the assigned numbers used for the unit, with the "R" alpha designator at the end of the radio call sign.

EXAMPLE:	C16R	Violent Crimes Bureau (VCB) reserve Night Detective lieutenant
	C60R	VCB reserve Night Detective sergeant
	C608R	VCB reserve Night Detective

C. Administrative Assigned Units - Administrative reserve officers not routinely assigned to a patrol precinct.

EXAMPLE:	R4	Reserve commander – Numbers 2-9 depending on assignment
	R1	Reserve assistant chief

6. **ADMINISTRATION OF THE RESERVE DIVISION**

A. Department/Division Files - Department/division files for all reserve officers will be maintained in the same manner as those for full-time officers.

B. Reserve Division Files - Will maintain files pertaining to police reserve officers regarding monthly recap statistical reports and reserve promotional processes.

C. Administrative Functions - A Reserve lieutenant will be assigned to complete the reserve administrative functions within each precinct or bureau where reserve officers work.

D. Performance Evaluations - Reserve officers **will be** given annual performance evaluations, in January of each year, conducted by the assigned full-time supervisor with recommendations from the immediate reserve supervisor as outlined in the Reserve Division manual and Operations Order 3.25, Performance Management Guide.

E. Monthly Recap - The maintenance of accurate and complete reserve records for the hours of service completed by each reserve is the responsibility of the Reserve Division.

F. Reserve Division Assistant Chief

(1) The Police Chief will appoint a Reserve Division assistant chief to serve as the Reserve Division commander who will oversee and direct Reserve Division operations.

(2) The Police Chief or designee reserves the right to remove the Reserve assistant chief at any time.

6. F. (3) The Reserve Division assistant chief will report to the executive assistant chief.

(4) The Reserve Division assistant chief will advise the Police Chief or designee when he/she will be unavailable and that a reserve commander or lieutenant has been designated to assume the duties in his/her absence.

G. Reserve Commanders/Lieutenants

(1) The Reserve commander will:

- Be responsible to complete the reserve administrative functions for each command, such as reserve patrol operations, reserve bureau operations, and he/she will be responsible for supervising all reserve officers, sergeants, and lieutenants in his/her respective command.
- Conduct a quarterly review to ensure each reserve officer, sergeant, and lieutenant in his/her command has met the established minimum requirements.
- Complete an annual recap of hours of service for each reserve officer, sergeant, and lieutenant in his command, and will forward the recap to the Reserve Division assistant chief.
- Perform all other duties as assigned by the Reserve Division assistant chief.

(2) The Reserve lieutenants will:

- Be assigned to complete the reserve administrative functions within each precinct or bureau where reserve officers and sergeants are assigned.
- Be responsible for supervising all reserve officers and sergeants in that precinct or bureau.

7. **RESERVE INCENTIVES**

A. Ballistic Vest Allowance

(1) Ballistic Vest Allowance - Reserve officers will receive a ballistic vest allowance equal to that of full-time officers, see Operations Order 3.15, Uniform Policy, for reimbursement procedures.

(2) New reserve officers must achieve the minimum certification from an AzPOST certified training institution as a limited authority peace officer prior to becoming eligible for the ballistic vest purchase program.

B. Court Overtime

(1) Reserve officers are entitled to the same court overtime and standby pay as full-time officers in accordance with the provisions of Operations Order 3.4, Work Hours/Overtime.

(2) Reserve officers, regardless of rank, will be compensated for court overtime at 1.5 times the hourly pay rate of step five for full-time officers.

C. Industrial Insurance Coverage - Contact the City Human Resources Department for more information on benefits.

D. Off-Duty Work

(1) FAPRs may work off-duty for compensation with no restrictions on the number of hours worked, provided they:

- Are in good standing and meet the quarterly requirements as outlined in this order.
- Follow the provisions listed in Operations Order 3.11, Off-Duty Work.

7. D. (2) Reserve officers **will not** work off-duty in positions that are paid for by the City.

(3) Reserve officers will not work off-duty during a leave of absence, any granted waiver period, or a quarter when the minimum on duty hourly work requirements will not be satisfied.

E. Uniform Allowance

(1) At the beginning of each fiscal year, reserve officers, regardless of rank or assignment, will receive the basic patrol uniform allowance based on the current Phoenix Law Enforcement Association (PLEA) Memorandum of Understanding (MOU) if they have completed their minimum hourly work requirements for the previous fiscal year.

(2) After one month of attendance, reserve recruits attending an AzPOST certified training institution may receive a pro-rated uniform allowance using the same procedure as for Phoenix recruits attending training at the Phoenix Regional Police Academy (PRPA).

(3) AzPOST certified full-authority peace officers entering into the Reserve Division may receive a pro-rated uniform allowance using the same procedure as for Phoenix recruits attending training at PRPA.

(4) In order to receive the uniform allowance benefit, a memorandum must be forwarded through the Reserve Division chain of command to the Fiscal Management Bureau (FMB), with authorization by the Reserve Division assistant chief.

8. **MISCONDUCT INVESTIGATIONS/DISCIPLINARY ACTION**

A. Misconduct Investigations

(1) Alleged misconduct either on duty or off-duty, or neglect of duty by a reserve officer, will be investigated by the assigned full-time supervisor as outlined in Operations Order 3.19, Misconduct Investigations.

- Notification of the investigation will be made to the reserve officer's immediate reserve supervisor, who will in turn notify the Reserve Division chain of command.
- In addition, the Reserve Division assistant chief will in turn notify the executive assistant chief.

(2) When the investigation is completed, results of the investigation will be forwarded through normal channels with notification sent to the Reserve Division assistant chief and the executive assistant chief.

B. Investigations Related to Administration of the Reserve Division

(1) Reserve Division supervisors will be responsible for investigations relating to the Reserve Division standards, to include the following:

- Reserve Division policy
- Minimum requirements
- Personnel conflicts

(2) Investigation results will be forwarded through the chain of command to the designated assistant chief with recommendations.

C. Disciplinary Action

(1) Reserve officers, regardless of rank, are subject to the same disciplinary action as the other Department employees as outlined in Operations Order 3.18, Discipline Policy and Review Boards.

8. C. (2) If the recommended discipline could result in a reduction of working status, demotion, or termination from the Reserve Division, the executive assistant chief will review the misconduct investigation with the Reserve Division assistant chief and a peer, and will make a recommendation to the Police Chief.

D. The final discipline determination will be made by the Police Chief.

9. **TRANSITION TO FULL-TIME PHOENIX POLICE OFFICER STATUS**

A. Reserve officers are eligible for consideration to transition to full-time police officer status subject to the requirements and procedures established by the Department and at the discretion of the Police Chief or designee.

B. In order to be eligible, the reserve officer must:

- Achieve full-authority peace officer status.
- Receive a "met" on his/her last two performance evaluations (if available).
- Complete Post Academy and the FTO program.
- Fulfill 1040 hours of service after completing the FTO program.
- Successfully maintain reserve officer solo-capable status.

NOTE: This does not apply to former full-time Phoenix officers who are not in the retirement system seeking reinstatement.

10. **RESERVE DIVISION END OF SERVICE**

A. Eligibility - A reserve officer who completes 10 or more years of honorable service and leaves the Reserve Division in good standing is eligible for end of service recognition.

B. Notification of Reserve End of Service

(1) A memorandum should be directed through the chain of command to the Reserve Division assistant chief at least 30 days prior to the end of service date.

- The memorandum should include the beginning and ending dates of service and the name as the reserve officer would like it to appear on his/her end of service plaque.

(2) Reserve officers may retain one of their Department-issued badges (breast, flat, or cap) with no cost to the reserve officer.

- The other issued badges will need to be turned in to Police Supply (see section 10.C of this order for more information) or may be purchased by including them in the memorandum and submitting payment to FMB.

  * The cost of these badges will be the replacement cost to the City.

(3) A copy of the memorandum, any badges and service pins the reserve officer wants mounted on the end of service plaque, and, if applicable, a receipt from FMB indicating payment has been made for any purchased badges, must be taken to Police Supply at least 10 working days prior to the presentation of the plaque.

(a) Up to three badges (or two badges and service pins) may be permanently mounted on the end of service plaque.

(b) A temporary breast badge may be issued by Police Supply until the reserve officer's tenure has ended.

10. B. (3) (c) If the 10 day time limit is not met, the plaque may not be ready for presentation at the end of service ceremony.

(4) At the reserve officer's discretion, the end of service plaque may be presented by the Police Chief or at the annual reserve banquet following the reserve officer's end of service.

- All plaques will be inscribed with the words, "Served With Honor".

(5) To obtain a "Retired" reserve commission card, reserve officers must exchange their regular reserve commission card for an "Honorably Retired" reserve commission card at the Strategic Information Bureau (SIB).

(6) Upon the death of an active reserve officer in good standing, the nearest surviving family member of the deceased officer will be presented with the reserve officer's breast badge permanently mounted on a plaque.

(7) Reserve officers ending service in good standing, may qualify for an Arizona carrying concealed weapons (CCW) permit.

- The Arizona Department of Public Safety Concealed Weapons Permit Unit will need to be contacted at 602-256-6280 to request a CCW packet.

(8) A reserve officer who qualifies for end of service recognition shall receive a Department "Retired" reserve flat badge and case.

C. Department-Issued Equipment

(1) The Reserve Division assistant chief will ensure all reserve officers who terminate their association or retire from the Department, turn in all City-owned equipment to Police Supply as soon as possible.

(2) The Reserve Division assistant chief or designee and reserve officer will check the property turned in against the equipment receipt maintained in the reserve officer's division file.

- At the completion of the inventory, both the Reserve Division assistant chief or designee and the reserve officer will sign the equipment receipt.

D. Service Weapon - Reserve officers may purchase their service weapon at the time of end of service in accordance with the procedures outlined for full-time officers in the PLEA MOU.

- The purchase of a service weapon is a one-time benefit.

E. End of Service Longevity Benefit

- This benefit is designed to encourage the recruitment and retention of reserve officers and provides a monetary incentive for volunteering the minimum number of hours required per quarter for 10 years.

  - Reserve officers must meet all requirements set forth in this policy.
  - No funds or credits accrued shall be payable unless the reserve officer retires with a minimum of 10 years of service (cumulative).
  - Each year of service will accrue towards a one-time payment, which may be made at the time of the reserve officer's retirement.
  - The maximum dollar amount will be $2,500.

1. **WORK HOURS**

A. Shift Schedules

(1) 5/8 Shift	• Regular work hours for employees will be five (5) consecutive shifts of eight (8) hours in a seven (7) day calendar workweek. • These five (5) consecutive shifts will be preceded and followed by two (2) non-work days (N-days). • The eight (8) hours per shift will be consecutive and may include any briefing time.
(2) 4/10 Shift	• Regular work hours for affected employees will be four (4) consecutive shifts of 10 hours in a seven (7) day calendar workweek. • These four (4) consecutive shifts will be preceded and followed by three (3) N-days. • The 10 hours per shift will be consecutive and may include any briefing time.

B. Work Hours - Work hours will start and finish at the employee's work site.

(1) Employees going 10-8/10-7 from an assigned work area [such as motors or canines (K9s)] will submit a memorandum through their chain of command to the work unit commander for authorization.

(2) Commuting to or from the work site in a City vehicle does not count as part of the work day.

C. Change of N-Days or Work Hours

(1) If, by reason of transfer, an officer's N-days or work hours are changed, the provisions of this section pertaining to N-days or work hours will not apply.

(2) At times, the Department may have operational needs that necessitate a change in current work schedules.

(a) The Department will give an officer/sergeant a minimum seven (7) day advance written notice when N-days or work hours will be changed.

- See the appropriate Memorandum of Understanding (MOU)/Memorandum of Agreement (MOA) for more details, exceptions, and compensation requirements (premium pay) for not providing the seven (7) day written notice.

(b) Civilian employees should refer to the appropriate MOU/ MOA for change of N-day notification requirements.

D. 15-Hour Rule/13-Hour Rule

(1) Definition - There will be a minimum of 15 hours off between shifts for officers/sergeants working a 5/8 schedule and 13 hours off for officers/sergeants working a 4/10 schedule.

(2) Compensation - If this is not possible, officers/sergeants will receive overtime compensation at their regular rate of pay for each full hour worked beyond the 15-hour period (13-hour period for employees working a 4/10 schedule).

(3) Waivers

(a) Officers/sergeants assigned to the following bureaus may sign individual statements waiving the provisions of this section:

- Drug Enforcement Bureau (DEB)
- Violent Crimes Bureau (VCB)
- Community Relations Bureau (CRB)
- Property Crimes Bureau (PCB)

(b) Signed waivers will continue in effect per fiscal year.

2. **OVERTIME**

A. Definition - Overtime is defined as time assigned and worked beyond:

- The regularly scheduled 40-hour workweek.
- The eight (8)-hour work shift or 10-hour work shift for employees on a 4/10 schedule.

B. Compensation for Overtime

(1) General Information

(a) Overtime worked will be paid out to the employee or given as compensatory time at one and one-half times the employee's regular rate of pay.

(b) Overtime worked will be compensated and authorized as indicated in this section at a rate established by the appropriate MOUs/MOAs or the City Finance Department.

(c) Holdover overtime for all authorized Phoenix Law Enforcement Association (PLEA) unit employees, sergeants, and lieutenants will be calculated after the first seven minutes assigned and worked beyond the end of the employee's regularly scheduled shift, calculated to the nearest one-quarter hour.

(2) Compensatory Time

(a) Employees may request to use overtime as compensatory time.

- This is subject to the approval of their supervisor, based upon considerations of departmental scheduling and operations factors.

(b) See the appropriate MOU/MOA for the maximum amount of compensatory time that may be accumulated.

- If an employee submits overtime requests in excess of the maximum allowable accumulated hours, they will be paid the difference.

(c) Civilian Unit 7 employees may be paid for accumulated compensatory time by submitting an overtime request through the Leave and Overtime Tracking System (LOTS) in accordance with established guidelines.

(d) Sworn employees may be paid for accumulated compensatory time by submitting a request through the City's Human Resource Information System (eCHRIS) under "Employee Leave Payout SS" in accordance with established guidelines.

C. Completion of Overtime Requests

(1) General Information

(a) All requests for overtime, whether completed in LOTS or eCHRIS, will be submitted to the employee's supervisor within the work week that the overtime was worked.

(b) The supervisor will review the request to determine if it is an approved type and justified.

(c) If the employee's supervisor will be unavailable for several working days, the request will be submitted to the employee's next higher-ranking supervisor.

2. C. (2) Overtime Requests for City Court

(a) Employees **not** placed on stand-by will cite the actual court appearance time to complete the overtime request.

- Employees will use the City Court Attendance Tracking System to record their sign in and out times.
- When completing the overtime request, the docket number and the defendant's name will be entered in the "Authority" box.

(b) If employees are placed on stand-by they will:

- Use the subpoena time for the stand-by overtime request.
- Use actual court appearance time for the court overtime request, if appropriate.

D. Authorization for Overtime - Overtime will be worked and is allowed when assigned by the Police Chief or designee.

(1) As a general guideline, overtime is authorized if it is a result of a Department directive or a required task.

(2) Procedures:

(a) Holdover Time	• Overtime is authorized if it is a result of a Department directive or a required task. • Overtime is not authorized if it is a result of a voluntary/optional task.
(b) Court Overtime	• Employees or reserve officers will be entitled to a minimum of three (3) hours overtime compensation for any court appearance required during off duty hours. • Employees will be required to call ahead of time and verify the necessity of their court appearance. • Employees who appear for a court appearance that has been canceled and have failed to call for verification will not be granted overtime for their appearance.
(c) Work-Related Phone Calls	• Employees will be paid at time and one-half their regular rate of pay in the following circumstances: ∗ When they are contacted by phone by their supervisor because of their official duties, for purposes other than call-out ∗ When a supervisor approves employees making or receiving a work-related phone call • Employees will be paid for a minimum of 15 minutes when any combination of calls equals seven (7) minutes or more. • If calls extend past this minimum, overtime will be calculated to the nearest one-quarter hour. • Employees will not receive overtime for additional duty-related calls received during this compensation period.
(d) Off Duty	Voluntary/optional off duty activities, such as on-view (OV) activities that require immediate response to prevent serious injury, loss of life or property, or assistance at the scene of a potentially hazardous serious accident or crime, are authorized. Off-Duty Work • While working off-duty in a police capacity, officers will not normally be entitled to overtime compensation for taking action on or off the off-duty employer's premises unless the duty commander or a bureau/precinct commander authorizes the placement of an off-duty officer to on duty status. • Officers will not be entitled to concurrent compensation from the off-duty employer while on on-duty status.
(e) Physical Fitness/ Agility Testing	• Overtime is authorized for a physical fitness/agility test when such a test is required for assignment to a specialty position. • This is the only part of the transfer-qualifying process for which overtime is approved.

2. D. (2) Procedures: (Continued)

(f) Medical Treatment	• When a medical evaluation by the City physician for return to work cannot be completed while on duty, lieutenants, sergeants, and officers will be compensated at a minimum of one (1) hour at time and one-half. • No unit member will be compensated for other than the supervisor-directed evaluation by the City physician for return to work.
(g) Call-Out	• Any time officers are called back after leaving City facilities at a time other than their regularly assigned shift, officers will receive a minimum of three (3) hours pay at one and one-half times the officer's base pay calculated to the nearest quarter-hour, except that the officer will not be eligible for additional compensation during the three (3)-hour period. ∗ Compensation to officers called out at times other than their regularly scheduled shift will begin at the time the officer is notified. ∗ The compensation will continue up to 30 minutes beyond the completion of the duties for which the officer was called or until the officer returns to their residence, whichever is first. ∗ Where applicable, travel time will be paid only if the total work and allowed travel time exceed the minimum call-out guarantee. ∗ Travel time will not apply when an officer is working planned overtime. • Officers beginning an overtime period within three (3) hours or less prior to the regularly scheduled duty reporting time will be compensated from the time the overtime period begins to the time they are scheduled to report for duty, except that an officer will not be eligible for additional compensation during that period. Call-Out Due to Officer Negligence • Officers called back because of their own negligence will be paid in accordance with section 2.B.(1); however, they will not be eligible for the three (3) -hour guaranteed minimum outlined in this order. • If a claim of negligence is disputed, it may become subject to the grievance procedure.
(h) Baton Training	• Overtime will be authorized for any baton certification/recertification training only when employees are unable to complete the training during their regular on-duty shift.

E. Three (3)-Hour Rule (Sworn Personnel)

(1) Sworn employees will be paid a minimum of three (3) hours overtime for overtime worked on the employee's day off.

- See the appropriate MOU/MOA for additional details.

(2) In cases where the three (3)-hour rule is exceeded by actual time spent, the actual time spent will be allowed.

F. Overtime While on Paid Leave Status

(1) Employees may, in some cases, receive overtime for court and other assignments beyond the control of the Department while on paid leave status.

(2) Overtime pay **will not** be granted while:

- On sick leave and the overtime assignment occurs during the employee's regularly scheduled work hours.
- On industrial leave.

2. F. (3) Granting of overtime should be avoided if an employee is on paid leave status.

- If it appears an exception should be permitted, the exception will be approved by the appropriate assistant chief.
- For information on City business leave, see Operations Order 3.23, Department Training, and Administrative Regulation (AR) 3.41, Business, Conference, and Training Travel, and Related Expenses.

3. **STAND-BY**

A. Department Stand-by

(1) Stand-by Assignments - Stand-by assignments will be maintained in, but not limited to:

- Vehicular Crimes Unit (VCU)
- Bomb Squad
- Canine Unit
- Drug Recognition Experts (DREs)
- Specialty Vehicle Unit
- Special Assignments Unit (SAU)
- Sex Crimes Unit
- Homicide Unit
- Assaults Unit
- Critical Incident Stress Debriefing Team
- Financial Crimes Detail

(2) Compensation - When an employee is required and assigned to be available for immediate emergency call-out at times when the employee is not otherwise on duty, and the employee complies with Department regulations, the employee will be compensated in accordance with the appropriate MOU/MOA.

(3) When assigned, the employee will be available by portable radio (if issued) or other type of communication.

B. Court Stand-by

(1) When officers or reserve officers receive a subpoena or other notice requiring them to stand-by to appear in court to testify concerning the performance of their official duties at a time other than their regularly schedule tour of duty, and they were not notified 12 hours or more in advance of the court appearance that they need not stand-by, they are entitled to the following:

(a) Two (2) hours of pay at one and one-half times their base hourly rate of pay for court dockets scheduled before 12 p.m.

- If they are required to remain on stand-by after 12 p.m., they will receive an additional one (1) hour of pay at one and one-half times their base hourly rate of pay.

(b) An additional two (2) hours of pay at one and one-half times their base hourly rate of pay for court dockets scheduled after 12 p.m.

(2) Employees will receive compensation only when they comply with notification procedures contained in Operations Order 2.9, Court Appearances.

(3) Unit III employees will be compensated for court stand-by in accordance with their current MOU.

3. B. (4) Expiration of Stand-by

(a) The stand-by period will end at the time officers receive notification they are no longer required to stand-by.

- If officers are not notified, the stand-by period will automatically end at 5 p.m.

(b) If call-out occurs before the expiration of two (2) hours of stand-by, then stand-by status will continue until either the expiration of two (2) hours of stand-by or the officer arrives at the work location.

(c) Call-out and stand-by pay will not be permitted to overlap, resulting in the compounding of compensation.

(5) Non-Court Stand-by

(a) Supervisors may authorize non-court stand-by for less than 24 hour periods ending at 6 a.m., or for consecutive 24-hour periods from 6:01 a.m. to 6 a.m. the following day.

- The exact non-court stand-by times will be reflected on the overtime slip.
- All non-court stand-by ends each day at 6 a.m.
- Non-court stand-by will begin at the end of one's normal shift hours.

(b) Non-court stand-by is not paid in hourly increments as court stand-by but paid as one unit of non-court stand-by within a 24-hour period.

(6) Employees Scheduled for Leave

(a) Employees who scheduled a leave 30 calendar days in advance through their immediate supervisor in accordance with Department policy, and who subsequently are placed on court stand-by or are required to appear in court will, by their choice, receive overtime pay in addition to the leave day.

(b) Employees who scheduled a leave day but failed to do so within 30 calendar days in advance and who are placed on stand-by or called to court, will receive overtime pay; however, the number of leave hours taken will be reduced by the number of overtime hours paid.

- Court stand-by hours do not apply to this provision.

5. **MEAL PERIODS AND BREAKS**

- Sworn and civilian employees should refer to the appropriate MOU/MOA for guidelines.

6. **ABSENT WITH RELIEF (AWR) PROGRAM** - Bureau/precinct commanders/administrators may restrict this policy as necessary to ensure work efficiency.

A. Employees may be granted the opportunity to exchange shifts up to a maximum of 10 shifts per year.

- Participation in the program is voluntary.
- An AWR will only involve two (2) employees; three-way switches will not be approved.

B. All AWRs are subject to the approval of the commander/administrator or his/her designee and will be in accordance with this policy.

C. AWRs are a privilege designed to allow employees time off without the use of established personal time banks.

- The employee's time sheets will not reflect the change/addition of hours.

6. D. An employee's AWR privilege may be suspended, revoked, or denied at any time by their commander/administrator for good cause.

- Failure to provide relief **may result in the loss** of the employee's AWR privileges.

E. Employees must have "Met" for overall performance expectations on their last performance evaluation in order to participate in the program.

F. Probationary year employees will only be eligible to participate in the program after they have received a "Met" for overall performance expectations on their six (6) -month Performance Management Guide (PMG).

G. Employees will not work a regular shift and a relief shift back to back, such as 16 or 20 consecutive work hours.

- Partial relief shifts and regular work shifts may be worked consecutively with commander/administrator approval.

H. If an employee trades for a shift that has different hours, the employee will not collect shift differential: for example, the employee normally works first shift and they trade to work second shift.

I. The AWR program may be used on a City holiday; however, employees will ensure the trade does not interfere with required staffing needs.

- See the appropriate MOU/MOA for details regarding holiday pay.
- The employee actually working the shift does not collect "double" holiday pay.

J. While the employee is covering a shift for another employee, the covering employee will receive full industrial insurance coverage.

K. If the employee received overtime during the traded shift they must select "Other" on the overtime request indicating AWR and request pay for the actual overtime hours worked (employees cannot select any of the holdover boxes because they are working on an N-Day).

L. When disputes arise out of the use of the AWR policy, every attempt will be made to resolve the dispute through the chain of command.

- The commander/administrator will be the final authority in such disputes.

M. Procedures for Requesting AWR

(1) It is the responsibility of the employee requesting an AWR to ensure the Absent With Relief (AWR) Worksheet Form 80-37D is properly completed, including the section that is completed by the employee who has agreed to provide the relief.

(2) The completed AWR Worksheet will be submitted to the supervisor of the employee requesting the relief at least seven (7) days before the requested date of the AWR.

(3) The requesting employee's supervisor will ensure both parties are in agreement and the form is complete.

(4) If the form is correct, the employee's supervisor will forward the form to the second level supervisor for final approval five (5) days before the scheduled date of the AWR.

(5) This time may be waived by the second level supervisor in cases of emergency, but the AWR Form must be completed prior to approval.

6. M. (6) When the employee agreeing to work the shift signs the AWR Worksheet, they assume full responsibility for that shift and if for any reason the employee is unable to work the shift, it is their responsibility to find someone qualified to work in their place.

- This is the only time a three-way trade will be approved and is **only** permitted in extreme circumstances, such as illness or emergency.

(7) If the employee who is to provide relief is on unpaid leave or is no longer employed by the Department, responsibility for the shift returns to the person who requested the AWR and the employee's chain of command must be notified in such a situation.

(8) If the employee who is to provide the relief fails to do so for any reason and additionally fails to find a replacement, the employee that originally requested the AWR will be required to submit leave time (vacation, personal, or compensatory) for the appropriate number of hours.

(9) It is the employee's responsibility to ensure **all** shift trades are paid back within 28 calendar days of the initial shift being traded.

- This exchange is between the two (2) employees who have signed the AWR Worksheet and all exchanges must be mutually settled by the involved employees.
- Supervisors will not be responsible for assigning the exchange date.
- Employees are not permitted to pay the relieving employee instead of working the traded shift.

(10) If an employee working an eight (8)-hour shift exchanges an AWR with an employee working a 10-hour shift, the exchange will only involve eight (8) hours.

- The employee normally working 10 hours will submit a two (2) -hour leave slip (vacation, personal leave, or compensatory time) for the day they are off.
- The eight (8)-hour employee will not work the extra two (2) hours unless they are held over at the direction of a Department supervisor, at which time hold-over overtime would apply.

(11) Employees participating in the AWR program must be assigned to the same precinct, bureau or unit, and have same job classification/rank.

(12) Partial Shift AWR

- Partial shift AWRs are subject to the same guidelines as a full eight (8)- or 10-hour shift AWR, **without** exception.
- Partial shifts **must be** a minimum of four hours (4) for an eight (8)-hour shift or five (5) hours for a 10-hour shift.

N. Supervisor Responsibilities

(1) It is the responsibility of the supervisor of an employee requesting the AWR to ensure the form is completed and submitted to the second level supervisor in the appropriate time frame.

(2) Upon approval, the supervisor will then log the pertinent information in the AWR Log Book, which will be maintained at a location determined by the precinct/bureau commander/administrator.

(3) The requesting employee's supervisor will ensure all trades are paid back within the required 28 day period.

1. **FIELD TRAINING OFFICERS (FTOs) PAY** - Field Training Officers will receive an additional five percent of their regular rate of pay for every day they are assigned to an officially authorized Field Training position within the Patrol Division.

   - This five percent applies to all hours worked, including holdover, court overtime, and compensatory time conversion to cash.

2. **DIFFERENTIAL PAY**

   A. Types of Differential Pay - Employees will receive compensation in addition to their base hourly rate of pay for working either or both of the two types of shifts defined below.

TYPE	DESCRIPTION
Night Shift Differential	A night shift that ends at or after 2200 hours.
Weekend Differential	Any shift beginning at or after 1400 hours on Friday through any shift or any portion of a shift beginning at or before but not after 2359 hours on Sunday.

   B. Compensation

      (1) The rate of compensation will be specified in individual unit agreements.

      (2) Employees will receive pay differential only for hours scheduled and worked.

      (3) Employees will not receive pay differential while on paid leave.

3. **SIGN LANGUAGE AND FOREIGN LANGUAGE INTERPRETATION AND TRANSLATION**

   A. Compensation

      (1) Employees who meet linguistic skills or signing qualifications, as determined by a review panel or language fluency evaluation approved by management, will be compensated at $10 per hour in addition to their base pay.

      (2) Compensation will be calculated to the nearest quarter hour.

   B. Authorization for Compensation - Compensation must be authorized by a sworn supervisor and must include:

      (1) Interpretation was authorized prior to actual interpretation or translation.

      (2) Verbal, written, or sign interpretation was in excess of seven consecutive minutes per occurrence, while conducting any assigned formal police investigation.

   C. Linguistic Skills Form - A Linguistic Skills Form (80-30D Rev. 10/02) may be completed for all translation occurrences in excess of seven consecutive minutes, rounded to the nearest quarter hour; i.e., 19 minutes of translation will be compensated at 15 minutes compensation.

      (1) The approved Linguistic Skills Form will be forwarded to the Fiscal Management Bureau for payment on a weekly basis.

      (2) All occurrences of translation will be listed individually on the back of the form; multiple forms may be submitted per week.

3. D. Certification Process

Spanish Speaking Evaluation Committee	The Committee will evaluate the Spanish speaking and writing ability of employees seeking certification as interpreters of the Spanish language. • The committee will assess the ability of the sworn employee to conduct a formal police investigation using the Spanish language. • The committee will notify the Fiscal Management Bureau of the certification of the sworn employee so that the employee may be compensated as specified above.
Certification in Languages Other Than Spanish	• Employees who desire certification in languages other than Spanish may be evaluated at the expense of the employee. • An approved list of certifying organizations may be obtained from the Career Enhancement Program coordinator in the Fiscal Management Bureau. • The employee will be tested in the following areas: ∗ Comprehension ∗ Speaking fluency ∗ Use of proper grammar in conversation ∗ Spelling and writing ability ∗ Pronunciation ∗ Level of communication • A written evaluation report will be provided to the employee at the conclusion of the test. • The employee must provide a copy of the written report to the Fiscal Management Bureau so that the employee may be certified for compensation. • The report must show that the employee has the ability to conduct a formal police investigation in the language tested.
Sign Language Interpreter	• Employees wishing to be certified as sign language interpreters must obtain certification through the Interpreter Quality Assurance System (IQAS), P.O. Box 40922, Tucson, Arizona 85717. • IQAS Level V certification is recommended for interpreting in a formal police investigation.

4. **PRE-BRIEFING TIME**

A. General Guidelines

(1) Sergeants assigned to the following work units, who brief an assigned squad on a regular basis, are eligible for pre-briefing time compensation.

- Patrol Division
- Traffic Enforcement Unit
- Neighborhood Response Unit
- Airport Unit

(2) Pre-briefing time is intended to allow sergeants to perform briefing preparation tasks.

4. B. Compensation

(1) Eligible sergeants must conduct briefings on at least one-half of their normal work days during a given pay period to receive compensation.

(2) Eligible sergeants will be compensated for 1.5 hours of overtime per pay period, paid at time and one-half.

(3) All patrol lieutenants will be compensated for 1.5 hours of overtime per pay period, paid at time and one-half, for briefing the relieving shift commander.

(4) Compensation will be requested by checking the PRE-BRIEFING category on an overtime slip.

5. **CAREER ENHANCEMENT PROGRAM (CEP), SUPERVISOR ADVANCEMENT RECOGNITION PROGRAM (SARP), AND MANAGEMENT ADVANCEMENT RECOGNITION PROGRAM (MARP)**

A. The manuals and applications for each of the programs are available on the Phoenix Police Department's employee web site, bureau/precinct administrative staff/training liaison, and the Fiscal Management Bureau.

- Additional information can be found in the PLEA MOU and PPSLA Agreement.
- Lateral transfer officers from other law enforcement agencies will be permitted to apply for CEP after the completion of their Field Training program.

B. It is the individual employee's responsibility to complete and submit their applications within the guidelines and deadlines as outlined in the CEP/SARP/MARP Program Manuals and to maintain a record of their previous applications.

1. **LEAVE OF ABSENCE PROCEDURES**

A. Leave Request Form

(1) All requests for leaves of absence with or without pay will be submitted through eCHRIS (City of Phoenix Human Resource Information System) to the employee's immediate supervisor.

(2) All requests will be submitted in advance of the beginning date of the leave, except requests for unanticipated sick or emergency leave, which will be submitted for approval immediately upon returning to work.

(a) Supervisor responsibilities - When unscheduled absences occur, supervisors are responsible for submitting leave entries for employees or ensuring employees enter their leave in a timely manner upon returning to work.

(b) Employee responsibilities

- For scheduled absences, employees are responsible for submitting leave entries in advance.
- For unscheduled absences, employees are responsible for submitting leave entries in a timely manner upon returning to work or ensuring their supervisor submitted a leave entry on their behalf.

(3) A separate leave request must be submitted for each week (Monday through Sunday) of leave.

(a) All dates on the leave requests are inclusive.

- The date under FROM will be the first day of leave for each week.
- The date under THROUGH will be the last day of leave for each week.
- When only one day of leave is taken, the same date will be placed under both FROM and THROUGH.

(b) Total leave time will be shown in hours.

- All leave may be taken in quarter-hour increments.

(4) Supervisors will monitor their employees' leave.

B. Approval Guidelines

(1) The use of leave benefits is always subject to supervisory approval.

(3) Vacation and holidays will be granted only after due consideration has been given to the staffing needs of the Department and after leave requests have been submitted.

(3) Requests for an extended leave of absence **with pay**, not in excess of 30 working days, will require the approval of the employee's chain of command.

(4) Requests for an extended leave of absence **without pay**, not in excess of 30 working days, will require only the approval of the Police Chief.

(5) All requests for leaves of absence without pay for more than 30 working days, excluding industrial injury leave, will require the approval of all the following:

- Police Chief
- City Manager
- City Human Resources director

1. B. (6) For guidance with leave of absence requests, contact the Human Resources Unit of the Fiscal Management Bureau (FMB).

2. **HOLIDAYS - ADMINISTRATIVE REGULATION (AR 2.11), LEGAL HOLIDAYS AND HOLIDAY PAY**

A. AR 2.11, Legal Holidays and Holiday Pay, includes the listed topics:

- Authorized holidays and date of observance for all employee types including continuous, seven day operations, hourly, and exempt
- Compensation when working on a holiday for sworn and civilian employees
- Substitute holidays
- Personal leave days
- Holiday pay when employees are on leave
- Holiday benefit upon appointment to or termination of employment

B. Authorized Paid Holidays

HOLIDAY	DATE	AFFECTED EMPLOYEES
New Year's Day	January 1	All
Martin Luther King Jr.'s Day	Third Monday in January	All
President's Day	Third Monday in February	All
Caesar Chavez Birthday	March 31	All
Memorial Day	Last Monday in May	All
Independence Day	July 4	All
Labor Day	First Monday in September	All
Veteran's Day	November 11	All
Thanksgiving Day **Friday after Thanksgiving**	Last Thursday and Friday in November	All
Christmas Eve	December 24 (4 hours)	• Unit II Employees • Unit III Employees • Confidential Office and Clerical • Administrative, Supervisory Professional, and Technical Employee Association (ASPTEA)
Christmas Day	December 25	All
Personal Leave Days	Employee's Choice	• Unit II Employees - 24 hours • Unit III Employees - 16 hours • Phoenix Law Enforcement Association (PLEA) - 20 hours Sergeants/Lieutenants - 24 hours • ASPTEA - 24 hours • Confidential and Office Clerical - 33 hours
• When a holiday falls on Sunday, it will be observed on the following Monday. • When a holiday falls on Saturday, it will be observed on the preceding Friday.		

C. Holiday Staffing of First Response Essential Personnel/Non-Essential Personnel

- Bureau/precinct commanders/administrators of first response essential personnel and non-essential personnel will determine the need to mandate personnel to take the day off in order to meet maximum staffing levels (see Operations Order 3.26, Minimum/Maximum Staffing).

3. **LEAVE MANAGEMENT - AR 2.30(A), INTERIM CITY LEAVE POLICY, AR 2.30(B), INTERIM ATTENDANCE POLICY, AND PERSONNEL RULE (PR) 15, LEAVES OF ABSENCE**

A. AR 2.30(A), Interim City Leave Policy, includes the listed topics:

3. A. AR 2.30(A), Interim City Leave Policy, includes the listed topics: (Continued)

- Definitions of various leave types
- Sick leave with pay to include:
  - Personal illness or injury
  - Family medical emergency leave
- Earned Paid Sick Time and capped carry over amounts
- Leave credit dates
- Sequence of leave usage
- Effective date of separation
- Related leave policies

B. AR 2.30(B), Interim Attendance Policy, includes the listed topics:

- Definitions of various absence types
- Attendance policy
- Tardy policy
- Notice of absences
- Supervisor responsibilities
- Employee responsibilities
- Enforcement

C. PR 15, Leaves of Absence, includes the listed topics:

- Requesting leaves of absence
- Vacation leave with pay
- Sick leave with pay
- Earned Paid Sick Time
- Military leave
- Special leave without pay
- Industrial leave
- Bereavement leave

D. Employees with seven or more incidents of unscheduled leave within a 12 month period:

(1) May receive a coaching.

(2) Will be informed by their immediate supervisor that all Request for Off-Duty/Extra-Duty Work and/or Coordinator Position Forms 80-9D will be forwarded to the bureau/precinct commander/administrator for consideration.

(a) In the event leave is determined to be excessive, permission to work off duty can be denied.

(b) Existing Request for Off-Duty/Extra-Duty Work and/or Coordinator Position forms may be canceled.

E. Off-Duty Work

(1) Employees who are on sick or industrial leave (with or without pay) will not be permitted to work off duty for compensation.

(2) Any off-duty work privileges in effect at the time the illness or the injury occurs will be suspended for the duration of leave.

4. **VACATION - AR 2.18, EXCESSIVE ACCUMULATION AND CARRYOVER OF VACATION CREDITS, AND PR 15, LEAVES OF ABSENCE**

A. AR 2.18, Excessive Accumulation and Carryover of Vacation Credits, includes the listed topics:

- Vacation policy
- Administration of vacation credits
- Standard carryover tables for hourly and exempt employees
- Vacation sell back
- Vacation cash out at separation
- Vacation leave snap shot

B. Accumulation of Vacation

(1) Vacation credits will not be accumulated in excess of an amount equal to two times the employee's current annual rate, except on the recommendation of the Police Chief and approval by the City Manager.

(2) Employees who are members of the Public Safety Retirement System (PSRS) may accumulate an additional 80 hours of vacation above the maximum vacation carryover into the last three years of service.

- These hours are to be used as paid time off prior to retirement.
- The maximum payout allowance for public safety employees, outlined in AR 2.18, Excessive Accumulation and Carryover of Vacation Credits, is **not** affected.
- Employees must submit a written request each year.

C. Officers Called Back From Vacation - An officer on an authorized vacation out of state, who is temporarily recalled to duty by order of the Police Chief, will be reimbursed for necessary transportation expenses.

(1) The officer will be required to provide proof of transportation expenses.

(2) Reimbursement must be approved by the Police Chief.

5. **FAMILY AND MEDICAL LEAVE ACT (FMLA) - AR 2.143, FAMILY AND MEDICAL LEAVE**

- AR 2.143, Family and Medical Leave, describes the provisions of FMLA as they relate to City employees, integrates FMLA leave with current City leave policies, establishes guidelines for its use, and includes the listed topics:

  * Purpose
  * Definitions
  * Eligibility and entitlement
  * Leave requirements
  * Granting leave
  * Supervisor responsibilities
  * Employee responsibilities
  * Continuation of benefits
  * Return to work
  * Additional guidelines (intermittent leave, reduced leave schedules, recertification, FMLA on holidays, etc.)

6. **MILITARY LEAVE - AR 2.39, NATIONAL GUARD, MILITARY RESERVE TRAINING, AND ACTIVE DUTY CALL-UP**

- AR 2.39, National Guard, Military Reserve Training, and Active Duty Call-Up, provides policy direction and ensures compliance with federal and state regulations as they apply to City employees who volunteer for the National Guard (usually two weeks per year), are called up to serve in the military for an extended period of time, or have other qualifying military leaves of absence and includes the listed topics:

  - Paid and unpaid leave
  - Reinstatement and seniority
  - Merit increases
  - Pension and 457/401(a) plans contributions
  - Differential pay (previously referred to as gap pay)
  - Benefits related information
  - Discrimination and retaliation prohibited

7. **SPECIAL RECOGNITION LEAVE (PA) - AR 2.282, AWARDS FOR RECOGNTION OF EXCELLENCE, AND PR 15**

A. AR 2.282, Awards for Recognition of Excellence, establishes a program for the immediate recognition of outstanding employee performance and includes the listed program provisions:

- Administration
- Limits of compensation
- Timeliness for use of award time

B. Special Recognition may be given by supervisors in instances of outstanding employee performance as stated in AR 2.282, Awards for Recognition of Excellence.

C. Supervisors will submit a memorandum of the Special Recognition up through their assistant chief for approval.

D. Once approved by the assistant chief, the employee awarded the Performance Recognition leave (PA) must use the leave within one year.

- This type of paid leave is intended as immediate recognition and cannot be banked or accrued.

8. **PAID LABOR UNIT LEAVE - HUMAN RESOURCES DEPARTMENT (HRD) LETTER 2017-001, UNION/ASSOCIATION RELEASE NOTIFICATION GUIDELINES**

A. HRD Letter 2017-001, Union/Association Release Notification Guidelines, establishes general guidelines for unions/associations release notification, correct eCHRIS pay codes to use while an employee is on temporary release time, processing of the release requests, and reporting release hour balances.

- Applies to all unit employees in bargaining units 1, 2, 3, 4, 6, and 7
- Employees on authorized, full-time release are not subject to these provisions.

B. Procedures

(1) Paid Labor Unit Leave will be governed by the provision of each labor unit's agreement with the City.

(2) Management will make a concerted attempt to release a labor unit representative from current duties or assignments when the representative is requested for an employee investigation, while giving consideration to the Department's and association's scheduling concerns.

8. B. (3) When labor unit members attend seminars, lectures, and conventions, the labor unit organization will give reasonable advance notice and provide the appropriate documentation as follows:

(a) Full Time Release Not Using City Funds	• No memorandum required
(b) Full Time Release Using City Funds	• Travel memorandum submission through chain of command requesting to use City Funds
(c) Union Representation	• Memorandum submission required through chain of command for approval listing the following: * How attendance will benefit both the city and the employee * Request to use Blue Card Funds (if necessary) * Travel information * Training information (date, hours, location and cost) * Requested City leave request

C. Approval for Leave

(1) The approving authority will ascertain from FMB whether time is available before approving the request.

(2) If approved, the leave request and the memorandum will be forwarded to FMB.

D. Refer to the appropriate Memorandum of Understanding (MOU)/Memorandum of Agreement (MOA) for further details about the use of Paid Labor Unit Leave.

9. **NON-PAID PLEA UNIT LEAVE** - Procedures for taking non-paid leave by members of the Executive Board of PLEA for association-related activities during City work hours are as follows:

A. A member of the Executive Board will submit a leave request signed by the immediate supervisor through channels to FMB requesting leave without pay 24-hours in advance of the anticipated leave.

B. Approval for more than two board members to engage in association-related activities will require submission of leave requests, signed by their immediate supervisor, to FMB 48-hours in advance of the anticipated leave.

10. **JURY DUTY - AR 2.24, JURY AND WITNESS SERVICE**

A. AR 2.24, Jury and Witness Service, provides regulations for employees required to serve as jurors or witness in court actions and includes the listed topics:

- Conflicts between AR 2.24, Jury and Witness Service, and MOUs/MOAs
- Time allowed for jury or witness duty
- Fees returned to the City

B. Jury Duty Exemption - Pursuant to ARS 21-202(B)(5), AzPost certified employees may elect to be excused from jury duty if summoned into state or local courts.

(1) Employees should write their serial number on their summons and forward the summons to the Office of Administration, Legal Unit, in a timely manner.

(2) This does **not** apply to federal courts (United States (US) district courts).

1. **GENERAL BENEFITS**

A. The City offers a wide variety of comprehensive programs for eligible employees, which include but are not limited to the following:

- Health Plans with Pharmacy and Basic Vision Coverage
- Dental Coverage
- City-Paid Life Insurances
- Optional Life Insurance
- Flexible Spending Accounts (Health Care and Dependent Care)
- Deferred Compensation Plans – 457 and 401(a)
- PEHP (Post-Employment Health Plan)
- Employee Assistance Program
- Voluntary Buy-Up Vision Plans
- Voluntary Legal Insurance Plan
- Health Savings Account
- Elder Care Counseling and Services

B. Contact the City Human Resources (HR) Department, Benefits Office at 602-262-4777 or benefits.questions@phoenix.gov for eligibility information and enrollment procedures.

2. **LONG-TERM DISABILITY PROGRAM** - See Administrative Regulation (AR) 2.323.

A. When an employee is unable, as a result of illness or injury, to perform work in their current job classification.

B. Contact the City HR Department, Benefits Office for information on coverage and procedures for this benefit.

3. **INDUSTRIAL/WORKERS' COMPENSATION PROGRAM** - See AR 2.32 for additional information.

A. Coverage

(1) Workers' Compensation provides medical and/or compensation benefits to an employee, police reserve officer, or Department volunteer who seeks treatment as a result of an industrial injury or occupational disease.

(2) Monitoring of industrial leave will be the responsibility of the Fiscal Management Bureau (FMB).

(3) Contact the City HR Department, Safety Division at 602-534-9530 for information on coverage and procedures for this benefit.

B. Medical Treatment of Injured Employees

(1) Minor Injuries Not Requiring Medical Treatment - Employees who suffer minor injuries not requiring a medical provider's attention may be administered first-aid treatment.

(a) Injuries of this type need only be documented with:

- A memorandum from the injured employee.
- A City of Phoenix Supervisor's Report Industrial Injury Form 150-41D.

  * The memorandum and form 150-41D will be retained (in a file separate from the division/bureau/precinct file) at the employee's precinct/bureau for one (1) year.
  * If the employee does not file an industrial injury claim within the year, the documents will be destroyed.

3. B. (1) (b) If complications from the injury develop at a later date, an industrial packet will be completed at that time.

- The information contained in the original memorandum will be used to complete the packet.

(2) Minor Injuries Requiring Medical Treatment

(a) When injuries require medical attention in excess of first-aid treatment but the need is not urgent, employees may choose to be treated by a private medical provider or a City-contracted medical provider.

- If the employee chooses to be treated by a private medical provider, the City has the authority to require the employee to be seen one time by the City's contracted medical provider.
- See Operations Order 4.9, Communicable Disease Control Plan Addendum A, for a complete listing of the City-contracted health care providers.

(b) Employees may select either the City-contracted medical provider or a private medical provider to care for an on-duty injury.

- If the City-contracted medical provider provides the initial treatment and follow-up care, they will also provide the release for return to duty.
- Approval to change private medical providers for an industrial injury must be obtained through the City's contracted third party administrator (TPA).

(c) The City-contracted medical provider will evaluate the injury or illness to determine if the employee is rendered permanently unfit for duty as a result of the industrial injury or occupational disease.

(3) Serious Injuries

(a) Employees who have been seriously injured will be treated at the nearest hospital.

(b) When an employee is treated at a hospital or is hospitalized for on-duty injuries, the supervisor will:

- Notify the ranking supervisor on duty.
- Immediately contact the Police Safety Unit duty pager at 602-201-1766 (available 24/7), to advise of the treatment/hospitalization and to allow further arrangements for the employee's care.
- Notify FMB if the employee or family members are in need of advice or assistance regarding employee benefits.

C. Processing Industrial Paperwork

(1) List of Forms/Paperwork - Whenever an employee's injuries or illness require examination or treatment, the following paperwork will be completed and forwarded to FMB.

(a) Memorandum to Immediate Supervisor	* A memorandum will be directed to the immediate supervisor providing details of the incident and treatment. * If follow-up visits to a medical provider or physical therapist are required, the employee will document this need in the memorandum and will attach a statement from the medical provider describing the type, frequency, and duration of any therapy ordered, as well as the name of the licensed therapist who will conduct it.

3. C. (1) List of Forms/Paperwork - Whenever an employee's injuries or illness require examination or treatment, the following paperwork will be completed and forwarded to FMB. (Continued)

(b) City of Phoenix Supervisor's Report of Industrial Injury/ Exposure/First Aid Form 150-41D	• This form will be completed by the supervisor. • A copy of this form will be given to the employee, who will deliver it to the examining medical provider.
(c) Worker's Report of Injury Form ICA 04-0407	• Injured employee will complete and sign this form.
(d) City of Phoenix Worker's Compensation Program Agreement Forms	• Completion of forms necessary to reimburse City • Employee will sign and retain a copy.
(e) City of Phoenix's Contracted Vendor Authorization to Release Medical Information Form	• Employee will complete this form.
(f) Report of Significant Work Exposure to Bodily Fluids Form 41-100	• This form will be completed if the industrial injury results in a Level I or IV exposure to a blood borne pathogen. • This form must be filed within 10 calendar days of the exposure. • All requirements in Step 15 of this form should be followed. • If the employee chooses to seek treatment for the exposure, Industrial paperwork will need to be completed.
(g) Communicable Disease Exposure Form 80-28D	• Employees will complete this form in **exposure-only** situations. • Employees will forward this form through their supervisor to FMB. • If the employee chooses to seek treatment for the exposure, Industrial paperwork will need to be completed.

(2) Routing of Paperwork

(a) Unless there is an incapacitating injury, these forms are time critical therefore the immediate and reviewing supervisors will forward the forms and a copy of the employee's memorandum to FMB **prior** to the end of the third calendar day following the day of the injury.

- FMB will forward the forms to the City HR Department Safety Division who will forward the forms to the City's contracted TPA.

(b) The employee's original memorandum will be forwarded through the chain of command to the assistant chief.

(3) Employees Unable to Complete Paperwork

(a) If the employee is unable to complete and sign the Worker's Report of Injury form, the employee's spouse/significant other, family member, or adult dependent or a person, not associated with the City, with a personal relationship with the employee, may complete the form.

(b) Other than the City of Phoenix Supervisor's Report of Industrial Injury/Exposure/First Aid form, only the injured employee may complete the other forms listed above in section 3.C.(1) of this order.

- In the event of an incapacitating injury, a delay in completing these forms will not impact medical treatment or benefits.

3. C. (3) (c) The supervisor will ensure the City of Phoenix Supervisor's Report of Industrial Injury/Exposure/First Aid form is completed and forwarded with the Worker's Report of Injury form.

D. Photographs of Employee Injuries - Employees who have been injured will be photographed, in color, by a digital camera certified employee to depict the injury and/or clothing damage

- The photographs will be impounded in accordance with Operations Order 8.1, Evidence, Impounding, and Property.

E. Worker's Compensation Program

(1) Employees or reserve officers who have suffered an injury or illness arising from and in the course of their employment with the City, must seek compensation and medical payments through the Worker's Compensation Program unless the employee has previously waived coverage under the program.

(2) Waivers are available from the City HR Department, Safety Division.

F. Reopening Industrial Claims - If an employee chooses to reopen an industrial claim that has been closed because the injury had become medically inactive, the employee can go directly to the Industrial Commission, 800 West Washington, and complete a Petition to Reopen form (this form is also available online at www.azica.gov).

(1) A statement from the employee's medical provider will also be needed.

(2) The employee must submit a memorandum through the chain of command to FMB.

* The memorandum will include all pertinent information regarding the claim.

G. Involvement of Third Parties - If third parties are involved, injured employees must make an election of remedy.

(1) Remedy One	* The employee is not pursuing civil action against a third party and agrees to accept all benefits and compensation afforded by the Worker's Compensation Law and the City.
(2) Remedy Two	* The employee elects to pursue action against a third party on their own. * Pending the outcome of the action, all benefits and compensation provided by the Worker's Compensation Law and the City will be afforded. ∗ The employee agrees to repay the City for all medical expenses and compensation from the proceeds of damages awarded to the employee by any judgments or settlements in their favor. ∗ All medical expenses include indirect costs incurred as a result of medical exams required by the Department. * Employees will inform their supervisor by memorandum, providing the name of the parties involved and the circumstances of the incident. The memorandum will be forwarded to the Police Chief.

H. Industrial Leave

(1) Employees on industrial leave and assigned to their home will be considered to have the same duty hours and non-working days (N-days), up to a seven-calendar-day period, as the squad to which they were assigned when the injury/illness occurred.

- After the seven (7) days, employees may be assigned to new duty hours and/or N-days.

3. H. (2) Any time lost due to an industrial injury or occupational disease must be authorized by a licensed medical provider and approved by the City's contracted TPA.

(3) Employees will submit industrial time (PI) leave requests for on duty follow-up, such as physical therapy or doctor visits.

(4) Employees may be allowed to utilize their sick leave, vacation leave, and/or compensatory time to provide the supplemental pay differential between industrial pay and regular take-home pay under the provisions of Personnel Rule 15f1, after the one-year supplemental pay has been exhausted.

4. **MEDICAL RELEASES TO RETURN TO WORK**

A. Employees returning to transitional or full duty from an industrial illness/injury will:

(1) Obtain a written medical release from their private and/or the City's contracted medical provider.

- Employees returning to full duty will provide their supervisor with the medical release **prior** to returning to work.
- Employees returning to transitional duty will provide a City of Phoenix Physical Limitation form completed by their private medical provider.
- For FMB purposes, employees returning to transitional duty will submit a leave request through the Leave Automation Management Program (LAMP) for each day they are on transitional duty (for employees who do not have access to LAMP, a Department Leave Request Form 80-80D will be completed).

  * "PK" time will be used for Industrial Transitional duty
  * "PN" time will be used for Non-Industrial Transitional duty

(2) Notify their supervisor no later than the beginning of their next regularly scheduled shift.

(3) Send a memorandum to FMB, through the bureau/precinct commander/administrator, indicating the date of return to work.

- The medical release and, if applicable, the Physical Limitation form, must accompany the memorandum.

(4) At the supervisor's discretion, in conjunction with the City HR Department, employees may be sent to the City's contracted medical provider when additional medical information/clarification is needed to determine the employee's fitness for work.

(5) Employees on industrial transitional duty who receive examinations or treatments for an industrial illness/injury during non-working hours, must flex their hours to cover the time used for their appointments (this procedure also applies to supervisory ordered examinations).

B. Employees returning to duty from a personal illness/injury exceeding 12 days on a 5/8 schedule or 10 days on a 4/10 schedule, will follow the guidelines in Operations Order 3.6, Department Leave and Holidays.

5. **TRANSITIONAL DUTY** (previously referred to as light duty) - For work assignments less than six (6) months (see AR 2.34 for additional information).

A. Transitional duty assignments are available as a principle of sound personnel management and not an inherent right of employment.

5. B. A transitional duty assignment is not designed or intended to be a permanent placement or permanent assignment.

- A transitional duty assignment is designed and intended to provide employees who are recovering from an industrial or personal illness/injury with short-term job duties that comply with temporary medical restrictions and fulfill a Department need.

C. For the safety of the public, officers on transitional duty are not permitted to wear their police uniform or drive a marked police vehicle.

- Officers may carry their badge and firearm which must be concealed.

CI. Transitional Duty Assignments

(1) Assignments Less Than 30 Days - Assignment and supervision of transitional duty employees for less than 30 calendar days will be the responsibility of the employee's bureau/precinct commander/administrator.

- Assignments may be made without regard to the employee's normal assignment and will be made within the Department.
- No employee may refuse to work an assignment within the limits of their capabilities as defined by their medical provider's statements.
- A second opinion may be obtained from the City's contracted medical provider.
- Under certain circumstances, an employee may request to remain in the transitional duty assignment longer than 30 days if the City HR Department and FMB determine it is appropriate.
- Only one 30-day extension for a transitional duty assignment originally expected to be less than 30 days may be approved by the Department.
  - heTextension and the reason/s for granting the extension must be documented and retained by FMB.

(2) Assignments Beyond 30 Days - If the employee's transitional duty status extends beyond 30 calendar days, the employee, or supervisor if the employee is not available, will forward a memorandum through the chain of command to FMB describing the employee's medical condition and restrictions, expected duration, and the employee's current assignment.

- FMB will coordinate the placement of employees whose transitional duty status extends beyond 30 calendar days but less than six (6) months (see section 6 of this order if the duration is expected to exceed six (6) months).
- FMB will coordinate medical reviews and work fitness evaluations.

(3) Bureaus/precincts with no transitional duty positions available should direct a memorandum titled "Transitional Duty Placement Request" to FMB.

- FMB will be responsible for the coordination of transitional duty assignments.

E. Promotions and Transfers - Employees in transitional duty assignments may participate and compete in promotional and transfer processes provided they meet the required qualifications, with or without reasonable accommodations.

- Actual promotions and transfers will be reviewed on a case-by-case basis.
- Decisions will be made in accordance with current Operations Orders.
- The final decision will be made by the Police Chief.

6. **REASONABLE ACCOMODATIONS** (previously referred to as permanent light duty) - Also see AR 2.341 for more information.

   A. If medical restrictions exceed or are expected to exceed six (6) months, the employee will progress from the transitional duty process to a reasonable accommodation process.

      - Under certain circumstances, an employee may remain in the transitional duty assignment for more than six (6) months if the City HR Department and FMB determine it is appropriate.
      - Only one (1) extension of the transitional duty assignment beyond the six-month limitation may be approved by the Department.

        * The extension may not be longer than six (6) months unless approved by the City HR director and City Manager.
        * The extension and the reason/s for granting the extension must be documented and retained by FMB.

   B. FMB will be responsible for meeting with all employees who are not expected to recover to full-duty status within six (6) months to explain the various options that might be available.

   C. FMB will annually review the status of employees assigned to reasonable accommodation positions to determine if a medical re-evaluation is warranted.

   D. Promotions and Transfers - Employees in reasonable accommodation positions may participate and compete in promotional and transfer processes provided they meet the qualifications, with or without reasonable accommodations.

      - Actual promotions and transfers will be reviewed on a case-by-case basis.
      - Decisions will be made in accordance with current Operations Orders.
      - The final decision will be made by the Police Chief.

   E. Employees will be allowed to return to their original job function upon return to full duty status provided the function still exists and the employee is still qualified.

      - The reassignment will be to a position with the same job function; however, the reassignment may not be the same squad, N-days, or location (bureau/precinct).

        EXAMPLE: The employee was a field training officer (FTO) in 800 but when able to return to full duty, the only vacancy available was in 500, the employee will be placed in 500.

   F. For the safety of the public, officers in reasonable accommodation positions may not be permitted to wear their police uniform or drive a marked police vehicle (determinations will be evaluated on a case-by-case basis).

   G. Off-Duty Work - Employees who are in a transitional duty status or whose permanent restrictions conflict with the off-duty job duties, will normally not be permitted to work off duty in a police capacity.

      (1) Employees on extended leave due to the Family and Medical Leave Act (FMLA) under provision F-1 will be allowed to work off duty in a police capacity following established off-duty procedures.

      (2) Employees on continuous leave due to FMLA under provision F-2 will not be allowed to work off duty in a police capacity.

      (3) Other exceptions require the approval of the employee's assistant chief.

      (4) FMLA is covered under AR 2.143 and AR 2.30 and questions may be directed to FMB.

7. **EMPLOYEE DEVELOPMENT FUND (EDF) PROGRAM**

- Refer to AR 2.51 and the appropriate Memorandum of Understanding/Memorandum of Agreement (MOU/MOA) for information regarding the EDF program, which includes:

  * Tuition Reimbursement
  * Professional Membership Reimbursement
  * Seminar/Workshop/Conference Reimbursement

  NOTE: Training Catalog information may be found on the Inside Phoenix intranet site.

8. **VETERANS' ADMINISTRATION TRAINING BENEFITS**

A. The Department is certified by the Veterans' Administration for on-the-job training benefits for all qualified veterans who are in their first year of employment.

B. If probationary employees can qualify for this benefit, they cannot receive federal veterans' educational benefits for the same time.

- They may receive on-the-job training benefits for the first year on the job and then may transfer to educational benefits in order to use the remaining veteran credits.

C. This program is administered by the Training Bureau.

9. **FALSE ARREST INSURANCE** - False arrest insurance will be provided by the City for sergeants and lieutenants.

10. **SPECIFIC BENEFITS FOR AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES (AFSCME) UNIT EMPLOYEES** - See the current MOU for benefits and procedures.

11. **RETIREMENT BENEFITS**

A. General Retirement Process - All sworn and civilian employees must contact the City Of Phoenix Employees' Retirement Systems (COPERS) at 602-534-4400 or copers@phoenix.gov, located at 200 West Washington Street, 10th Floor, in order to:

- Ask retirement benefit questions.
- Complete a retirement checklist and schedule an appointment.

  * For additional information, contact Nationwide Retirement Solutions at 602-266-2733 or the City's HR Department Benefits Office at 602-262-4777 or benefits.questions@phoenix.gov.

B. Sworn and civilian employees will be enrolled in the 401a Plan automatically.

C. Sick Leave Conversion at Retirement – Sworn and civilian employees may be compensated for some or all of their unused sick leave accumulated at the time of retirement; see the appropriate MOU/MOA and/or AR 2.441 for additional information

D. Specific Procedures for Civilian Employees

(1) Employees will prepare a retirement memorandum and forward it through the chain of command to FMB, 30 to 60 days prior to retirement, with the following information:

- Date and shift of the last day to be worked
- If the employee wants a retirement plaque, and specify any mounting preferences regarding badges (if appropriate) and service pins

  * The retirement plaque is available through Police Supply upon request by the employee.
  * Police assistants may request a breast badge to be mounted on their plaque.

11. E. Specific Procedures for Sworn Employees

(1) Employees will prepare a retirement memorandum and forward it through the chain of command to FMB, 30 to 60 days prior to retirement, with the following information:

- Date and shift of the last day to be worked
- If the employee will be purchasing their Department-issued service weapon (include the serial number) at a cost of $1 (requires at least 20 years of service and approval of the Police Chief).

  * For employees retiring with less than 20 years of service, their service weapon may be purchased at a pro-rated replacement cost to the City (requires the approval of the Police Chief).

- If the employee will be purchasing, at the replacement cost to the City, any of their Department-issued badges (breast, flat, or cap).

  * One badge may be retained with no cost to the employee.

- What, if any, other Department-issued equipment the employee will be purchasing (contact Police Supply for a full list of available items for purchase and their cost)

  * Any items not purchased will need to be turned in to Police Supply upon retirement.

- If the employee desires to purchase a shadow box at an additional cost above the provided retirement plaque

(2) A copy of the memorandum, any badges and service pins the employee wants mounted on the retirement plaque/in the shadow box, and, if applicable, a receipt from FMB indicating payment has been made for any purchased badges, must be taken to Police Supply at least 10 working days prior to the presentation of the plaque/shadow box.

- Up to three badges (or two badges and service pins) may be permanently mounted on the retirement plaque.
- A temporary breast badge will be issued by Police Supply until the employee's tenure has ended.
- If the 10 day time limit is not met, the plaque/shadow box may not be ready for presentation at the retirement ceremony.

(3) Upon retirement, the City will provide the retiring employee with a:

- Retirement plaque (or shadow box if purchased)
- Retired flat badge and holder
- Retired police officer's commission card similar in appearance to the regular commission card.

  * An employee who has honorably retired, as determined by the Police Chief, shall receive an "Honorably Retired" police officer's commission card.

(4) Retired employees are not permitted to retroactively (post-retirement) purchase any badges.

(5) To obtain an Arizona carrying concealed weapons (CCW) permit, the Arizona Department of Public Safety Concealed Weapons Permit Unit needs to be contacted, at 602-256-6280, a minimum of 75 days prior to retiring to request an application packet.

1. **DESCRIPTION OF PROGRAMS**

A. Peer Support Program	• A support program that provides **all** employees access to a trained peer employee who can provide support during a time of personal crisis
B. Employee Assistance Program (EAP)	• A program offered by the City that provides free, confidential counseling, self-improvement tools, and other resources to eligible employees and their dependent and household family members
C. Early Identification and Intervention Program (EIIP)	• The Department's non-disciplinary, problem-solving approach to supporting and improving an employee's performance thereby mitigating potential risk and liability to the employee, Department, and City
D. Critical Incident Stress Management (CISM)	• A program that has been developed to mediate the effects that result from a critical incident
E. Police Chaplaincy Program	• A program designed to personally assist police employees and their families
F. The Above Support Programs May Offer Assistance in the Following Areas	• Early intervention programs • Marriage and pre-marriage counseling • Substance abuse counseling • Family needs of seriously or fatally injured employees • Suicide prevention • Bereavement assistance • Officiating at funerals
G. Active Duty Support Team (ADST)	• A volunteer program designed to assist employees and their families when an employee is called up to active duty
H. Department Honor Guard	• The Honor Guard is a detail comprised of sworn officers of all ranks, identified through a selection process. • Sworn members, in specifically designed uniforms, represent the Department at ceremonial events that have been approved by the designated assistant chief. • Upon authorization, these events are staffed by the designated Honor Guard event staffer.

2. **PEER SUPPORT PROGRAM**

A. Goals of the Peer Support Program

(1) To help employees through temporary crises by providing a network of readily accessible employees who are trained and willing to be of assistance to their peer employees.

(2) To develop awareness among employees that they are not alone and that others care about them.

(3) To develop a referral system that can provide, in more serious cases, appropriate professional care.

(4) To provide an intervention program that can assist in defusing a problem before it becomes a crisis situation.

B. Administration of the Peer Support Program

(1) Responsibility

(a) The Peer Support Program will be administrated and overseen by the Employment Services Bureau (ESB) commander.

(b) The Peer Support Program coordinator will be the Employee Assistance Unit (EAU) sergeant.

- The coordinator will be the link between management and the peer members.
- The coordinator is on 24-hour call.

2. B. (2) EAU will be responsible for:

(a) Establishing the general direction of the program and maintaining its well-being consistent with sound administrative practices.

(b) Reviewing and evaluating statistical data on the use of the program and reporting the findings to the Police Chief on an annual basis.

(c) Keeping the Police Chief informed of any disturbing trends and making recommendations regarding those trends.

(d) Assessing the need to breach confidentiality between peer members and employees and may notify the affected employee if and why the breach was necessary.

(3) Peer Support Program Coordinator - The coordinator will be responsible for:

(a) Establishing training standards for peer members.

(b) Monitoring the progress of the program by creating and maintaining statistical data and keeping the ESB commander/administrator apprised of any disturbing trends.

(c) Overseeing the selection and appointment of peer members.

(d) Serving as advisor to the peer members and acting as liaison between the members and their supervisors.

(e) Removing peer members from the program for cause.

C. Peer Support Members

(1) Selection Process

(a) Volunteers will be solicited through the Department Newsletter, as peer members are needed.

(b) Applicants must submit a memorandum through their chain of command to the Peer Support Program coordinator expressing their interest and willingness to be of service.

(c) The coordinator will review the applicant's qualifications and work history.

- The quality of the applicant's job performance, as well as any previous disciplinary actions received, will be the significant factor in the selection process.
- Applicants must attest that they are not currently the subject of a disciplinary investigation that could result in their suspension, demotion, or termination, and they are not suffering from or being treated for any serious personal problems.

(d) Applicants must discuss their intention to be a member with their bureau/precinct commander/administrator.

(2) Training

(a) Selected applicants will be required to attend and successfully complete the certified Peer Support training program.

(b) Peer members must attend a minimum of eight (8) hours of training per fiscal year to maintain their active status on the list.

(c) Review by the coordinator will occur if the training obligation is not met.

2. C. (3) Overtime

(a) Overtime is authorized for peer members who attend the scheduled peer support training meetings.

(b) Overtime **will not** be authorized for meeting with employees.

D. Accessibility

(1) A list of peer members, including their home and work telephone numbers, will be posted at each work unit.

(2) Employees may contact any member of their choice.

(3) Any on-duty peer meeting that occurs other than during an authorized break period will require the prior approval of the affected employee's supervisor.

E. Confidentiality

(1) General Information

(a) Although confidentiality is an essential part of a peer support program, it must be recognized that it cannot be absolute.

(b) While every reasonable effort should be made to protect anonymity, the gravity of some situations will demand the attention of management.

(2) Criteria for Confidentiality - When a peer member is contacted by an employee, the peer member will inform the employee confidentiality will be maintained except in the following circumstances:

- When there exists a breach of Department policy
- When any crime has been committed
- When circumstances indicate the employee is likely to endanger themselves or others

(3) Procedures for Evaluating Confidentiality Requirements

(a) When the conditions of 2.E.(2) exist, the peer member will contact the program coordinator as soon as possible.

- If the coordinator is not available, the peer member will contact the ESB commander/administrator.
- Peer members will brief the coordinator or ESB commander/administrator on the general circumstances of the situation.

(b) If, in the judgment of the coordinator or ESB commander /administrator, immediate attention is required, the peer member will disclose all information about the situation, including the identity of the employee involved and appropriate steps will then be initiated to effectively resolve the matter.

(c) If, in the opinion of the coordinator, immediate attention is not required, the general circumstances will be referred to the ESB commander/administrator for evaluation.

(d) In the event a peer member becomes aware of an **emergency** situation that requires immediate intervention, the member will contact any Department supervisor and disclose all information.

3. **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

A. The City's EAP is provided by ComPsych GuidanceResources and offers many resources, such as confidential counseling, legal and financial consultation, work-life assistance, such as information on elder and child care, and health and wellness services, to all eligible City employees and their dependent and household family members.

- To access information or services other than counseling, go online to www.compsych.com, click on "Employee/Member Access", and register by using the login code of "phoenixeap."
  - Employees will then create their own personal login information allowing them access to the resources.
  - Employees may also call (602) 534-5433 or (844) 819-4775.

B. Counseling Services

(1) Employees and their eligible family members are entitled to 12 counseling sessions per individual, per issue, per calendar year at City expense.

- Up to three (3) appointments may be scheduled on work time (no more than two (2) hours each) per year, with prior approval of a supervisor, and time used may be charged to "City Business."

(2) To schedule a counseling session, contact ComPsych at (602) 534-5433 or (844) 819-4775, 24/7, to speak with a guidance consultant who will help determine the correct counseling services for the requested need.

- Once a suitable counselor is determined, the guidance consultant will provide the employee with an authorization number and if requested, make the appointment.
  - The guidance consultant may provide a list of possible counselors in order for the employee to choose one to best fit his/her needs and to make the appointment directly with the chosen counselor.

    NOTE: The counselor will need to be advised the EAP will be utilized and given the authorization number provided by the ComPsych guidance consultant.

C. Confidentiality

(1) Proper identification will be requested at the time of the appointment to verify eligibility.

(2) Identity of the person or family member will not be released to the Department.

(3) Covered employees who seek or receive counseling through the City's EAP are assured maximum limits of confidentiality.

(4) No individual, group, organization, department, City employee, or official shall have access to any information regarding an individual's participation in the program.

(a) The only exception to the guarantee of confidentiality is an indication by the employee to the psychologist of any immediate **physical danger to self or others**.

(b) In the event of such an occurrence, the Police Chief shall be notified or action will be taken to ensure the protection of those concerned.

4. **EARLY IDENTIFICATION AND INTERVENTION PROGRAM (EIIP)**

A. General Information - EIIP is:

(1) Managed through the IAPro database which will provide chains of command with the early identification of employees and supervisors of employees whose performance indicates trends and patterns of potential risk behavior so preventative measures can be implemented.

- The EIIP information housed within the IAPro database is only accessed and administrated by the EIIP coordinator of the Inspections Unit in the Professional Standards Bureau (PSB).

(2) A collaborative process designed to equip supervisors and their employees with tools to improve performance by providing the appropriate supervisory based, training based, or wellness based intervention.

(3) Designed to provide employees with ample opportunities to ensure quality job performance in order to attain a successful and distinguished career with the Department.

B. The EIIP process consists of five phases: Identification, Notification, Supervisor Review, Intervention, and Follow-up.

(1) Identification Phase	• Identifies both employees exhibiting potential risk behavior and supervisors of employees exhibiting potential risk behavior using existing IAPro database information which has been measured against organizational thresholds[1]
	• When an organizational threshold is reached for a particular IAPro database indicator[1], an Employee Alert or Supervisor Alert[2] (whichever is appropriate) is generated within IAPro which is accessed by the EIIP coordinator.
	  • An alert will not automatically require notification and/or intervention.
	• The EIIP coordinator will view the details of each the incidents in IAPro pertaining to the Employee/Supervisor Alert and analyze each alert on a case-by-case basis by taking into account factors such as, but not limited to:
	  • If the final disposition of the incidents contributing to the alert were closed in the IAPro database as founded or unfounded.
	  • If any of the incidents are duplicates that should not be counted towards the alert threshold.
	  • If the employee's current assignment or job duties are more likely to generate alerts than his/her Department peers.

(2) Notification Phase	• Informs the employee's chain of command that the employee has received an alert and the information in the alert would be beneficial for the employee's chain of command to review • The Notification phase will be performed by the EIIP coordinator only after the Identification phase has been completed. • The EIIP coordinator will route the alert through BlueTeam to the employee's supervisor, copying the chain of command up to the bureau/precinct commander/administrator. * Summaries of each incident pertaining to the alert will be included in the BlueTeam routing.
(3) Supervisor Review Phase	• Provides the employee's chain of command with the opportunity to review all pertinent information after the alert has been received, meet with the employee, and determine if intervention would be beneficial • The Supervisor Review phase will be completed within 14 calendar days of the chain of command receiving the alert notification in BlueTeam and will be performed primarily by the first line supervisor in consultation with the second line supervisor.

4. B. (Continued)

(3) Supervisor Review Phase (Continued)	Employee's Supervisor Will: • Review all pertinent documentation related to each incident pertaining to the alert and consult with the chain of command as needed. • Meet with the employee face to face to discuss the alert. ∗ The employee is encouraged to be an active participant providing feedback. ∗ The meeting will be private and may include discussion regarding personal matters or concerns. ∗ The meeting should address the root cause of the potential risk behavior. • Consult with the chain of command after the employee meeting in order to discuss the outcome of the meeting and to determine what, if any, intervention would be beneficial. ∗ If the chain of command determines intervention **is not needed**, the Follow-up phase of the EIIP will be initiated. ∗ If the chain of command determines intervention **is needed**, the Intervention phase of the EIIP will be initiated. Second Line Supervisor - Will consult with, and support, the first line supervisor as needed throughout the Supervisor Review phase.
(4) Intervention Phase	• Helps employees improve performance by utilizing the information learned during the Supervisor Review phase • The first line supervisor will meet again with the employee to review the alert and all pertinent information, discuss the chain of command recommended intervention/s to address potential risk behavior, and determine a timeline for specific performance goals to be reached. • In many cases, the Supervisory Based Intervention may be all that is needed for the employee to improve his/her work performance and the potential risk behavior to no longer be a concern. • In some cases, two types or all three types of intervention may be needed for the employee to improve his/her work performance and the potential risk behavior to no longer be a concern. Supervisory Based Intervention - Intervention handled solely by and within the employee's direct chain of command. • The first line supervisor will provide guidance and discuss specific strategies the employee can implement immediately in order to improve performance. Training Based Intervention – Intervention requiring formal training class/es or curriculum in order to improve performance. • The first line supervisor will discuss specific training curriculum which the employee will be required to attend as soon as possible. • Training can be accomplished by the employee attending: ∗ City class/es ∗ Academy class/es Wellness Based Intervention – Intervention utilizing personnel support services administered by EAU. • The first line supervisor will discuss the employee's options in participating in wellness based intervention options, such as: ∗ Employee Assistance Program (EAP) ∗ Peer Support Program ∗ Critical Incident Stress Management (CISM) ∗ Police Chaplaincy Program **NOTE**: See the appropriate sections within this order for more information on the above programs.

4. B. (Continued)

(5) Follow-up Phase	• A critical element designed to provide support to the employee and the employee's chain of command by ensuring the alert has been reviewed and any necessary action to address the employee's potential risk behavior has been effectively implemented • Will be completed within 45 calendar days of the chain of command receiving the alert notification in BlueTeam <u>Employee's Supervisor Will</u>: • Complete the BlueTeam alert routing by documenting the following: ∗ Date and time of the meeting with the employee. ∗ A statement that the alert was reviewed and handled with the approval of the employee's chain of command. • Forward the completed BlueTeam alert routing to the second line supervisor for approval. • Continue to assess the employee's performance. <u>Second Line Supervisor Will</u>: • Receive the completed BlueTeam alert routing from first line supervisor. • Review and approve the BlueTeam alert routing and accompanying documentation, adding any additional notes as necessary. • Forward the completed and approved BlueTeam alert routing through the chain of command to the EIIP coordinator.
1. See sections 4.C.(1) and (2) below for organizational thresholds and IAPro database indicators. 2. A Supervisor Alert is when a supervisor's direct employees, <u>not</u> the supervisor him or herself, have reached *cumulative* organizational thresholds for a particular IAPro database indicator.	

C. <u>IAPro Database Indicators and Organizational Thresholds</u>

(1) The following is a list of IAPro database indicators and organizational thresholds currently in use for <u>employee</u> early identification purposes.

EMPLOYEE INDICATOR	ORGANIZATIONAL THRESHOLD
(a) Administrative Inquiry	• Three (3) incidents in a rolling 12 month period
(b) Integrity Line	• Three (3) incidents in a rolling 12 month period
(c) Firearm Discharge	• Two (2) incidents in a rolling 12 month period
(d) PSB Investigation	• Two (2) incidents in a rolling 12 month period
(e) Supervisory Initiated	• Three (3) incidents in a rolling 12 month period
(f) Vehicle Collision	• Two (2) incidents in a rolling 12 month period
(g) Vehicle Pursuit	• Two (2) incidents in a rolling 12 month period
(h) Overall Alert	• Six (6) incidents in a rolling 12 month period

(2) The following is a list of IAPro database indicators and organizational thresholds currently in use for <u>supervisor</u> early identification purposes.

SUPERVISOR INDICATOR	ORGANIZATIONAL THRESHOLD
(a) Administrative Inquiry	• Seven (7) direct employee incidents in a rolling 12 month period
(b) Integrity Line	
(c) PSB Investigation	
(d) Supervisory Initiated	
(e) Vehicle Collision	
(f) Vehicle Pursuit	

(3) IAPro database indicator values, as well as organizational thresholds, will be periodically reviewed and if necessary, can be modified, added, or deleted as deemed necessary by the EIIP coordinator.

5. **CRITICAL INCIDENT STRESS MANAGEMENT (CISM) PROGRAM**

A. Purpose - The purpose and goal of CISM is to provide a controlled setting for employees to vent stress and feelings that occur as a result of a critical incident.

B. Program Coordinator - EAU is the Department's facilitator for the CISM Program.

C. CISM Facilitator - A CISM team member responsible for the management of CISM personnel, overseeing defusings and debriefings, and other duties as deemed necessary.

D. General Description of the CISM Program

(1) The Department recognizes employees are occasionally subjected to high levels of stress during the performance of their duties.

(2) A critical incident is defined as an event that has sufficient emotional impact to overwhelm an individual's usual abilities to cope.

(3) Types of Intervention Performed by CISM Team Members

(a) Defusing	• This occurs during or immediately after a major incident • It is directed at stabilizing the emergency service provider. • This allows for initial venting of reaction and emotions and assists the CISM team member in determining if a formal debriefing is needed.
(b) Debriefing	• This is a confidential, structured group meeting facilitated by CISM team members and a mental health professional. • The meeting allows participants to share their reactions to the high-stress incident and to vent their emotions. • The CISM team can provide information about possible reactions and symptoms that are normal to unusual events in order to reduce the impact.

E. CISM Team Members:

(1) CISM Coordinators	• The ESB commander/administrator and the EAU sergeant.
(2) CISM Facilitators	• Evaluates the need for a debriefing or a defusing when an intervention is requested.
(3) CISM Team	• Provides peer support for Department employees involved in highly stressful situations encountered in the course of their duties. ∗ The team is composed of Department employees on the basis of their skills and knowledge. ∗ The team includes a mental health professional.

F. CISM Team Member Selection Process

(1) Eligibility Criteria - Any Department employee who meets either of the following may apply to be a CISM team member:

- An employee who is an active peer member
- An employee who has attended a training course in CISM during the last two years

(2) CISM Team Member Selection Process - When it becomes necessary to select employees for the CISM team, ESB will solicit memorandums from any interested Department employees by publishing an announcement in the Department Newsletter; the announcement will include:

- The application period
- A description of the information required in the memorandum

5. F. (3) Applicant Requirements

(a) Applicants must receive a positive recommendation from their immediate and second level supervisors.

(b) Applicants will be requested to provide two peer references.

- A questionnaire will be provided to the peer references.
- Applicants must receive a favorable response from both references.

(c) Applicants will submit a resume.

(4) Components of the Selection Process

(a) Resume Review	• The resume will be evaluated and scored by a Resume Review Committee based on a pre-designated scoring system. • The Resume Review Committee will include a representative from one of the following: ∗ Phoenix Law Enforcement Association (PLEA) ∗ Phoenix Police Sergeants and Lieutenants Association (PPSLA) ∗ Administrative Supervisory Professional Technical Employees Association (ASPTEA) ∗ The American Federation of State, County, and Municipal Employees (AFSCME)
(b) Oral Interview	• Qualified applicants will be invited to participate in an oral interview process.

(5) Selection of Team Members

(a) CISM team members will be selected and appointed in accordance with guidelines established by the CISM coordinator.

(b) The CISM team selection panel will select the most qualified individuals.

(c) The names of those individuals will be presented to the Police Chief for final approval.

G. Training

(1) Selected CISM applicants will be required to attend mandatory training as established by the CISM coordinators before being placed on the callout list.

(2) Mandatory training will be provided by the Department; this training will be used to complete the minimum eight (8) hours necessary to remain on the active callout list.

(3) If a member is unable to complete the required training they will be placed on the inactive list.

(4) Prior to a member transitioning from inactive to active status, they must first complete the eight (8) hours training and meet with the coordinator to discuss their intent.

H. Activation of the CISM Team

(1) Criteria for Activating the CISM Team

(a) The CISM team may respond to incidents where there is a likelihood that employees will be subjected to significantly abnormal stress either during a police incident or at its conclusion.

5. H. (1) (b) Activation of the CISM team should be considered by the on-scene supervisor for:

- Officer-involved shootings
- Line-of-duty deaths
- Serious line-of-duty injuries
- Prolonged or violent tactical operations
- Major disaster scenes
- Other stressful situations, depending upon the needs of the employees involved

(c) Any employee can arrange a one-on-one defusing by contacting the CISM coordinator.

(2) Procedures for Activation of CISM

(a) The bureau/precinct commander/duty commander requesting the call-out will notify the Communications supervisor to contact who will be advised of the nature of the incident.

(b) One of the CISM coordinators will evaluate the situation, determine the action to be taken, and initiate contact of CISM team members.

(c) The CISM facilitator will contact the supervisor in charge of the investigation and/or PSB personnel to coordinate on-scene defusing.

(3) Debriefings

(a) At the conclusion of an incident, a supervisor may request a debriefing be conducted for employees who were directly or indirectly involved in the incident.

(b) Debriefings will normally be held within three (3) days of the incident.

(4) Overtime

(a) Overtime is authorized for call-outs and scheduled Department training.

(b) To reduce overtime, every effort will be made to use on-duty personnel.

I. Confidentiality

(1) Per Arizona Revised Statute (ARS) 38-1111, confidentiality will be maintained to protect the identity of an employee and content of any contact by a member of the CISM team, except in the following circumstances:

- When the communication or advice indicates a clear and present danger to the employee or other persons
- When the employee gives express consent to the testimony
- When the communication or advice is made during the course of a criminal investigation
- When the employee voluntarily testifies, in which case the CISM team member may be compelled to testify on the same subject
- When there exists a breach of Department policy amounting to the violation of laws normally enforced by law enforcement

(2) Notification Procedures

(a) If, in the opinion of the coordinator, immediate attention is not required, the general circumstances will be reviewed by the Management Services Division assistant chief.

5. I. (2) (b) In the event a CISM team member becomes aware of an emergency situation that requires immediate intervention, the team member will contact the appropriate on-duty Department supervisor or duty commander and will disclose all information.

(3) Compromising a Confidence

(a) Compromising a confidence will be considered a violation of Department policy.

(b) Members of the CISM team who violate the confidentiality of an employee contact will be subject to disciplinary action.

6. **POLICE CHAPLAINCY PROGRAM**

A. The main purpose of the Police Chaplain Program is to serve the employees of the Department and intercede relative to ministerial concerns.

B. Availability of Chaplains

(1) Chaplains are available on a 24-hour basis.

(2) Police chaplains' telephone numbers can be obtained from the Communications Bureau or EAU.

(3) Any time a police officer wishes to refer a police matter to a chaplain, it will only be done upon request of the citizen involved and with the approval of a supervisor.

C. Confidentiality - All contact with the chaplains will be held in complete confidence.

D. The Police Chaplain Program is coordinated by EAU.

7. **ACTIVE DUTY SUPPORT TEAM (ADST)**

A. Purpose - The purpose of the ADST is to provide a variety of services to Department employees and their families when the employee is activated as a result of a Presidential call.

B. Description - ADST is comprised entirely of volunteers and can be contacted through EAU.

C. ADST supports the employee before, during, and after deployment in the following ways:

- Posting the employee's photo and contact information on the secure PPD website
- Maintaining contact with the employee and his/her family throughout his/her deployment to advise of important information and ascertain if any assistance is required
- Coordinating with the Training Bureau to assist in reintegration after deployment

8. **DEPARTMENT HONOR GUARD**

A. Protocol, Authorized Uniform, and Equipment

(1) All activities relating to the deployment/staffing of the Honor Guard at events will be coordinated through the EAU commander.

(2) The EAU commander will forward requests to the team coordinator/s for the Honor Guard to attend events.

(3) The assistant chief designated by the Police Chief will oversee/approve all staffing requests and activities of the Honor Guard relating to administrative policies, procedures and standards, as well as appointment, supervision, and training of the Honor Guard.

8. A. (4) For the authorized uniform and equipment, see Operations Order 3.15 Addendum P, Uniform Policy - Honor Guard Uniform.

B. Coordinator - Honor Guard members designated by the assistant chief identified as the coordinator will staff requests for the Honor Guard.

(1) Team coordinators act as the contact person for approved Honor Guard requests, which are forwarded from the EAU commander.

(2) Team coordinators are also responsible for mobilizing sufficient members to staff the requested activity, and will oversee the administrative aspects of the Honor Guard.

C. Staffing - The deployment of the Honor Guard as a display at a memorial service, funeral, or other ceremony.

D. Application Process

(1) Any sworn member of the Department, in good standing (who is off probation if a police officer) is eligible to compete for membership in the Honor Guard.

- Membership on the Honor Guard is a privilege extended to qualified officers.
- Members of the Honor Guard serve at the pleasure of the Police Chief.
- Good standing is defined as no sustained allegations of misconduct in the last five (5) years.
- As high profile representatives of the Department, applicants must possess a level of fitness that presents a professional appearance.
- Employee reliability and attendance will be examined to determine suitability for the unit.

(2) Eligible officers of any rank desiring membership in the Honor Guard will submit a request via memorandum through their chain of command to the Honor Guard coordinator.

(3) Only memoranda with favorable supervisor recommendations will be considered and interviews of applicants' supervisor/s may be conducted.

E. Selection Process

(1) When a vacancy occurs, the team coordinators will conduct an interview process with eligible members of the Department who have applied for membership.

(2) The purpose of the interview process is to ensure the applicant understands the duties, obligations, and physical demands relating to the service of the Honor Guard.

(a) In addition, this interview process will be structured to assess the applicants' abilities to perform military movements, marching, and similar activities.

(b) As high profile representatives of the Department, applicants will possess a level of fitness that presents a professional appearance.

(3) A list of participating Honor Guard members will be maintained by the coordinator.

(a) Should the list become depleted, the coordinator will prepare a Department Newsletter entry soliciting membership applications.

(b) Members may be dismissed at any time at the discretion of the Police Chief or his/her designee.

8. F. Deployment and Use of the Honor Guard

(1) The Honor Guard may be utilized for the following activities.

(a) Police Officer Funerals - See Operations Orders 3.16 Addendum A, Employee Assistance Unit Funeral Matrix, regarding the types of funerals and degree of Departmental participation.

(b) Memorial services relating to law enforcement.

(c) Other ceremonial events as directed by the Police Chief or designee.

(2) Requests for the Honor Guard will be forwarded through EAU to the Honor Guard coordinators.

(a) Each request will be evaluated by the coordinators in consult with the Police Chief designee.

(c) The decision to use the Honor Guard will rest with the designated Honor Guard assistant chief.

(3) Once the Honor Guard has received approval to participate, the coordinators will staff the event.

(a) The coordinators will develop a deployment and activity plan for the event, in some cases coordination with the EAU commander may be necessary.

(b) The coordinators will arrange for the appropriate number of members needed for the event.

(c) Overtime is not authorized unless prior approval is granted by an assistant chief.

1. **CITY LIABILITY**

A. General Information

(1) All reports made in which City liability might be involved should include a brief narrative, with no recommendation regarding payment or non-payment for the claimant.

(2) Officers will not advise citizens the City will assume responsibility for any injury or damage.

B. Property Damage or Personal Injury Resulting from Police Action - Occasionally in the course of duty, it is necessary for officers to take action that results in damage to property or personal injury to citizens.

(1) Report of Property Damage/Loss/Injury Form 80-511D

(a) General Procedures

- Officers will complete a Report of Property Damage/Loss/Injury form.
- This form will indicate the circumstances concerning the damage/injury only.

(b) Estimate of Damage - If an estimate of damage is listed on the report, an explanation of how this amount was obtained is necessary: for example, property owner showed receipt for item.

(c) Loss Reports

- Loss reports should include a complete description of the lost item.
- The brand name of the item, date of purchase, and price paid are required by City Risk Management to settle these claims

(d) Fingerprint Powder Spills - Should a spill occur, advise the responsible party not to vacuum or scrub the affected area.

- Photograph all visible spills
- Contact the Incident Review Unit (IRU) through the Legal Unit at 602-534-0126

(e) Routing of the Form - After written approval by a supervisor at the scene, the Report of Property Damage/Loss/Injury form will be sent through channels to the IRU lieutenant.

(f) Authorization Levels

Property Damage Only	Approval by a bureau/precinct commander is required.
Personal Injury	Approval by an assistant chief is required.

(g) Related Reports - All Report of Property Damage/Loss/Injury forms should be accompanied by copies of any written documentation pertaining to the incident.

- This should include Incident Reports (IRs), Arizona Crash Reports (ACR), and memorandums.
- Lengthy reports may be summarized on the Report of Property Damage/Loss/Injury form, or sections of reports that deal with the property damage/injury incident may be submitted.

(2) Photographs - Photographs should be taken of any damage.

1. C. Property Damage or Injury Involving City Property

(1) General Procedures

(a) When damage or injury is caused by City property or personnel, immediately call IRU at 602-534-0126.

(b) Officers will not make statements to citizens concerning City liability.

(2) Street Potholes

(a) General Information - The City does not assume any liability for damage caused by potholes in City streets, unless the City had been notified of the problem and then failed to take action to correct the problem within a reasonable amount of time.

(b) Documentation - A Report of Property Damage/Loss/Injury form is not necessary in these instances.

i. Arizona Crash Report (ACR) Not Required	• If minimal damage is sustained by a vehicle: for example, a flat tire, no ACR is needed. • A memorandum will be forwarded to the Street Maintenance Division, with a copy to IRU, containing the listed information: ∗ Date, time, and location of incident ∗ Name, address, and telephone number of person involved ∗ Vehicle description ∗ Damage to vehicle ∗ If this person notified the Police Department or City reference the pothole ∗ If multiple vehicles are involved, which vehicle was involved first, second, third, etc.
ii. Arizona Crash Report (ACR) Required	• If an ACR is completed, a copy of the report will be routed to IRU, and no memorandum is required.

2. **CITY INSURANCE POLICY**

A. General Information

(1) The City is self insured for public liability and property damage.

(2) The program covers all City employees while acting within the scope of their employment.

B. Coverage - Personal liability will include:

- False arrest, detention, and malicious prosecution.
- Libel, slander, defamation, or violation of the right to privacy.
- Wrongful entry or eviction or other invasion of the right of private occupancy.
- Motor vehicle tort liability.

3. **CIVIL SUITS AGAINST EMPLOYEES**

A. General Information - The City will defend all employees in a court action brought against them for an act or an alleged act that was performed as a result of the employee's responsibilities and consistent with their regularly assigned duties as employees of the City.

B. Cases Which May Not Be Defended By the City - In certain cases, the City may not defend an employee and/or pay damages.

3. B. (1) Each case will be investigated and evaluated on an individual basis.

(2) These types of lawsuits generally fall in the following categories:

- Situations arising as a result of conduct that occurs while the employee is off duty and working for a private employer: for example, security guard
- Lawsuits between co-employees
- Civil rights violations
- Situations that occur off duty and are not job related
- In cases where an investigation reveals that the employee committed an intentional or wanton malicious act
- In cases where punitive damages may be awarded

  * Punitive damages are applicable when there is a reckless indifference to the interests of others and are imposed as a penalty for gross, wanton, and culpable acts.
  * If employees perform their duties in a reasonable and responsible manner, on or off duty, no basis for punitive damages should exist.

C. Summon and Complaints - A summons and a complaint for a civil lawsuit may be served either in person or by United States (U.S.) mail.

(1) Personal Service	• Personal service is made by delivering a copy of a summons and a complaint to the employee, or by leaving them at the employee's home with a person of suitable age and discretion.
(2) Service by Mail	Service by mail is made by mailing (first class) a copy of the summons and complaint to the employee. • An employee served by mail must sign a waiver of service and acknowledgement (enclosed with the summons and complaint) and return copies of the acknowledgment in a pre-stamped and addressed envelope that should be provided. • If the employee does not comply with the provisions in the previous paragraph, the paperwork will be personally served on the employee, who will be responsible for paying the costs of service. • The City Attorneys Office is responsible for returning the waiver of service and acknowledgement to the sender. • The Department's Legal Unit may be contacted for any assistance in complying with these requests.

D. Notification Procedures

(1) Police Chief and City Attorney

(a) Employees involved in a civil suit, either as a plaintiff or a defendant, as a result of their duties as Department employees, will inform the Police Chief and the City Attorney of the impending lawsuit.

(b) Employees will personally hand carry the following items to the City Attorney the same day it is received, if possible, but no later than the end of the next business day.

- Original Court Summons and Complaint
- Copy of the waiver of service and acknowledgement
- Copies of any documentation related to the incident (IRs, ACRs, etc.)

3. D. (2) Department Legal Unit

(a) The following documentation will be forwarded to the Department's Legal Unit:

- Memorandum detailing the employee's involvement in the subject of the lawsuit
- Copies of the Court Summons and the Complaint
- Copy of the signed waiver of service and acknowledgement, if applicable
- Copies of any IRs that are available

(b) The memorandum will contain:

- Date and time the employee was served with the Summons and Complaint
- Place of service: for example, home or work location
- Who was served (self, spouse, child, relative, etc.)
- Manner of service: for example, personal delivery
- If employee's spouse is involved, full name of the spouse and date of marriage
- Existence of other related materials and estimated time necessary to gather this material
- Statement that the employee has hand carried the original of the Court Summons and Complaint, copy of the signed waiver of service and acknowledgement, if applicable, and any other related documents to the City Attorney's Office.

(c) As soon as possible after being notified to attend a civil deposition or trial where the City or any government entity is the defendant, the employee will contact the Legal Unit.

E. Overtime

(1) An employee who is a defendant in a Department-related lawsuit may be granted overtime pay pursuant to Operations Order 3.4, Overtime Policy, in order to comply with the above procedures.

(2) If the employee is the plaintiff, the employee will not be entitled to overtime pay.

F. Notice of Claim - If an employee receives a notice of claim (usually in letter form), the employee should forward a copy of the notice of claim through the chain of command to the Legal Unit.

(1) The notice of claim will be accompanied by a memorandum containing the following information:

- Date and time the employee received the claim
- Place of service: for example, home or work location
- Manner of service: for example, U.S. mail

(2) The employee is **not** required to forward a copy to the City Attorney's Office.

1. **PURPOSE**

A. In order for this Department to carry out its responsibility to provide the best possible service to the citizens of Phoenix, it is important all sworn employees maintain a level of physical fitness that will enable them to carry out any task they may be called upon to perform, while minimizing the risk of injury and illness.

B. This policy establishes:

- The Department's commitment to physical fitness for all sworn employees.
- A fitness evaluation program to encourage sworn employees to maintain a healthy life-style.

2. **PHYSICAL EXAMINATION** - Before beginning a physical fitness program, it is advisable to have a complete physical examination to determine if there are any restrictions in the exercise program.

A. City of Phoenix - The City provides a periodic physical examination as follows:

Executive Personnel	Annually (mandatory)
Middle-Management Personnel	Annually (voluntary)
Sergeants/Lieutenants	Eligible for a voluntary, periodic medical examination annually and a middle-management examination at five-year increments beginning at age 30 through retirement.
Police Officers	Eligible for a voluntary, periodic medical examination at ages 25 and 30, and annually after age 30.

B. Health Insurance - Employees may be eligible for physical examinations through their respective health insurance plans.

C. Overtime is not authorized to take voluntary examinations.

3. **USE OF DEPARTMENT EXERCISE FACILITIES**

A. Exercise facilities will be available only to Department employees and reserve officers, and will be maintained in a clean and orderly manner.

B. Exempt Employees - Any employee in a salaried status and not paid hourly.

(1) Exercise facilities may be used by exempt sworn employees during their unpaid lunch period.

- Exempt sworn employees must have a physical conditioning program on file (See 5.B of this order).

(2) Exercise facilities may be used by exempt professional staff during their unpaid lunch period.

- Employees may elect to have a physical conditioning program on file, although industrial coverage will not be provided.
- If the employee chooses to work out at police facilities, the employee must complete a City of Phoenix Waiver of Liability and Release of all Claims Form 80-107D.

C. Hourly Sworn Employees - Any employee in an hourly status, to include a paid lunch break.

(1) Exercise facilities will only be used by hourly sworn employees in an off-duty status, and will not be utilized during the employees paid lunch period.

3. C. (2) Employees will be covered by industrial while using Department exercise facilities in an off-duty status by participating in an official Department conditioning program (See 5.B. of this order).

(3) Exceptions:

- Sworn employees who are assigned to details that have at a minimum, quarterly physical fitness testing and must pass the physical fitness test to remain in their current assignment (SAU, RDU, TRU, and Dive Team) are authorized to workout while on duty, referring to their bureau manuals for specific workout policies.
- Sworn employees assigned to the Academy, Employment Services Bureau (ESB) and Police Reserve Bureau, whose job description requires employees to be directly involved in the physical fitness of current police recruits or applicants in the hiring process are authorized to workout while on duty.

(4) Bureau manuals that contain policy regarding working out on duty must meet the criteria in section 3.C (3) of this order and be in compliance with Operations Order 3.2 Addendum F, Transfer Policy.

D. Hourly Professional Staff (Applies to Professional Staff only)

(1) Hourly professional staff may use Department exercise facilities during their unpaid lunch break and before or after work.

- Employees must work a full, scheduled work day and may not combine their two 15-minute breaks as part of the lunch break.
- The City of Phoenix Waiver of Liability and Release of all Claims Form 80-107D must be completed and on file.

(2) Employees may elect to have a physical conditioning program on file, although industrial coverage will not be provided.

4. **WAIVER OF LIABILITY** - Required for all professional staff who wish to exercise during their non-paid lunch break.

A. If an employee chooses to work out at police facilities, the employee must complete a memorandum and the City of Phoenix Waiver and Release of all Claims Form 80-107D through their chain of command.

B. Copies of the memorandum and the waiver will be maintained in the employee's division file and at the City Personnel Department's Safety Division.

5. **INDUSTRIAL COVERAGE (SWORN EMPLOYEES)**

A. General Guidelines

(1) To ensure sworn employees have the benefit of industrial insurance coverage, employees should participate only in official Department physical conditioning programs.

(2) Employees will receive industrial coverage even though participation is voluntary and the employee is in an unpaid status, as long as the program is an official Department physical conditioning program as defined in section 5.B of this order.

NOTE: Reserve officers will have the benefit of industrial insurance coverage only for on-site programs when the conditions in paragraph 5.B are met.

5. B. Physical Conditioning Program Guidelines - Official Department physical conditioning programs are those that adhere to the following guidelines:

(1) Officially approved in advance, via memorandum, by a bureau/precinct commander/administrator

- Memorandum must be resubmitted annually on January 31st of each calendar year for review.

(2) Specific starting and ending times that must be adhered to

(3) Conducted at a police facility

EXCEPTION: Dive team members will be allowed to workout on-duty at an off-site location for swimming workouts only, as long as a memorandum is on file, approved by the bureau/precinct commander/administrator, listing specific hours, days, and locations.

(4) In the case of a running program, the course will begin and end at a police facility.

C. Exercise equipment donated to the Department must be approved by the Physical Fitness Committee prior to installation or use at any police facility.

6. **PHYSICAL FITNESS ASSESSMENT**

A. Assessment Requirements - All sworn personnel are encouraged to participate in the voluntary annual physical fitness assessment.

B. Medical Screening

(1) All participants will be given a prescreening test, which will consist of:

- Resting heart rate
- Blood pressure

(2) Participants who have medical concerns identified by a physician or the Department's physical fitness coordinator may be required to complete a medical examination before taking the physical fitness assessment.

C. Evaluation Standards

(1) Each fitness area of the annual physical fitness assessment will be scored according to FitForce Standards.

(2) The test battery includes the following events:

- 300 meter run
- sit-ups
- pushups
- vertical jump
- agility run
- 1.5 mile run

6. C. (3) Incentive levels:

FitForce Standards						
Performance Levels	300 Meter Run	Sit-ups	Pushups	Vertical Jump	Agility Run	1.5 Mile Run
Level I*	61 Seconds	35	30	16.5 Inches	18.2 Sec	15:18
Level II**	55 Seconds	39	33	18 Inches	16.4 Sec	13:46

* CEP = 5 points; Physical Fitness T-shirt
** CEP = 10 points; Physical Fitness Pin

D. Fitness Protocol for FitForce Tests:

(1) 300 Meter Run

- 300 meters is approximately three-quarters around a 440 yard track.
- Prior to the event, the subject will warm up and conduct light stretching to minimize or prevent injury.
- The subject will run the distance as quickly as possible.
- Score is timed in seconds.

(2) Bent Leg Sit-Ups

- The sit-up measures dynamic core strength.
- The subject lies on his/her back, knees bent 90 degrees, heels flat on the floor with the fingers clasped behind the head or cupping the ears and the neck in neutral position.
- A partner firmly holds down the subject's feet.
- The subject will flex his/her trunk, touching the elbows to the knees each time, and then recline until the shoulder blades touch the floor.
- The buttocks must stay in contact with the floor at all times.
- Any resting will be done in the up position.
- The score is the total number of correct sit-ups done in one minute.

(3) Push-Ups

- The push-up measures dynamic, muscular strength in the upper body.
- The hands will be placed on the floor about shoulder width apart, with the fingers pointing forward.
- A partner will place a fist vertically under the subject's sternum.
- Starting from the up position and keeping the back straight at all times, the subject lowers the chest to touch the fist and then returns to the up position (maintaining a soft lock in the elbow during full extension).
- Any resting will be done in the up position with the back, neck, and head in a straight line.
- The score is the total number of correct push-ups completed to exhaustion.

6. D. (4) Vertical Jump

- A vertical jump measures explosive leg power.
- The vertical jump measures the difference between the standing reach and the jumping reach.
- With the use of a Vertical Jump Apparatus or other measuring device, the subject's standing reach is measured with a standard tape measure.
- Three (3) standing jumps are then conducted, reaching as high as possible, with the highest jump being recorded to the nearest half inch.

(5) Agility Run

- The agility run measures the subject's ability to change direction, coordination, speed, and balance while in motion (running).
- The event requires the subject to "shuttle" through a set of cones placed in a 30' by 30' pattern.
- The subject lies on the ground with his/her hands on the starting line.
- At the start, the subject gets up, sprints to the other line (30 feet away), places one foot over the line, and sprints back to the start line.
- The subject makes a turn around the first cone then zig-zags in a figure eight fashion around the four cones and back to the start line.
- The subject then sprints up and back as described in the second bullet point.
- Score is measured in time (in seconds and tenths).

(6) 1.5 Mile Run

- The 1.5 mile run measures aerobic capacity.
- The subject will warm up and conduct light stretching prior to the event.
- The subject will run the measured distance as quickly as possible.
- The subject may walk; however this will affect the final score.
- Score is given in minutes and seconds.

1. **GOVERNING PRINCIPLES** - Administrative Regulation (AR) 2.62, Work Notices for Outside Employment, governs all off-duty work by all City employees.

   A. Working off-duty is a privilege extended by the Department, not a right of employment.

   B. Department employees working off-duty **will** be subject to the same rules and regulations governing on duty conduct.

   C. Off-duty employment **will not** be allowed to interfere with the employee's performance or responsibilities to the Department.

   D. All requests for off-duty officers will be referred to the Off-Duty Work Detail at 602-262-7323.

   - Solicitation of off-duty work by employees is prohibited.

2. **DEFINITIONS**

A. Off-Duty Work	Any job worked by an officer/employee that is: • Compensated for and worked in the capacity of a police officer • Approved and given a job number through the Off-Duty Work Detail • Assigned through a coordinator • For private individuals, companies, or schools (not paid by the City)
B. Coordinator	Any person who engages in the scheduling of other employees for off-duty work
C. Recurring Job	Any job initially established on a repetitive schedule (two or more times in a calendar year) for the same employer, by the same employee, and with the same duties
D. Off-Duty Work Detail	The Off-Duty Work Detail is responsible for the following: • Monitoring all off-duty work • Monitoring/coordinating extra-duty work • Receiving and recording off-duty work requests • Assigning coordinators to off-duty work requests • Maintaining all original paperwork for off-duty jobs • Provide an off-duty work informational letter to all newly registered businesses
E. Extra-Duty Job	Any job worked for a non-police City department which is paid through City overtime on the employee's regular check; City departments include but are not limited to: • Streets and Transportation Department • Water Services Department • Parks and Recreation Department
F. Downtown Special Events Job	Special events occurring in the downtown area that are paid through City overtime on the employee's check; events include but are not limited to: • Talking Stick Resort Arena • Chase Field • Phoenix Convention Center • Comerica Theatre • Orpheum Theatre
G. Off-Duty Work Solicitation	Any employee who seeks to obtain off-duty work from individuals or businesses without referring them to the Off-Duty Work Detail

3. **PROCEDURES FOR OBTAINING OFF-DUTY WORK**

   A. Employees who wish to work off-duty jobs will do the following:

   - Complete the Request for Off-Duty/Extra-Duty Work and/or Coordinator Position Form 80-9D and forward through the chain of command to the Off-Duty Work Detail supervisor.
   - Officers will include their serial number, N-days, work hours, desired work days, and contact phone numbers.

3. B. Assignment of Jobs - Officers will be assigned jobs by an approved coordinator.

- It is the coordinator's responsibility to only assign jobs from a list of officers who are approved to work and are on the eligibility list.

  * The list of approved officers will be obtained from the Off-Duty Work Detail.

C. Employees will not solicit businesses for off-duty work; businesses requesting an officer for off-duty work will be referred to the Off-Duty Work Detail.

- Businesses may be advised they can request a specific officer.

4. **OBTAINING COORDINATOR POSITIONS**

A. Employees who want to be coordinators for off-duty work will:

- Complete the Request to Work Off-Duty/Extra-Duty and/or Coordinator Position form and forward through the chain of command to the Off-Duty Work Detail supervisor.

  * Officers will include their serial number, N-days, work hours, desired work days, and contact phone numbers.

B. Assignment of Jobs - The Off-Duty Work Detail will assign jobs received to the next coordinator on the list who's desired job days match the days of the job.

(1) This procedure will be followed as long as the permanent coordinator is not already assigned to a job.

(2) If an officer's desired job days change, the officer should notify the Off-Duty Work Detail.

(3) If after one hour the Off-Duty Work Detail's attempts to contact the coordinator are unsuccessful, the job will be given to the next coordinator on the list.

C. Refusal of Jobs by Coordinators - If the next coordinator on the list refuses to coordinate the job, the coordinator will be suspended from the list for 90 days, barring exigent circumstances.

(1) If the coordinator is a Department employee, an appeal may be made through the existing grievance process.

(2) If the coordinator is not a Department employee, the following process will be used:

(a) The coordinator may appeal this suspension in writing to the Off-Duty Work Detail supervisor within five calendar days from the date of receipt of the notice of suspension.

(b) The Off-Duty Work Detail supervisor will review the written appeal and will notify the coordinator in writing of the decision within seven working days from the date of receipt.

(c) If suspension is warranted, the suspension imposed will take effect at the end of the five-day appeal period.

- The Off-Duty Work Detail supervisor will notify the coordinator of the suspension dates.
- During the appeal process the coordinator will not be considered for future jobs.

(d) The Off-Duty Work Detail supervisor's decision will be final.

5. **COORDINATOR RESPONSIBILITES**

A. General Responsibilities

(1) All coordinators must maintain records for their job sites showing who worked the job, what date, and the hours.

(2) Coordinators will maintain a copy of the original paperwork and records including officer log sheets and marked patrol vehicle usage.

- Submit the Coordinator Quarterly Report Form 80-79D to the Off-Duty Work Detail supervisor.
- These records must be maintained for one year.
- Coordinator files are subject to inspection by the Department.

(3) Coordinators will not make any deductions from a Department employee's off-duty pay except for lawful taxes and social security, if applicable.

(4) Coordinators will ensure they only schedule the following personnel on traffic jobs, as outlined in the City of Phoenix Barricade Manual:

- Phoenix police officers
- Maricopa County Sheriff deputies
- Department of Public Safety (DPS) officers

(5) Coordinators will not conduct off-duty work related activities while on duty as a Department employee.

(6) Police employees cannot be coordinators for City-paid jobs unless it is directly related to their full time job assignments/responsibilities.

(7) Coordinators will notify their supervisor of any observations or reports of misconduct from officers working off-duty.

B. Permanent Coordinators

(1) Permanent coordinators are in charge of off-duty jobs at their permanent job sites when hired by the site employer and will be assigned a permanent job number.

(2) Any job request to the Off-Duty Work Detail at an approved permanent job site without a specific officer being requested will be assigned to that job site's permanent coordinator.

(3) Permanent coordinators must submit a memorandum to the Off-Duty Work Detail whenever they desire to discontinue coordinating a permanent job.

C. Temporary Coordinators

(1) Temporary coordinators will coordinate individual job sites on a temporary basis and will be assigned a temporary job number.

(2) An officer coordinating a job at another officer's permanently assigned job site will be issued a temporary job number and, as a courtesy, should notify the permanent coordinator of the job.

(3) Temporary coordinators are subject to the same rules and regulations that apply to permanent coordinators.

5. D. Coordinators Who Are Not Department Employees

(1) Coordinators who are not Department employees who desire to utilize Phoenix Police employees must submit a letter to the Off-Duty Work Detail with the following information:

- Name, address, date of birth, social security number, and telephone number of each principal of the business
- Business name (if one is used), address, telephone number, and hours
- Business hours

(2) All non-department employees applying to be a coordinator will have a records check completed through Centrally Linked Information for Public Safety (CLIPS™).

6. **REGISTRATION/JOB NUMBER REQUIREMENTS**

A. Responsibility - All coordinators must comply with the off-duty work registration requirements of the Department.

B. Once the business is registered, the Off-Duty Work Detail will provide the coordinator/officer with a job number and the following information:

- Name of coordinator's business (if any)
- Name of requesting company/party
- Actual job site location, dates, days, and times
- Type of job (security, traffic)
- Number of expected patrons (security only)
- Whether alcohol will be furnished to patrons
- Number of officers requested

C. The job number will be permanent and will assist in identifying officers and coordinators for monitoring purposes.

- Coordinators/Officers will be required to provide the job number when logging in to the precinct in which they will be working.

D. The Off-Duty Work Detail will send an informational letter to all newly registered businesses.

E. Job Site Approval

(1) All off-duty job sites, except routine traffic control sites, require prior approval from the Off-Duty Work Detail supervisor.

(2) In the absence of the Off-Duty Work Detail supervisor, a job site approval may be obtained from an Information Desk supervisor.

(3) The Department retains the right to cancel a job for any site that:

- Becomes a source of problems
- Is a drain of on duty personnel
- Reflects negatively on the Department

F. Job Site Re-Approval

- Recurring jobs that have received permanent job site approval will require re-approval if the statuses of any one of the following categories change:

  * Type of job changes, such as traffic changes to security
  * Alcohol consumption is now present when none previously occurred
  * Number of expected patrons requires an additional officer to be staffed

7. **APPROVAL OF OFF-DUTY WORK**

A. Employees wishing to work off duty, with or without compensation, must obtain supervisor approval, and submit a Request for Off-Duty/Extra-Duty Work and/or Coordinator Position form prior to working an off-duty job.

- The Request for Off-Duty/Extra-Duty Work and/or Coordinator Position form must be signed by the employee's chain of command.

B. If there is not sufficient time to obtain written approval, verbal authorization may be granted by the employee's immediate supervisor.

- If the employee's immediate supervisor is not available, approval may be received from any on duty bureau/precinct supervisor of equal or higher rank.
- The employee will submit a Request for Off-Duty/Extra-Duty Work and/or Coordinator Position form at the beginning of the next shift.

C. Use of excessive sick leave, tardiness, or the inability to adequately perform the essential functions of the employee's full time job will be considered when reviewing a request for outside work.

D. Supervisors will consider the best interests of the Department on all off-duty work requests.

8. **MOTION PICTURE INDUSTRY**

A. All off-duty jobs involving the motion picture industry must be coordinated through the City Motion Picture Office at 602-262-4850.

B. A designated Department coordinator schedules all off-duty work involving the motion picture industry.

9. **PROCEDURES FOR OBTAINING EXTRA-DUTY JOBS**

A. Employees who wish to work extra-duty jobs will do the following:

(1) Complete and forward the request for Off-Duty/Extra-Duty Work and/or Coordinator Position form through the chain of command to the Off-Duty Work Detail supervisor requesting to be placed on the extra-duty job list.

- The form will contain the employee's name, serial number, N-days, work hours, desired work days, and contact phone numbers.

(2) Employees interested in working extra-duty jobs may submit their names for consideration on a quarterly basis as advertised in the Department Newsletter.

B. The Off-Duty Work Detail supervisor will assign jobs from a rotating list based on seniority and availability.

C. Only designated "on duty" police employees can assign and staff City-paid overtime jobs.

10. **PROCEDURES FOR OBTAINING DOWNTOWN SPECIAL EVENT JOBS**

A. Employees seeking special event jobs must do the following:

(1) Submit a Request for Downtown Special Events Job Form 80-74D through the chain of command to the Downtown Operations Unit (DOU) requesting to be placed on the special events list.

- The form will contain the employee's name, serial number, N-days, work hours, desired days to work, and contact phone numbers.

10. A. (2) Be off probation to be eligible to apply.

(3) Complete the required training class sponsored by the DOU prior to being utilized for the special event.

- This training will be offered during February and/or March of the calendar year.
- At the discretion of the DOU lieutenant and based on staffing needs, another training opportunity may be offered during the year.

NOTE: An employee who has worked a minimum of 10 special events in the last two years may forgo the listed training with the permission of the DOU lieutenant.

(4) Shadow one special event before being utilized for a special event job.

- Officers may not shadow a special event on their own time and must have a supervisor's approval to attend on duty.
- Overtime will not be paid for the purposes of shadowing.

B. Employees will be maintained on a rotating list based on seniority and availability.

11. **REFUSAL OF EXTRA-DUTY/SPECIAL EVENT JOBS BY EMPLOYEES**

A. If contact of an employee is unsuccessful (within 15 minutes), the job will be given to the next employee on the list and the unsuccessful contact will be placed at the bottom of the list (exigent circumstances may alter the 15 minute waiting period).

B. An employee will not perform a special event job that could be performed by a subordinate rank unless all attempts to fill a position with an officer have been exhausted.

- The officer's list must be exhausted before calling from the sergeant's list, and the sergeant's list must be exhausted before calling from the lieutenant's list.

C. Two or more "turndowns" may constitute just cause for suspension or revocation of working extra-duty/special event jobs.

- The DOU lieutenant will notify the employee's supervisor or shift supervisor of the suspension or revocation of extra duty privileges the next scheduled workday.
- The employee will be notified in writing by the DOU lieutenant of the potential suspension/revocation.
- See section 18 of this order for suspension/revocation of extra-duty/special event work privileges.

EXCEPTION: Does not apply to officers on City-paid standby or subject to callout.

D. Employees are responsible for the removal of their names from extra duty/special events lists.

12. **OFF-DUTY WORK RESTRICTIONS**

A. Employees will not work off-duty under the following circumstances:

(1) General Restrictions	• When on standby for court or callout, employees will not work off-duty jobs. • Employees under internal investigation may have their privileges to work off-duty suspended for just cause. • For private police or security agencies except in the sole capacity of traffic control • For automobile towing, storage, or salvage businesses

A. 12. Employees will not work off-duty under the following circumstances: (Continued)

(1) General Restrictions (Continued)	• When the employer restricts the officer in any way from performing the duties of a police officer ∗ Officers will not enforce employer rules. ∗ Officers will function only in a police capacity taking enforcement action on law violations. • When the employer is involved in labor or civil disputes • Private investigative work, excluding employees who are properly licensed to work as accident re-constructionists/consultants and criminalists • Outside the City limits in the capacity of a police officer without approval of an assistant chief • At any location where the employer will not hire an adequate number of officers to handle the situation safely • In any capacity for an establishment featuring a film rated "X" • When an employee would be involved in pictures or advertisements endorsing commercial products while being identified as a Department employee • In a police capacity at a multi-housing complex or for an association where they live, or for other properties managed by the same company, such as apartments, condominiums, or home owners' associations. • For an unauthorized coordinator • Reserve officers **will not** work off-duty in positions that are paid for by the City.

B. Employees Working at Establishments Serving Liquor

(1) Restrictions

(a) Employees will not work for businesses where there is a significant likelihood that officers will come into contact with intoxicated individuals unless the businesses have completed, signed, and filed an Indemnity Agreement with the City of Phoenix Form 80-40DA.

(b) A copy of both the Indemnity Agreement and the current insurance certificate required by the agreement must be on file with the Off Duty Work Detail.

(2) Enforcement Duties

(a) Officers will not routinely work inside bars or bar areas of restaurants or other establishments.

- They will limit their duties to outside the establishment or area, only entering when police action is required, after which they will return to outside the premises or area.
- This policy is not intended to prevent officers from working inside pizza parlors, family restaurants, hotels, etc.

(b) Officers will take enforcement action on all violations of State statutes and City codes as outlined in Department policies.

(c) Officers will make every effort to prevent intoxicated individuals from driving a vehicle from the premises.

(3) Exceptions

(a) Non-profit organizations possessing a valid Special Event License may be exempt from the indemnity requirements at the discretion of the affected precinct commander.

12. B. (3) (b) This policy is not intended to prevent officers from working for businesses whose sale of alcoholic beverages is only incidental to the business.

(c) The Off-Duty Work Detail supervisor will make the determination based on circumstances such as type of business, likelihood of customer intoxication, and job duties.

13. **SPECIFICATIONS FOR PROBATIONARY, RESERVE, AND CIVILIAN EMPLOYEES**

A. Probationary Officers	May be permitted to work off-duty under the following conditions: • The officer has completed six months of probation and is solo-capable. • The officer has received an overall rating of "Met" on their six-month performance evaluation. • The officer is a lateral transfer from another agency and regardless of time on probation, has completed Field Training, and has their commander's approval. **NOTE**: The decision of the precinct commander to grant or deny permission for a probationary officer to work off-duty in a police capacity is final.
B. Reserve Officers	Reserve officers will be permitted to work off-duty for compensation after their functional supervisor has verified **all** the following conditions: • Must adhere to all Department regulations and policies • Must be solo qualified • Must be current with their reserve work hours (60 hours per calendar quarter) • Must work in uniform capacity only
C. Civilian Employees	Civilians wishing to work off-duty, with or without compensation, for a business that may represent a conflict of interest to the Department must first complete and forward the request for Off-Duty/Extra Duty Work and/or Coordinator Position form for such work through their chain of command. • The employee will seek guidance from a supervisor as to whether a conflict may exist. • This provision includes self employment. **NOTE**: Civilian employees will be under the same restrictions herein outlined for police officers working off-duty.

14. **RULES AND REGULATIONS GOVERNING OFF-DUTY WORK**

A. General Regulations

(1) Coordinators will not hire a supervisor of a higher rank within their chain of command for off-duty jobs they oversee.

(2) Sick leave may not be allowed for an absence as a result of an injury or occupational disease incurred while employed by someone other than the City as defined in AR 2.62.

(3) Industrial insurance provided as a condition of City employment may not cover an employee injured while working for an employer other than the City.

- Employees injured while taking police enforcement action may be granted industrial insurance coverage only after review and approval by the City's industrial insurance carrier.

(4) Officers working off-duty may want to consider obtaining false arrest insurance.

(5) Officers will not engage in private contracts with businesses for off-duty work.

(6) Officers will not accept favors or gratuities in return for off-duty work.

14. A. (7) Employees will not care for minor children while on duty or while working in an off-duty police capacity without prior approval of their commander/administrator (see Operations Orders 3.13, Rules and Regulations).

EXCEPTION: The custody of minor children as a result of a police-related investigation.

B. Off-Duty Work Log

(1) Employees working off-duty will call the precinct in which they will be working and supply all necessary information to be entered into the Off-Duty Work database; this includes City-sponsored overtime assigned by an off-duty coordinator or through the Off-Duty Work Detail.

(2) Employees must have the job number available when calling the precinct or they will not be able to be entered into the database.

(3) Employees who do not call in may be subject to suspension/revocation of off-duty work privileges.

- A memorandum will be sent to the officer's commander noting the failure to call in for an off-duty job.

(4) Officers will advise radio dispatch over the air in the precinct they are working, their serial number, location, and hours they will be working off-duty.

(5) Employees needing information of where an individual officer may have worked may utilize the computerized Precinct Off-Duty Log.

C. Off-Duty Phoenix Police Security

(1) All security assignments, such as security or driving for individuals, or celebrities, will be submitted to the executive staff and approved by the Police Chief prior to entering into any agreements or contracts to provide services.

(a) Each situation will be reviewed on a case-by-case basis.

(b) Employment for such situations requires following the same off-duty rules and registration procedures, such as routing through the off-duty coordinator supervisor and obtaining a job number, as any other off-duty assignment.

(2) Members of the Department, including volunteers, will not provide security services for individuals or companies whose general character does not reflect the best interests of the Department and/or City.

D. Working Off-Duty With a Family Member - See Operations Order 3.13, Rules and Regulations.

E. Staffing Guidelines for Off-Duty Jobs

(1) Required Number of Employees

(a) Officers	• There will be at least one off-duty officer for every 100 people at an event. • Exception to this ratio may be made by precinct commanders, or their designees, based on the nature of the event and/or the participants. • For special event liquor permit situations, the precinct commander and the Drug Enforcement Bureau (DEB) commander, or their designees, will confer and together determine the number of officers required.

14. E. (1) Required Number of Employees (Continued)

(b) Sergeants	• There will be one off-duty sergeant for every four off-duty officers at an event. • Exceptions to this ratio may be made by the precinct commander based on the nature of the event and/or the participants.
(c) Lieutenants	• An off-duty lieutenant will be required at an event where three off-duty sergeants are working. • Exceptions may be made by a precinct commander.

(2) Insufficient Staffing - Should an on-duty supervisor determine an event is inadequately staffed, the event organizer will be contacted and attempts will be made to obtain additional off-duty officers.

(a) If the situation is critical, the on-duty supervisor may authorize the use of on duty officers until the situation is stabilized.

(b) If an organizer refuses to obtain a sufficient number of officers, a supervisor of the rank of lieutenant or higher may immediately cancel the use of off-duty officers.

F. Court Ordered Visitation Jobs - Employees who wish to work court-ordered visitation jobs must comply with the following (in addition to other requirements of this policy):

(1) Indicate on their Off-Duty/Extra Duty Work and /or Coordinator Position form the original job site location and list “Court Ordered Visitation” in the duties/comments section.

(2) Notify the precinct in which they are working.

- If the job site shifts to another precinct, that precinct will also be notified.

(3) Obtain permission in advance from their assistant chief for job locations outside the City.

G. Enforcement Responsibilities of Off-Duty Jobs

(1) When working off-duty, officers will take appropriate police action and complete all necessary reports for incidents occurring on their employer’s property (except traffic accidents occurring on public streets at construction sites).

NOTE: See Operations Order 8.4, Reports, for necessary procedures **prior** to completing a booking and/or a Priority 1 or Priority 2 Incident Report (IR).

(2) If the incident requires initial investigation by a specialized detail, such as a homicide or traffic fatality, the assigned detail will take disposition.

(3) When an off-duty officer responds to a situation other than the location of employment, disposition (including necessary reports) will be assumed by an on duty officer.

(4) The off-duty employee will immediately advise the on duty supervisor assigned to the area in which the employee is working, of all exceptional incidents or problems encountered during the course of the officer’s employment, such as a labor dispute or demonstration.

- The on duty supervisor will evaluate and determine if assignment of on duty officers is required.

H. Overtime

(1) While working off-duty in a police capacity, officers will not normally be entitled to overtime compensation for taking action on or off the off-duty employer’s premises.

14. H. (2) The duty commander or a bureau/precinct commander may authorize the placement of an off-duty officer to on duty status.

(3) Officers will not be entitled to concurrent compensation from the off-duty employer while working in on duty status.

I. Uniforms

(1) Employees working off-duty will **only** wear the authorized uniform appropriate for the time of year.

(2) Exceptions requiring clothing other than a police uniform will be fully explained on the Off-Duty/Extra Duty Work and /or Coordinator Position form.

(a) This will require the approval of the commander of the precinct in which the off-duty job is located, in addition to the normal signatures.

(b) Approval for non-uniform attire in the off-duty job will be forwarded to the Off-Duty Work Detail supervisor for job site approval.

(3) Employees who do not meet grooming standards outlined in these orders will not be permitted to work in an off-duty capacity.

(4) Employees working off-duty security jobs at locations that specialize in the sale of consumer goods and who are involved in loss prevention activities must wear the authorized police uniform.

- Plainclothes off-duty work at such locations is prohibited without the authorization of an assistant chief.

J. Use of Departmental Equipment for Off-Duty Work

(1) Portable Radios - Portable radios will be required for all officers working off-duty.

(a) Officers working off-duty in a police capacity are required to monitor the radio frequency covering the precinct where the off-duty job is located.

(b) Officers may use talk channels to communicate with other off-duty officers working the same event so long as one officer monitors the radio frequency covering the precinct where the off-duty job is located.

(2) Use of Police Equipment for Motion Picture Productions

(a) The Off-Duty Work Detail supervisor may approve the use of City equipment that is assigned to a specific officer: for example, a motor officer's assigned motorcycle, at the time assignments are made, subject to review by the Homeland Defense Bureau (HDB) commander or designee.

(b) The HDB commander, or designee, is responsible for locating special equipment, such as wagons or cars, and approving its use.

- The City motion picture coordinator will contact the HDB commander during normal business hours to make arrangements for using City equipment.
- The HDB commander will advise the City motion picture coordinator's office regarding who to contact during non-business hours for acquiring and approving the use of City equipment.

14. J. (2) (c) A standard rate for equipment will be maintained by the Off-Duty Work Detail supervisor.

- Officers working with City equipment will be required to record and report the mileage to the motion picture coordinator.
- The motion picture coordinator will bill the company for mileage and daily rates.

(3) Use of Marked Patrol Cars

(a) Businesses who request a marked patrol vehicle for off-duty work will be advised of the cost for using a City-owned vehicle (see the Request for Marked Patrol Vehicle for Off-Duty Work Form 80-33D) and referred to the Off-Duty Work Detail.

(b) The Off-Duty Work Detail will:

- Ensure the business fills out and signs a Use Agreement for Marked Patrol Vehicle Form 80-33DA available online at www.phoenix.gov/police.
- Request the job coordinator to complete and sign the Request for Marked Patrol Vehicle for Off-Duty Work form.

(c) The job coordinator will forward the completed and signed Request for Marked Patrol Vehicle for Off-Duty Work form to the affected precinct commander for approval.

- Once approved and signed by the affected precinct commander, the original will be returned to the Off-Duty Work Detail and a copy will be forwarded to the coordinator for their file.

(d) As long as a signed Use Agreement for Marked Patrol Vehicle form is on file with the Department, verbal permission from the precinct commander may be given for last minute requests of marked patrol vehicles.

- The Request for Marked Patrol Vehicle for Off-Duty Work form will need to be signed and submitted as soon as possible after verbal permission is granted.

(e) Officers/coordinators will be required to sign out a patrol vehicle in the precinct where the off-duty job is located by utilizing that precinct's/bureau's Marked Patrol Vehicle Off-Duty Log Form 80-49D.

(f) Officers will submit an Off-Duty Vehicle Hours and Mileage Form 80-67D to their coordinator within three (3) days of working their off-duty job.

(g) At the end of each month, the coordinator will be required to submit a Monthly Billing for Off-Duty Use of City-Owned Vehicle/s Form 80-44D to the Fiscal Management Bureau (FMB) for each business that requested a marked patrol vehicle; the form will include:

- The total hours and mileage used by that particular business for that month.
- The Monthly Billing for Off-Duty Use of City-Owned Vehicle/s form should also reflect the coordinator's Marked Patrol Vehicle Off-Duty Log Form 80-54D.
- The coordinator will attach a copy of the Marked Patrol Vehicle Off-Duty Log to the billing form and keep the original for their files.

(4) Marked patrol vehicles may only be used, without reimbursement to the City, with written permission from the **patrol division chief**

(5) This section does not apply to the Airport Bureau whose patrol vehicles are owned and maintained by the Aviation Department.

14. J. (6) Use of Other Departmental Equipment - Use of Departmental equipment for off-duty work, other than police radios, and standard uniform equipment, will require the approval of the affected assistant chief.

(7) Officers **will not** use their assigned City vehicle (marked or unmarked) to drive to and from, or work at an off-duty, extra-duty, or special event job.

15. **EXTRA-DUTY OR SPECIAL EVENT JOBS**

A. Use of marked/unmarked City vehicles

(1) Unmarked City vehicles **will not** be used while performing extra-duty or special event jobs with **no exceptions**.

(2) Marked patrol vehicles **will not** be used while performing extra-duty or special event jobs.

EXCEPTION: Officers assigned to a precinct specialty squad who have assigned vehicles.

- The vehicles can only be used by the assigned officer with written permission from the patrol division chief.

(3) Precinct commanders cannot, at any time, give authorization for use of marked patrol vehicles for extra-duty or special event jobs.

16. **OFF-DUTY WORK SITE INSPECTION PROGRAM**

A. Off-duty work site inspections may be conducted by any supervisor, Professional Standards Bureau (PSB) inspector, or an Off-Duty Work Detail employee; these inspections may be either:

(1) Spontaneous or On-View – An off-duty inspection initiated by a supervisor, PSB inspector, or an Off-Duty Work Detail employee.

(2) Assigned – When a supervisor, PSB inspector, or an Off-Duty Work Detail employee is assigned to inspect a specific off-duty work site.

(3) Off-Duty Inspection Form 80-563D will be used by each person performing an off-duty work site inspection.

(4) Precinct supervisors performing the inspections shall forward the form to the precinct inspections lieutenant who will report on the findings and forward the form to the Off-Duty Work Detail.

(5) All other persons performing inspections should forward the form to the Off-Duty Work Detail for entry in the off-duty work database.

- If a violation of this order is identified, a copy of the inspection form will be routed to the employee's immediate supervisor for information, and any further action that may be required.

B. Work Site Listings: - Work sites to be inspected may be chosen from any of the following sources:

- The off-duty files maintained by the Department's Off-Duty Work Detail at 602-262-7180
- Listings on the Precinct Off-Duty Log that were called in by officers working off-duty
- Observing an officer working off-duty
- Checking the Computer Aided Dispatch (CAD)to find any Union units signed on
- Hearing an officer clear over the radio with his off-duty work location and hours
- Making random visits to locations known for utilizing off-duty officer

17. **SUSPENSION/REVOCATION OF OFF-DUTY WORK PRIVILEGES**

A. General Information

(1) The privilege of working off-duty may be suspended or revoked for any employee for just cause.

(2) Reasons for suspension or revocation include but are not limited to:

- Two or more instances of not logging in
- Working without a supervisor's approval
- Soliciting for off-duty jobs
- Excessive use of sick leave
- Inability to perform the essential functions of employee's full time job
- Engaging in behavior or activity that reflects negatively on the Department
- Using marked patrol vehicles without a formal request from the off-duty employer
- Using City vehicles for off-duty, extra-duty, or special-event work without appropriate approval

(3) Employees under internal investigation may have their privileges to work off-duty suspended for just cause.

(4) The Off-Duty Work Detail will be notified of any suspended or revoked work privileges.

(5) The Off-Duty Work Detail will notify an employee's immediate supervisor of any reports or observations of misconduct while working in an off-duty capacity.

- The employee's immediate supervisor will be responsible for conducting any misconduct investigations.

B. Notification

(1) The off-duty coordinator will notify the employee's supervisor regarding the suspension or revocation of off-duty work privileges on the coordinators next scheduled workday.

(2) If the circumstances warrant immediate notification, the coordinator will notify an on-duty supervisor.

(3) The employee will be notified in writing by the employee's supervisor of the potential suspension/revocation.

(4) The notification memorandum will contain the following:

- The reason/s for the potential suspension or revocation of off-duty work privileges.
- The duration of the potential suspension or revocation.

(5) The employee will have the opportunity to present any information relevant to the causes for suspension/revocation prior to the final decision on the suspension/revocation.

C. Appeals

(1) Appeals of proposed suspension/revocations of off-duty work privileges must be submitted in writing to the precinct/bureau commander/administrator within five working days of notification.

(2) Upon receipt of the written appeal, the precinct/bureau commander/administrator will make a determination within five working days.

17. D. See Operations Order 2.13, Administrative Procedures, for information regarding employees subject to an Order of Protection.

18. **SUSPENSION/REVOCATION OF EXTRA-DUTY/SPECIAL EVENT WORK PRIVILEGES**

A. The privileges of working extra-duty and special event jobs may be suspended or revoked for any employee as defined in of this order.

B. The Off-Duty Work Detail or DOU will be notified of any suspended or revoked work privileges.

C. The DOU lieutenant reserves the right to suspend/revoke a special event assignment if an employee does not possess or use the following required safety equipment while working a downtown special event:

- Reflective traffic safety vest with the words "POLICE" visible
- Flashlight with traffic cone for all traffic positions
- Traffic whistle
- Traffic box key

D. Notification

(1) If an employee is unable to work their scheduled shift, they will be required to make the following notifications:

(a) For extra-duty jobs, employees will call the off-duty office between 7 a.m. and 3 p.m. at 602-262-7323; on nights, weekends, and holidays they will contact the Front Desk at 602-262-7626.

- Employees are required to give at least 24 hour notice of their inability to work the job unless there is an emergency.

(b) For special event jobs, employees will call the job cancellation line at 602-534-6450 at least 72 hours prior to the start of briefing.

(c) For extra duty "grant related" overtime (Homeland Security/city-state-federal grants) employees will call the affected grants coordinator at least 24 hours in advance.

(2) If notification procedures are not followed, a "no show" or "no call" may be subject to disciplinary action and suspension/revocation of extra-duty/special event work privileges.

(a) Employees not appearing as assigned will be removed from the eligibility list for a period of 30 consecutive days from the date of the "no show/no call".

- The 30 day period will include the employee losing all jobs previously assigned within this 30 day period.

(b) Employees not appearing a **second time** as assigned within a 12 month period will be removed from the eligibility list for 12 consecutive months.

- The 12 month period will include the employee losing all jobs previously assigned within this 12 month period.

(4) Notification of any missed assignments will be made by memorandum to the employee's chain of command.

(5) All missed assignments will be investigated by the affected employee's chain of command.

E. Appeals will be conducted in the same manner as indicated in section 17.C of this order.

19. **NON-POLICE-RELATED OUTSIDE EMPLOYMENT** - Includes work such as self-employment, teaching, or consulting.

    A. City of Phoenix Notice of Outside Employment Form 150-49D

        (1) The Notice of Outside Employment form will be completed when outside employment is non-police related.

        (2) The completed form will be forwarded through the employee's chain of command to the bureau/precinct commander/administrator for approval.

        (3) The Notice of Outside Employment form will expire every year on December 31 (completion of a new form will be necessary if the employee is still engaged in the outside employment).

    B. Maintenance of the Notice of Outside Employment Form - The original copy of the Notice of Outside Employment form will be maintained in the employee's division file.

1. **TYPES OF GRIEVANCES**

(A) Memorandum of Understanding Agreement Grievance	• A Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA) grievance is a written allegation by a unit employee claiming violation/s of the specific express terms of the MOU/MOA for which there is no Civil Service or other specific method of review provided by State or City ordinances. • The grievance must accomplish the following: ∗ State the facts upon which it is based ∗ Specify the MOU/MOA provision that was violated ∗ State the remedy or adjustment sought
(B) Administrative Regulation (AR) 2.61 Grievance	• Under AR 2.61, a grievance is a written allegation by an employee concerning the interpretation or application of rules and regulations governing personnel practices, and departmental work, rules, working conditions, or alleged improper treatment of an employee, in which the complaint has not been resolved satisfactorily in an informal manner between the employee and the immediate supervisor. • A grievance must: ∗ Set forth a clear indication of unfairness resulting in harm or damage to the aggrieved employee. ∗ Arise from an act or an omission by management related directly to working conditions or to the employment relationship. ∗ Concern a matter within the control of the Police Chief. ∗ State the action requested; action must be within the authority of the Police Chief to grant in whole or in part. • AR 2.61 does not apply to allegations claiming violation of the specific express terms of a negotiated MOU/MOA. • Should management and the official representative recognized by an MOU/MOA, mutually agree a particular complaint is not grievable under its negotiated procedure, or if the affected employee is not covered by an MOU/MOA, the employee may apply for relief under the provisions of this AR.

2. **RESPONSIBILITIES**

A. Employees

(1) Employees have the responsibility to discuss their complaints with their immediate supervisor before initiating a written grievance.

- The immediate supervisor will discuss an employee's complaint with the employee at a mutually satisfactory time.

(2) Employees have the responsibility to seek resolution of a complaint through the chain of command or other established procedures.

B. Supervisors - Department supervisors have the responsibility to do the following:

(1) Inform the employee if the complaint is properly within the scope of the grievance procedure and, if not, to advise the employee of the applicable procedure to resolve the problem.

2. B. (2) Inform the employee of any limitation of the Department's authority to fully resolve the grievance.

(3) Supply the employee with the necessary information to process the grievance properly.

(4) Meet with the employee in person at the formal steps of the appeal.

(5) Acknowledge receipt of written grievances by indicating the date received and the supervisor's initials under "management response" on the Employee Grievance & Response Form 14-6D.

(6) Analyze the facts or allegations prompting the grievance.

(7) Submit responses, in writing, to the grievant affirming or denying the allegations and identifying the remedy or adjustments, if any, to be made.

C. Fiscal Management Bureau

(1) Questions concerning the administration of the grievance procedure should be directed to Human Resources (HR) officer of the Fiscal Management Bureau (FMB).

(2) The (HR) officer will complete an analysis of grievances filed each year.

3. **FILING GRIEVANCES**

A. Procedures

(1) MOU/MOA Grievances	Employees should consult their respective MOU/MOAs for the grievance procedures that apply to them.
(2) AR 2.61/ Grievances	PLEA Members • Members will follow the procedures and time limits outlined in their MOU for filing AR grievances. • The final step in an AR grievance filed by a member of PLEA is the Grievance Committee or an arbitrator. All Other Employees • All other employees filing AR 2.61 grievances will comply with the provisions of the AR. • The steps for an AR 2.61 grievance: ∗ Employee's immediate supervisor ∗ Management [commander/administrator (or higher when applicable)] (In the case of a Lieutenant filing a grievance only one response is needed by the commander) ∗ Police Chief ∗ Grievance Committee

B. Time Limits

(1) Failure of City management representatives to comply with time limits specified in any MOU/MOA or AR 2.61 grievances shall entitle the employee to appeal to the next level of review.

(2) Failure of the employee to comply with said time limits shall constitute abandonment of the grievance.

3. B. (3) The parties involved may extend time limits in advance by mutual written agreement.

C. Grievance Form

(1) General Guidelines

(a) The Employee Grievance & Response Form 14-6D will be used for both MOU/MOA and AR 2.61 grievances.

(b) The appeal and disposition will be on the same form.

(c) A separate form will be completed for each step of the grievance.

(2) Procedures

(a) The grievant will remove the goldenrod copy of the completed form and give the remaining copies to their supervisor.

(b) The supervisor will respond on the white copy and forward the finalized canary and pink copies to the FMB.

(c) The supervisor will return the white copy to the grievant.

(d) The FMB will forward the appropriate copies to the Labor Relations Division.

D. Maintenance of Grievance Files

(1) The grievances will be filed and maintained in the FMB, Personnel Section.

(2) FMB will be the **only** location within the Department in which the grievance will be filed. A copy of the grievance **will not** be placed in the employee's personnel file or work unit division file.

(3) The Human Resources officer is responsible for the security of grievance files.

(4) The grievance will be retained for five years and will then be destroyed.

(5) An annual analysis of grievances will be conducted to identify trends or other issues; this report is required by July 1, for the previous fiscal year.

4. **PAID TIME**

A. The Department is not required to count any time spent outside the employee's work shift in pursuit of benefits provided in this order as time worked.

B. The Department shall count any time spent within the employee's regular work shift in pursuit of benefits provided in this order as time worked.

1. All employees of the Department will comply with the rules and regulations listed in this order.

2. **GENERAL RULES**

   A. Employees will be responsible for the completion of assigned duties and will be held accountable by their supervisor for the satisfactory performance of those duties.

   B. Employees will have assigned duty hours and will be considered off duty at all other times.

   C. Department employees will be punctual in reporting for duty at the time and place designated by a supervisor.

   D. Employees will maintain a professional approach to their duties at all times.

   E. Employees will be attentive to their duties and will not sleep, read newspapers or magazines, or excessively use personal communication and electronic devices while on duty and in public view (see section 5.Y of this order for more information regarding personal communication and electronic devices).

   F. Employees will not conduct any non-police related, outside employment business on City time using City equipment and/or facilities, unless otherwise approved by the employee's chain of command.

   G Off-duty employees will be subject to recall.

3. **SWORN PERSONNEL**

   A. Officers **will:**

   - Preserve the public peace
   - Suppress all types of crime
   - Detect and arrest violators of the law
   - Protect life and property
   - Enforce laws of the State and ordinances of the City
   - Abide by the Code of Ethics

   B. Specific duty assignments will not alter an officer's obligation to take police action in problems requiring immediate attention.

   C. Officers **will not:**

   (1) Become involved in neighborhood quarrels while off duty, unless death or injury may result if immediate action is not taken.

   - Matters will be adjudicated by a disinterested party, including a patrol unit if necessary.

   (2) Make arrests in their personal quarrels (family or neighbors) unless action is warranted by the immediate threat of serious bodily harm or property damage.

3. C. (3) Apply for a warrant for assault upon themselves or file suit for damages without reporting the matter to the Chief of Police through proper channels.

(4) Investigate or use any of the rights, powers, or privileges associated with their position to further an investigation into a crime where they, a family member, friend, or business acquaintance is involved as a victim, witness, suspect, or investigative lead, or have a personal business interest in the investigation, unless otherwise authorized.

D. Off Duty Officers

- Will take police action on felony or other serious criminal matters coming to their attention
- **Will not** take action for minor traffic violations
- May carry a firearm, but will exercise discretion as to when and where it is worn
- Will not carry **any** firearm while consuming alcohol or while in a bar or nightclub
- Will not carry a firearm if the reputation of the Department would suffer
- All employees wishing to make any personal public appearance in uniform, in an off duty capacity, will obtain permission from the employee's supervisor prior to doing so.

4. **UNIFORMED PERSONNEL**

A. Labor Disputes

(1) Uniformed employees will not enter any buildings, structure, or premises where it is indicated a labor dispute is in progress, except when it is necessary to perform the duties of a police officer.

(2) Officers at the scene will remain impartial.

B. Loitering - Uniformed employees will not loiter in public places.

5. **EMPLOYEE CONDUCT**

A. Acceptance of Gifts or Rewards

(1) Employees will not solicit or accept, either directly or indirectly, rewards or gratuities for performance of duties or in exchange for police services and will not use their position to seek favors of any kind, for example:

- The acceptance of free or discounted meals from any commercial establishment other than those offered to the general public
- The acceptance of free or discounted rent other than those offered to the general public
- Solicitation of off-duty work from victims, suspects, witnesses, or businesses

(2) Employees will not engage in any business transaction with a person in police custody.

(3) Employees will not engage in bribery or extortion.

5. B. Fraud/Reports/Official Paperwork

(1) Employees will not make false reports or knowingly enter or cause to be entered into any Department book, record, or report any inaccurate or false information.

- This order is not to prevent officers from including information in a report given by a suspect, witness, victim, etc., they believe to be false.

  EXAMPLE: Suspect denies committing crime, lies about identity, etc.

(2) Employees will not submit any type of fraudulent report for monetary gain, such as overtime slips or employee reimbursement.

(3) Employees will not use Department funds for personal or other unauthorized reasons.

(4) Employees will not file false claims and/or abuse disability benefits.

C. Driver Qualifications - Employees in driving positions shall adhere to driver qualifications as listed in Administrative Regulation (AR) 2.96.

- Employees will be required to sign the City of Phoenix Driver Qualification Policy Employee Receipt found on the last page of AR 2.96.

  * Signed City of Phoenix Driver Qualification Policy Employee Receipts will be forwarded to the Fiscal Management Bureau (FMB) for retention in the employee's Department file.

D. Alcohol

(1) Employees, on or off duty, will not consume alcoholic beverages to the extent it would bring discredit upon the Department.

(2) Employees, while in uniform or wearing any identifiable part of the uniform, will not taste, drink, or purchase alcoholic beverages, nor will they consume beverages, which approximate the smell or appearance of alcoholic drinks.

(3) Plainclothes employees may consume alcoholic or non-alcoholic beer or wine substitute beverages on duty only in conjunction with an official investigation and with the prior approval of a supervisor.

(4) Employees will not report to duty with the odor of alcohol on their breath or when impaired in any way by the use of alcohol.

(5) Employees will not consume alcoholic or non-alcoholic beer or wine substitute beverages during breaks or lunch.

(6) Driving Under the Influence (DUI)

(a) Employees will not operate any vehicle while impaired by drugs or alcohol; this includes all vehicles, such as personal, rented, or City-owned automobiles, boats, personal watercraft (jet skis), and aircraft.

5. D. (6) (b) If arrested for DUI by any law enforcement agency, employees will immediately notify their supervisor per this order and AR 2.96.

(c) Employees whose driving privilege is restricted or limited with an ignition interlock device (IID) will refer to AR 2.95 and AR 2.96.

(d) Per Operations Order 3.19, Misconduct Investigation, an administrative investigation will be conducted, along with any criminal investigation.

(e) Sworn probationary employees in their first year of City employment will be terminated if arrested for DUI.

(7) Employees will not unlawfully use narcotics, marijuana, or dangerous drugs.

(8) In cases where prescribed drugs may affect the employee's job performance, the employee will notify their supervisor prior to going on duty.

E. Employee Organization Activity - Supervisory, managerial, professional, and confidential employees of the Department may belong to an employee bargaining unit for the purpose of participating in social activities and benefit programs.

(1) Because of the conflict of interest, as defined in Phoenix City Code, Article XVII, they may not be a policymaking official or consultant in any organization that is or attempts to establish itself as an employee bargaining unit.

(2) Employees will not solicit membership or otherwise conduct unauthorized employee organization activities during working hours so as to impair the performance of work assignments.

F. Employee/Supervisor Relationship

(1) Supervisors will not be permitted to oversee within their direct chain of command, a relative, as defined in AR 2.91.

(a) This includes a spouse, child, step-child, grandchild, parent, grandparent, or siblings of any legal definition, or a grandchild, sibling, parent, or grandparent of their spouse and/or a person residing in the employee's household as a member of the family.

(b) Supervisors who have a Department employee for a roommate, share a substantial financial interest with another Department employee, or have any other relationship of such a nature that may create a conflict of interest or the appearance of a conflict, must fill out a Conflicts in Employment, Supervisory and Contractual Relationships Disclosure form in compliance with AR 2.91.

(c) In the interest of full disclosure, supervisors who routinely oversee employees not in their direct command, due to overlapping coverage, where a relationship as defined in AR 2.91 exists, will fill out a Conflicts in Employment, Supervisory and Contractual Relationships Disclosure form.

5. F. (2) Where a conflict, potential conflict, or possible future conflict exists, employees must submit a completed Conflicts in Employment, Supervisory and Contractual Relationships Disclosure form, listing the name/s of the relative/s, or other individual/s as defined in AR 2.91, working for the Department.

(a) The form will be submitted through the chain of command to the affected employee's bureau/precinct commander/administrator for consideration and to determine if any action is warranted to eliminate a conflict of interest.

(b) Commanders/administrators will note on the bottom of the form whether the relationship does or does not pose a conflict of interest and any actions taken to resolve the conflict.

(c) The form must be kept current and will be retained in the employee's division file for two years.

(3) All commanders, administrators, and executive staff, due to their broader management responsibilities, must complete a Conflicts in Employment, Supervisory and Contractual Relationships Disclosure form, listing the name/s of the relative/s or other individual/s as defined in AR 2.91, working for **any** department in the City including the defined relationship and submit it to the Chief of Police.

(a) This does not prohibit middle managers and executive staff from overseeing workgroups where a relative is assigned as long as the relative is not an immediate subordinate.

(b) Commanders, administrators, and executive staff will not participate in or influence others in any manner regarding departmental decisions, including hiring, promotion/s, discipline, and merit increase/s involving employees with whom they are related, have a pecuniary interest with, or any other Department employee where a potential conflict could exist as defined in AR 2.91.

(4) Employees will not date or engage in an intimate relationship with a supervisor or subordinate in their direct chain of command.

(a) Intimate relationship is defined as any physical touching of a more personal nature, **any** sexual contact, and/or an emotional dependency beyond a normal level of friendship.

(b) This policy includes employees of the same rank where one is acting in a supervisory capacity over the other, such as with a Field Training Officer (FTO) and Officer in Training (OIT).

(5) The Chief of Police or designee has the authority to make any transfers necessary to eliminate an actual or potential conflict of interest caused by relationships as defined in AR 2.91.

(6) Two or more members of an immediate family may be assigned to the same work unit or under the direction of the same chain of command with approval of the involved assistant chief.

5. F. (7) Employees working off-duty in a police capacity are permitted to work with an immediate family member or relative provided the employee, who is classified as a supervisor, will not directly supervise a member of their immediate family or relative as defined in AR 2.91.

G. Contractual Conflicts

(1) Any employee who has, or whose relative has, a substantial pecuniary or proprietary interest, as defined in Arizona Revised Statute (ARS) 38-502, in any contract, sale, purchase, or service to the City, shall refrain from voting upon or otherwise participating in any manner as an officer or employee in such contract, sale, or purchase.

- Employees must submit a completed Conflicts in Employment, Supervisory and Contractual Relationships Disclosure form, when any potential conflict as defined in AR 2.91 exists or could exist in the future.

H. Smoking

(1) Employees will not smoke in any City facility or City-owned vehicle, or in general view of the public, in accordance with ARS 36-601.01.

(2) Employees may smoke in designated public smoking areas or a public place/building which has an area designated specifically for smoking while on lunch/break.

I. Debts - Employees will pay their just debts promptly.

J. Gambling - Games of chance will not be permitted in Department facilities nor while on duty, except with the approval of a supervisor and in conjunction with an official investigation.

K. Signatures - Employees will sign their names and print their serial numbers in a legible manner on all police and related documents requiring signatures.

L. Minor Children - Employees will not care for minor children while on duty or while working in an off-duty police capacity without prior approval of their commander/administrator.

- An exception would be the custody of minor children as a result of a police-related investigation.

M. Leaving the City - On duty employees will not leave the City limits, except when on official police business, and will advise radio of their destination/purpose.

N. Employee Personal and Emergency Contact Information

(1) Employees will keep the City informed of their current residential address and notify the City within 10 days of any change.

- Residence is defined as the occupancy of a dwelling unit and not merely used for the receipt of mail.

5. N. (2) Employees will immediately advise their supervisor of any change in name, residential address, telephone number/s, or emergency contact information.

(3) All changes to an employee's personal information to include address, telephone number/s, or emergency contact information must be updated by the employee using the City Human Resources Department's e-CHRIS web application.

(a) The e-CHRIS web application can be accessed though hyperlinks found on the Inside Phoenix page and PolicePoint.

(b) To update their personal information, employees must select the Self Service Function and then go to Personal Information.

(c) Employees with questions regarding the use of e-CHRIS or having issues accessing the application may contract the e-CHRIS Help Desk at 602-534-4357.

(4) Any changes to an employee's name will be initiated by the employee using e-CHRIS and finalized with the assistance of the FMB.

- To finalize the name change process, employees must make an appointment with FMB to complete the proper paperwork. Employees will be required to provide supporting documents for a name change.

(5) The supervisor and employee will review the employee's personal and emergency contact information semi-annually when completing two of the employee's quarterly performance reviews, update all information as necessary, and document the review in the Supervisor's Monthly Inspection Report, form 80-38D.

(6) It is the employee's responsibility to verify the current status of his/her emergency contact information via e-CHRIS or the Police Employee Directory on PolicePoint to verify the current status of his/her beneficiary information using the e-CHRIS application.

(7) Employees will not list their employment address as their residence for any documents such as contracts, driver's license, vehicle registration, or any personal mail.

(8) All employees will maintain a home telephone or a cellular phone as a means of communication.

O. City and Personally-Owned Equipment - Based on homeland security concerns, Department employees must take extra care securing City-issued equipment or equipment that is readily identifiable as police equipment.

(1) This policy includes, but is not limited to, firearms, electronic control devices (ECDs), uniforms, and other issued equipment.

(2) Employees **will not** misuse, abuse, or improperly use City equipment and will immediately report all damages or losses of City equipment to their supervisor.

(3) Supervisors will ensure an Incident Report (IR) is completed on each incident of lost or stolen City and/or personally-owned equipment readily identifiable as police equipment.

5. O. (4) Supervisors will conduct an inquiry to determine if the incident warrants the completion of a supervisory-initiated investigation to report the circumstances of the misuse, abuse, or loss of City equipment or personally-owned equipment used in the course of duty.

(a) If the circumstances of the incident clearly indicate no violation of policy, a memorandum will be completed by the supervisor detailing the incident and the circumstances that led to the loss of the items; for example, the employee followed policy and the items were stolen during a burglary.

(b) After a chain of command review and approval, the completed memorandum, along with an attached copy of the IR, will be maintained by the employee's immediate supervisor.

(5) Employees **will not** improperly use another employee's equipment or any personal equipment used for work related business, such as firearms, computers, and uniforms.

(6) Any employee responsible for willfully or negligently damaging City equipment may be required to bear the cost of the repair or replacement at the discretion of the Chief of Police.

- The employee may be subject to disciplinary action.

(7) Employees are responsible for the proper storage and security of City equipment assigned to them that if lost or stolen would constitute a breach of security to the Department and the general public; this includes personal property that is identifiable as police equipment.

(8) Unless permitted in Operations Order 3.13.(9), employees will not leave any City-issued equipment or items identifiable as police equipment in any vehicle, locked or unlocked, at any time.

(9) Exceptions:

(a) Locked in a marked or unmarked City-owned vehicle while the employee is on duty (unless exigent circumstances prevent the locking of the vehicle) or in an employee's personal vehicle who is eligible for a monthly vehicle allowance; this excludes the officer's primary firearm that must be carried upon the officer's person or be readily accessible, such as carried with the officer in a briefcase, bank deposit bag, or fanny pack.

(b) At times during an active investigation, on duty undercover officers may secure their primary firearm in a locked vehicle; for example, when the officer is entering an establishment or other place where patting down or wanding is occurring or could occur.

(c) Stored in any vehicle that is parked in the enclosed and locked garage of the employee's residence when the garage door is closed and secured.

(d) Placed and concealed in a locked vehicle parked within the fenced perimeter of a police facility; this does not include approved off-site parking locations.

5. O. (9) (e) Placed and concealed within the employee's locked personal vehicle while enroute (two hours prior/two hours after) to or from a normal workday shift; this does not include stopping for a personal appointment, grocery/convenience store, friend's residence, etc.

(f) Placed and concealed in a locked police vehicle while inside a jail/detention facility while booking, detaining, or interviewing a suspect (in accordance with official business and a locking firearm locker is not available).

(10) A locked vehicle is defined as one that can only be opened with a key or remote access key and is actively locked (all entries, including doors and trunk) while the employee is away from the vehicle.

(11) Employees are prohibited from parking a personal vehicle with any City-owned or personal police equipment inside at an establishment where the primary source of business income is from the sale of alcohol.

(12) Storage in Other Locations

(a) Police Facility

- Equipment will be secured in a locker or other type of secure compartment.
- Firearms will be kept from public view/access when not worn; for example, stored in a desk, briefcase, locker, or other secure location.

(b) Employee Residence - Equipment/firearms will be secured in the residence or in a secure location out of the reach of children and others.

(13) When there is a question as to whether or not an employee's equipment storage arrangements are adequate, the employee's assistant chief will make the determination.

(14) At the discretion of the Chief of Police, any employee found responsible for the negligent loss or abuse of City equipment will bear the cost of repair or replacement and may be subject to disciplinary action.

(a) As an alternative to discipline, the employee may be given the opportunity to reimburse the Department for any loss caused by negligence.

- This option only applies to losses up to $500.
- If the loss is more than $500, the claim will be processed through normal channels.
- If the employee opts to reimburse the City for the loss, documentation of the incident will not be placed in the employee's files.
- Documentation of the incident will be made in the employee's notes by their immediate supervisor.

(b) The value of property to be reimbursed or replaced will be determined by FMB.

5. O. (14) (c) The method of payment will be agreed upon between FMB and the employee, and must be approved by the Chief of Police as follows:

- Direct payment
- Installment plan
- Payroll deduction

(d) The Department may reserve the right to withhold the amount from the employee's pay if an agreement cannot be reached.

P. Employee Identification

(1) Officers will carry their commission/identification card and driver's license while on duty.

(2) Employees will courteously supply their name, serial number, or A (Adam) number when requested to do so by any person, whether on or off-duty in a police capacity.

(3) When employees are dressed in plain clothes, they will produce and display their photograph commission card and badge when identification is requested.

(4) All Department employees, volunteers, interns, and non-police City employees requiring access to or who work within any police facility will wear the appropriate commission or identification/access card while in police facilities.

Q. Outside Employment/Business Interests

(1) No employee shall engage in any off duty employment or occupation that is considered detrimental to the Department.

(2) No employee or employee's spouse will own, or have a financial interest in, any establishment whose business is of such a nature that it would bring discredit on the Department or require an abnormal amount of police regulation. This includes, but is not limited to:

- Pool halls
- Bars
- Nightclubs
- Adult book stores and theaters
- Massage parlors
- Automobile towing, storage, or salvage businesses

(3) This regulation is not to prohibit employment in or ownership of a commercial enterprise where the primary business includes, but is not limited to, any of the following:

- Sales of food
- Sales of merchandise
- Investments in stocks, bonds, and other securities (securities must be listed with the United States Securities and Exchange Commission or the Arizona Corporation Commission)

5. Q. (4) Employees are responsible for receiving approval from their assistant chief prior to investing in a business that may represent a conflict of interest with the Department.

(5) Outside employment and business interests are also addressed in AR 2.62 and Operations Order 3.11, Off-Duty Work.

R. Political Activity

(1) Employees will not take part in political management, affairs, or political campaigns while in uniform or on duty.

- All political activity will be governed by AR 2.16.

(2) Employees who are registered voters may be allowed time off to vote in City and State elections (see AR 2.16 for requirements).

(3) Employees may appear before the State Legislature as private citizens or representatives of a private organization.

(4) Appearances should be made during off duty time and employees will advise legislators they do not represent the City.

(5) For an appearance regarding an issue in which the City has an interest, employees will send a memorandum of notification to the City Manager Liaison commander prior to their appearance.

S. Public Discussions

(1) On duty employees will not engage in political or religious discussions in a public place nor will they speak critically of the nationality, color, creed, disabilities, sexual orientation, age, religion, or beliefs of another person.

(2) Employees will not publicly criticize or ridicule the Department, its policies, or other employees by talking, writing, or other expressions that may impair the operation of the Department by:

- Interfering with its efficiency
- Interfering with the ability of supervisors to maintain discipline
- Making statements with reckless disregard for truth or falsity

T. Official Business - Employees will not reveal official business of the Department, except as directed by a supervisor or under due process of law.

U. Endorsements/Recommendations

(1) Employees are prohibited from making any recommendations regarding the employment of any:

- Attorney
- Bail bond business
- Wrecker
- Service where a fee is charged

5. U. (2) Employees will not endorse any commercial product while identifying themselves as members of the Department.

V. Reporting to Supervisors

(1) All employees will keep their supervisors informed of any unusual activity, situation, or problem where the Department would be concerned.

- All incidents will be reported to a supervisor as soon as possible and/or within 24 hours of the incident.
- If an employee's immediate supervisor is not available, the employee will notify another supervisor in their chain of command.

(2) Employees **will** notify their supervisor when:

- They receive a moving vehicle citation or are involved as a witness, victim, or suspect in any situation under investigation, by any law enforcement agency.
- Served with **any** court order or have another party served with a court order; for example, an Order of Protection or Injunction Against Harassment.
- There is any neglect of duty or misconduct, either on or off duty, on the part of any other employee of this Department.
- They are the subject of a lawsuit for any act performed while engaged in police activity, either on or off duty; this information will be reported in writing to be routed through the chain of command to the Chief of Police.
- They have a medical condition that might inhibit job performance.

W. Employee Respect

(1) Department employees will not speak critically of or in a derogatory manner to other employees.

(2) In a case where there is sound reason to believe that orders or instructions are inconsistent or unjust, it is the right of any employee to respectfully call it to the attention of the employee issuing the order.

X. Mechanical Recordings - Employees will not covertly record conversations involving other employees unless the recording is in furtherance of an official Department investigation and prior approval for the covert recording has been obtained from an assistant chief or designee.

Y. Personal Communication and Electronic Devices

(1) Employees shall not excessively use personal communication and electronic devices so as to unnecessarily distract them from their job duties or as to present a negative image to the public and/or bring discredit to the Department.

(a) This includes surfing the Internet

5. Y. (1) (b) Viewing/streaming movies or playing video games at any time on duty is prohibited.

(2) Personal communication and electronic devices include, but are not limited to:

- Audio recorders, cameras, and camcorders
- Audio and video players, including iPods, MP3 players, compact disc (CD) players, digital versatile disc (DVD) players, radios, etc.
- Cellular phones and smartphones
- Computers
- Handheld electronic games
- Personal digital assistants (PDAs) and other electronic handheld organizers
- Any device capable of receiving and sending information wirelessly

6. **RULES OF CONDUCT**

A. Employee Truthfulness - This policy applies to civilian and sworn employees of all rank.

(1) Definition - For purposes of this policy, a lie is defined as presenting false material, information, or concealing material and/or relevant facts or evidence.

- This can occur by omissions, statements, conduct, or assertions which the employee knows or believes are false, misleading, or deceptive.

(2) Employees will not lie during any Department criminal and/or administrative investigation or in matters of legitimate concern to the Department, which includes but is not limited to:

- Submission of Incident Reports (IRs)
- Testifying in court
- Responses to questions by Department employees
- Questions about operations issues
- Employee initiated statements

(3) An exception to this policy includes lies which are objectively reasonable; for example, statements made by officers to suspects during the interview/investigation of a crime.

(4) For employee rights during an administrative or criminal investigation refer to Operations Order 3.19, Misconduct Investigation and/or the appropriate Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA).

B. Professionalism

(1) Employees will not verbally and/or physically abuse, intimidate, or harass City employees.

(2) Employees will not engage in actions that amount to harassment towards a citizen beyond police presence.

(3) Employees will not engage in sexual activity or contact at any time while on duty or when off duty at any Department facility and/or grounds.

6. B. (4) Employees will not attempt to convert an enforcement contact (suspect, investigative lead, informant, traffic violator, etc.) into a social relationship.

(5) Employees will not commit acts where the elements of felony or misdemeanor crimes are met.

(6) After being sentenced to probation, incarceration, and/or community service, employees will immediately notify their chain of command by memorandum.

(7) Employees **will not**, under any circumstances, be assigned to any position within the Department when convicted of a crime and granted work furlough privileges during service of the sentence.

(8) After being convicted and while serving a term of incarceration and/or on work furlough, an employee will be required to be on leave, such as vacation and/or compensatory time (employees cannot be at a Department building during this time per section 6.B(7) above).

(9) Once all vacation and compensatory leave is exhausted, the use of unpaid leave must be approved in accordance with current policy.

(10) Proper supervisory approval is required for employees seeking supplemental work through the private sector and must meet the requirements under AR 2.62.

- Employees must submit a Notice of Outside Employment Form 150-49D to seek approval for outside employment.
- Department and function heads have the primary responsibility for ensuring outside employment is not in conflict with City employment and are granted the authority to deny outside work

1. **PURPOSE STATEMENT**

   A. Discrimination, harassment, or retaliation in the workplace will not be tolerated.

   B. All individuals will be provided a work environment where they are treated with respect and dignity.

   - Every individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment and retaliation.

2. **ADMINISTRATIVE REGULATION (AR) 2.35, EQUAL OPPORTUNITY POLICY: ANTI-DISCRIMINATION, HARASSMENT, AND RETALIATION**

   - Employees will adhere to AR 2.35, Equal Opportunity Policy: Anti-Discrimination, Harassment, and Retaliation, which ensures all employees can work in an environment free from discrimination, harassment, and retaliation.

3. **SUPERVISOR RESPONSIBILITIES** - The below requirements apply even if an employee requests the matter to be held in confidence and/or expresses/implies they do not want the matter to be investigated/reviewed.

   A. **Anytime** inappropriate behavior may be perceived as prohibited by AR 2.35, Equal Opportunity Policy: Anti-Discrimination, Harassment, and Retaliation, supervisors have a duty to report and must:

   (1) Immediately intervene if applicable.

   (2) Immediately contact the Professional Standards Bureau (PSB) to report the incident, evaluate the situation, and decide on a proper course of action in accordance with AR 2.35.

   - PSB is the coordination point for the Department regarding complaints of EEO/AR 2.35 violations and will notify the subject employee's commander/administrator of the incident to ensure any inappropriate behavior is stopped.

   (3) Complete a Discrimination/Harassment/Retaliation Report Control Form 80-553D and forward it confidentially to PSB.

4. **INVESTIGATIVE PROCESS** - A complaint of discrimination, harassment, or retaliation may be reported directly to PSB or any other City staff as listed in AR 2.35.

   A. Once PSB is notified of a potential EEO/AR 2.35 violation, the PSB commander and the City EOD will determine whether EOD or EOD and PSB will conduct the investigation.

   - Factors to be considered include the affected/reporting employee's preference, the nature and complexity of the allegations, employee morale, and any potential conflicts of interest between the investigator and the employees involved in the case.

   B. Employees to be interviewed during the course of an investigation may meet with the investigator during the employees' regular working hours.

   - Requests for a meeting outside of an employee's regular working hours will be approved by the employee's supervisor or investigator, unless extenuating circumstances exist.

   C. The subject employee is entitled to representation consistent with the employee's Memorandum of Understanding/Agreement (MOU/MOA) during the investigation.

   D. Investigations will be completed within 180 days, absent extenuating circumstances.

4. E. Report Determination and Close Out

(1) EOD and the Police Chief will review the completed EEO investigation.

(2) If an investigation is conducted by EOD only, PSB will be notified of the results of the investigation.

(3) PSB will notify the affected/reporting employee and subject employee of the results of the investigation.

- The notification dates will be recorded in IAPro.

(4) The findings of EEO investigations will be classified as outlined in Operations Order 3.19, Misconduct Investigations.

F. Discipline - See Operations Order 3.18, Discipline Policy and Review Boards, for considerations regarding discipline.

- Appropriate disciplinary action will also be taken against any employee who knowingly files a **false complaint** of discrimination, harassment, or retaliation.

5. **EEO RECORDS MAINTENANCE AND RETENTION**

A. PSB will be the central repository for all discrimination/harassment/retaliation investigations involving Department employees and will maintain the below records for filing and tracking in IAPro:

- Any Department documents related to a complaint
- Notice of the conclusion and “cause findings” (if applicable) provided by the City’s EOD/HR
- Copy of any corrective action taken/discipline

B. Investigations will be filed and maintained in the same manner as other Department investigations.

1. **GENERAL REGULATIONS**

A. Employees will wear only those articles of uniform, clothing, and accessories as authorized in this policy.

(1) Uniform regulations are furnished for information and guidance to **all** police personnel.

(2) For purposes of this policy, any reference to right or left will mean the wearer's right or left.

(3) Any item/s not described as "Department-issued" will be purchased at the employee's expense.

(4) The wearing of otherwise unapproved uniform items may be approved by the executive assistant chief or his/her designee to address medical conditions or other unusual circumstances.

(a) The employee must submit a memorandum detailing the medical condition or other unusual circumstance through the chain of command to the Department's industrial hygienist **without delay.**

NOTE: For medical conditions, a physician's note outlining the employee's medical restrictions and/or requirements will be attached to the memorandum.

(b) The memorandum will require endorsement by the employee's commander.

(c) The memorandum and physician's note will be forwarded to and maintained by the human resource officer of the Fiscal Management Bureau (FMB).

(5) Exceptions to the established uniform policy may be made for short durations of time to accommodate a temporary condition or situation.

(6) When in doubt, the decision of the Police Chief or his/her designee is final.

B. All sworn personnel are required to maintain a Class B dress uniform to be worn when attending formal occasions (funerals, banquets, conferences etc.), if not wearing the Class A dress uniform or a business suit.

C. All sworn personnel are required to maintain a Class C uniform which will be worn at designated events as determined by a precinct/bureau commander/administrator or above.

D. When working off-duty, the Class C and D uniforms are the only authorized uniforms to be worn; specialty detail uniforms (shirts, pants, or any specialty uniform items) are prohibited when working off-duty.

E. The winter period will begin the third Monday in October and the summer period will begin the third Monday in April, unless otherwise specified by the Police Chief or his/her designee.

F. "Boonie" shaped twill hats will not be worn while on duty in public view: for example, while at work sites, crime scenes, or traffic details.

- They may be worn during training exercises conducted at the Training Bureau, during extended tactical situations conducted by the Special Assignments Unit (SAU), or while conducting other outside activities out of public view.

2. **CHANGES TO OR NEW UNIFORMS OR EQUIPMENT**

A. Sworn Employee Procedures

(1) Employees proposing new or changes to uniforms or equipment, will submit a detailed memorandum through their chain of command to the Policy Unit.

(a) The memorandum will require endorsement by the employee's assistant chief and the Uniform Committee chairperson.

(b) Uniform and equipment recommendations are not eligible for consideration through the Employee Suggestion Program.

(2) The designated Policy Unit officer will forward the proposal to the Uniform Committee for review. All proposed new or changes to uniforms or equipment will require the approval of the committee and/or Uniform Committee chairperson.

- The Police Chief or his/her designee will have final approval as to whether or not new or changes to uniform or equipment item/s will be approved for wear or use

(3) To wear-test any new uniform item/s and/or field test any new equipment, approval must be granted by the Uniform Committee and/or Uniform Committee chairperson prior to being worn and/or tested.

- Uniform item/s worn and/or tested without the Uniform Committee chairperson's approval will be considered unauthorized
- The Uniform Committee chairperson will have final approval whether new uniform or equipment item/s will be wear-tested or field-tested

B. Civilian Employee Procedures

- Prior to changing or modifying uniforms currently worn by civilian employees, the Department will notify AFSCME Local 2960 in writing of its intent.
- AFSCME may, within ten calendar days following receipt of the notice, request a meeting of the Labor Management Committee to discuss the proposed changes or modifications.
- After approval by AFSCME, the procedures listed for sworn employees, section 2. A. of this order, will be followed.

3. **BASIC GROOMING/APPEARANCE** – Good grooming will be maintained while on duty. Uniforms and equipment will be kept clean and serviceable.

A. Makeup – Face and eye makeup will be neatly and thinly applied and will harmonize with hair color and the color of the uniform or plain clothes.

B. Fingernails

- Hands and fingernails will be clean, and nails will be trimmed.
- Fingernail length for on duty officers and uniformed civilian personnel will be no longer than 1/4 inch beyond the fleshy portion of the finger.
- For those uniformed employees who desire to use nail polish, the color will be a conservative shade without decals or ornamentation.

3. C. Uniforms

- Will be neat in appearance, pressed, and not faded
- Authorized brass metal items will be shined
- Will not be too tight or too loose
- Pockets, sleeves, and shirt fronts of all approved uniform items will be worn buttoned with the exception of the collar button
- Uniform items that require repair or have been patched or repaired will not be worn, unless the patch or repair is inconspicuous
- Alterations to fit body contour are authorized

4. **HAIR**

A. General Information

- Hair must be neat, combed, clean, and if dyed, must be a natural color of hair.
- Wigs may be worn to comply with this policy.
- Employees assigned to specialty details may deviate from this policy upon the receipt of written approval from their assistant chief. The written approval will be placed in the employee's division/bureau/precinct file.

B. Males

(1) Sworn Male Employees and Uniformed Civilian Male Employees

- Hair will be worn in a professional, conservative style.
- Hair will be no longer than the top of the shirt collar at the back of the neck when standing with the head in a normal upright position.
- Hair must not extend more than 1 1/2 inches from the sides of the head.

(2) Non-Uniformed Civilian Male Employees – If a ponytail is worn, it must be neatly tied in back and not extend past the shoulders.

C. Females

(1) Uniformed Female Employees

- Hair will be worn in a professional and safe manner. Employees should be aware of the potential risks and hazards of wearing hair in a ponytail.
- Hair (even when in a ponytail) will be no longer than the bottom of the shirt collar at the back of the neck when standing with the head in a normal upright position, and may be tapered along the chin line.
- Hair may be worn over the ear.
- Hair accessories will be conservative in color and style to harmonize with hair color and the color of the uniform.

  * For safety purposes, chopsticks, pens, pencils, etc., will not be worn in the hair.

(2) Non-Uniformed Female Employees – Female employees who wear business attire while on duty will wear their hair in a professional, conservative style.

5. **FACIAL HAIR**

A. Sworn Male Employees and Uniformed Civilian Male Employees – Facial hair is prohibited from extending below the top of the upper lip, or sideburns on the jaw, or being on the chin.

5. A. (1) Mustaches may extend no further than 1/2 inch beyond the corners of the mouth and cannot extend below the corner of the mouth.

- Mustaches will not be waxed or twisted and will be neatly trimmed.

(2) Sideburns will be no more than 1 1/2 inches wide at the widest point (measured from the natural hairline nearest the ear), will not extend below the bottom of the ear lobes, and will be neatly trimmed.

B. Non-Uniformed Civilian Male Employees – When wearing a beard and/or mustache, it must be neatly trimmed and groomed.

C. Medical Conditions Associated with Facial Hair

(1) Request to Deviate from Policy	• Sworn and uniformed civilian employees who suffer from any medical condition that may affect the employees' ability to shave will contact a human resources officer in FMB to request a reasonable accommodation ∗ The request will follow the most current administration of the Americans with Disabilities Act (ADA) and Title VII of the Civil Rights Act.
(2) Independent Medical Examination	• The Department, with the approval of the employee's assistant chief, may require the employee to submit to an independent medical examination by a certified dermatologist selected by the City. • This examination will be to determine if the employee has a disability covered by the ADA and, if so, what constitutes a reasonable accommodation. • If both physicians cannot agree with a diagnosis, the employee's physician and the City physician will select a third licensed physician to examine the employee. ∗ The majority opinion of the three physicians will be the determining factor for the diagnosis. • The employee and the City will assume the cost of the service of the third physician equally.
(3) Facial Hair Guidelines	• If approved, the employee will be allowed to wear facial hair while performing duties as assigned, which may include uniform assignments both on duty and off-duty. **EXCEPTION**: See Operations Order 9.4, Hazardous Materials Response, section 3.B, for deploying or being fit tested with a tight-fitting respirator. ∗ Facial hair will be maintained to no longer than 1/4 inch in length.

6. **JEWELRY, TATTOOS, AND BRANDS** – This policy applies to all employees while on duty, in uniform or civilian attire, or anytime while representing the Department.

A. The final authority for deciding the appropriateness of tattoos, brands, or jewelry rests with the Police Chief or his/her designee.

- An ad hoc committee comprised of a peer representative, labor representative, a first-level supervisor, and a commander may be empaneled to make a determination of appropriateness and provide a recommendation to the Police Chief.

B. Jewelry – Employees may wear jewelry of a **conservative** style at their discretion.

(1) Employees are prohibited from wearing any jewelry that is considered inappropriate or offensive to any individual or group.

(2) In consideration of officer safety, uniformed employees may wear necklaces and bracelets as long as they are fully concealed by clothing.

- A wrist watch may be worn without being concealed.

(3) All earrings will be attached to the earlobe and will not rise above the ear canal opening.

6. B. (3) (a) While on duty, uniformed female employees may wear one stud earring per ear.

(b) Sworn female employees in business attire and non-uniformed civilian male and female employees may wear one dangling and one stud earring per ear or two stud earrings per ear.

(c) Sworn male employees will not wear earrings while on duty unless authorized.

(4) Jewelry (or any other items) worn in pierced visible body parts, other than the earlobe as written above in 6.B.(3) of this order, is prohibited.

NOTE: Jewelry (or any other items) worn in tongue piercings is considered visible.

(5) The wearing of "gauges" in visible body parts is prohibited.

C. Tattoos or Brands – Inappropriate or excessive tattoos or brands will be handled on a case-by-case basis.

(1) While on duty, employees will follow the below guidelines:

- While in uniform or civilian attire, tattoos or brands may be displayed on the arms or hands.
- While in uniform, tattoos or brands on the legs will not be visible.
- While in civilian attire, visible tattoos or brands on the legs may not extend more than six inches above the center of the anklebone.
- No other visible tattoos or brands are authorized.

(2) The display of any unprofessional or offensive tattoo or brand, regardless of its location, while employees are on duty or working off-duty, is prohibited.

(a) The following list includes, but is not limited to, the types of items prohibited by this policy:

- Depictions of nudity or violence
- Sexually explicit or vulgar art, words, phrases, or profane language
- Symbols likely to incite a strong negative reaction in any group, such as swastikas or pentagrams
- Initials or acronyms that represent criminal or historically oppressive organizations, such as AB, KKK, SS, street gang names, numbers, and/or symbols

(b) Tattoos or brands considered inappropriate or excessive, which are visible in uniform or plain clothes, or not meeting the above guidelines in 6.C.(1), must be suitably covered while on duty.

- Bandages or wraps used to cover unauthorized tattoos or brands will be the flesh color of the wearer.

D. Exceptions

(1) When deemed operationally necessary, employees in undercover assignments may display tattoos, brands, or jewelry otherwise prohibited by this policy with the approval of the unit commander (lieutenant or higher).

- A memo specific to the employee's current assignment will be kept in their division file.

(2) Jewelry, tattoos, or brands that are an integral part of a recognized religious organization or practice.

- Questions by employees or management regarding the validity of an employee's display of a tattoo, brand, or jewelry will be submitted for review and approval by an appropriate religious authority.

6. D. (3) Non-offensive tattoos or brands, otherwise prohibited by this policy due to location, may be displayed during Department-sanctioned physical fitness activities and evaluations.

7. **ACCESSORIES**

A. Gloves – Gloves worn by uniformed employees will be plain black leather, cloth, or neoprene.

- Athletic gloves, gloves displaying logos, and gloves without fingers or with mesh material on top are not authorized.
- May only be worn during the winter period (see section 1.B of this order) **with** a long sleeve shirt or jacket
- Approved bicycle gloves may be worn by bicycle officers, **only** while riding their bikes.

B. Sunglasses – Sunglasses worn by uniformed employees will be conservative in style with dark frames.

- Mirror-type or psychedelic/multicolored lenses/frames are prohibited.

C. Traffic Safety Vest – Department-issued traffic safety vests will be worn by employees or volunteers when they are involved in traffic control or accident follow-up in the traffic-way or when directed to do so by a supervisor.

8. **ITEMS OF IDENTIFICATION FOR UNIFORMED EMPLOYEES**

A. Police Badge Specifications

(1) Sworn employees will wear only one badge while in uniform and the badge will either be cloth or metal depending on the uniform requirements.

(2) Only those badges approved by the Police Chief are authorized for uniform wear, carry, or display.

(a) Metal Badges	Types: - The old, small, gold style **or** new, larger, silver style • Breast Badge - Department-issued, pin on reverse side • Belt Badge - Flatter than the breast badge • Wallet/Flat Badge - Department-issued, in a specially designed wallet carried with a Department-issued commission card Wear: • Breast badges will be worn centered above the left breast pocket with the bottom tip of the badge from 1/2 to 1 inch above the top of the pocket. • Belt badges will be worn in a holder next to the gun holster on the belt and **only** in civilian attire. • Breast badges may be worn on the belt in a holder in the same manner as the belt badge.
(b) Cloth Badges	• The new, large style, gray badge only • Will be worn by all ranks of sworn officers on the jackets, Commercial Vehicle Inspector (CVI) motor utility uniform, Rapid Response outer vest carriers, and other shirts as indicated in the addenda of this order • Will only have the rank of police officer and will not have serial numbers added or be altered in any way • Will be centered 3 1/2 inches above the top of the left breast pocket
(c) Outdated Badges	Badges that were previously authorized for wear but are **no longer** authorized for use or wear, which includes: • Metal **or** cloth Millennium • Old, small style, yellow cloth

8. B. Employees Authorized to Wear Badges and Authorized Titles – When the employee retires, the addition of "Retired" may be added:

SWORN		CIVILIAN	
• Police Chief • Executive Assistant Chief • Assistant Chief • Commander • Lieutenant • Sergeant	• Officer/Detective • Reserve Assistant Chief • Reserve Commander • Reserve Lieutenant • Reserve Sergeant • Reserve Officer	• Assistant to the Police Chief • Administrator • Industrial Hygienist • Forensic Scientist • Forensic Photo Specialist • Crime Scene Specialist	• Court Liaison • Detention Officer • Police Assistant • Municipal Guard • Police Cadet • Police Chaplain

C. Phoenix Police Department (PPD) Shoulder Patches

- Shoulder patches will only be the authorized rising Phoenix bird and will be worn on both sleeves of **all** uniform shirts (including the black T-shirt worn by specialty details) and jackets/coats.
- The top of the patch will be centered 1/2 inch below the shoulder seams.
- Muted or subdued colored shoulder patches are not authorized.

D. Nameplates

- Nameplates will be worn on the right breast pocket flap, with the top of the nameplate flush with the top edge of the pocket.
- Regular and reserve officers will wear a 3/8 inch, clutch-back, brass nameplate with black lettering.
- Authorized civilian employees will wear a 3/8 inch, clutch-back, black plastic nameplate with white lettering, or brass or silver nameplate with black lettering (see the specific uniforms listed in Addendum M of this order for specifications).
- Nameplates will be maintained in a legible condition.
- Shirts and/or outerwear requiring embroidered names will be 3/8 inch high in **gold block letters** (unless otherwise noted).

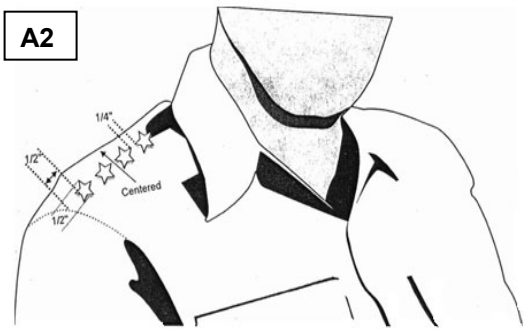
NOTE: Yellow, white, or script lettering is prohibited.

9. **INSIGNIA OF RANK**

A. Police Chief	• Uniform shirt collar (both sides) will have four, 1/2 inch gold, smooth finish metal stars worn single point up, in tandem, with the closest inside point to the collar, a minimum of 1/2 inch from the front of the collar, parallel to the top of the collar and centered between the top and bottom of the collar (see diagram A1 below). • If wearing the uniform sweater or jacket, each will have four, 1/2 inch gold embroidered stars, 1/4 inch apart, point to point, with the single point to the rear, sewn lengthwise, centered on each shoulder seam with the center inside point of the first star 1/2 inch from the sleeve seam (see diagram A2 below). • When wearing the Class A formal dress coat, each epaulet will have four, 3/4 inch gold, smooth finish metal stars, worn side point to side point in tandem, with the single point to the rear, centered horizontally with the center inside point of the first star approximately 1/4 inch from the sleeve seam (no specific diagram available but similar to A2 below).

A1

A2

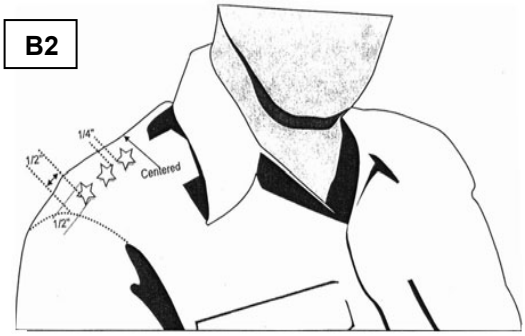


9. **INSIGNIA OF RANK** (Continued)

B. Executive Assistant Chief/ Assistant Chief	• Uniform shirt collar (both sides) will have three, 1/2 inch gold, smooth finish metal stars worn single point up, in tandem, with the closest inside point on the collar, a minimum of 1/2 inch from the front of the collar parallel to the top of the collar and centered between the top and bottom of the collar (see diagram B1 below). • If wearing the uniform sweater or jacket, each will have three, 1/2 inch gold embroidered stars, 1/4 inch apart, point to point, with the single point to the rear, sewn lengthwise, centered on each shoulder seam with the center inside point of the first star 1/2 inch from the sleeve seam (see diagram B2 below). • When wearing the Class A formal dress coat, each epaulet will have three, 3/4 inch gold, smooth finish metal stars, worn side point to side point in tandem, with the single point to the rear, centered horizontally with the center inside point of the first star approximately 1/4 inch from the sleeve seam (no specific diagram available but similar to B2 below).

B1

B2



C. Commander	• Uniform shirt collar (both sides) will have two, 1/2 inch gold, smooth finish metal stars worn single point up, in tandem, with the closest inside point on the collar, a minimum of 1/2 inch from the front of the collar parallel to the top of the collar and centered between the top and bottom of the collar (see diagram C1 below). • If wearing the uniform sweater or jacket, each will have two, 1/2 inch gold embroidered stars, 1/4 inch apart, point to point, with the single point to the rear, sewn lengthwise, centered on each shoulder seam with the center inside point of the first star 1 1/2 inches from the sleeve seam (see diagram C2 below). • When wearing the Class A formal dress coat, each epaulet will have two, 3/4 inch gold, smooth finish metal stars, worn side point to side point in tandem, with the single point to the rear, centered horizontally with the center inside point of the first star approximately 1 inch from the sleeve seam (no specific diagram available but similar to C2 below).

C1

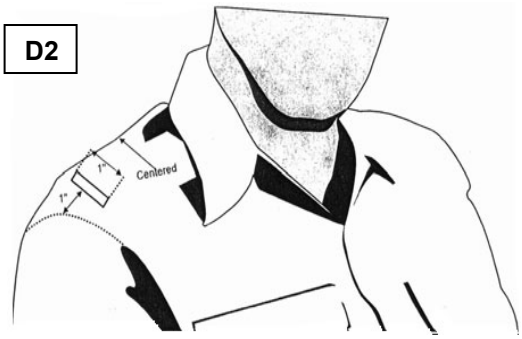
C2

9. **INSIGNIA OF RANK** (Continued)

D. Lieutenant	• Uniform shirt collar (both sides) will have a single bar of gold metal worn 1/2 inch from the front of the collar, perpendicular to the top of the collar and centered between the top and the bottom of the collar on all shirts (see diagram D1 below). • If wearing the uniform sweater or jacket, each will have a single bar embroidered in gold centered on each shoulder seam parallel to the sleeve seam, with 1 inch between the sleeve seam and the outside edge (see diagram D2 below). • If wearing the Class A formal dress coat, each epaulet will have a single bar of gold metal worn centered on the epaulet and parallel to the sleeve seam, with 1 inch between the sleeve seam and the outside edge (similar to diagram D2 below).

D1

D2



E. Sergeant	• Authorized uniform with embroidered sergeant's chevrons on each sleeve of all shirts and jackets, centered on and 1/2 inch below the shoulder patch (no diagram available) • If wearing the Class A formal dress coat or uniform sweater, each epaulet will have a gold metal chevron worn centered on the epaulet/shoulder seam and secured 1/2 inch above the sleeve seam, with the center point of the chevrons toward the head of the wearer (no diagram available). ∗ Upon completion of 10 years as a sergeant, one (1) rocker may be added to the bottom of the chevrons. ∗ Upon completion of 15 years as a sergeant, two (2) rockers may be added to the bottom of the chevrons. ∗ Upon completion of 20 years as a sergeant, three (3) rockers may be added to the bottom of the chevrons.
F. Sergeant-In-Training (SIT)	• Authorized uniform with embroidered SIT chevrons (2 stripes) on each sleeve of all shirts and jackets, centered on and 1/2 inch below the shoulder patch
G. Officer	• Authorized uniform
H. Recruit	• Authorized uniform with a police recruit identifier to be worn on shirts and jackets
NOTE: If promoted, officers will receive one set of Department-issued insignia of rank for each rank they are promoted to, which will be worn as described in section 9 of this order. Any additional insignia of rank may be purchased at the employee's expense.	

10. **AWARDS, IDENTIFIERS, AND PINS** – The following items may be worn on the Class A, B, or C uniform only (unless otherwise noted) and are **optional** unless otherwise noted (see Operations Order 3.17, Awards Program, for criteria of awards/pins):

A. AWARDS/PINS	
(1) Police Shield **Medal of Valor** **Medal of Merit** **Medal of Lifesaving** **Distinguished Service Award**	• May only be worn centered and parallel on the left breast pocket flap, from right to left • If one pin is worn, it will be centered on the pocket • If two pins are worn, they will be centered on the pocket in the order listed • If three pins are worn, they will be centered on the pocket in the order listed • No more than three pins will be worn on the left pocket at one time (Continued on next page)

10. **AWARDS, IDENTIFIERS, AND PINS** (Continued)

A. AWARDS/PINS (Continued)	
(1) Police Shield **Medal of Valor** **Medal of Merit** **Medal of Lifesaving** **Distinguished Service Award** (Continued)	• The Police Shield is circular, approximately 15/16 inch tall, 13/16 inch wide, polished gold, and has a shield surrounded by leaf borders on the sides and bottom, and a banner above the shield inscribed with POLICE SHIELD in blue. ∗ The shield has two scroll type banners inscribed with PHOENIX and POLICE, respectively, above a small circle with a firebird, and a scroll type banner inscribed with DEPT below the small circle with AZ below the word "Dept" (all in dark blue lettering) • The Medal of Valor is circular, approximately 7/8 inch in diameter, silver with a dark gray background, and has a silver firebird with a silver ribbon at the base of the bird inscribed with the word VALOR in the center of the pin, which is encircled with the words CITY OF PHOENIX POLICE in silver letters. • The Medal of Merit is circular, approximately 7/8 inch in diameter, polished gold with a dark gray background, and has a polished gold firebird with a polished gold ribbon at the base of the bird inscribed with the word MERIT in the center of the pin, which is encircled with the words CITY OF PHOENIX POLICE in polished gold letters. • The Medal of Lifesaving is diamond shaped, approximately 3/4 inch tall, 3/4 inch wide, bronze in color, and has a raised cross on a recessed lined background in the center of the pin with the word LIFESAVING in raised lettering on top of the cross, with POLICE DEPARTMENT in raised lettering bordering the top of the pin and PHOENIX ARIZONA bordering the bottom of the pin. • The Distinguished Service pin is circular, approximately 7/8 inch in diameter, polished gold, and has a firebird in the center with the words PHOENIX above the bird and POLICE below the bird which is encircled with a blue banner inscribed with the words DISTINGUISHED* SERVICE* in raised gold letters.
(2) IACP/DuPont Kevlar Survivors' Club Pin **NAPO Top Cop Award Pin**	• May only be worn centered on the left breast pocket flap, with the top edge of the pin flush with the top edge of the pocket (only one pin may be worn at this location) • The IACP (International Association of Chiefs of Police)/DuPont Kevlar Survivors' Club pin is rectangular, approximately 1/4 inch tall, 1 1/4 inches wide, and is gold in color with red, white, and blue panels (from right to left) with the Survivors' Club emblem in the middle white panel. • The NAPO (National Association of Police Organizations) Top Cop Award pin is rectangular, approximately 1/2 inch tall, 1 7/8 inches wide, gold in color with a blue, white, and red stripe, a blue panel on the right (with nine (9) gold stars) connected to the blue stripe, and NAPO TOP COP in gold in the middle white stripe.
(3) Expert Shooter **Years of Service** **Physical Fitness Pin**	• May only be worn centered and parallel on the right breast pocket flap, under the name plate, from left to right • Only current pins may be worn • If one pin is worn, it will be centered on the pocket • If two pins are worn, they will be centered on the pocket in the order listed • If three pins are worn, they will be centered on the pocket in the order listed • No more than three pins will be worn on the right pocket at one time • The Expert Shooter pin is a gold shield, approximately 1 inch tall, 3/4 inch wide with two scroll type banners inscribed with EXPERT and PISTOL, respectively, above two Glocks, barrels touching, over a blue target, a scroll type banner inscribed with PHOENIX below the Glocks, and P.D. is inscribed below the word "Phoenix" (all in dark blue lettering). • The Years of Service pin is rectangular, approximately 3/4 inch tall, 5/8 inch wide, all gold with a black City of Phoenix bird centered above rubies and/or diamonds, depending on the years of service. • The Physical Fitness pin is a gold shield, approximately 1 inch tall, 5/8 inch wide with two dark blue scroll type banners inscribed with PHOENIX POLICE and PHYSICAL, respectively, above a small light blue circle with a dark blue border inscribed with CITY OF PHOENIX ARIZONA, a dark blue scroll type banner inscribed with EXCELLENCE below the circle, and the year awarded below the word "excellence".

10. **AWARDS, IDENTIFIERS, AND PINS** (Continued)

A. AWARDS/PINS (Continued)	
(4) Crisis Intervention Team (CIT) Pin	• May be worn in place of the Physical Fitness, Years of Service, or Expert Shooter pin • Is circular, approximately 1 inch in diameter, has a yellow center which depicts the Arizona state flag in the shape of the State, and is inscribed with CIT in gold lettering on the bottom dark blue half of the State flag • A dark blue outer circle, bordered in gold and red, is inscribed in gold lettering with CRISIS INTERVENTION TEAM at the top, and **ARIZONA** at the bottom • Will only be worn by officers who have completed CIT training
(5) Dive Team Award Pin	• May be worn in place of the Physical Fitness, Years of Service, or Expert Shooter pin • Is an oxidized silver diver's helmet, approximately 3/4 inch in diameter
(6) Emergency Medical Technician (EMT)/ Paramedic Pin	• May be worn in place of the Physical Fitness, Years of Service, or Expert Shooter pin • Is circular, approximately 3/4 inch in diameter, light blue with an inner and outer circle, each bordered in silver, and divided by black crosshairs with a red dot in the middle • In the inner circle, behind the crosshairs, is a white emergency medical services (EMS) shield • In the outer circle, in silver lettering, the words PHOENIX POLICE are at the top and EMT and MEDIC are at the bottom • Will only be worn by certified EMTs/paramedics
(7) Expert Rifle Shooter Pin	• May be worn in place of the Physical Fitness, Years of Service, or Expert Shooter pin • Is a gold beveled edged (blue) shield, approximately 1 inch tall, 1 inch wide, and has a black rifle between the words PHOENIX and POLICE (in black), and a blue recessed banner, bordered in gold, inscribed with RIFLE EXPERT in gold, across the bottom of the shield with a recessed sunburst behind the banner and word "police" • Current and previously awarded expert rifle shooters may wear the pin
(8) Federal Bureau of Investigation (FBI) National Academy Pin	• May be worn in place of the Expert Shooter, Years of Service, or Physical Fitness pin • Is circular, approximately 1 inch in diameter, gold with a dark blue boarder, and has a light blue center with an eagle, American shield, and the words KNOWLEDGE, COURAGE, and INTEGRITY • The initials NA, in dark blue, sit at the top of the pin on a white background and a gold rippled border encircles the pin and initials
(9) HAZMAT Technician Pin	• May be worn in place of the Physical Fitness, Years of Service, or Expert Shooter pin • Is diamond shaped, approximately 3/4 inch tall by 3/4 inch wide, displays the HAZMAT symbols in gold and HAZMAT colors of red, yellow, white, and blue bordered in gold, with the words HAZARDOUS MAERTIALS inscribed in gold on the bottom half of the white portion • A white banner bordered in gold with the word TECHNICIAN inscribed in gold, is under the words "hazardous materials"
(10) Memorial Pin	• Designed to commemorate officers killed in the line of duty • May be worn in place of the Physical Fitness, Years of Service, or Expert Shooter pin • Is a gold starburst with an eagle on top, approximately 1 inch tall by 3/4 inch wide, containing a blue circle with a silver eagle in the center, bordered by a black circle inscribed with CITY OF PHOENIX ARIZONA in silver, which is bordered by a silver circle inscribed with * PHOENIX * POLICE DEPT in black • A silver banner is below the eagle on top and is inscribed with the fallen officer's name • Only one Memorial pin may be worn at a time.
(11) Safe Driving Award/Pin	• May only be worn on the right portion of the right breast pocket flap • Is circular, approximately 3/4 inch in diameter, gold leaves on both sides of a dark blue border with CITY OF PHOENIX ARIZONA inscribed in gold, encircling a light blue center with a gold City of Phoenix bird in the middle, and a dark blue scroll type banner, with the words SAFE DRIVER, at the bottom of the pin
B. IDENTIFIERS - PINS/PATCHES	
(1) Field Training Officer (FTO) Identifier/ Patch	• Will be worn on each shirt sleeve, 3/4 inch below the shoulder patch • Only master and train-in-place FTOs will wear the patches (see Operations Order 4.5, Field Training Officer (FTO) Program, for definitions). ∗ Master FTOs will wear the patches while assigned to a Master FTO Squad. ∗ Train-in-place FTOs will wear the patches while assigned to train an officer-in-training (OIT) and may wear the patches when not training an OIT

10. **AWARDS, IDENTIFIERS, AND PINS** (Continued)

A. IDENTIFIERS - PINS/PATCHES (Continued)	
(2) Police Firearms Instructor Identifier/Pin	• May only be worn centered on the left breast pocket, with the top edge of the identifier flush with the top edge of the pocket flap (only one pin may be worn at this location) • Is rectangular, approximately 3/8 inch tall, 2 1/4 inches wide in polished brass with a raised City of Phoenix bird, the words POLICE FIREARMS atop INSTRUCTOR, and a Glock handgun from right to left • Will only be worn by certified police firearms instructors
(3) Police Recruit Identifier/Pin	• Will be worn centered on the left breast pocket, with the top edge of the identifier flush with the top edge of the pocket flap (only one pin may be worn at this location) • Is rectangular, approximately 3/8 inch tall, 2 1/4 inches wide in polished brass, and is inscribed with the words POLICE RECRUIT in black • A rocker-style identifier will be worn on both sleeves of shirts and jackets.
(4) Recruit Training Officer/ Training Staff Identifier/Pin	• Will be worn centered on the left breast pocket, with the top edge of the identifier flush with the top edge of the pocket flap (only one pin may be worn at this location) • Is rectangular, approximately 3/8 inch tall, 2 1/4 inches wide in polished brass and is inscribed with the words TRAINING STAFF in black • Only employees assigned to the Training Bureau on a full-time basis may wear these identifiers.
(5) Rifle Instructor Pin	• May be worn in place of the Physical Fitness, Years of Service, or Expert Shooter pin • Is a gold shield with a blue center and a gold City of Phoenix bird in the middle of the blue center, with two blue scroll type banners, border in gold; one above the shield (inscribed with RIFLE in gold), one below the shield (inscribed with INSTRUCTOR in gold), and is approximately 1 1/4 inches tall and 1 1/16 inches wide • Will only be worn by certified police rifle instructors
(6) Service Stripes	• May be worn on the jacket, sweater, and long-sleeved shirt to denote length of service as a sworn officer • Each stripe will represent four years of service with the Department or another sanctioned law enforcement agency. **NOTE**: Service stripes representing length of service from another law enforcement agency may only be worn once off probation with the Department. • Will be worn on the left sleeve, 1 inch above the cuff, along the inside of the center crease • Will be 2 inches wide, with a rolled edge and plastic backing • The inside royal blue band will be 1/4 inch wide and 1 1/4 inches long and will be bordered in gold, 1 1/2 inches long and 1/16 inch wide • The gold border will be bordered in black, 3/16 inch wide
C. SPECIALTY DETAIL PINS	
(1) Basic Guidelines	• The pins listed below in this table, unless otherwise noted, may only be worn centered over the right breast pocket approximately 2 inches above the nameplate. • While assigned to a specialty detail that has its own authorized pin, an employee may only wear the pin associated with that detail. • When an employee leaves a detail that has an authorized pin and goes to a detail which does not, the employee may wear one pin of their choosing from a previous detail worked. • Patrol officers may wear the patrol pin or authorized pin from a previous detail worked. • Only **one** authorized patrol or specialty detail pin may be worn on the uniform at any time. **NOTE**: Temporary authorized pins for memorial or major events, such as 9-11 or Super Bowl, will not be worn after the expiration date.
(2) Airport Bureau Pin	• Polished silver wings divided by a blue City of Phoenix bird, with a white background and a white airplane in the middle of the bird, approximately 1 inch tall, and 2 inches wide • Connecting the wings are polished silver arches with the words PHOENIX POLICE inscribed above the bird and AIRPORT BUREAU below the bird
(3) Aviator Wings	• Army aviator wings divided by a round center, approximately 1 inch tall, 2 1/2 inches wide, in silver for Pilot in Command, or gold for Certified Flight Instructor • CITY OF PHOENIX POLICE PILOT, in raised lettering, encircles a City of Phoenix bird in the round center • A star may be added to the top of the round center for Senior pilot or a star and wreath for Master pilot • May be worn by pilots currently and previously assigned to the Air Support Unit (ASU) on a full-time basis

10. **AWARDS, IDENTIFIERS, AND PINS** (Continued)

C. SPECIALTY DETAIL PINS (Continued)	
(4) Bicycle Patrol Pin	• Is multicolored with a light blue/gold background and is 3/4 inch wide • Depicts a uniformed police officer riding a mountain bike and is inscribed with PHOENIX POLICE BICYCLE PATROL • Current and previously assigned Bicycle Detail officers may wear the pin when in uniform
(5) Canine (K-9) Pin	• Is silver, approximately 1 1/2 inches tall and 1 1/4 inches wide at the top, narrowing to a point at the bottom • In black, depicts the profile of a German shepherd and is inscribed with PHOENIX POLICE K-9 UNIT • Current and previously assigned canine officers may wear the pin when in uniform
(6) Community Relations Bureau (CRB) Pin	• Is white in color having a shield with a gradient gold to brown border, a blue, fading to black, City of Phoenix bird in the middle of the shield, a gradient gold to brown wreath behind, and slightly below, the shield, and is approximately 1 1/4 inches tall and 1 1/4 inches wide • In black, COMMUNITY is above the bird and RELATIONS is below the bird
(7) Court Services Detail Pin	• Is oblong, approximately 1 5/8 inches tall, 1 5/16 inches wide, gold in color, depicts the Phoenix Municipal Court building, in recessed gold, in the center of pin, and, in black, PHOENIX POLICE DEPARTMENT is at the top of the pin and COURT SERVICES DETAIL is at the bottom of the pin • At the bottom of the courthouse is a black circle with a gold gavel
(8) Digital Forensics Investigative Unit (DFIU) Pin	• Is circular, 1 1/4 inches in diameter, gold in color, with an inner ring bordered in two black lines, and an outer ring bordered in one black line with the words DIGITAL FORENSICS in the top portion, INVESTIGATIVE UNIT in the bottom portion, and one star centered between each set of words, all in black • The inner ring depicts an electric circuit with a City of Phoenix bird in the middle, all in black
(9) Dive Team Pin	• Is a blue and white international dive flag bordered in gold, approximately 1 inch wide, 1 3/4 inches tall with a gold trident running up the center, a gold diver in the middle of the flag, and the words SEARCH and RECOVERY in raised gold lettering below the diver • At the bottom of the pin is a gold banner inscribed with the words DIVE TEAM in blue
(10) Employee Assistant Unit (EAU) Pin	• Polished gold wings with black details, divided by a royal blue shield with a gold border and silver embellishments on the top and bottom sides of the shield, approximately 1 1/2 inches tall, and 1 1/4 inches wide • EAU in gold, surrounded by a gold and silver laurel wreath, is in the middle of the shield
(11) Employment Services Bureau (ESB) Pin	• Is silver with a gold scroll style banner inscribed with the word EMPLOYMENT near the top of the pin, a gold scroll style banner inscribed with the words SERVICES BUREAU at the bottom of the pin, a gold City of Phoenix bird below the top banner, a Phoenix cityscape, etched in the silver, above the bottom banner, and is approximately 1 3/8 inches tall and 1 1/2 inches wide • The lettering and outlines will be in blue, and a crossed gold spear and gold key extend beyond the corners of the pin
(12) Family Investigations Bureau (FIB) Pin	• Is circular, 1 inch in diameter, gold with a black border inscribed in gold with the words FAMILY INVESTIGATIONS BUREAU at the top and PHOENIX POLICE DEPARTMENT at the bottom • Lady Justice (in black) is in the middle of the pin with a black leaf border surrounding the lower half of Lady Justice
(13) Fugitive Apprehension and Investigation Detail (FAID) Pin	• Is a black shield, approximately 1 1/2 inches tall, 1 inch wide, with PHOENIX POLICE in silver across the top, and FAID in silver diagonally across the center of the shield • A silver pike with a black and silver tip is going down the center of the word FAID with blue bolts of energy at the impact point of the pike (bottom of the pin)
(14) Gang Unit Pin	• Is circular, 1 inch in diameter, silver with a blue background, a cobra in the middle, and the words GANG on top and UNIT on the bottom of the outer silver border • Yellow VCB letters are stacked
(15) Homicide Unit Pin	• Is rectangular, 1 inch tall, 2 inches wide, gold in color with the words VERITAS ET AEQUITAS inscribed above a picture of the Egyptian goddess Ma'at and the word HOMICIDE inscribed below the picture

10. **AWARDS, IDENTIFIERS, AND PINS** (Continued)

C. SPECIALTY DETAIL PINS (Continued)	
(16) Honor Guard Pin	• Is triangular with a gold border, approximately 3/4 inch tall, 1 1/16 inches wide, depicting a folded American Flag (dark blue background with six (6) white stars) • May not be worn on the Honor Guard Uniform (see Operations Order 3.15 Addendum P, Uniform Policy – Honor Guard Uniform, for the Honor Guard Uniform pin specifications)
(17) Intelligence Unit Pin	• Is oval, approximately 1 1/2 inches tall, 1 1/8 inches wide, and gold in color • Depicts a black downward slanted (to the right) American eagle with four (4) stars (from right to left: dark blue, red, light blue, and green) under the bird
(18) Legal Unit Pin	• Is the scales of justice, 3/4 inch tall, 3/4 inch wide, and all gold in color
(19) Neighborhood Enforcement Team (NET) Pin	• Is a pair of silver colored wings with black details, connected by a gold arc (bordered in black and inscribed with NET in blue) near the top of the pin, is approximately 1 3/4 inches tall, and 1 1/2 inches wide • A gold star is in the middle inscribed with a precinct identifier (2-9) in black, and a gold banner (border in black and inscribed with the word PHOENIX in blue) is at the bottom of the pin
(20) Night Detective Pin	• Is circular, approximately 1 3/8 inches in diameter, and is gold with a blue border inscribed with NIGHT DETECTIVES PHOENIX POLICE in gold • A gold firebird with a gold shield, containing a red biohazard symbol at the base of the bird, is centered in a gray background
(21) Patrol Pin	• Is the City of Phoenix bird with a banner on the top inscribed with the words COURAGE, HONOR, and INTEGRITY, approximately 1 1/4 inches tall, 3/4 inch wide, blue and gold in color, and the middle of the pin is inscribed with a precinct identifier, 2-9 or P, with the word PATROL • Current and previously assigned patrol officers may wear the patrol pin when in uniform
(22) Professional Standards Bureau (PSB) Pin	• A gold torch with recessed and sandblasted gold metal for flames, divided by a gold circle with a blue border inscribed with PROFESSIONAL STANDARDS BUREAU in gold, approximately 1 1/2 inches tall, and 13/16 inch wide • A blue City of Phoenix bird is in the middle of the circle with a recessed and sandblasted gold background
(23) Property Crimes Bureau (PCB) Pin	• Is a polished gold City of Phoenix bird with a tail, approximately 1 3/4 inches tall and 1 1/2 inches wide, with a black banner, inscribed with the words PHOENIX POLICE, between the wings, and a gold banner, inscribed with the words PROPERTY CRIMES BUREAU, across the tail, all bordered in recessed gold • In the middle of the bird is a light gold circle, bordered in black, with a black PCB inscribed in the middle of the circle
(24) Public Affairs Bureau (PAB) Pin	• Is a blue shield with a gold scroll on the top inscribed with a star, PUBLIC AFFAIRS, and another star all in blue, has a gold rocker at the bottom inscribed with BUREAU in blue, is 1 1/4 inches tall, approximately 1 inch wide, has a gold rising Phoenix bird in the middle of the shield, and a sword and quill are crossed across the bird
(25) Reserve Bureau Pin	• Is multicolored, depicting a gold leaf background with a crossed silver sword and quill, covered by the American flag, 1 inch tall, and 1 1/2 inches wide • A City of Phoenix police badge, with the words RESERVE DIVISION PHOENIX POLICE 1951, sits atop the American flag
(26) Robbery Unit Pin	• Is a polished gold (with black details) shield, approximately 1 3/4 inches tall and 1 5/8 inches wide, with a gold rising firebird wearing a black mask at the top of the shield, a black Cityscape in the middle, a blue banner under the Cityscape, and under the blue banner is a gold star with black and gold rays coming out the top of the star and the roman numeral CCXI under the star • The blue banner is inscribed with ROBBERY with a smaller PHOENIX POLICE underneath, all in gold
(27) Safety Unit Pin	• Is three white ovals on a dark blue background depicting an electron orbital shell, with a hazmat placard in the center and a dark blue banner at the bottom with SAFETY UNIT in yellow, is outlined in silver, and is approximately 1 1/4 inches tall and 1 1/4 inches wide • On the top right portion of the "electron" is a red biohazard symbol, on the top left is a light blue star of life with a red full-face diving mask, on the bottom right is a dark blue gas mask, and on the bottom left is a white skull and crossbones
(28) School Resource Officer Pin	• Is circular, approximately 1 inch in diameter, gold with a dark blue border inscribed with the words PHOENIX POLICE DEPARTMENT and SCHOOL RESOURCE OFFICER in gold, and the center of the pin is divided with blue, white, yellow, and red insets (Continued on next page)

10. **AWARDS, IDENTIFIERS, AND PINS** (Continued)

C. SPECIALTY DETAIL PINS (Continued)	
(28) School Resource Officer Pin (Continued)	• A gold leaf border encircles the bottom 3/4 of the pin and in the middle of each inset is a gold Lady Justice in the blue inset, gold torch in the white inset, white open book in the yellow inset, and gold City of Phoenix bird in the red inset
(29) Solo Motor Wings	• Gold wings divided by the front of a gold motorcycle (Kawasaki, Harley Davidson, or Honda), approximately 1 1/2 inches tall, and 2 1/4 inches wide • The word PHOENIX is inscribed in the motorcycle windshield with the appropriate red, blue, and white shapes situated to resemble the lighting system unique to each make of motorcycle • A gold banner may be added above the windshield, connecting the wings, with INSTRUCTOR, DUI, DRE, or the year the officer became a motor, inscribed on the banner. **NOTE**: A solo motor wing patch is authorized for wear on the cloth jacket and Commercial Vehicle Inspector (CVI) utility shirt, only while assigned to the Traffic Bureau. • Current and previously assigned solo motor officers may wear the wings when in uniform.
(30) Special Assignments Unit (SAU) Pin	• Gold wings divided by a silver sword, approximately 1 3/4 inches tall, and 1 3/4 inches wide • Current and previously assigned SAU officers may wear the pin when in uniform.
(31) Tactical Training Pin	• Is in the shape of a shield, approximately 1 1/4 inches tall, and 2 inches wide, consisting of two blue and two yellow alternating panels • Upon the blue and yellow panels are two crossed swords, and a black City of Phoenix bird sits between the top of the crossed swords • A gray scroll style banner with the words TACTICAL TRAINING is at the base of the shield with PHOENIX POLICE above the shield
(32) Transit Unit Pin	• Is a polished silver shield, approximately 1 1/2 inches tall and 1 1/4 inches wide, with a gold Phoenix City Hall in the center and behind the top of City Hall is the United States flag pointing to the right and the Arizona State flag pointing to the left, and above the flags is a dark blue ribbon inscribed with TRANSIT, in gold • At the bottom of City Hall is a light rail vehicle pointing to the right, a City bus pointing to the left, and between the two vehicles is a dark blue circle with TU in gold, in the middle, which is encircled with a thin gold line, encircled with PHOENIX POLICE DEPARTMENT • PHOENIX, ARIZONA • in gold, which is encircled with a thick gold line • The bottom of the pin has gold leaf borders to the left and right with three dark blue stars between the leaf borders
(33) Vehicular Crimes Unit (VCU) Pin	• Polished silver wings with dark blue details divided by a dark blue circle with a black border, approximately 1 inch tall, and 2 1/4 inches wide, with VCU in black inscribed above the circle • The words PRO OMNIBUS IUSTITA, in white, are inscribed in the black border and in the middle of the dark blue circle is a single black fist holding a gray sword with yellow scales hanging from the sword
(34) Walking Beat Pin	• Is a gold rising firebird, a silver Phoenix cityscape in the middle of the bird with a cutout background, approximately 1 3/8 inches tall, and 1 1/2 inches wide • A gold ribbon above the cityscape is cast with PHOENIX POLICE and a gold ribbon below the cityscape is cast with WALKING BEAT

11. **BODY ARMOR**

A. General Specifications

- Body armor will be a flexible type.

  EXCEPTION: See section 11.C below.

- The body armor will include both a front and back panel.
- Employees may purchase any level of body armor sold.
- Employees will wear body armor as outlined in section 11.B of this order and/or any time they are involved in a tactical incident, such as a search warrant, barricaded suspect, or at the direction of a supervisor.

11. B. Flexible Body Armor

(1) Uniformed employees assigned to routine patrol in a marked vehicle who have accepted reimbursement for the purchase of body armor must wear the flexible body armor while on duty or have it immediately accessible, regardless of outside temperature

(2) Uniformed employees who wear the Class D uniform **must wear** flexible body armor; otherwise the Class C uniform must be worn.

(3) Flexible body armor may be worn concealed or in an outer vest carrier as specified within this order or addenda.

C. Type III Hard Armor Plates – May **only** be worn in an active shooter incident or when a threat of a rifle is suspected or known and must be removed and secured after the scene is rendered safe.

(1) The plates must be worn in a black, AR500 Armor Testudo Gen2 plate carrier **with** a Phoenix PD cloth badge on the upper left chest area, and the carrier may have the below optional items attached:

- Electronic control device (ECD) pocket/pouch (worn on the opposite side of the duty weapon)
- Radio pocket/pouch [worn on the opposite side of the ECD (if the ECD option is not utilized, will be worn on the opposite side of the duty weapon)]
- Tourniquet pocket/pouch
- Individual first aid kit (IFAK) [if trained in the emergency medical equipment carried in the IFAK (see Operations Order 3.23, Department Training, for information on required training)]
- POLICE in 4 inch gold block letters on a black placard, centered across the upper back

NOTE: The above optional pockets/pouches must be mounted so as to not interfere with the "draw" of the duty weapon.

(2) **NO** pockets/pouches other than those listed are authorized.

D. Class C and D Outer Vest Carriers – Officers working on duty or off-duty may wear their flexible body armor in an outer vest carrier.

- The Class C and D outer vest carriers will only be worn with an authorized class specific uniform shirt **with** authorized Phoenix PD shoulder patches (shirt collar will not be tucked under the vest carrier), and pants (see the appropriate Addendum C or Addendum D of this order for outer vest carrier specifications).

E. Rapid Response Outer Vest Carrier

(1) The Rapid Response outer vest carrier may **only** be worn with flexible armor and by:

(a) Officers/detectives who are:

- Serving a search warrant
- Performing special operations with the permission of a supervisor
- In plainclothes and the need for ballistic protection and/or police identification arises

(b) Specialty details as part of their everyday uniform; a shirt **with** authorized Phoenix PD shoulder patches must be worn.

11. E. (2) The Rapid Response outer vest carrier **will not** be worn:

- With the Class A, B, C, or D uniform
- While working off-duty
- While attending court or other special events involving City departments or the community

(3) Specifications:

(a) Rapid Response Outer Vest Carrier	• Made of black nylon • Name (with rank if a supervisor), embroidered or sewn on patch, 3/8 inch, in gold block letters on right upper right chest area • Phoenix PD cloth badge on upper left chest • POLICE in 4 inch gold block letters on a placard, centered across the chest • One standard Phoenix PD shoulder patch sewn onto a pocket flap in the lower right-hand portion of the vest • Various utility pockets may be aligned under the front POLICE placard • Extra ammunition/magazines will **not** be carried on the vest • Optional Electronic Control Device (ECD) Pocket/Authorized Holster - Worn on the opposite side of the duty weapon • Optional Radio Pocket - Worn on the opposite side of the ECD (if the ECD option is not utilized, will be worn on the opposite side of the duty weapon) ∗ The standard issue antenna is the only antenna authorized for use and must remain in place and unaltered. ∗ An "antenna tab" may be utilized to keep the standard issued antenna secure. It should be noted, if the operator is equipped with a pacemaker, the manufacturer recommends the radio antenna be approximately six inches from the pacemaker as the slight possibility exists that under extreme transmissions, the radio frequencies could have ill effects on the pacemaker. • In gold block letters, 1 inch PHOENIX, centered above 4 inch POLICE, with either 1 inch DEPARTMENT or an approved unit name or designator, such as DRUG ENFORCEMENT BUREAU, GANG ENFORCEMENT UNIT, or NEIGHBORHOOD ENFORCEMENT TEAM, centered below POLICE on a placard, centered on the upper back • Will not be removed in public

F. Reimbursement for Body Armor

(1) Amount of Reimbursement – Sworn and reserve officers who purchase new flexible body armor will be reimbursed for the initial purchase with an amount up to, but not exceeding $800, and are entitled to the $800 reimbursement every five years after the initial purchase to replace the flexible body armor.

NOTE: Reimbursement will **not** be provided for any Type III hard armor plates/body armor.

(2) Authorized Purchases of Flexible Body Armor

(a) Reimbursement is authorized for new flexible body armor purchased from a recognized retailer or body armor factory representative.

(b) The Department will not reimburse for flexible body armor previously owned by a private individual or those that are used or worn.

(3) Submitting Receipts for Reimbursement – The endorsed sales receipt will be submitted in person to FMB for reimbursement processing.

- Reimbursement checks will normally take 10 days to prepare.

12. **GUN BELT AND ACCESSORIES**

A. General Specifications

(1) While wearing the Class A, B, C, or D uniform, gun belts and/or accessories may be:

GUN BELT	ACCESSORIES
• Department-issued or equivalent, constructed of black leather, Corfam (Class A and B uniforms only), or Porvair [textured or high gloss (Class A and B uniforms only)], with a plain, smooth appearance • Bianchi Accumold Elite, plain black finish, Model 7970 (buckleless) or Model 7950 (three point release polymer buckle) • Tactical Design Labs Professional Comfort System in plain black leather (lumbar support belt)	• Department-issued or equivalent, constructed of black leather, Corfam (Class A and B uniforms only), or Porvair [textured or high gloss (Class A and B uniforms only)], with a plain, smooth appearance • Bianchi Accumold Elite, plain black finish • Safariland STX, plain black finish

(2) While wearing uniforms other than the Class A, B, C, or D, see the specific addendum of this order for authorized gun belts and accessories.

(3) Gun Belt Accessories – All gun belt accessories worn on the same belt will be made of the same basic material, such as, leather, Accumold, Corfam, or Porvair.

- Name-brand equipment cases such as, Leatherman or Buck knife, are prohibited. These items must be carried in cases matching the finish of the gun belt

(4) All snap closures visible on outside flaps must be naturally black (not painted) in color.

(5) Gun belts will be worn so the Velcro under belt is not exposed.

(6) Belt keepers should be utilized to help secure the gun belt to the Velcro under belt for stability and to lessen the chances of a suspect obtaining the gun belt.

(7) Solo motor officers will wear the gun belt outside the motorcycle jacket waist.

B. Holsters

(1) Officers/detention officers will wear either the Department-issued holster or an optional holster meeting the specifications listed below:

(a) All holsters must have a restraining device capable of holding the weapon securely in the holster.

(b) Holsters that use friction as the only restraining device are prohibited for uniformed officers/detention officers.

(c) Holsters used by uniformed officers/detention officers must be capable of retaining the weapon when inverted and shaken while the restraining device is disengaged.

(d) Holsters used by plain-clothed officers and detectives must be capable of retaining the weapon when inverted and shaken.

(e) Holsters will be worn strong side (no cross draws).

(f) All holsters must be form fitted to the weapon and provide a snug fit; they will be designed in such a manner as to preclude the firing of the weapon while properly holstered.

12. B. (1) (g) Only holsters worn directly on the belt (no thigh holsters) are authorized for uniformed officers/detention officers unless otherwise approved by the executive assistant chief.

(h) Any individual holster, because of age, abuse, or faulty design, deemed unserviceable by the Firearms Training Detail supervisor is prohibited.

(2) All handguns carried by uniformed officers/detention officers or plainclothes officers will be in a holster.

- Undercover officers are exempt from this rule.

(3) Semiautomatic holsters must be capable of preventing the insertion of the finger into the trigger guard and contact with the magazine release when the weapon is holstered.

(4) Electronic Control Device (ECD) Holsters

- Officers/detention officers will wear either the Department-issued ECD holster or the below listed optional ECD thigh holster.

  * Safariland SLS™ (self locking system) Tactical Holster, Model 6005-264, black finish

    NOTE: Employee must attend Department training prior to wearing the thigh holster.

C. Ammunition Carriers

(1) Semiautomatic Ammunition Carriers

(a) Any double-pouch ammunition carrier with flaps that secure over the tops of the magazines by snaps or Velcro closures are authorized (all snap closures which are visible on outside flaps must be naturally black in color.)

(b) Carriers must contain two loaded magazines compatible with the brand and model of the weapon carried.

(c) Magazine carriers for other than Glock magazines will be purchased at the officer's expense.

(d) Ammunition or magazines **will not** be carried on the Class C, D, or Rapid Response outer vest carriers.

(2) Rifle Ammunition Carriers (optional)

(a) Center Mass Patrol Rifle Integrated Magazine Pouch – Model IMP-BK, only worn behind the officer's semiautomatic ammunition carrier with a **20**-round rifle magazine.

(b) Detachable rifle magazine leg shroud – Only worn when deploying with the rifle **and** removed and secured after deployment.

- The magazine leg shroud will be/have:

  * Black
  * A quick detach buckle
  * A leg strap
  * Designed to carry two 20-round or 30-round magazines
  * Approved by the Firearms Training Detail Rifle Squad prior to use

12. D. Handcuff Cases and Handcuffs (Department-Issued or Personally Purchased)

- Handcuff cases will be the same material as the gun belt.
- The positioning of the handcuff case will be at the officer's preference.
- While in uniform, handcuffs will be contained in an appropriate fully enclosed case and will not be draped over the gun-belt or waistband

E. Portable Radio Cases

(1) Portable radios will be worn in a Department-issued or other authorized protective radio case (see section 12.A.(1) of this order for specifications), or in a pocket on the outer vest carrier.

(2) While in plainclothes or civilian attire, portable radios will only be carried using the optional belt clip or in a pocket on the Rapid Response outer vest carrier when authorized to wear the Rapid Response outer vest carrier (see section 11.D of this order).

(3) The use of metal D-Rings attached to the original batteries is not permitted.

F. Oleoresin Capsicum (OC) Spray

- Water-based, nonflammable OC spray is a mandatory Department-issued equipment item for uniformed employees and will be worn on the gun belt opposite the holster
- See Operations Order 1.5, Use of Force, for more information

G. Knife - Carrying a knife, with or without a case, is optional.

- Must be a folding type (locking preferred) with a blade not exceeding 4 inches long
- Not intended for use as a weapon
- When worn on the gun belt, knife cases must be black and have the same finish as the rest of the gun belt and accessories

H. Batons - Batons are optional for wear and must follow the below guidelines:

- All batons and holders will be black and worn on the gun belt opposite the duty weapon.
- A side-handle baton must be carried in a holder made specifically for side-handle batons.
- Officers in uniform carrying expandable batons will carry them in a holder designed for that purpose, made from the same material as their gun belt.
- Batons will not be carried in back pockets or stuck in the waist of pants.

(1) Baton Specifications:

(a) Straight Batons	• Will be made of light hardwood or aluminum • Be a minimum of 22 inches and a maximum of 26 inches long • Weigh no more than 24 ounces • Not exceed 1 1/2 inches in diameter **NOTE**: Leather thongs or grommets are optional.
(b) Side-Handle Baton	• Have a smooth surface of aluminum construction with an impact absorbent filler and metal end caps • Be a minimum of 22 inches and a maximum of 24 inches long • Be 1 1/4 inches in diameter • Weigh a maximum of 30 ounces
(c) Expandable Batons	• Consist of two telescoping steel alloy parts that taper-lock in the open mode and collapse into the handle in the closed mode • Be a minimum of 16 inches and a maximum of 26 inches in the open mode and 6 to 9 inches in the closed mode • Weigh a maximum of 24 ounces • Not to exceed 1 1/2 inches in diameter

12. H. (1) Baton Specifications: (Continued)

(d) Authorized Batons and Holders	Any other brands must be evaluated by the less-lethal force supervisor at the academy for authorization: • Armament Systems and Procedures (ASP), Inc. (with optional Hindi cap) • Pressure Point Control Tactics Management Systems (PPCT), Inc. • Monadnock – expandable auto-lock batons and friction lock batons * 21-inch baton with safety tip, model 9020 with baton holder models 3030 or 3027 • Monadnock – expandable auto-lock batons and friction lock batons (continued) * 21-inch baton with power safety tip, model 9030 with baton holder model 3034 * 26-inch baton with power safety tip, model 9021 with baton holder model 3032 * Monadnock baton holder model 3024 * Hindi Baton cap – for ASP and Monadnock expandable baton

I. Key Strap and Key Ring (uniformed employees) – The key strap and key ring must be 3/4 inch wide and not more than 7 inches long, and if worn, will be between the OC spray and handcuff case.

J. Tourniquet Holster (optional) - Employees may carry their Department-issued combat application tourniquet (CAT) in a black Eleven 10® Rigid TQ case with a medical identifying cross patch (Model E10-3001X-BLK) or with a slick front (Model E10-3002X-BLK).

K. Individual First Aid Kit (IFAK) (optional) - Employees may carry a black Curaplex MOLLE pouch or comparable pouch (approximately 7 1/4 inches x 6 inches x 2 3/4 inches), and must be trained in the emergency medical equipment carried in the IFAK (see Operations Order 3.23, Department Training, for information on required training).

(1) For employees in uniformed positions, an IFAK will only be worn on the gun belt and only when circumstances dictate (not to be worn all the time).

EXCEPTION: If deploying with type III hard armor plates (see section 11.C of this order), the IFAK may be worn on the hard armor plate carrier.

(2) For employees authorized to wear a rapid response outer vest carrier, an IFAK may be worn on the rapid response outer vest carrier.

13. **ORDERING POLICE BADGES**

A. Employees are reminded to keep any issued or personally-owned badges secure at all times.

B. Private Purchase of Currently Authorized Badges

(1) In addition to the Department-issued breast badge with current rank, employees may additionally purchase one breast badge with current rank title, one belt badge with current rank title, and one belt badge with detective title (if detective eligible or certified).

- Breast badges will **only** have Department-approved rank titles.
- Detective badges will **never** be worn as breast badges.
- Belt badges will **not** be provided by the Department.

(2) Procedures

(a) A form is available from Police Supply to order badges from the Department-authorized vendor.

- Badges will **only** be purchased from Department-authorized vendors.

13. B. (2) (b) The completed form will be signed by the employee's supervisor and forwarded to the Property Management Bureau (PMB) commander with the payment method attached.

(c) The request will be reviewed by the PMB commander for approval.

- The PMB commander may confer with the Uniform Committee chairperson regarding authorizations for purchasing badges.

(d) Once approved by the PMB commander, the order form and payment will be forwarded to the vendor for purchase.

(e) Once the badge is received in Police Supply, the requesting employee will be notified.

- A record of the badge purchase will be maintained at PMB and a copy of the badge form will be retained in the employee's Department file.

(f) If the badge order is denied, the requesting employee may appeal the decision to the Uniform Committee and/or Uniform Committee chairperson.

C. Purchase of Department-Issued Currently Authorized or Outdated Badges

(1) Employees authorized to wear badges may, upon promotion or retirement, purchase an additional breast badge for each rank held and will only use them for the following:

- Displayed as part of a collection or kept as memorabilia
- Stored in a secure place for eventual mounting on a plaque or a shadow box, etc.

(2) The breast badge will only be the style authorized for wear at the time of promotion or retirement.

(3) Procedures

(a) Employees will author a memorandum to the PMB commander requesting authorization to purchase the badge.

- Once authorized, the cost of the badge/s will be the replacement value as determined by Police Supply.
- Employees will contact FMB to purchase the badge.
- Once the badge is paid for, the receipt will be taken to Police Supply where the badge will be given to the employee.

(b) A record of the badge purchase will be maintained at PMB and a copy of the memorandum will be retained in the employee's Department file.

D. Badge Purchase for Sworn and Civilian Employees Resigning from Service

(1) Employees with five or more years of service who resign from the Department under **honorable** conditions may purchase their breast badge.

(2) The request to purchase the breast badge must be listed in the resignation memorandum.

E. Privately purchased badges obtained in conformance with this policy will not be traded, sold, transferred, assigned, or in any way disposed of without the express written permission of the Police Chief or his/her designee.

F. Exceptions to this policy will require the approval of the Uniform Committee chairperson.

14. **UNIFORM ALLOWANCE**

A. Annual Uniform Allowance

(1) Employees of the Department who are required to maintain a uniform will be entitled to an annual uniform allowance.

(2) The amount and payment date are specifically determined in the Memorandum of Understanding (MOU), Memorandum of Agreement (MOA), and Administrative Regulation (AR) 2.26, Clothing Allowance for Certain Employees of the Police and Fire Departments, and AR 2.261, Clothing Allowance for Certain Civilian Employees.

(3) New employees will receive an initial uniform allowance equal to 1/12 of a full-year allowance for every month remaining in the fiscal year; payment will be made in a lump sum during the first 60 days of employment.

(4) Optional Uniform Allowance Conversion – Sworn employees who have attained a minimum of 17 years in the Public Safety Pension Retirement System (PSPRS), with at least 10 of the years with the City of Phoenix, may elect to have their basic annual uniform allowance converted to a bi-monthly payment for a consecutive three year period.

- Refer to the current MOU/MOA for more information.

(5) Employees who Leave Employment with the Department – See the current MOU/MOA for repayment procedures.

(6) Change in Job Classification

(a) Employees who change classification where there is a lower uniform allowance will not be required to repay any uniform allowance.

(b) Employees who change classification where there is a higher uniform allowance will be paid the difference between the allowances.

B. Reserve Program Uniform Allowance – See Operations Order 3.3, Police Reserve Program for information.

C. Specialty Assignments Uniform Allowance and Maintenance Allowance for Sworn Employees

(1) An employee who is assigned to a qualifying specialty detail, squad, or unit is entitled to receive a one-time payment upon initial transfer and an annual specialty payment.

(a) To receive the one-time payment upon initial transfer, the employee must submit a memorandum through the chain of command to the commander/administrator level requesting the one-time specialty payment.

- The approved memo must be forwarded to the FMB/Police HR Unit for processing.

(b) To receive the annual specialty payment, the employee must complete the appropriate Request for Uniform Allowance Above the Basic Annual Amount Form 80-590D (officers) or 81-591D (sergeants and lieutenants) and submit the signed form to the FMB/Police HR Unit when requested by FMB in May/June of each year and within established deadlines.

- The form must be signed by the employee and the employee's commander/ administrator.
- Employees who do not submit a completed form within the established deadlines will only receive the basic annual uniform allowance until a completed form is submitted.

14. C. (2) See the appropriate MOU/MOA for qualifying specialty assignments and allowance amounts.

D. Damaged or Lost Personally Owned Clothing and Equipment

(1) Uniforms, equipment, and a limited amount of civilian clothing and personal items, as specified within the current MOU/MOA, may be replaced at City expense upon approval of appropriate supervisors.

(2) Reimbursement Amounts

(a) Sworn employees will be reimbursed for repair or replacement of uniform items and other personal property damaged in the performance of assigned duties when there is no negligence on the part of the employee.

- The dollar amounts listed in the appropriate MOU are the maximums that would be paid even if a recommendation were made to reimburse an employee for the full value of an item.
- "All" refers to the total cost of an item if a recommendation is made to reimburse the full value of an item.

(b) Reimbursement policy for civilian unit employees is contained in the appropriate MOU/MOA.

(3) Procedures for Approval - The option to repair or replace damaged items and to determine whether or not damaged items will be returned to the employee, rests with the approving authority.

(a) To replace lost or damaged items, employees will forward a memorandum through the chain of command stating the circumstances.

(b) Supervisors will examine damaged items and make written recommendations as to a full, three-quarter, one-half, or one-quarter value of the item, based on its age and serviceability.

(c) Upon approval by the employee's second-level supervisor, employees will replace the item at their expense from the supplier of their choice and will submit the below listed paperwork to FMB for reimbursement by the City Treasurer.

- The approved memorandum
- The original receipt marked paid
- A signed Employee Expense Reimbursement Form 150-11D

(d) When completing the Employee Expense Reimbursement form, employees only need to print their name and sign the form.

- FMB will fill in the appropriate data.

(e) Reimbursement for business attire and personal items must first be approved by an assistant chief.

(4) Reimbursement Procedures for Authorized Optional Holster/Motor Helmet

(a) Reimbursement for replacement or repair of an authorized optional holster or motor helmet damaged during the performance of a police action will be subject to examination and approval of a supervisor.

(b) In accordance with the provisions of this policy, reimbursement will be an amount equal to the cost for repair or replacement of a Department-issued holster or motor helmet.

14. D. (5) Lost, Stolen, or Missing Department-Issued Equipment

(a) Employees **will not** misuse or abuse City equipment and will immediately report **all** damage or loss of City equipment to their supervisor (see Operations Order 3.13, Rules and Regulations for more information).

(b) A memorandum stating the circumstances, and any Incident Report (IR), will be completed and forwarded to Police Supply through the chain of command.

(c) Upon approval of a supervisor, the rank of lieutenant or above, the item may be replaced by completing a requisition form.

(d) See Operations Order 8.3, Communications Procedures, regarding lost, stolen or missing portable radios, radar units, tuning forks, and cellular equipment.

15. **RETURN OF CITY-OWNED/DEPARTMENT-ISSUED POLICE EQUIPMENT**

A. Supervisor's Responsibilities

(1) Supervisors will ensure employees who terminate employment with the Department turn in all City-owned equipment to Police Supply as soon as possible.

(2) The supervisor and employee will check the property turned in against the equipment receipt maintained in the employee's division file.

- At the completion of the inventory, both the supervisor and the employee will sign the equipment receipt.

(3) Equipment will be taken directly to Police Supply during their operating hours by either the terminating employee or the supervisor.

B. Police Supply Responsibilities

(1) Police Supply personnel will compare their records with the equipment and the signed receipt turned in by the employee or supervisor.

(2) Police Supply personnel will notify FMB when terminating employees have turned in their City-owned equipment.

C. Turn-In of Rank Insignia

(1) Employees will turn in any Department-issued insignia of rank which was replaced with new ones as a result of a promotion or retirement.

(2) These items will be returned to Police Supply within five business days after the effective date of promotion.

16. **TABLE OF CONTENTS FOR ADDENDA**

A. Addenda A through E are authorized patrol/detective uniforms and authorized business attire for all Department personnel working in administrative assignments:

Class A Dress Uniform (mandatory for commanders and above)	Addendum A
Class B Dress Uniform (for officers who do not own the Class A uniform)	Addendum B
Class C Patrol Uniform (mandatory for all sworn personnel)	Addendum C
Class D Patrol Uniform (optional)	Addendum D
Class E Business Attire	Addendum E

16. A. (Continued)

Firearms Training Uniform	Addendum F
Solo Motorcycle Uniform	Addendum G
Canine (K9) Handler Uniforms	Addendum H
Tactical Response Unit (TRU) Uniform	Addendum I
Air Support Unit Uniform	Addendum J
Special Assignments Unit (SAU) Uniform	Addendum K
Bicycle Uniform	Addendum L
Civilian Employee Uniforms	Addendum M
Undercover or Specialty Assignments Uniform	Addendum N
Tactical Training Uniform	Addendum O
Honor Guard Uniform and Equipment	Addendum P
Unassigned	Addendum Q
Bomb Squad Uniform	Addendum R

1. The Class A uniform is the dress uniform that will be worn by commanders and above, if not wearing a business suit, when attending formal occasions (funerals, conferences, banquets, etc.).

   - Commanders and above are required to maintain a Class A uniform, but is optional for all other sworn employees.

2. **CLASS A UNIFORM SPECIFICATIONS**

A. STANDARD UNIFORM		
	(1) Shirts	**(2) Pants**
(a) Basic Requirements	• Navy blue in color • Long sleeve (LS) **ONLY** • Gold colored "P" (police) buttons on epaulettes, breast pockets, and two per cuff	• Navy blue in color • Must be worn with matching shirt fabric; for example, 100 percent wool shirt with 100 percent wool pants
(b) Men's (M)	• Flying Cross/Fechheimer - Model 20W9586; 100 percent wool • Blauer - Model 8436; wool blend (Super shirt) • Flying Cross/Fechheimer - Model 07W8486; 75/25 polyester/wool • Flying Cross/Fechheimer - Model 42W84Z; 75/25 polyester/wool (Power Stretch shirt) • United - Model 11001; 100 percent wool (shade 30)	• Flying Cross/Fechheimer - Model 32289; 100 percent wool • Flying Cross/Fechheimer - Model 43200; 75/24/1 polyester/wool/lycra • United - Model 10002; 100 percent wool (shade 30 without sap pockets)
(c) Women's (W)	• Flying Cross/Fechheimer - Model 120W9586; 100 percent wool • Blauer - Model 8436W; wool blend (Super shirt) • Flying Cross/Fechheimer - Model 107W8486; 75/25 polyester/wool • Flying Cross/Fechheimer - Model I42W84Z; 75/25 polyester/wool (Power Stretch shirt) • United - Model W11001; 100 percent wool (shade 30)	• Flying Cross/Fechheimer - Model 35289; 100 percent wool • Flying Cross/Fechheimer - Model 43250; 75/24/1 polyester/wool/lycra • United - Model W10002; 100 percent wool (shade 30 without sap pockets)
B. SPECIAL EVENT FORMAL ATTIRE		
(1) Guidelines	• Commanders and above are required to maintain Class A special event formal attire, but is optional for all other sworn employees • Will only be worn when directed/authorized by the Police Chief for special events	
(2) Shirt	Long sleeved • Flying Cross/Fechheimer Deluxe Tropical shirt - White, Model 45W66 (M) or 102W66 (W); 65/35 polyester/rayon Short sleeved • Flying Cross/Fechheimer Deluxe Tropical shirt - White, Model 95R66 (M) or 152R66 (W); 65/35 polyester/rayon	
(3) Pants	• Flying Cross/Fechheimer pants - Navy blue, Model 37291 (M) or 37291W (W), 55/45 polyester/wool	
(4) Dress Coat	• Flying Cross/Fechheimer single breasted dress coat - Navy blue, Model 34880 (M) or X1 34880W (W), 55/45 polyester/wool, four (4) gold colored "P" buttons, notched lapels **with**: ∗ Gold, 1/2 inch sleeve braid, all around, 2 1/2 inches above bottom of each sleeve - ELC Industries Model BNF107-12-0N1002 • Appropriate identifiers as listed below in section 2.C.(3) of this addendum	

2. **CLASS A UNIFORM SPECIFICATIONS** (Continued)

C. OTHER UNIFORM ITEMS TO BE WORN WITH THE STANDARD UNIFORM AND SPECIAL EVENT FORMAL ATTIRE	
(1) Hat	• Commanders and above – worn when directed by the Police Chief • Lieutenants and below – optional LAPD round style - navy blue with hat badge • Bayly – Model 91327 • Keystone – Model R10 • Midway – Model 121 round ∗ Commanders and above - felt visor with embroidered gold leaves and metallic gold cloth band ∗ Lieutenants and sergeants - plain visor and metallic gold cloth band ∗ Officers - plain visor and metallic silver or black cloth band
(2) Necktie	• Navy blue or black, regular or clip-on, 100 percent wool or polyester blend, 2 inches wide • Centered in front of collar, completely covering collar button • Long enough to touch belt while standing • Plain or conservative brass or gold tie clasp or tie tack (optional for white formal attire shirt)
(3) Identifiers on Blue Shirt/ Dress Coat	• Brass nameplate - on right breast pocket, centered flush with top edge • Metal breast badge - above left breast pocket in designated badge slot • Appropriate insignia of rank (see Operations Order 3.15, Uniform Policy) • Authorized Phoenix PD shoulder patches centered 1/2 inch below shoulder seams • Blue shirt only - Authorized service pins and awards may be worn (see Operations Order 3.15, Uniform Policy)
(4) Under Belt	• Reversible, Velcro-backed, leather • Web, plain black, 3/4 inch, shined brass buckle
(5) Gun Belt	• Department-issued or equivalent, constructed of black leather, Corfam, or Porvair (textured or high gloss), and have a plain, smooth appearance • Bianchi Accumold Elite, plain black finish, Model 7970 (buckleless) or Model 7950 (three point release polymer buckle) • Tactical Design Labs Professional Comfort System in plain black leather (lumbar support belt)
(6) Gun Belt Accessories	• Department-issued or equivalent, constructed of black leather, Corfam, or Porvair (textured or high gloss), and have a plain, smooth appearance • Bianchi Accumold Elite, plain black finish • Safariland STX, plain black finish
(7) Footwear	Shoes • Low quarter, black, smooth leather or Corfam • Military style, plain rounded toe, with laces • Glossy/shiny appearance will be maintained • Soles - leather composition or rubber Socks • Visible part of sock (when sitting) plain, solid black or dark blue

1. The Class B uniform is the authorized dress uniform which will be worn by lieutenants, sergeants, and officers, if not wearing the Class A dress uniform or a business suit, when attending formal occasions (funerals, banquets, conferences etc.).

2. All sworn personnel are required to maintain a Class B uniform.

3. **CLASS B UNIFORM SPECIFICATIONS**

	A. SHIRTS	B. PANTS
(1) Basic Requirements	• Navy, midnight, or dark blue in color • Long sleeve **ONLY**	• Navy, midnight, or dark blue in color • Must be worn with matching/similar shirt fabric; for example, 100 percent wool shirt with 100 percent wool pants
(2) Men's	Blauer SuperShirt: • Model 8436 – wool blend Flying Cross/Fechheimer: • Model 20W9586 - 100 percent wool • Model 07W8486 - 75/25 polyester/wool • Model 42W84Z - 75/25 polyester/ wool (PowerStretch shirt) • Model 48W6686 – 65/35 polyester/rayon • Model 48W3986 - 70/28/2 polyester/ rayon/lycra Horace Small Deputy Deluxe: • Model HS1127 - 65/35 polyester/rayon Elbeco: • Model 850N - 75/25 polyester/wool United: • Model 11001 - 100 percent wool (shade 30)	Blauer: • Model 8567 (hidden inner cargo pockets) – 75/25 polyester/wool Flying Cross/Fechheimer: • Model 32289 - 100 percent wool • Model 43200 - 75/24/1 polyester/wool/ lycra • Model UD3900 - 100 percent polyester • Model 39400 or 37400 (hidden inner cargo pockets) - 70/28/2 polyester/rayon/ lycra Horace Small: • Model HS2149 - 100 percent polyester Elbeco: • Model E494RN or E444R (hidden inner cargo pockets) - 75/25 polyester/wool United: • Model 10002 - 100 percent wool (shade 30 without sap pockets)
(3) Women's	Blauer SuperShirt: • Model 8436W – wool blend Flying Cross/Fechheimer: • Model 120W9586 - 100 percent wool • Model 107W8486 - 75/25 polyester/wool • Model l42W84Z - 75/25 polyester/ wool (PowerStretch shirt) • Model 204W6686 – 65/35 polyester/rayon • Model 204W3986 – 70/28/2 polyester/ rayon/lycra Horace Small Deputy Deluxe: • Model HS1179 – 65/35 polyester/rayon Elbeco: • Model 9350LCN - 75/25 polyester/wool United: • Model W11001 - 100 percent wool (shade 30)	Blauer: • Model 8567W (hidden inner cargo pockets) – 75/25 polyester/wool Flying Cross/Fechheimer: • Model 35289 - 100 percent wool • Model 43250 - 75/24/1 polyester/wool/lycra • Model UD3933 – 100 percent polyester • Model 39450 or 37450 (hidden inner cargo pockets) – 70/28/2 polyester/rayon/lycra Horace Small: • Model HS2181 – 100 percent polyester Elbeco: • Model E9494LCN or E944LC (hidden inner cargo pockets) - 75/25 polyester/wool United: • Model W10002 - 100 percent wool (shade 30 without sap pockets)

3. **CLASS B UNIFORM SPECIFICATIONS** (Continued)

C. OTHER UNIFORM ITEMS	
(1) Necktie	• Navy blue or black, regular or clip-on, 100 percent wool or polyester blend, 2 inches wide • Centered in front of collar, completely covering collar button • Long enough to touch belt while standing • Plain or conservative brass or gold tie clasp or tie tack
(2) Identifiers on Shirt	• Brass nameplate - on right chest pocket, centered flush with top edge • Metal breast badge - above left chest pocket in designated badge slot • Appropriate insignia of rank (see Operations Order 3.15, Uniform Policy) • Authorized Phoenix PD shoulder patches centered 1/2 inch below shoulder seams • Authorized service pins and awards may be worn (see Operations Order 3.15, Uniform Policy)
(3) Under Belt	• Black reversible, Velcro-backed, leather or fabric without buckle
(4) Gun Belt	• Department-issued or equivalent, constructed of black leather, Corfam, or Porvair (textured or high gloss), with a plain, smooth appearance • Bianchi Accumold Elite, plain black finish, Model 7970 (buckleless) or Model 7950 (three point release polymer buckle) • Tactical Design Labs Professional Comfort System in plain black leather (lumbar support belt)
(5) Gun Belt Accessories	• Department-issued or equivalent, constructed of black leather, Corfam, or Porvair (textured or high gloss), and have a plain, smooth appearance • Bianchi Accumold Elite, plain black finish • Safariland STX, plain black finish
(6) Footwear	Shoes - low quarter, black, smooth leather or Corfam Boots - chukka (approx. 4.5 in), 3/4 (approx. 5-6 in), or full length (approx. 7-8 in) in black smooth leather (black nylon material in ankle support area if it does not detract from appearance of boot). • **Military style**, plain rounded toe, with laces • Polished appearance will be maintained • Soles - leather composition or rubber • Heels - leather composition or rubber not thicker than 2 inches, measuring from welt to heel plate at rear of heel • Boots may only be worn if pants cover boot to second eyelet (counting upward from toe) while standing. • Steel toed shoes/boots are not authorized for use by uniformed employees. Socks • Visible part of sock (when sitting), plain, solid black or dark blue with no writing or logos

4. **OPTIONAL CLASS B UNIFORM ITEMS**

A. OUTERWEAR	

(1) Hat	LAPD round style - navy blue with hat badge
	
	• Bayly – Model 91327
	• Keystone – Model R10
	• Midway – Model 121 round
	  ∗ Commanders and above - felt visor with embroidered gold leafs and metallic gold cloth band
	  ∗ Sergeants and lieutenants - plain visor and metallic gold cloth band
	  ∗ Officers - plain visor and metallic silver or black cloth band

(2) Jacket	• Dark blue/navy or black • 5.11 4-in-1 Patrol Jacket – Model 48027 (dark navy, 724 or black, 019) • 5.11 Patrol Duty Softshell Jacket – Model 48124 (dark navy, 724 or black, 019)

4. **OPTIONAL CLASS B UNIFORM ITEMS** (Continued)

A. OUTERWEAR (Continued)	
(2) Jacket (Continued)	• WaterShed StormForce Jacket - Model Alpha, 26-28 inches long, with fold down collar, epaulettes, weapons access side zippers, no stealth mode panels/upgrade or reflective tape ∗ Officers must supply name tag/patch and shoulder patches to WaterShed when ordering, http://www.gowatershed.com/ or 1-800-848-8092, due to special process of keeping jacket waterproof. • Spiewak WeatherTech Airflow Duty Jacket – Model SH3465, 26.5 inches long • Spiewak Deluxe Duty Jacket - Model S3609, 29 inches long • Horace Small New Gen III - Model HS3350 (dark navy) or Model HS3352 (black) • Blauer B.Dry® Duty Jacket - Model 6120, 26 inches long • Zip-in liner and/or detachable pile collar (when applicable) optional • Name embroidered or sewn on patch, 3/8 inch, gold block letters centered on upper right chest area • Authorized Phoenix PD cloth badge on upper left chest area • Authorized Phoenix PD shoulder patches centered 1/2 inch below shoulder seams • Appropriate insignia of rank (see Operations Order 3.15, Uniform Policy)
(3) Raincoat	• Clear or translucent white, waist or knee length

1. The Class C Uniform is the authorized patrol uniform which may be worn by all sworn employees in the performance of regular duties.

2. All sworn personnel are required to maintain a Class C uniform which will be worn at designated events as determined by a precinct/bureau commander/administrator or above.

3. **CLASS C UNIFORM SPECIFICATIONS**

	A. SHIRTS	B. PANTS
(1) Basic Requirements	• Navy, midnight, or dark blue in color • Long (LS) or short sleeve (SS)	• Navy, midnight, or dark blue in color • **Must be worn with matching/similar shirt fabric**; for example, 100 percent wool shirt with 100 percent wool pants
(2) Men's	Blauer SuperShirt: • Model 8436 (LS) or 8446 (SS) – wool blend Blauer ArmorSkin Base Shirt: - Only worn **WITH** Blauer ArmorSkin (outer vest carrier) listed in section 4.A.3 of this addendum) • Model 8471 (LS) or 8472 (SS) – 75/25 polyester/wool • Model 8371 (LS) or 8372 (SS) - 100 percent polyester Flying Cross/Fechheimer: • Model 20W9586 (LS) or 70R9586 (SS) - 100 percent wool • Model 07W8486 (LS) or 57R8786 (SS) - 75/25 polyester/wool • Model 42W84Z (LS) or 92R84Z (SS) - 75/25 polyester/wool (PowerStretch shirt) • Model 48W6686 (LS) or 98R6686 (SS) - 65/35 polyester/rayon • Model 48W3986 (LS) or 98R3986 (SS) - 70/28/2 polyester/rayon/lycra Horace Small Deputy Deluxe: • Model HS1127 (LS) or HS1179 (SS) - 65/35 polyester/rayon Elbeco: • Model 850N (LS) or 8850N (SS) - 75/25 polyester/wool • Model UVS151 (LS) or UVS152 (SS) - 75/25 polyester/wool (undervest shirt only worn **WITH** an outer vest carrier as outlined in section 4.A.3 of this addendum) United: • Model 11001 (LS) or 10002 (SS) - 100 percent wool (shade 30)	Blauer: • Model 8567 (hidden inner cargo pockets) – 75/25 polyester/wool Flying Cross/Fechheimer: • Model 32289 - 100 percent wool • Model 43200 - 75/24/1 polyester/wool/ lycra • Model UD3900 - 100 percent polyester • Model 39400 or 37400 (hidden inner cargo pockets) - 70/28/2 polyester/ rayon/lycra Horace Small: • Model HS2149 - 100 percent polyester Elbeco: • Model E494RN or E444R (hidden inner cargo pockets) - 75/25 polyester/wool United: • Model 10002 - 100 percent wool (shade 30 without sap pockets)
(3) Women's	Blauer SuperShirt: • Model 8436W (LS) or 8446W (SS) – wool blend	Blauer: • Model 8567W (hidden inner cargo pockets) – 75/25 polyester/wool

3. **CLASS C UNIFORM SPECIFICATIONS**: (Continued)

	A. SHIRTS (Continued)	B. PANTS (Continued)
(3) Women's (Continued)	Blauer ArmorSkin Base Shirt: - Only worn **WITH** Blauer ArmorSkin (outer vest carrier) listed in section 4.A.3 of this addendum • Model 8471W (LS) or 8472W (SS) – 75/25 polyester/wool • Model 8371W (LS) or 8372W (SS) - 100 percent polyester Flying Cross/Fechheimer: • Model 120W9586 (LS) or 170R9586 (SS) - 100 percent wool • Model 107W8486 (LS) or 157R8786 (SS) – 75/25 polyester/ wool • Model I42W84Z (LS) or I92R84Z (SS) - 75/25 polyester/wool (PowerStretch shirt) • Model 204W6686 (LS) or 254R6686 (SS) – 65/35 polyester/ rayon • Model 204W3986 (LS) or 254R3986 (SS) – 70/28/2 polyester/ rayon/lycra Horace Small Deputy Deluxe: • Model HS1179 (LS) or HS1280 (SS) – 65/35 polyester/rayon Elbeco: • Model 9350LCN (LS) or 9850LCN (SS) - 75/25 polyester/wool United: • Model W11001(LS) or W10002 (SS) - 100 percent wool (shade 30)	Flying Cross/Fechheimer: • Model 35289 - 100 percent wool • Model 43250 - 75/24/1 polyester/wool/ lycra • Model UD3933 – 100 percent polyester • Model 39450 or 37450 (hidden inner cargo pockets) – 70/28/2 polyester/ rayon/lycra Horace Small: • Model HS2181 – 100 percent polyester Elbeco: • Model E9494LCN or E944LC (hidden inner cargo pockets) - 75/25 polyester/wool United: • Model W10002 - 100 percent wool (shade 30 without sap pockets)

	C. OTHER UNIFORM ITEMS
(1) Identifiers on Shirt	• Brass nameplate - on right chest pocket, centered flush with top edge • Metal breast badge - above left chest pocket in designated badge slot • Appropriate insignia of rank (see Operations Order 3.15. Order 3.15, Uniform Policy) • Authorized Phoenix PD shoulder patches centered 1/2 inch below shoulder seams • Authorized service pins and awards may be worn (see Operations Order 3.15, Uniform Policy)
(2) Undershirt	• White, black, or navy blue (visible part of collar not worn or frayed) • No writing, pictures, or logos visible when uniform shirt unbuttoned at front collar • Will not extend beyond the shirt sleeves
(3) Under Belt	• Black reversible, Velcro-backed, leather or fabric without buckle
(4) Gun Belt	• Department-issued or equivalent, constructed of black leather or Porvair, with a plain, smooth appearance • Bianchi Accumold Elite, plain black finish, Model 7970 (buckleless) or Model 7950 (three point release polymer buckle) • Tactical Design Labs Professional Comfort System in plain black leather (lumbar support belt)
(5) Gun Belt Accessories	• Department-issued or equivalent, constructed of black leather, or Porvair, with a plain, smooth appearance • Bianchi Accumold Elite, plain black finish • Safariland STX, plain black finish • Optional - Suspension system (black suspenders) * Worn under the uniform shirt or outer vest carrier **ONLY** (see the Department's Industrial Hygienist for recommended items)

3. **CLASS C UNIFORM SPECIFICATIONS**: (Continued)

C. OTHER UNIFORM ITEMS (Continued)	
(6) Footwear	Shoes - low quarter, black, smooth leather Boots - chukka (approx. 4.5 in), 3/4 (approx. 5-6 in), or full length (approx. 7-8 in) in black smooth leather (black nylon material in ankle support area if it does not detract from appearance of boot) • **Military style**, plain rounded toe, with laces • Polished appearance will be maintained • Soles - leather composition or rubber • Heels - leather composition or rubber not thicker than 2 inches, measuring from welt to heel plate at rear of heel • Boots may only be worn if pants cover boot to second eyelet (counting upward from toe) while standing. • Steel toed shoes/boots are not authorized for use by uniformed employees. Socks • Visible part of sock (when sitting), plain, solid black or dark blue with no writing or logos
(7) Helmet	• Department issued, available at all times when on duty • Worn at discretion of officer except when ordered by a supervisor • Positioned on head, centered and straight, tip of visor in line with eyebrows

4. **OPTIONAL CLASS C UNIFORM ITEMS**

A. OUTERWEAR	
(1) Headgear	• Will not be altered or bent in any way LAPD round style – Navy blue with hat badge • Bayly – Model 91327 • Keystone – Model R10 • Midway – Model 121 round ∗ Commanders and above - felt visor with embroidered gold leafs and metallic gold cloth band ∗ Sergeants and lieutenants - plain visor and metallic gold cloth band ∗ Officers - plain visor and metallic silver or black cloth band Campaign-style – Navy blue with dark thread, black ribbon • Stratton – Model S-40DB ∗ Hat badge on crown ∗ Shape and configuration not to be altered or bent in any way ∗ Optional items – clear plastic rain cover and/or one-piece leather head strap (worn behind wearer's head) • May only be worn **OUTSIDE** • **NOT** authorized for formal ceremonies such as, funeral or banquets Baseball style caps – Navy blue with Phoenix police emblem embroidered on front • FlexFit – Model 6477, dark navy, wool blend, stretch fit • Otto – Model 11-425-004, navy, deluxe wool blend, flexible fit • New Era – Model NE-102, deep navy, solid crown with mesh back, flexible fit • May only be worn **OUTSIDE** during: ∗ Daylight hours of the summer period (see Operations Order 3.15, Uniform Policy) ∗ Inclement weather (rain) ∗ All hours of the winter period (see Operations Order 3.15, Uniform Policy) • **NOT** authorized for formal ceremonies such as, funeral or banquets

4. **OPTIONAL CLASS C UNIFORM ITEMS** (Continued)

A. OUTERWEAR (Continued)	
(1) Headgear (Continued)	Beanie style cap and fleece headband – Black with Phoenix police emblem embroidered on front • Beanie style cap ∗ Sportsman - Model SP12 ∗ Must be worn to fit snug to the top of the head but not pulled down over any portion of the face • Fleece headband ∗ Port Authority – Model C910, 95/5 polyester/spandex stretch fleece ∗ Must not be pulled down over any portion of the face • "Police" in gold block letters may be embroidered on the back • May only be worn with an authorized long sleeve shirt or jacket • May only be worn **OUTSIDE** during nighttime hours (sunset to sunrise) of the winter period (see Operations Order 3.15, Uniform Policy) • **NOT** authorized for formal ceremonies such as, funeral or banquets
(2) Turtleneck/ Dickey	• Black or navy blue • Dickey may be worn with a long or short sleeved shirt and/or jacket • Premium Jersey, mock turtleneck • Long sleeved turtleneck will only be worn with a long sleeved shirt or jacket
(3) Class C Outer Vest Carrier	• Blauer ArmorSkin – Model 8470-1, 75/25 polyester/wool or Model 8370-1, 100 percent polyester, dark navy • Custom made of navy blue nylon "Duck cloth", or comparable outer vest carrier, to closely match the weave of the Class C uniform shirt (inner shell may be made of cotton) with sewn-in compartments to accommodate ballistic panels ∗ Two "shirt style" pockets over the left/right chest area to match uniform shirt ∗ Epaulettes sewn on both shoulders ∗ Buttons on shirt pockets, front/center line, and epaulettes to match uniform shirt ∗ Sewn-in military creases (three on the back, two on the front) ∗ Sewn-in eyelets to accommodate the standard metal breast badge (above left shirt pocket) • Authorized metal breast badge and nameplate will be worn in the same manner as when wearing the Class C uniform shirt. • Any approved awards, identifier, or pins may be worn in compliance with existing policy. • Will **NOT** be worn with the Class A, B, or D uniform • Will not be removed in public • Optional Electronic Control Device (ECD) Pocket/Authorized Holster - Worn on the opposite side of the duty weapon • Optional Radio Pocket - Worn on the opposite side of the ECD (if the ECD option is not utilized, will be worn on the opposite side of the duty weapon) ∗ The standard issue antenna is the only antenna authorized for use and **must** remain in place and unaltered. ∗ An "antenna tab" may be utilized to keep the standard issued antenna secure. ∗ It should be noted, if the operator is equipped with a pacemaker, the manufacturer recommends the radio antenna be approximately six inches from the pacemaker as the slight possibility exists that under extreme transmissions, the radio frequencies could have ill effects on the pacemaker. • The above optional ECD and/or radio pockets/holster must be mounted off-center at the lowest point possible without interfering with the "draw" of the duty weapon. • **NO** pockets/holster other than those listed are authorized.
(4) Sweater	• Blauer - Model 210, 70/30 acrylic/wool, V-neck, dark navy blue • Name tag, embroidered or silk-screened, 3/8 inch, gold block letters centered and 3 3/4 inches below right shoulder epaulette edge • Embroidered breast badge patch centered and 3 1/2 inches below left shoulder epaulette edge

4. **OPTIONAL CLASS C UNIFORM ITEMS** (Continued)

A. OUTERWEAR (Continued)	
(4) Sweater (Continued)	• Authorized Phoenix PD shoulder patches centered 1/2 inch below shoulder seams • Appropriate insignia of rank on epaulettes only (see Operations Order 3.15, Uniform Policy) • Other patches or pins are not authorized
(5) Jacket	• Dark blue/navy or black • 5.11 4-in-1 Patrol Jacket – Model 48027 (dark navy, 724 or black, 019) • 5.11 Patrol Duty Softshell Jacket – Model 48124 (dark navy, 724 or black, 019) • WaterShed StormForce Jacket - Model Alpha, 26-28 inches long, with fold down collar, epaulettes, weapons access side zippers, no stealth mode panels/upgrade or reflective tape ∗ Officers must supply name tag/patch and shoulder patches to WaterShed when ordering, http://www.gowatershed.com/ or 1-800-848-8092, due to special process of keeping jacket waterproof. • Spiewak WeatherTech Airflow Duty Jacket – Model SH3465, 26.5 inches long • Spiewak Deluxe Duty Jacket - Model S3609, 29 inches long • Horace Small New Gen III - Model HS3350 (dark navy) or Model HS3352 (black) • Blauer B.Dry® Duty Jacket - Model 6120, 26 inches long • Zip-in liner and/or detachable pile collar (when applicable) optional • Name embroidered or sewn on patch, 3/8 inch, gold block letters centered on upper right chest area • Authorized Phoenix PD cloth badge on upper left chest area • Authorized Phoenix PD shoulder patches centered 1/2 inch below shoulder seams • Appropriate insignia of rank (see Operations Order 3.15, Uniform Policy)
(6) Raincoat	• Clear or translucent white, waist or knee length • Neese brand reversible, orange/black with detachable hood - Models 447RCH and 477RCH3M (coats) or 447RJH and 477RJH3M (jackets) ∗ Black side – 1 1/2 or 2 inch yellow letters spelling POLICE vertically on right front, 3 1/2 or 4 inch yellow letter spelling POLICE horizontally on back ∗ Orange side - same size letters, black on silver reflective material, worn outward while directing traffic
(7) Gloves	• Plain black leather and/or cloth material • Only worn with longed sleeve shirt or jacket ∗ Athletic gloves, gloves displaying logos, and gloves without fingers or mesh material on top are NOT authorized.

1. The Class D uniform is an optional patrol uniform available for year-round wear.

   - In order to wear the Class D uniform, it is mandatory for officers to wear body armor, otherwise the Class C uniform must be worn.
   - Class D uniforms **will not** be worn to funerals, formal occasions, or federal and superior courts.

2. **CLASS D UNIFORM SPECIFICATIONS**

	A. SHIRTS	B. PANTS
(1) Basic Requirements	• Midnight navy in color • Long (LS) or short sleeve (SS)	• Midnight navy in color
(2) Men's	5.11 Class A Flex-Tac: • Model 72487 (LS) or 71381 (SS) – 62/38 polyester/wool • Rapid shirt: Model 72520 (LS) or 71393 (SS) - 62/38 polyester/wool, only worn **under** an outer vest carrier listed in section 3.A.3 of this addendum	5.11 Class A Flex-Tac: • Model 74492 or 74507 (hidden inner cargo pockets) – 60/40 polyester/wool
(3) Women's	5.11 Class A Flex-Tac: • Model 62393 (LS) or 61315 (SS) – 62/38 polyester/wool	5.11 Class A Flex-Tac: • Model 64424 or 64432 (hidden inner cargo pockets) – 60/40 polyester/wool
	C. OTHER UNIFORM ITEMS	
(1) Identifiers on Shirt	• Brass nameplate - on right chest pocket, centered flush with top edge • Metal breast badge - above left chest pocket in designated badge slot • Appropriate insignia of rank (see Operations Order 3.15, Uniform Policy) • Authorized Phoenix PD shoulder patches centered 1/2 inch below shoulder seams • Authorized service pins and awards may be worn (see Operations Order 3.15, Uniform Policy)	
(2) Undershirt	• White, black, or navy blue (visible part of collar not worn or frayed) • No writing, pictures, or logos visible when uniform shirt unbuttoned at front collar • Will not extend beyond the shirt sleeves	
(3) Under Belt	• Black reversible, Velcro-backed, leather or fabric without buckle	
(4) Gun Belt	• Department-issued or equivalent, constructed of black leather or Porvair, with a plain, smooth appearance • Bianchi Accumold Elite, plain black finish, Model 7970 (buckleless) or Model 7950 (three point release polymer buckle) • Tactical Design Labs Professional Comfort System in plain black leather (lumbar support belt)	
(5) Gun Belt Accessories	• Department-issued or equivalent, constructed of black leather, or Porvair, with a plain, smooth appearance • Bianchi Accumold Elite, plain black finish • Safariland STX, plain black finish • Optional - Black nylon folding utility pouch, approximately 4 1/2 inches tall and 3 1/2 inches wide when folded (6 to 8 inches in diameter and 8 to 10 inches deep when open) • Optional - Suspension system (black suspenders) ∗ Worn under the uniform shirt or outer vest carrier **ONLY** (see the Department's Industrial Hygienist for recommended items)	
(6) Footwear	Shoes - low quarter, black, smooth leather Boots - chukka (approx. 4.5 in), 3/4 (approx. 5-6 in), or full length (approx. 7-8 in) in black smooth leather (black nylon material in ankle support area if it does not detract from appearance of boot) • **Military style**, plain rounded toe, with laces • Polished appearance will be maintained • Soles - leather composition or rubber (Continued on next page)	

2. **CLASS D UNIFORM SPECIFICATIONS** (Continued)

C. OTHER UNIFORM ITEMS (Continued)	
(6) Footwear (Continued)	• Heels - leather composition or rubber not thicker than 2 inches, measuring from welt to heel plate at rear of heel • Boots may only be worn if pants cover boot to second eyelet (counting upward from toe) while standing. • Steel toed shoes/boots are not authorized for use by uniformed employees. Socks • Visible part of sock (when sitting), plain, solid black or dark blue with no writing or logos
(7) Helmet	• Department issued, available at all times when on duty • Worn at discretion of officer except when ordered by a supervisor • Positioned on head, centered and straight, tip of visor in line with eyebrows

3. **OPTIONAL CLASS D UNIFORM ITEMS**

A. OUTERWEAR	
(1) Headgear	• Will not be altered or bent in any way Campaign-style – Navy blue with dark thread, black ribbon • Stratton – Model S-40DB ∗ Hat badge on crown ∗ Shape and configuration not to be altered or bent in any way ∗ Optional items – clear plastic rain cover and/or one-piece leather head strap (worn behind wearer's head) • May only be worn **OUTSIDE** • **NOT** authorized for formal ceremonies such as, funeral or banquets Baseball style caps – Navy blue with Phoenix police emblem embroidered on front • FlexFit – Model 6477, dark navy, wool blend, stretch fit • Otto – Model 11-425-004, navy, deluxe wool blend, flexible fit • New Era – Model NE-102, deep navy, solid crown with mesh back, flexible fit • May only be worn **OUTSIDE** during: ∗ Daylight hours of the summer period (see Operations Order 3.15, Uniform Policy) ∗ Inclement weather (rain) ∗ All hours of the winter period (see Operations Order 3.15, Uniform Policy) • **NOT** authorized for formal ceremonies such as, funeral or banquets Beanie style cap and fleece headband – Black with Phoenix police emblem embroidered on front • Beanie style cap ∗ Sportsman - Model SP12 ∗ Must be worn to fit snug to the top of the head but not pulled down over any portion of the face • Fleece headband ∗ Port Authority – Model C910, 95/5 polyester/spandex stretch fleece ∗ Must not be pulled down over any portion of the face • "Police" in gold block letters may be embroidered on the back • May only be worn with an authorized long sleeve shirt or jacket • May only be worn **OUTSIDE** during nighttime hours (sunset to sunrise) of the winter period (see Operations Order 3.15, Uniform Policy) • **NOT** authorized for formal ceremonies such as, funeral or banquets

3. **OPTIONAL CLASS D UNIFORM ITEMS** (Continued)

A. OUTERWEAR (Continued)	
(2) Turtleneck/ Dickey	• Black or navy blue • Dickey may be worn with a long or short sleeved shirt and/or jacket • Premium Jersey, mock turtleneck • Long sleeved turtleneck will only be worn with a long sleeved shirt or jacket
(3) Class D Outer Vest Carrier	• Custom made of dark navy blue nylon "Duck cloth", or comparable outer vest carrier, to closely match the weave of the Class D uniform shirt (inner shell may be made of cotton) with sewn-in compartments to accommodate ballistic panels ∗ Two "shirt style" pockets over the left/right chest area to match uniform shirt ∗ Epaulettes sewn on both shoulders ∗ Buttons on shirt pockets, front/center line, and epaulettes to match uniform shirt ∗ Sewn-in military creases (three on the back, two on the front) ∗ Sewn-in eyelets to accommodate the standard metal breast badge (above left shirt pocket) • Authorized metal breast badge and nameplate will be worn in the same manner as when wearing the Class D uniform shirt. • Any approved awards, identifier, or pins may be worn in compliance with existing policy. • Will **NOT** be worn with the Class A, B, or C uniform • Will not be removed in public • Optional Electronic Control Device (ECD) Pocket/Authorized Holster - Worn on the opposite side of the duty weapon • Optional Radio Pocket - Worn on the opposite side of the ECD (if the ECD option is not utilized, will be worn on the opposite side of the duty weapon) ∗ The standard issue antenna is the only antenna authorized for use and **must** remain in place and unaltered. ∗ An "antenna tab" may be utilized to keep the standard issued antenna secure ∗ It should be noted, if the operator is equipped with a pacemaker, the manufacturer recommends the radio antenna be approximately six inches from the pacemaker as the slight possibility exists that under extreme transmissions, the radio frequencies could have ill effects on the pacemaker. • The above optional ECD and/or radio pockets/holster must be mounted off-center at the lowest point possible without interfering with the "draw" of the duty weapon. • **NO** pockets/holster other than those listed are authorized.
(3) Sweater	• Blauer - Model 210, 70/30 acrylic/wool, V-neck, dark navy blue • Name tag, embroidered or silk-screened, 3/8 inch, gold block letters centered and 3 3/4 inches below right shoulder epaulette edge • Embroidered breast badge patch centered and 3 1/2 inches below left shoulder epaulette edge • Authorized Phoenix PD shoulder patches centered 1/2 inch below shoulder seams • Appropriate insignia of rank on epaulettes only (see Operations Order 3.15, Uniform Policy) • Other patches or pins are not authorized
(4) Jacket	• Dark blue/navy or black • 5.11 4-in-1 Patrol Jacket – Model 48027 (dark navy, 724 or black, 019) • 5.11 Patrol Duty Softshell Jacket – Model 48124 (dark navy, 724 or black, 019) • WaterShed StormForce Jacket - Model Alpha, 26-28 inches long, with fold down collar, epaulettes, weapons access side zippers, no stealth mode panels/upgrade or reflective tape ∗ Officers must supply name tag/patch and shoulder patches to WaterShed when ordering, http://www.gowatershed.com/ or 1-800-848-8092, due to special process of keeping jacket waterproof. • Spiewak WeatherTech Airflow Duty Jacket – Model SH3465, 26.5 inches long • Spiewak Deluxe Duty Jacket - Model S3609, 29 inches long • Horace Small New Gen III - Model HS3350 (dark navy) or Model HS3352 (black) (Continued on next page)

3. **OPTIONAL CLASS D UNIFORM ITEMS** (Continued)

A. OUTERWEAR (Continued)	
(5) Jacket (Continued)	• Blauer B.Dry® Duty Jacket - Model 6120, 26 inches long • Zip-in liner and/or detachable pile collar (when applicable) optional • Name embroidered or sewn on patch, 3/8 inch, gold block letters centered on upper right chest area • Authorized Phoenix PD cloth badge on upper left chest area • Authorized Phoenix PD shoulder patches centered 1/2 inch below shoulder seams • Appropriate insignia of rank (see Operations Order 3.15, Uniform Policy)
(6) Raincoat	• Clear or translucent white, waist or knee length • Neese brand reversible, orange/black with detachable hood - Models 447RCH and 477RCH3M (coats) or 447RJH and 477RJH3M (jackets) ∗ Black side – 1 1/2 or 2 inch yellow letters spelling POLICE vertically on right front, 3 1/2 or 4 inch yellow letter spelling POLICE horizontally on back ∗ Orange side - same size letters, black on silver reflective material, worn outward while directing traffic
(7) Gloves	• Plain black leather and/or cloth material • Only worn with longed sleeve shirt or jacket ∗ Athletic gloves, gloves displaying logos, and gloves without fingers or mesh material on top are NOT authorized.

1. All Department personnel in assignments authorized to wear business attire may wear Class E, non-uniform, business attire.

2. Deviation from this policy requires consensus approval of the Department Executive Staff and written authorization from the employee's division commander with a copy of that approval placed in the employee's division file.

3. **BUSINESS ATTIRE SPECIFICATIONS**

A. Court or Business Meeting Attire	
(1) Guidelines	• Will be worn year-round (unless otherwise noted) for all court appearances and meetings of management-level employees with non-police personnel; for example, attorneys, doctors, or other professionals; optional for all other occasions
(2) Men's Clothing	Shirts - Conservatively styled, collared, long sleeved, dress shirts Ties - When deciding whether a meeting or situation warrants wearing a tie, the image and reputation of the Department should be a primary factor. • Conservatively styled conventional neckties • Bola ties Suit Coats/Sports Jackets - Will be worn during the winter period (see Operations Order 3.15, Uniform Policy) Pants - Pressed with a crease in front and back • Dress slacks • Docker-style pants • Non-denim, dress western pants without patch pockets
(3) Women's Clothing	Tops • Conservatively styled blouses, dresses, suit jackets, or sweaters • Mock neck or turtleneck shirts/sweaters ∗ Tops or dresses exposing the shoulders and/or back will be covered by a jacket or sweater. Pants/Skirts • Dress slacks or skirts • Docker-style pants pressed with a crease in front and back • Non-denim, dress western pants without patch pockets
(3) Footwear	• Appropriate dress shoes
(4) Identification	• Sworn employees will display some form of police identification; for example, badge, commission card, or building pass, while in any police facility. • Civilian employees will display Department issued identification while in any police facility
(5) Firearms	• Sworn employees in business attire or plainclothes will carry their primary firearm either on their person or in such a fashion that makes the firearm readily accessible. • Employees wearing firearms in plain view must display a police badge. • If a back-up firearm is carried, it will be concealed in accordance with Operations Order 4.25, Firearms Regulations.
B. Uniform Option for Sworn Employees Attending Court or Meetings	
(1) Men and Women	• Federal or Superior Court Appearances - May wear Class B or C uniforms in lieu of attire listed in 3.A above • All Other Court Appearances and Meetings - May wear Class B, C, or D uniforms in lieu of attire listed in 3.A above

3. **BUSINESS ATTIRE SPECIFICATIONS**: (Continued)

C. Administrative or Investigative Assignment (Plainclothes) Attire	
(1) Guidelines	• Any article/s of clothing listed under 3.A.(2) or (3) of this addendum or any clothing items listed below in 3.C.(2) through (5) may be worn if not attending court or a business meeting. **NOTE**: Commanders/administrators and above may only wear the clothing items listed below in 3.C.(2) through (5) during the summer period (see Operations Order 3.15, Uniform Policy) and on Fridays year-round; may be worn by all other employees year-round. • The following items are **not** authorized for wear ∗ Pants/slacks with patch pockets and/or denim jeans ∗ T-shirts, shorts, and/or athletic apparel
(2) Tops	• Long or short sleeved collared dress shirts (may be worn without a tie) • Conservatively styled sweaters and vests worn over tops • Mock neck or turtleneck shirts or sweaters • Polo-style shirts [see specifications listed below in 3.C.(3)] • Collared, button-down denim shirts, or denim dresses ∗ Denim material must be pressed and in good condition (not faded or worn/frayed) • Tops or dresses exposing the back will be covered by a jacket or sweater.
(3) Polo-Style Shirts	• Must have a soft collar with a minimum of one button on the placket • Made of 100 percent cotton, cotton blend containing at least 50 percent cotton, 100 percent polyester, or a moisture wicking micro fiber material • May be embroidered with the Department logo or bureau/unit logo approved by the employee's bureau/precinct commander/administrator ∗ Logos must contrast the color of the shirt to be readily identifiable by other employees and citizens ∗ Must be embroidered on upper left breast ∗ Logo size must be 3 inches high by 2 inches wide ∗ Phoenix Police Department on top of logo in 1/4 inch block letters ∗ Bureau/unit name beneath logo in 1/4 inch block letters (optional) ∗ Name and detail embroidered on upper right breast in 3/8 inch block letters (optional) ∗ Shirts with a breast pocket must have the logo embroidered above the pocket • May be long or short sleeved, short sleeved shirts must be banded • Professional/brand name logos must be in good taste; for example, Polo horse, Nike swoosh, or Arizona State University Sun Devils • Logos pertaining to liquor establishments, nightclubs, or other private sector businesses; for example, Ace Hardware, Hard Rock Cafe, or Cliff Castle Casino, are prohibited.
(4) Women's Pants/Skirts	• Calf-length Capri-style dress pants (no strings hanging from the bottom) • Denim skirts ∗ Denim material must be pressed and in good condition (not faded or worn/frayed)
(5) Footwear	• Appropriate dress or casual shoes • Ladies open-toed shoes will not be worn while conducting enforcement duties. • Ladies dress pumps with heels over two-inches will not be worn while conducting enforcement duties. • Athletic/tennis shoes and hiking boots will not be worn.
(6) Identification	• Same guidelines as listed in 3.A.(4) of this addendum
(7) Handcuffs	• While conducting enforcement duties, handcuffs will be carried in a handcuff case or otherwise concealed.
(8) Firearms	• Same guidelines as listed in 3.A.(5) of this addendum

3. **BUSINESS ATTIRE SPECIFICATIONS**: (Continued)

D. Special Occasions, Exceptions, and Training	
(1) Special Occasions and Exceptions	• The Police Chief may authorize exceptions to the approved attire during special events; for example, City celebrations, Suns or Diamondbacks Championships, or Rodeo Week. Notice will be disseminated to employees through the Operations Digest or other means. • Precinct/bureau commanders/administrators may authorize exceptions to the approved attire for **infrequent** bureau/precinct events; for example, picnics, casual Fridays, or moving furniture. • Extended exceptions to the business attire specifications set forth in this order require authorization of the Police Chief.
(2) Training	• Employees attending training may wear attire approved by the coordinator or instructor of the training. • Coordinators or instructors should include the required attire in confirmation notices. • If alternate attire is not listed, employees will wear approved uniforms, business, or plainclothes attire.

1. The Firearms Training uniform is authorized for wear by Firearms Training Detail employees.

2. **FIREARMS TRAINING UNIFORM SPECIFICATIONS**

A. Standard Uniform	
(1) Cap/Hat	Worn at all times when on the range; optional all other times • Tan/khaki baseball style cap with Phoenix police emblem embroidered on front * FlexFit – Model 6477, wool blend, stretch fit * New Era – Model NE-200, solid crown, mesh back, flexible fit • Tan/khaki "boonie" shaped hat with Phoenix police emblem embroidered on front * May only be worn while engaging in Department-sanctioned firearms training
(2) Polo Shirt and T-Shirt	• Tan/khaki, 100 percent cotton, 60/40 percent cotton-polyester blend, or dry fit/moisture wicking polyester • Long or short sleeved • City logo, 3 inches high by 2 inches wide, embroidered on left breast * Phoenix Police Department on top of logo and Firearms Training Detail beneath logo, in block letters, 1/4 inch high Polo Shirt • No more than three buttons below collar • Worn when off Training Bureau grounds, attending meetings, or instructing non-Phoenix personnel T-Shirt • May be worn when conducting range maintenance or gun repairs/inspection on Training Bureau grounds (unit logo in color may be displayed on the left breast in lieu of the City logo)
(3) Pants	• Olive drab cargo style pants as approved by the unit's direct supervisor * Pants **will not** be worn bloused at the bottom and must be hemmed with the draw string removed.
(4) Belt	• Tan/khaki instructor/tactical belt
(5) Footwear	Boots • Military style, tan/desert colored suede leather (tan/desert colored nylon material in ankle support area if it does not detract from appearance of boot) • Rounded toe, neat and clean in appearance Socks • Visible part of sock (when sitting), plain, solid white or tan with no writing or logos
B. Other Uniform Items	
(1) Gun Belt	When worn, gun belt and accessories will be: • Leather/leather like as outlined in Addenda C of this order • Nylon * Bianchi Accumold * Safariland Nylok Pro * Tactical Design Labs Professional Comfort belt system
(2) Jacket or Sweatshirt (Optional)	• Tan/khaki • City logo, 3 inches high by 2 inches wide, embroidered on left breast * Phoenix Police Department on top of logo and Firearms Training Detail beneath logo, in block letters, 1/4 inch high
(3) All Other Accessories	• Worn at discretion of unit's direct supervisor

1. **SOLO-MOTORCYCLE UNIFORM SPECIFICATIONS**

A. STANDARD UNIFORM		
	(1) Shirts	**(2) Pants**
(a) Basic Requirements	• Navy, midnight, or dark blue in color • Long (LS) or short sleeve (SS) • Long sleeved shirt will be worn at special events or when directed by a supervisor; all other times, optional	• Navy, midnight, or dark blue in color • Must be worn with matching/similar shirt fabric; for example, 100 percent wool shirt with 100 percent wool pants.
(b) Men's	Blauer SuperShirt: • Model 8436 (LS) or 8446 (SS) – wool blend Blauer ArmorSkin Base Shirt: - Only worn **WITH** Blauer ArmorSkin (outer vest carrier) listed in section 4.A.3 of this addendum • Model 8471 (LS) or 8472 (SS) – 75/25 polyester/wool • Model 8371 (LS) or 8372 (SS) - 100 percent polyester Flying Cross/Fechheimer: • Model 20W9586 (LS) or 70R9586 (SS) - 100 percent wool • Model 07W8486 (LS) or 57R8786 (SS) - 75/25 polyester/wool • Model 42W84Z (LS) or 92R84Z (SS) - 75/25 polyester/wool (PowerStretch shirt) • Model 48W6686 (LS) or 98R6686 (SS) - 65/35 polyester/ rayon • Model 48W3986 (LS) or 98R3986 (SS) - 70/28/2 polyester/ rayon/lycra Horace Small Deputy Deluxe: • Model HS1127 (LS) or HS1179 (SS) - 65/35 polyester/rayon Elbeco: • Model 850N (LS) or 8850N (SS) - 75/25 polyester/wool United: • Model 11001 (LS) or 10002 (SS) - 100 percent wool	Blauer: • Model 8567 (hidden inner cargo pockets) – 75/25 polyester/wool Flying Cross/Fechheimer: • Model 32289 - 100 percent wool • Model 43200 - 75/24/1 polyester/ wool/ lycra • Model UD3900 - 100 percent polyester • Model 39400 or 37400 (hidden inner cargo pockets) - 70/28/2 polyester/ rayon/lycra Horace Small: • Model HS2149 - 100 percent polyester Elbeco: • Model E494RN or E444R (hidden inner cargo pockets) - 75/25 polyester/wool United: • Model 10002 - 100 percent wool (shade 30 without sap pockets) Optional winter wear (first Monday in December to first Monday in March) - Breeches, pressed without creases, 1/4 to 1/2 inch peg, worn **only with** riding boots listed below in Footwear [1.C.(6)] • 5.11 - Model 74407, cotton twill/polyester • Flying Cross/Fechheimer - Model 34236; 100 percent wool • Sinatra - Model BR220; 100 percent wool • Sinatra - Model BR221; 55/45 dacron and polyester/wool

1. **SOLO-MOTORCYCLE UNIFORM SPECIFICATIONS** - (Continued)

A. STANDARD UNIFORM		
	(1) Shirts	**(2) Pants**
(c) Women's	Blauer SuperShirt: • Model 8436W (LS) or 8446W (SS) – wool blend Blauer ArmorSkin Base Shirt: - Only worn **WITH** Blauer ArmorSkin (outer vest carrier) listed in section 4.A.3 of this addendum • Model 8471W (LS) or 8472W (SS) – 75/25 polyester/wool • Model 8371W (LS) or 8372W (SS) - 100 percent polyester Flying Cross/Fechheimer: • Model 120W9586 (LS) or 170R9586 (SS) - 100 percent wool • Model 107W8486 (LS) or 157R8786 (SS) – 75/25 polyester/ wool • Model I42W84Z (LS) or I92R84Z (SS) - 75/25 polyester/wool (PowerStretch shirt) • Model 204W6686 (LS) or 254R6686 (SS) – 65/35 polyester/ rayon • Model 204W3986 (LS) or 254R3986 (SS) – 70/28/2 polyester/ rayon/lycra Horace Small Deputy Deluxe: • Model HS1179 (LS) or HS1280 (SS) – 65/35 polyester/rayon Elbeco: • Model 9350LCN (LS) or 9850LCN (SS) - 75/25 polyester/wool United: • Model W11001(LS) or W10002 (SS) - 100 percent wool (shade 30)	Blauer: • Model 8567W (hidden inner cargo pockets) – 75/25 polyester/wool Flying Cross/Fechheimer: • Model 35289 - 100 percent wool • Model 43250 - 75/24/1 polyester/ wool/ lycra • Model UD3933 – 100 percent polyester • Model 39450 or 37450 (hidden inner cargo pockets) – 70/28/2 polyester/ rayon/ lycra Horace Small: • Model HS2181 – 100 percent polyester Elbeco: • Model E9494LCN or E944LC (hidden inner cargo pockets) - 75/25 polyester/wool United: • Model W10002 - 100 percent wool (shade 30 without sap pockets) Optional winter wear (first Monday in December to first Monday in March) - Breeches, pressed without creases, 1/4 to 1/2 inch peg, worn **only with** riding boots listed below in section [1.B.(7)] • 5.11 - Model 74407, cotton twill/polyester • Flying Cross/Fechheimer - Model 34236; 100 percent wool • Sinatra - Model BR220; 100 percent wool • Sinatra - Model BR221; 55/45 dacron and polyester/wool
B. OTHER UNIFORM ITEMS		
(1) Helmet (Mandatory)	• Department-issued, worn at all times while operating a City motorcycle (Department-issued decals only)	
(2) Identifiers on Shirt	• Brass nameplate - on right chest pocket, centered flush with top edge • Metal breast badge - above left chest pocket in designated badge slot • Appropriate insignia of rank (see Operations Order 3.15.8) • Authorized Phoenix PD shoulder patches centered 1/2 inch below shoulder seams • Authorized service pins and awards may be worn (see Operations Order 3.15, Uniform Policy)	

1. **SOLO-MOTORCYCLE UNIFORM SPECIFICATIONS** - (Continued)

B. OTHER UNIFORM ITEMS (Continued)	
(3) Undershirt	• White, black, or navy blue (visible part of collar not worn or frayed) • No writing, pictures, or logos visible when uniform shirt unbuttoned at front collar • Will not extend beyond the shirt sleeves
(4) Under Belt	• Web, plain black, 3/4 inch, brass or chrome buckle • Black, reversible, Velcro-backed, leather or fabric belt, without buckle
(5) Gun Belt	• Department-issued or equivalent, constructed of black leather or Porvair, with a plain, smooth appearance • Bianchi Accumold Elite, plain black finish, Model 7970 (buckleless) or Model 7950 (three point release polymer buckle) • Tactical Design Labs Professional Comfort System in plain black leather (lumbar support belt)
(6) Gun Belt Accessories	• Department-issued or equivalent, constructed of black leather or Porvair, with a plain, smooth appearance • Bianchi Accumold Elite, plain black finish • Safariland STX, plain black finish • Optional - Suspension system (black suspenders) ∗ Worn under the uniform shirt or outer vest carrier **ONLY** (see the Department's Industrial Hygienist for recommended items)
(7) Footwear	Boots - chukka (approx. 4.5 in), 3/4 (approx. 5-6 in), or full length (approx. 7-8 in) in black smooth leather (black nylon material in ankle support area if it does not detract from appearance of boot). • **Military style**, plain rounded toe, with laces • Polished appearance will be maintained • Soles - leather composition or rubber • Heels - leather composition or rubber not thicker than 2 inches, measuring from welt to heel plate at rear of heel • Boots may only be worn if pants cover boot to second eyelet (counting upward from toe) while standing. • Steel toed shoes/boots are not authorized for use by uniformed employees. Socks - Visible part of sock (when sitting), plain, solid black or dark blue with no writing or logos Optional winter wear (first Monday in December to first Monday in March) - Worn with breeches listed above in Pants [1.A.(3)] • Black leather riding boots with plain round toe, laces in bend at ankle, laces or buckle on the outside top portion of the boot, with leather, rubber, or composition sole and heel
C. OPTIONAL OUTERWEAR	
(1) Headgear	• Will not be altered or bent in any way LAPD round style – Navy blue with hat badge • Bayly – Model 91327 • Keystone – Model R10 • Midway – Model 121 round ∗ Commanders and above - felt visor with embroidered gold leafs and metallic gold cloth band ∗ Sergeants and lieutenants - plain visor and metallic gold cloth band ∗ Officers - plain visor and metallic silver or black cloth band Campaign-style – Navy blue with dark thread, black ribbon • Stratton – Model S-40DB ∗ Hat badge on crown ∗ Shape and configuration not to be altered or bent in any way ∗ Optional items – clear plastic rain cover and/or one-piece leather head strap (worn behind wearer's head)

1. **SOLO-MOTORCYCLE UNIFORM SPECIFICATIONS** - (Continued)

C. OPTIONAL OUTERWEAR (Continued)	
(1) Headgear (Continued)	Campaign-style (Continued) • May only be worn **OUTSIDE** • **NOT** authorized for formal ceremonies such as, funeral or banquets Baseball style caps – Navy blue with Phoenix police emblem embroidered on front • FlexFit – Model 6477, dark navy, wool blend, stretch fit • Otto – Model 11-425-004, navy, deluxe wool blend, flexible fit • New Era – Model NE-102, deep navy, solid crown with mesh back, flexible fit • May only be worn **OUTSIDE** during: ∗ Daylight hours of the summer period (see Operations Order 3.15, Uniform Policy) ∗ Inclement weather (rain) ∗ All hours of the winter period (see Operations Order 3.15, Uniform Policy) • **NOT** authorized for formal ceremonies such as, funeral or banquets Beanie style cap and fleece headband – Black with Phoenix police emblem embroidered on front • Beanie style cap ∗ Sportsman - Model SP12 ∗ Must be worn to fit snug to the top of the head but not pulled down over any portion of the face • Fleece headband ∗ Port Authority – Model C910, 95/5 polyester/spandex stretch fleece ∗ Must not be pulled down over any portion of the face • "Police" in gold block letters may be embroidered on the back • May only be worn with an authorized long sleeve shirt or jacket • May only be worn **OUTSIDE** during nighttime hours (sunset to sunrise) of the winter period (see Operations Order 3.15, Uniform Policy) • **NOT** authorized for formal ceremonies such as, funeral or banquets
(2) Turtleneck/ Dickey	• Black or navy blue • Dickey may be worn with a long or short sleeved shirt and/or jacket • Premium Jersey, mock turtleneck • Long sleeved turtleneck will only be worn with a long sleeved shirt or jacket
(3) Class C Outer Vest Carrier	• Blauer ArmorSkin – Model 8470, 75/25 polyester/wool or Model 8370, 100 percent polyester, dark navy • Custom made of navy blue nylon "Duck cloth", or comparable outer vest carrier, to closely match the weave of the Class C uniform shirt (inner shell may be made of cotton) with sewn-in compartments to accommodate ballistic panels ∗ Two "shirt style" pockets over the left/right chest area to match uniform shirt ∗ Epaulettes sewn on both shoulders ∗ Buttons on shirt pockets, front/center line, and epaulettes to match uniform shirt ∗ Sewn-in military creases (three on the back, two on the front) ∗ Sewn-in eyelets to accommodate the standard metal breast badge (above left shirt pocket) • Authorized metal breast badge and nameplate will be worn in the same manner as when wearing the Class C/G uniform shirt. • Any approved awards, identifier, or pins may be worn in compliance with existing policy. • Will **NOT** be worn with the Class A, B, or D uniform • Will not be removed in public • Optional Electronic Control Device (ECD) Pocket/Authorized Holster - Worn on the opposite side of the duty weapon

1. **SOLO-MOTORCYCLE UNIFORM SPECIFICATIONS** - (Continued)

C. OPTIONAL OUTERWEAR (Continued)	
(3) Class C Outer Vest Carrier (Continued)	• Optional Radio Pocket - Worn on the opposite side of the ECD (if the ECD option is not utilized, will be worn on the opposite side of the duty weapon) ∗ The standard issue antenna is the only antenna authorized for use and **must** remain in place and unaltered. ∗ An "antenna tab" may be utilized to keep the standard issued antenna secure. ∗ It should be noted, if the operator is equipped with a pacemaker, the manufacturer recommends the radio antenna be approximately six inches from the pacemaker as the slight possibility exists that under extreme transmissions, the radio frequencies could have ill effects on the pacemaker. • The above optional ECD and/or radio pockets/holster must be mounted off-center at the lowest point possible without interfering with the "draw" of the duty weapon. • **NO** pockets/holster other than those listed are authorized.
(4) Cloth Jacket	• Dark blue/navy or black • 5.11 4-in-1 Patrol Jacket – Model 48027 (dark navy, 724 or black, 019) • 5.11 Patrol Duty Softshell Jacket – Model 48124 (dark navy, 724 or black, 019) • WaterShed StormForce Jacket - Model Alpha, 26-28 inches long, with fold down collar, epaulettes, weapons access side zippers, no stealth mode panels/upgrade or reflective tape ∗ Officers must supply name tag/patch and shoulder patches to WaterShed when ordering, http://www.gowatershed.com/ or 1-800-848-8092, due to special process of keeping jacket waterproof. • Spiewak WeatherTech Airflow Duty Jacket – Model SH3465, 26.5 inches long • Spiewak Deluxe Duty Jacket - Model S3609, 29 inches long • Horace Small New Gen III - Model HS3350 (dark navy) or Model HS3352 (black) • Blauer B.Dry® Duty Jacket - Model 6120, 26 inches long • Zip-in liner and/or detachable pile collar (when applicable) optional • Name embroidered or sewn on patch, 3/8 inch, gold block letters centered on upper right chest area • Authorized Phoenix PD cloth badge on upper left chest area • Authorized Phoenix PD shoulder patches centered 1/2 inch below shoulder seams • Appropriate insignia of rank (see Operations Order 3.15, Uniform Policy)
(5) Motor Jacket	Black leather or nylon (antron, cordura 500, denier nylon with urethane coating) • Angling zipper across front • Two outside angled pockets with zipper closures • Zipper on each sleeve • Snap on belt loops at waist for holding gun belt • Inside quilted thinsulate #100 lining • Leather pads sewn inside material at elbows (optional) • Snap-on fur collar (optional) • Authorized Phoenix PD shoulder patches centered 1/2 inch below shoulder seams • Appropriate insignia of rank (see Operations Order 3.15, Uniform Policy) Black leather • Authorized Phoenix PD **metal** badge on upper left chest area • Worn only with riding boots and breaches Black nylon • Authorized Phoenix PD **cloth** badge on upper left chest area • Name embroidered or sewn on patch, 3/8 inch gold block letters on right chest area
(6) Rain Gear	• May be worn during inclement weather • Sentinel-LE Rainsuit, black - Models 89-403 through 89-410 (jacket) and 89-423 through 89-430 (pants) • WaterShed StormForce pants - Model Bravo, black, no reflective material/tape, optional pockets and/or belt loops/keepers, worn with black WaterShed StormForce Alpha jacket (as listed in section 1.C.(4) of this addendum)

1. **SOLO-MOTORCYCLE UNIFORM SPECIFICATIONS** - (Continued)

D. OPTIONAL OUTERWEAR (Continued)	
(7) Whistle	• Department-issued or equal • Attached to the right epaulette by silver chain • Supervisors - gold whistle and chain
D. SPECIAL EVENT UNIFORM	
(1) Guidelines	• Worn when directed by a supervisor for special events
(2) Shirt	• Flying Cross/Fechheimer - Navy blue, Model 47W6686 (Men's LS) or 104W6686 (Women's LS); 65/35 polyester/rayon; • Gold colored "P" buttons on all buttons (except top collar button) to include epaulettes, chest pockets, three per sleeve, and down front.
(3) Breeches	• Navy or midnight blue, pressed without creases, 1/4 to 1/2 inch peg ∗ 5.11 - Model 74407, cotton twill/polyester ∗ Flying Cross/Fechheimer - Model 34236; 100 percent wool ∗ Sinatra - Model BR220; 100 percent wool ∗ Sinatra - Model BR221; 55/45 dacron and polyester/wool
(4) Identifiers on Shirt	• See section 1.B.(2) of this addendum for guidelines and approved items.
(5) Undershirt	• If directed to wear a bib scarf/ascot, see section 1.B.(3) of this addendum for guidelines and approved items. ∗ If no bib scarf/ascot required, black undershirt only
(6) Bib Scarf / Ascot	• Premier Emblem - Model P5209, royal blue
(7) Shoulder Cord	• Premier Emblem - Model P5400, gold, worn on/under left shoulder/arm
(8) Boots	• Black leather riding boots with plain round toe, laces in bend at ankle, laces or buckle on the outside top portion of the boot, with leather, rubber, or composition sole and heel
(9) Motor Jacket (Optional)	• Worn during Inclement weather • See section 1.C.(5) of this addendum for guidelines and approved items.

2. **COMMERICIAL VEHICLE INSPECTOR (CVI) UNIFORM SPECIFICATIONS**

A. UTILITY UNIFORM	
(1) Guidelines	• An optional uniform for **only**: ∗ Commercial vehicle inspectors (CVIs) ∗ Motor instructors while conducting motorcycle training
(2) Basic Requirements	• Black in color
(3) Shirt	• Dickies Work Shirt - Model 574 (LS) or 1574 (SS); 65/35 polyester/cotton ∗ A CVI patch may be worn centered on the right chest pocket.
(4) Pants	• Blauer StreetGear - Model 8810X (Men's) or 8810XW (Women's); 65/35 polyester/cotton • Dickies Original Work Pant - Model 874 (Men's) or FP774 (Women's); 65/35 polyester/cotton • Propper International BDU - Model F520112001; 60/40 cotton/polyester ∗ Will not be worn bloused at the bottom and must be hemmed with the draw string removed.
(5) Identifiers on Shirt	• Name embroidered or sewn on patch, 3/8 inch **gold block** letters on upper right chest area • Phoenix PD cloth badge on upper left chest area • Appropriate insignia of rank (see Operations Order 3.15, Uniform Policy) • Authorized Phoenix PD shoulder patches centered 1/2 inch below shoulder seams • Optional - Service stripes and/or solo motor wing patch as outlined in Operations Order 3.15, Uniform Policy

2. **COMMERICIAL VEHICLE INSPECTOR (CVI) UNIFORM SPECIFICATIONS** - (Continued)

B. UTILITY UNIFORM (Continued)	
(6) Cloth Jacket (Optional)	Same brands, model numbers, and guidelines as listed above in section 1.C.(4) of this addendum **plus:** • Olympic Eisenhower Jacket (**without** reflective material and POLICE on upper chest area) – Model OEJ715, navy or black • Dickies Eisenhower Jacket - Model TJ15NV (lined) or JT75 (unlined); 65/35 polyester/cotton

3. Motor officers, to include CVIs, may wear the Class D uniform found in Operations Order 3.15, Addendum D, excluding the shoes.

1. **DRUG ENFORCEMNT BUREAU (DEB), TACTICAL SUPPORT BUREAU (TSB), AND TRANSPORTATION BUREAU K9 HANDLER UNIFORM SPECIFICATIONS**

A. STANDARD UNIFORM	
(1) Basic Requirements	• Shirts in long (LS) or short (SS) sleeve when noted • In men's (M) or women's (W) when noted
(2) Tactical Shirt	Worn when directed by a unit supervisor, all other times optional • Dark/navy blue in color • Vertx Phantom LT – Model VTX8120 (LS) and Model VTX8100 (SS), 65/35 polyester/ cotton, mini rip stop fabric ∗ Worn only with Vertx Phantom Ops Tactical pants (see section 1.A.(4) below for specifications) • Name embroidered or sewn on patch, 3/8 inch **gold block** letters on upper right chest area • Phoenix PD cloth badge on upper left chest area • Appropriate insignia of rank (see Operations Order 3.15, Uniform Policy) • Authorized Phoenix PD shoulder patches centered 1/2 inch below shoulder seams • K-9 patch will be centered on right chest pocket
(3) T-Shirt or Polo Shirt	• Black in color • LS or SS • City logo, 3 inches high by 2 inches wide, embroidered on upper left chest area ∗ Phoenix Police Department on top of logo and K9 Unit beneath logo, in block letters, 1/4 inch high • Will be tucked into pants at all times to display neat appearance
(4) Pants	• Dark/navy blue in color • Vertx Phantom Ops Tactical - Model VTX8600 (M) or Model VTX8650 (W), 65/35 polyester/cotton, mini rip stop fabric • 5.11 Stryke - Model 74369 (M) or 64386 (W), 6.76 oz. Flex- Tac® ripstop fabric • Tru-Spec 24-7 Tactical - Model 1061 (M) or Model 1095 (W), 65/35 polyester/cotton rip stop fabric
(5) Undershirt	• White, black, or navy blue (visible part of collar not worn or frayed) • No writing, pictures, or logos visible when uniform shirt unbuttoned at front collar • Will not extend beyond the shirt sleeves
(6) Under Belt	• Black reversible, Velcro-backed, leather or fabric without buckle
(7) Gun Belt	• Department-issued or equivalent, constructed of black leather or Porvair, with a plain, smooth appearance • Bianchi Accumold Elite, plain black finish, Model 7970 (buckleless) or Model 7950 (three point release polymer buckle) • Tactical Design Labs Professional Comfort System in plain black leather (lumbar support belt) If authorized by the assistant chief, may wear the below nylon/nylon look gun belts: • Tactical Design Labs Professional Comfort System in black nylon (lumbar support belt) • Bianchi Accumold • Safariland Nylok Pro **NOTE**: The finish of the gun belt **MUST** match the finish of the accessories (plain smooth finish versus nylon/nylon look finish)
(8) Gun Belt Accessories	• Department-issued or equivalent, constructed of black leather or Porvair, with a plain, smooth appearance • Bianchi Accumold Elite, plain black finish • Safariland STX, plain black finish • Optional - Suspension system (black suspenders) ∗ Worn under the uniform shirt or outer vest carrier **ONLY** (see the Department's industrial hygienist for recommended items)

1. **DRUG ENFORCEMNT BUREAU (DEB), TACTICAL SUPPORT BUREAU (TSB), AND TRANSPORTATION BUREAU K9 HANDLER UNIFORM SPECIFICATIONS** (Continued)

B. STANDARD UNIFORM (Continued)	
(8) Gun Belt Accessories (Continued)	If authorized by the assistant chief, may wear the below nylon/nylon accessories: • Bianchi Accumold • Safariland Nylok Pro • Optional - Black nylon folding utility pouch, approximately 4 1/2 inches tall and 3 1/2 inches wide when folded (6 to 8 inches in diameter and 8 to 10 inches deep when open) **NOTE**: Accessories may not be intermingled and the finish of the accessories **MUST** match the finish of the gun belt (plain smooth finish versus nylon/nylon look finish)
(9) Footwear	Boots • Military style combat boot, black leather (black nylon material in ankle support area if it does not detract from appearance of boot) • Black hiking style boot • Rounded toe, neat and clean in appearance Shoes • Black hiking style shoe • Rounded toe, neat and clean in appearance Socks • Visible part of sock (when sitting), plain, solid black with no writing or logos
B. OPTIONAL UNIFORM ITEMS	
(1) Cap	• Will not be altered or bent in any way Baseball style caps – Black with Phoenix police emblem or Phoenix police K-9 Unit embroidered on front • FlexFit – Model 6477, wool blend, stretch fit • New Era – Model NE-102, solid crown with mesh back, flexible fit • Otto – Model 11-425-003, deluxe wool blend, flexible fit
(2) Outer Vest Carrier	• Point Blank or custom made of nylon, non-reflective, black material (MOLLE permitted on the lower half of the front and back) with ballistic panels worn inside the vest carrier • Name (with rank if supervisor) embroidered or sewn on patch, 3/8 inch **gold block** letters on right breast • Phoenix PD cloth badge on upper left chest above pocket • K-9 Unit patch will be centered below name tag • In gold embroidered block letters, 1 inch PHOENIX, centered above 4 inch POLICE, with 1 inch K-9 UNIT centered below POLICE, centered horizontally across the upper back on a black placard (placard border will not be embroidered) • Optional Electronic Control Device (ECD) pocket - Worn on the opposite side of the duty weapon • Optional Radio Pocket - Worn on the opposite side of the ECD (if the ECD option is not utilized, will be worn on the opposite side of the duty weapon) ∗ The standard issue antenna **must** remain in place and unaltered. ∗ It should be noted, if the operator is equipped with a pacemaker, the manufacturer recommends the radio antenna be approximately six inches from the pacemaker as the slight possibility exists that under extreme transmissions, the radio frequencies could have ill effects on the pacemaker. • The above optional ECD and/or radio pockets must be mounted off-center at the lowest point possible without interfering with the "draw" of the duty weapon. • Additional pockets or attachments will be at the discretion of the unit supervisor.

1. **DRUG ENFORCEMNT BUREAU (DEB), TACTICAL SUPPORT BUREAU (TSB), AND TRANSPORTATION BUREAU K9 HANDLER UNIFORM SPECIFICATIONS** (Continued)

B. OPTIONAL UNIFORM ITEMS (Continued)	
(3) Jacket	• Dark blue/navy or black • 5.11 Patrol Duty Softshell Jacket – Model 48124 (dark navy, 724 or black, 019) • 5.11 4-in-1 Patrol Jacket – Model 48027 (dark navy, 724 or black, 019) • WaterShed StormForce Jacket - Model Alpha, 26-28 inches long, with fold down collar, epaulettes, weapons access side zippers, no stealth mode panels/upgrade or reflective tape ∗ Officers must supply name tag/patch and shoulder patches to WaterShed when ordering, http://www.gowatershed.com or 1-800-848-8092, due to special process of keeping jacket waterproof. • Spiewak WeatherTech Airflow Duty Jacket – Model SH3465, 26.5 inches long • Spiewak Deluxe Duty Jacket - Model S3609, 29 inches long • Horace Small New Gen III - Model HS3350, dark navy or HS3352, black • Blauer B.Dry® Duty Jacket - Model 6120, 26 inches long ∗ Name embroidered or sewn on patch, 3/8 inch, gold block letters centered on upper right chest area ∗ Authorized Phoenix PD cloth badge on upper left chest area ∗ Authorized Phoenix PD shoulder patches centered 1/2 inch below shoulder seams ∗ Appropriate insignia of rank (see Operations Order 3.15, Uniform Policy) ∗ K-9 Unit patch may be centered on right breast area/pocket ∗ Zip-in liner and/or detachable pile collar (when applicable) optional
(4) All Other Accessories	• Will be worn at the discretion of the unit's direct supervisor

2. **AIRPORT BUREAU K9 HANDLER UNIFORM SPECIFICATIONS**

A. STANDARD UNIFORM	
(1) Shirts	• Black in color • Long or short sleeves • Tucked into pants at all times to display neat appearance • City logo, 3 inches high by 2 inches wide, embroidered on upper left chest area ∗ Phoenix Police Department on top of logo and Explosives K9 beneath logo, in block letters, 1/4 inch high Polo Shirt - Worn when directed by the unit's direct supervisor; all other times, optional • 100 percent cotton or 60/40 percent cotton-polyester blend • No more than three buttons below collar T-Shirt • 100 percent cotton or 60/40 percent cotton-polyester blend
(2) Pants	• Tan/khaki cargo style pants, 100 percent cotton or 65 percent cotton blend, as approved by the unit's direct supervisor * Pants **will not** be worn bloused at the bottom and must be hemmed with the draw string removed.
(3) Belt	• Black or tan/khaki instructor/tactical belt (color must match color of boots)
(4) Weapon	• Carried in a suitable holster as outlined in Operations Order 3.15, Uniform Policy, and worn attached to the instructor's belt listed above in section 2.A.(3)
(5) Footwear	Boots • Military style, plan black leather or tan/desert colored suede leather (matching nylon material in ankle support area if it does not detract from appearance of boot) • Rounded toe, neat and clean in appearance • Color of boots must match color of belt

2. **AIRPORT BUREAU K9 HANDLER UNIFORM SPECIFICATIONS** - (Continued)

A. STANDARD UNIFORM (Continued)	
(5) Footwear (Continued)	Socks • Visible part of sock (when sitting), plain, solid white, tan, or black with no writing or logos
B. OPTIONAL UNIFORM ITEMS	
(1) Cap	• Black or tan/khaki baseball style cap with Phoenix police emblem embroidered on front (color of hat must match belt and boots) * FlexFit – Model 6477, wool blend, stretch fit * New Era – Model NE-102, solid crown, mesh back, flexible fit * Otto – Model 11-425-003, deluxe wool blend, flexible fit
(2) Outer Vest Carrier	• Point Blank or custom made of nylon, non-reflective, black material with ballistic panels worn inside the vest carrier • Phoenix PD badge embroidered 3-inch high by 2-inch wide, in upper left chest area • Name embroidered or sewn on patch, 3/8 inch **gold block** letters on upper right chest area • POLICE in 5-inch gold block letters horizontally across front • In gold block letters, 1-inch PHOENIX on back, centered above 5-inch POLICE • Optional Electronic Control Device (ECD) pocket - Worn on the opposite side of the duty weapon • Optional Radio Pocket - Worn on the opposite side of the ECD (if the ECD option is not utilized, will be worn on the opposite side of the duty weapon) * The standard issue antenna **must** remain in place and unaltered. * It should be noted, if the operator is equipped with a pacemaker, the manufacturer recommends the radio antenna be approximately six inches from the pacemaker as the slight possibility exists that under extreme transmissions, the radio frequencies could have ill effects on the pacemaker. • The above optional ECD and/or radio pockets must be mounted off-center at the lowest point possible without interfering with the "draw" of the duty weapon.
(3) Outerwear	• Black in color • 5.11 4-in-1 Patrol Jacket – Model 48027-019 • 5.11 Patrol Duty Softshell Jacket – Model 48124-019 • WaterShed StormForce Jacket - Model Alpha, 26-28 inches long, with fold down collar, epaulettes, weapons access side zippers, no stealth mode panels/upgrade or reflective tape * Officers must supply name tag/patch and shoulder patches to WaterShed when ordering, http://www.gowatershed.com/ or 1-800-848-8092, due to special process of keeping jacket waterproof. • Spiewak WeatherTech Airflow Duty Jacket - Model SH3465, 26.5 inches long • Spiewak WeatherTech Tactel Duty Jacket - Model S3609, 29 inches long • Horace Small New Gen III - Model HS3352 • Blauer B.Dry® Duty Jacket - Model 6120, 26 inches long * Name embroidered or sewn on patch, 3/8 inch, gold block letters centered on upper right chest area * Authorized Phoenix PD cloth badge on upper left chest area * Authorized Phoenix PD shoulder patches centered 1/2 inch below shoulder seams * Appropriate insignia of rank (see Operations Order 3.15, Uniform Policy) * Zip-in liner and/or detachable pile collar (when applicable) optional

1. The TRU uniform will be worn when so directed by a TRU supervisor.

2. **TRU UNIFORM SPECIFICATIONS**

A. STANDARD UNIFORM	
(1) Basic Requirements	• Black in color
(2) Shirt	• 5.11 Tactical Duty Uniform (TDU) - Model 72002 or 72054 (Taclite), long sleeved, 65/35 polyester/cotton Ripstop • 5.11 Rapid Assault - Model 72194, moisture wicking shirt worn only with an approved TRU outer vest carrier (see section 2.A.(6) below for more information)
(3) Pants	• 5.11 TDU - Model 74003 or 74280 (Taclite), 65/35 polyester/cotton Ripstop • 5.11 Stryke pant - Model 74369, 65/35 polyester/cotton
(4) Identifiers on Shirt and Optional Outer Vest Carrier	• Name embroidered or sewn on patch, 3/8 inch **gold block** letters on upper right chest area • Phoenix PD cloth badge on upper left chest area • Shirt - Appropriate insignia of rank (see Operations Order 3.15, Uniform Policy) • Shirt - Authorized Phoenix PD shoulder patches centered 1/2 inch below shoulder seams
(5) Body Armor	• **Mandatory** - Worn under the TDU shirt or approved TRU outer vest carrier (see section 2.A.(6) below for more information)
(6) Outer Vest Carrier (Optional)	• Custom made of black nylon to closely match the weave of the TDU shirt (inner shell may be made of cotton) with sewn-in compartments to accommodate ballistic panels • Two shirt style pockets over the left/right breast to match the TDU shirt • Will **NOT** be worn with the Class A, B, C, or D uniform • Will not be removed in public • Optional Radio Pocket - Worn on the opposite side of the duty weapon and must be mounted off-center at the lowest point possible without interfering with the "draw" of the duty weapon ∗ The standard issue antenna is the only antenna authorized for use and **must** remain in place and unaltered. ∗ An "antenna tab" may be utilized to keep the standard issued antenna secure ∗ It should be noted, if the operator is equipped with a pacemaker, the manufacturer recommends the radio antenna be approximately six inches from the pacemaker as the slight possibility exists that under extreme transmissions, the radio frequencies could have ill effects on the pacemaker. • **NO** external pockets other than those listed are authorized.
(7) Gun Belt and Accessories	• Department-issued or equivalent, constructed of black leather or Porvair, with a plain, smooth appearance • Bianchi Accumold Elite, plain black finish, Model 7970 (buckleless) or Model 7950 (three point release polymer buckle) • Tactical Design Labs Professional Comfort System in plain black leather (lumbar support belt)
(8) Gun Belt Accessories	• Department-issued or equivalent, constructed of black leather or Porvair, with a plain, smooth appearance • Bianchi Accumold Elite, plain black finish • Safariland STX, plain black finish • Optional - Suspension system (black suspenders) ∗ Worn under the uniform shirt (see the Department's Industrial Hygienist for recommended items)
(9) Footwear	Boots • Military style boots (6, 8, or 10 inch), black leather, with or without zippers • Rounded toe, neat and clean in appearance • Optional - steel or composite toe **NOTE**: Soft-soled tennis style shoes are not military style boots and therefore are **NOT** authorized

2. **TRU UNIFORM SPECIFICATIONS** (Continued)

A. STANDARD UNIFORM (Continued)	
(9) Footwear (Continued)	Socks • Visible part of sock (when sitting), plain, solid black with no writing or logos
B. OTHER UNIFORM ITEMS/EQUIPMENT	
(1) Basic Requirements	• Each uniform item/equipment will only be worn/utilized at the direction of the Field Force commander
(2) Helmet	• Department-issued • Privately purchased Personal Armor System for Ground Troops (PASGT) style black ballistic helmet with department-issued clear riot face shield • Cloth covers are not authorized
(3) Gas Mask	• Department-issued
(4) Hood (Optional)	• Will only be worn under the helmet or over the gas mask • Nomax Hood NH5000, black
(5) Grenadier Outer Vest Carrier	• Worn at time of TRU deployment and only by authorized grenadiers • See the TRU bureau manual for approved items and further guidelines
(6) Name Plate	The below patch is to be carried in the officer's TRU duffel bag (or readily available) and attached to chest protector when chest protector provided. • Name embroidered or sewn on patch in 3/8 inch gold block letters, to be attached with Velcro to the upper right chest area
(7) Shin Protectors	• Solid black shin guards from knee to foot • Style as approved by the Field Force commander
(8) Elbow and Knee pads	• Black in color • Style as approved by the Field Force commander
(9) Gloves	• Plain black leather or Kevlar • May have non-metallic padding under the leather or Kevlar (no exterior plastics or plating allowed) • Athletic gloves, gloves displaying logos, and gloves without fingers or with mesh material on top are not authorized.
(10) Duffel Bag	• Dark color, approximately 30 inches x 14 inches in size

1. **AIR SUPPORT UNIFORM SPECIFICATIONS**

A. STANDARD UNIFORM	
(1) Flight Suit	• Department-issued, sage green (or equal color) Nomex flight suit • Two inch by four inch dark brown leather aviator name tag centered over right chest pocket, attached with Velcro ∗ First line: gold/silver colored aviator wings either stamped (2 7/8 inches long) or metal (see Operations Order 3.15.10 for clarification) ∗ Second line: both initials (or first) and last name stamped in gold colored lettering ∗ Third line: title stamped in gold colored lettering • Phoenix PD cloth badge centered above left chest pocket • Authorized Phoenix PD shoulder patches centered 1/2 inch below shoulder seams • Unit patch centered under right chest pocket • Supervisors will wear gold colored insignia of rank on the **collar**
(2) Footwear	Boots - Pilots and Tactical Flight officers • Steel-toe boots with laces to calf, with or without zippers, black leather • Rounded toe, neat and clean in appearance Shoes/Boots - All other sworn personnel Shoes - low quarter, black, smooth leather or Corfam Boots - chukka (approx. 4.5 in), 3/4 (approx. 5-6 in), full length (approx. 7-8 in), or military-style combat boot with laces, with or without zippers; in black smooth leather (black nylon material in ankle support area if it does not detract from appearance of boot) • **Military style**, plain rounded toe, with laces • Polished appearance will be maintained • Soles - leather composition or rubber • Heels - leather composition or rubber not thicker than 2 inches, measuring from welt to heel plate at rear of heel • Boots may only be worn if pants cover boot to second eyelet (counting upward from toe) while standing. Socks - All personnel • Visible part of sock (when sitting), plain, solid black with no writing or logos
(3) Weapon	• Carried in a suitable shoulder holster configuration or a load bearing vest (LBV) (see section B.(2) below) outside the flight suit, or in an ankle holster • Shoulder holsters worn exposed only when on flight missions or at the Deer Valley facility
B. OPTIONAL UNIFORM ITEMS	
(1) Cap	• Navy blue baseball style cap, with embroidered aviator wings on front ∗ Fechheimer – Model 11310, navy blue, adjustable sizing band with cloth front ∗ FlexFit – Model 6477, dark navy, wool blend, stretch fit ∗ Otto – Model 11-425-004, navy, deluxe wool blend, flexible fit ∗ New Era – Model NE-102, deep navy, solid crown with mesh back, flexible fit
(2) Load Bearing Vest (LBV)	• Black in color with MOLLE • Holster and magazine and handcuff pouches • Above listed name tag [section A.(1)] attached with Velcro to the upper right chest area • Phoenix PD cloth badge attached with Velcro to upper left chest area
(3) Jacket	• USAF/USN Nomax jacket - Model CWU-45, sage green • Navy G-1 or Army A-2 leather jacket without epaulettes, dark brown • Department approved regulation uniform jacket • Jackets must be fire-resistant in the event of an on-board fire

1. The SAU uniform is only authorized for wear by SAU officers.

2. **SAU UNIFORM SPECIFICATIONS**

A. STANDARD UNIFORM	
(1) Tactical Shirts	Worn when needed for the function being performed • Storm grey in color • Long sleeved • 5.11 Rapid Assault - Model 72194, moisture wicking shirt worn only **with** a grey authorized outer vest listed in section 2.B.(2) of this addendum • If worn, the below shirts must be worn with the matching 5.11 pants ∗ 5.11 Taclite Tactical Duty Uniform (TDU) – Model 72054, Taclite ripstop ∗ 5.11 Stryke - Model 72399, Flex-Tac fabric ∗ 5.11 Stryke TDU - Model 72416, Flex-Tac mechanical stretch fabric
(2) T-Shirt or Polo Shirt and Optional Sweatshirt	• Black in color • Long or short sleeved (if applicable) • City logo, 3 inches high by 2 inches wide, embroidered on upper left chest area ∗ Phoenix Police Department on top of logo and Special Assignments Unit beneath logo, in block letters, 1/4 inch high • T-shirt and polo shirt will be tucked into pants at all times to display neat appearance
(3) Pants	• Storm grey in color • 5.11 Taclite TDU – Model 74280, Taclite ripstop • 5.11 Stryke - Model 74369 (men's) or 64386 (women's), Flex- Tac® ripstop fabric • 5.11 Stryke TDU – Model 74433, Flex-Tac ripstop fabric • 5.11 Apex - Model 74434, Flex-Tac mechanical stretch canvas • 5.11 Traverse 2.0 - Model 74438, stretch fabric • 5.11 Ridgeline - Model 74411, Flex-Tac ripstop fabric
(4) Identifiers on Tactical Shirts and Outer Vests	5.11 Rapid Assault shirt • Authorized Phoenix PD shoulder patches attached with Velcro centered 1/2 inch below shoulder seams • Sergeants - Appropriate insignia of rank (see Operations Order 3.15, Uniform Policy) attached with Velcro All other tactical shirts and outer vests • Name embroidered or sewn on patch in 3/8 inch black block letters, above right chest pocket • Phoenix PD cloth badge above left chest pocket • Shirts - Appropriate insignia of rank (see Operations Order 3.15, Uniform Policy) • SAU emblem/patch will be centered on right breast pocket • Shirts - Authorized Phoenix PD shoulder patches centered 1/2 inch below shoulder seams
(5) Body Armor	• **Mandatory** - Worn under an authorized tactical shirt or in an outer vest (see section B.2 below for outer vest specifications) • See the Tactical Support Bureau manual for approved items and further guidelines.
(6) Belt	• Black in color • See the Tactical Support Bureau manual for approved items and further guidelines.
(7) Gun Belt and Accessories	• See the Tactical Support Bureau manual for approved items and guidelines.
(8) Footwear	• See the Tactical Support Bureau manual for approved items and guidelines.
B. OTHER UNIFORM ITEMS	
(1) Cap (Optional)	• Black or grey baseball style cap, with or without Phoenix police emblem depending upon need for identification or concealment ∗ FlexFit – Model 6477, wool blend, stretch fit ∗ Otto – Model 11-425-003, deluxe wool blend, flexible fit ∗ New Era – Model NE-102, solid crown with mesh back, flexible fit

2. **SAU UNIFORM SPECIFICATIONS** (Continued)

B. OTHER UNIFORM ITEMS (Continued)	
(2) Outer Vests	Heavy ballistic vest • Worn when directed by unit supervisor • Department-issued • Appropriate identifiers as listed in section 2.A.(4) of this addendum Outer vest carrier - Optional • Black or grey in color (color of vest must match color of shirt) • Appropriate identifiers as listed in section 2.A.(4) of this addendum • POLICE in 4 inch gold (black vest) or black (grey vest) block letters centered across the chest • In gold (black vest) or black (grey vest) block letters, 1 inch PHOENIX, centered above 5 inch POLICE, with 1 inch SPECIAL ASSIGNMENTS UNIT centered below POLICE, centered horizontally across the upper back
(3) All Other Accessories	• Will be worn at the discretion of the unit's direct supervisor

1. The Bicycle Uniform is the uniform that will be worn by bicycle certified employees such as, Airport Bureau, Downtown Operations Unit (DOU), or Neighborhood Enforcement Team (NET) employees, when required to ride a bicycle during any assigned shift.

2. **BICYCLE UNIFORM SPECIFICATIONS**

A. STANDARD UNIFORM	
(1) Basic Requirements	• Dark navy in color • Shirts in long (LS) or short (SS) sleeve • Long sleeve shirts will only be worn with pants
(2) Polo Shirt	• Blauer Performance Patrol - Model 8165 (LS) or 8160 (SS)
(3) Pants	• Blauer FlexForce - Model 8822Z, zip-off bike pants
(4) Shorts (Optional)	• May only be worn during the summer period • Blauer FlexForce - Model 8822Z, zip-off bike pants; zip-off legs removed
B. OTHER UNIFORM ITEMS	
(1) Bicycle Helmet	• Worn at **ALL** times while riding a City bicycle (inside or outside a building) • If NOT riding a bicycle, will not be worn inside **EXCEPTION**: Airport Bureau bicycle employees may wear the helmet indoors when not riding a bicycle as needed for the function being performed. • Bell Sports – Model Slant, matte black/charcoal in color • Giro – Model Xen, matte black in color
(2) Identifiers on Shirt	• Name embroidered or sewn on patch, 3/8 inch **gold block** letters on upper right chest area • Phoenix PD cloth badge on upper left chest area • Appropriate insignia of rank (see Operations Order 3.15, Uniform Policy) • Authorized Phoenix PD shoulder patches centered 1/2 inch below shoulder seams
(3) Undershirt	• White, black, or navy blue (visible part of collar not worn or frayed) • No writing, pictures, or logos visible when uniform shirt unbuttoned at front collar • Will not extend beyond the shirt sleeves
(4) Under Belt	• Black reversible, Velcro-backed, leather or fabric without buckle
(5) Gun Belt	• Department-issued or equivalent, constructed of black leather or Porvair, with a plain, smooth appearance • Bianchi Accumold Elite, plain black finish, Model 7970 (buckleless) or Model 7950 (three point release polymer buckle) • Tactical Design Labs Professional Comfort System in plain black leather or nylon (lumbar support belt) • Bianchi Accumold • Safariland Nylok Pro **NOTE**: The finish of the gun belt **MUST** match the finish of the accessories (plain smooth finish versus nylon/nylon look finish)
(6) Gun Belt Accessories	• Department-issued or equivalent, constructed of black leather or Porvair, with a plain, smooth appearance • Bianchi Accumold Elite, plain black finish • Safariland STX, plain black finish • Bianchi Accumold • Safariland Nylok Pro • Optional - Black nylon folding utility pouch, approximately 4 1/2 inches tall and 3 1/2 inches wide when folded (6 to 8 inches in diameter and 8 to 10 inches deep when open) • Optional - Suspension system (black suspenders) * Worn under the uniform shirt or outer vest carrier **ONLY** (see the Department's Industrial Hygienist for recommended items) **NOTE**: Accessories will not be intermingled and the finish of the accessories **MUST** match the finish of the gun belt (plain smooth finish versus nylon/nylon look finish)

2. **BICYCLE UNIFORM SPECIFICATIONS** (Continued)

B. OTHER UNIFORM ITEMS (Continued)	
(7) Footwear	Shoes - low quarter, black, smooth leather Boots - chukka (approx. 4.5 in), 3/4 (approx. 5-6 in), or full length (approx. 7-8 in) in black smooth leather (black nylon material in ankle support area if it does not detract from appearance of boot) • **Military style**, plain rounded toe, with laces • Polished appearance will be maintained • Soles - leather composition or rubber • Heels - leather composition or rubber not thicker than 2 inches, measuring from welt to heel plate at rear of heel • Boots may only be worn if pants cover boot to second eyelet (counting upward from toe) while standing. • Steel toed shoes/boots are not authorized for use by uniformed employees. **NOTE**: Full length boots may **NOT** be worn with shorts. Socks Worn with Pants • Visible part of sock (when sitting), plain, solid black or dark blue with no writing or logos Socks Worn with Shorts • Mini-crew (ankle), plain white • Fully extended (not pushed down) • Not more than 4 inches above top rim of shoe • No visible writing or logos
C. OPTIONAL UNIFORM ITEMS	
(1) Cap	• Will not be altered or bent in any way • May be worn with shorts or long pants • May **NOT** be worn inside **EXCEPTION**: Airport Bureau bicycle employees may wear the cap indoors as needed for the function being performed. Baseball style caps – Navy blue with Phoenix police emblem embroidered on front • FlexFit – Model 6477, wool blend, stretch fit • Otto – Model 11-425-003, deluxe wool blend, flexible fit • New Era – Model NE-102, solid crown with mesh back, flexible fit
(2) Turtleneck/ Dickey	• Black or navy blue • Dickey may be worn with a long or short sleeved shirt and/or jacket • Premium Jersey, mock turtleneck • Long sleeved turtleneck will only be worn with a long sleeved shirt or jacket
(3) Gloves	• Bicycling glove, 3/4 inch finger or full length • Gray and/or black in color • Will have palm foam pad covered with leather or lycra • Will only be worn while riding a bicycle
(4) Outer Vest Carrier	• Point Blank or custom made of 100 percent nylon, non-reflective, dark navy blue material with ballistic panels worn inside the vest carrier • Name embroidered or sewn on patch, 3/8 inch **gold block** letters on upper right chest area • Phoenix PD cloth badge on upper left chest area above pocket • Worn over the polo uniform shirt (shirt collar will not be tucked under the vest) • Two pockets on the right/left upper chest area are authorized for pens & Field Interview (FI) Card Forms 80-36D. • Will not be removed in public • Optional Electronic Control Device (ECD) Pocket/Authorized Holster - Worn on the opposite side of the duty weapon

2. **BICYCLE UNIFORM SPECIFICATIONS** (Continued)

C. OPTIONAL UNIFORM ITEMS (Continued)	
(4) Outer Vest Carrier (Continued)	• Optional Radio Pocket - Worn on the opposite side of the ECD (if the ECD option is not utilized, will be worn on the opposite side of the duty weapon) ∗ The standard issue antenna is the only antenna authorized for use and **must** remain in place and unaltered. ∗ An "antenna tab" may be utilized to keep the standard issued antenna secure ∗ It should be noted, if the operator is equipped with a pacemaker, the manufacturer recommends the radio antenna be approximately six inches from the pacemaker as the slight possibility exists that under extreme transmissions, the radio frequencies could have ill effects on the pacemaker. • The above optional ECD and/or radio pockets/holster must be mounted off-center at the lowest point possible without interfering with the "draw" of the duty weapon. • **NO** pockets/holster other than those listed are authorized.
(5) Jacket or Vest	• 5.11 Patrol Duty Softshell Jacket – Model 48124 (dark navy, 724 or black, 019) • Olympic - Eisenhower, Model OEJ715, navy or black Supplex • Olympic - High Performance, Model HIP918, navy or black Supplex • Olympic - Vest with zip-off bolero, Model OVP587, navy or black waterproof Ultrex • Reflective piping/tape where designated for specific jacket model • Optional - Zip out fleece or Thinsulate liner • Name embroidered or sewn on patch, 3/8 inch **gold block** letters on upper right chest area • Authorized Phoenix PD cloth badge on upper left chest area • Authorized Phoenix PD shoulder patches centered 1/2 inch below shoulder seams • Appropriate insignia of rank (see Operations Order 3.15, Uniform Policy) • Mic tab at left shoulder

1. **GENERAL INFORMATION**

A. The uniforms listed in this addendum are to be worn by civilian employees assigned to each bureau/unit/detail as outlined.

- Shirts may be described as "(LS)" for long sleeve and "(SS)" for short sleeve.
- Shirts, pants, shorts, or jackets may be described as "(M)" for men's or "(W)" for women's.
- Nameplates will be clutch back style.
- BDU/cargo pants **will not** be worn bloused at the bottom and must be hemmed with the draw string removed.
- Shorts **will not** extend below the knee or more than 3 inches above the top of the knee, be worn with long-sleeved shirts (unless otherwise noted), be worn at any formal occasions, such as ceremonies or funerals, and may be worn on all three shifts year-round if authorized for wear.
- Baseball caps will not be worn at formal occasions, such as ceremonies, funerals, or court.

B. Per Operations Order 2.17, Police Headquarters Security and Parking, Department identification will be displayed at all times while in any police facility.

2. **AIR SUPPORT UNIT'S AIRCRAFT TECHNICIAN, AIRCRAFT TECHNICIAN*QA, USER TECH U2*AVIONICS, SUPPLIES CLERK III*U3, AND SUPPLIES CLERK II*U3 UNIFORM SPECIFICATIONS**:

A. STANDARD UNIFORM	
(1) Basic Requirements	• Navy blue shirt • Black or dark blue pants or shorts • Shirts in (LS) or (SS)
(2) Shirts	• Polo shirt - 100 percent cotton or cotton blend with pocket, sleeves ribbed or open • Hanes Tagless 6.1 t-shirt - Model 5596 (LS) or Model 5590 (SS), with pocket • Equivalent type shirts may be substituted based on availability • Air Support Unit (ASU) Aviation Maintenance emblem embroidered on the polo shirt or silk screened on the t-shirt, above the pocket
(3) Pants	• Dickies Duracomfort - Model WP611, relaxed fit double knee • Dickies Traditional - Model 874, 65/35 polyester/cotton twill, • Red Kap TouchTex - Twill 8 oz., 65/35 polyester/cotton twill • Equivalent type pant may be substituted based on availability
(4) Shorts (Optional)	• Dickies - Model 4227, 13" work short • Dickies - Model LR642, 11" industrial multi-pocket • Red Kap - Plain front
(5) Belt	• Leather or fabric, black, with non-descript buckle
(6) Footwear	Shoes - low quarter, black, smooth leather Boots - chukka (approx. 4.5 in), 3/4 (approx. 5-6 in), or full length (approx. 7-8 in) in black smooth leather (black nylon material in ankle support area if it does not detract from appearance of boot) • **Military style**, plain rounded toe, with laces • Polished appearance will be maintained • Soles - leather composition or rubber • Heels - leather composition or rubber not thicker than 2 inches, measuring from welt to heel plate at rear of heel • Boots may only be worn if pants cover boot to second eyelet (counting upward from toe) while standing. • Steel toed shoes/boots are not authorized for use by uniformed employees. **NOTE**: Full length boots may **NOT** be worn with shorts. Socks Worn with Pants • Visible part of the socks (when sitting) will be plain, solid black or dark blue with no writing or logos.

2. **AIR SUPPORT UNIT'S AIRCRAFT TECHNICIAN, AIRCRAFT TECHNICIAN*QA, USER TECH U2*AVIONICS, SUPPLIES CLERK III*U3, AND SUPPLIES CLERK II*U3 UNIFORM SPECIFICATIONS**: (Continued)

A. STANDARD UNIFORM (CONTINUED)	
(6) Footwear (Continued)	Socks Worn with Shorts • Mini-crew (ankle), plain white • Fully extended (not pushed down) • Not more than 4 inches above top rim of shoe • No visible writing or logos
B. OPTIONAL OUTERWEAR	
(1) Cap	• Will not be altered or bent in any way • Black or navy blue in color • Flex-Fit or Otto baseball cap, flexible fit, pro-design pattern, 12.5 ounce wool • Bancroft baseball cap, adjustable sizing band with cloth front, material meets back • ASU or ASU Aviation Maintenance emblem embroidered on front
(2) Jacket	• Blue in color • Red Kap slash pocket jacket - 7.5 oz. twill, lined • Red Kap solid team jacket - 7.5 oz twill, with removable liner • Dickies Eisenhower - Model JT15, lined or JT75, unlined • Two inch by four inch dark brown leather aviator name tag over right chest pocket, with bottom edge of tag flush with top edge of pocket ∗ First line: gold colored stamped aviator wings ∗ Second line: both initials and last name stamped in gold colored lettering ∗ Third line: Aircraft Technician stamped in gold colored lettering • ASU Aviation Maintenance patch located on the upper left chest area

3. **COMMUNICATIONS BUREAU GENERAL EMPLOYEE UNIFORM SPECIFICATIONS**:

	A. STANDARD UNIFORM	**B. CASUAL UNIFORM** (Optional)
(1) Basic Requirements	• Black, navy, or ivory camp shirt • Midnight/dark blue or black pants	• Black, royal blue, navy, or white polo shirt • Dark navy or black pants or shorts
(2) Shirts	• Dickies stretch poplin shirt - Model FS136 (Women's only) • Inner Harbor camp shirt - Model 3000 (M) with left chest pocket or 3001 (W) without pocket • Similar style camp shirt approved by bureau commander • Will be completely buttoned to the top button • May be worn outside the pant with no belt	• Cornerstone select snag-proof tactical polo - Model TLC410 (M), CS410LS (M), or CS411 (W) • Inner Harbor Mainsail mesh pique polo - Model 7001 (M) or 7201 (W) • Outer Banks Ultimate Pique polo - Model OB15 (LS) • Port Authority silk touch polo - Men's Model K500LS (LS) or K500 (SS), or Women's Model L500LS (LS) or L500 (SS) • Similar style polo shirt approved by bureau commander • Will be tucked into pants/shorts at all times with an authorized belt to display a neat appearance
(3) Pants	• Elbeco - Model E320RN (M) or E930LC (W), black or Model E314RN (M) or E9314LC (W), dark navy, 100 percent polyester • Flying Cross/Fechheimer - Model 3900 (M) or 3900W (W), in black (10) or LAPD navy (86), 100 percent polyester	Any pant listed in section 3.A.(3) of this addendum **plus**: • Blauer - Model 8810X (M) or 8810WX (W), black, 65/35 polyester/cotton • Dickies - Men's Model WP592 or 874, or Women's Model FP221, FP223, or FPW441, 65/35 polyester/cotton • Dickies - Model FPW321 (W), 97/3 cotton/ spandex • Elbeco - Model E620RN (M) or E9620LCN (W), black, 65/35 polyester/ cotton

3. **COMMUNICATIONS BUREAU GENERAL EMPLOYEE UNIFORM SPECIFICATIONS**: (Continued)

	A. **STANDARD UNIFORM** (Continued)	B. **CASUAL UNIFORM** (Optional) (Continued)
(3) Pants (Continued)	• Flying Cross/Fechheimer - Model 39400 (M) or 39400W (W), in black (10) or LAPD navy (86), 70/28/2 polyester/ rayon/Lycra	• Flying Cross/Fechheimer - Model 47300 (M) or 47300W (W), in black (10), 65/35 polyester/cotton
C. OTHER UNIFORM ITEMS TO BE WORN WITH THE STANDARD OR CASUAL UNIFORM		
(1) Cap (Optional)	• Will not be altered or bent in any way • May be worn with shorts or long pants • May **NOT** be worn inside Baseball style caps – Black with Phoenix police emblem embroidered on front • FlexFit – Model 6477, wool blend, stretch fit • Otto – Model 11-425 (LXL) or 11-427 (SM), deluxe wool blend, flexible fit • New Era – Model NE-102, solid crown with mesh back, flexible fit	
(2) Identifiers on Shirts	• First initial and last name embroidered on the upper right chest area in block letters, 3/8 inch high • City logo, 3 inches high by 2 inches wide, embroidered on upper left chest area * Phoenix Police Department on top of logo and Communications beneath logo, in block letters, 1/4 inch high • Optional - First initial and last name embroidered or sewn on patch, 3/8 inch block letters on upper right chest area • Gold lettering/logo on black, royal blue, or navy shirts • Royal blue lettering/logo on ivory or white shirts	
(3) Undershirt (Optional)	• White or black in color • Will not extend beyond the shirt sleeves or bottom of camp shirt	
(4) Shorts (Optional)	• Only to be worn with a polo shirt (long or short sleeved) listed above in section 3.B.(2) • Blauer - Model 8841-1X (M) or 8841-1WX (W), dark navy, with side pockets • Dickies - Model LR542 (M) or FRW215 (W), with side pockets • Elbeco - Model E2824 (M) or E2834LC (W), midnight navy, black, with side pockets • Flying Cross/Fechheimer - Model 47330 (M) or 47330W (W), LAPD navy, with side pockets	
(5) Belt	• Smooth leather, black, 1 1/2 to 1 3/4 inch, square nickel/silver buckle • Black reversible, Velcro-backed, leather or fabric without buckle	
(6) Footwear	Shoes - low quarter, black, smooth leather Boots - chukka (approx. 4.5 in), 3/4 (approx. 5-6 in), or full length (approx. 7-8 in) in black smooth leather (black nylon material in ankle support area if it does not detract from appearance of boot) • **Military style**, plain rounded toe, with laces • Polished appearance will be maintained • Soles - leather composition or rubber • Heels - leather composition or rubber not thicker than 2 inches, measuring from welt to heel plate at rear of heel Boots may only be worn if pants cover boot to second eyelet (counting upward from toe) while standing. • Steel toed shoes/boots are not authorized for use by uniformed employees. **NOTE**: Full length boots may **NOT** be worn with shorts. Socks Worn with Pants • Visible part of the socks (when sitting) will be plain, solid black or dark blue with no writing or logos • Black mini-crew (ankle) socks Socks Worn with Shorts • Mini-crew (ankle), plain white or black • Fully extended (not pushed down) • Not more than 4 inches above top rim of shoe • No visible writing or logos	

3. **COMMUNICATIONS BUREAU GENERAL EMPLOYEE UNIFORM SPECIFICATIONS**: (Continued)

C. OTHER UNIFORM ITEMS TO BE WORN WITH THE STANDARD OR CASUAL UNIFORM (Continued)	
(7) Jacket (Optional)	• Port Authority Glacier Soft Shell Jacket – Model J790 (M) & L790 (W), black • Port Authority Core Soft Shell Jacket – Model J317 (M) & L317 (W), black • Other acceptable jacket types include Columbia, micro-fil fleece, or windbreakers ∗ Must be solid black or navy blue in color ∗ Must be collared, with a full zipper and have no designs or adornments • Worn over an authorized bureau shirt listed in 3.A.(2) or 3.B.(2) (camp shirt will not be exposed below the bottom of the jacket) • First initial and last name embroidered on the upper right chest area in gold block letters, 3/8 inch high • City logo, 3 inches high by 2 inches wide, embroidered on upper left chest area ∗ Phoenix Police Department on top of logo and Communications beneath logo, in gold block letters, 1/4 inch high
D. FORMAL UNIFORM	
(1) Basic Requirements	• Marine blue shirt • Black pants • An optional uniform to the Standard (section 3.A of this addendum) or Casual (section 3.B of this addendum) Uniform • May be worn in lieu of business attire when attending formal occasions (ceremonies, funerals, etc.)
(2) Shirt	• Flying Cross/Fechheimer - Men's Model 35W54 (LS) or 85R54 (SS), or Women's Model 126R54 (LS) or 176R54 (SS), marine blue color 35, 65/35 polyester/cotton
(3) Pants	• Any **black** pant listed above in section 3.A.(3) of this addendum
(4) Necktie	• Will only be worn with the long sleeved (LS) shirt • Black, regular or clip-on, 100 percent wool or polyester blend, 2 inches wide • Centered in front of collar, completely covering collar button • Long enough to touch belt while standing • Plain or conservative brass tie clasp or tie tack
(5) Identifiers on Shirt	• Silver, 3/8 inch nameplate with black lettering, on right chest pocket, centered flush with top edge • Personally purchased metal breast badge indicating Communications Operator (9-1-1/ CrimeStop/dispatchers/supervisors) above left chest pocket • Authorized Phoenix PD shoulder patches centered 1/2 inch below shoulder seams • Communications Operator (9-1-1/CrimeStop/dispatchers/supervisors) identifier under each Phoenix PD shoulder patch • Optional – Civilian recognition pin on right chest pocket flap, right portion of flap
(6) Undershirt	• White in color • No writing, pictures, or logos visible when uniform shirt unbuttoned at front collar • Visible part of collar not worn or frayed and will not extend beyond the shirt sleeve
(7) Belt	• Black reversible, Velcro-backed, leather or fabric without buckle
(8) Footwear	• See section 3.C.(6) of this addendum for approved items and guidelines.
(9) Jacket (Optional)	• 5.11 4-in-1 Patrol Jacket – Model 48027-019, black • 5.11 Patrol Duty Softshell Jacket – Model 48124-019, black • WaterShed StormForce Jacket - Model Alpha, 26-28 inches long, with fold down collar, epaulettes, weapons access side zippers, no stealth mode panels/upgrade or reflective tape, black ∗ Employees must supply name tag/patch and shoulder patches to WaterShed when ordering, http://www.gowatershed.com/ or 1-800-848-8092, due to special process of keeping jacket waterproof. • Spiewak WeatherTech Airflow Duty Jacket – Model SH3465, 26.5 inches long • Spiewak Deluxe Duty Jacket - Model S3609, 29 inches long • Horace Small New Gen III - Model HS3350 (dark navy) or Model HS3352 (black) • Blauer B.Dry® Duty Jacket - Model 6120, 26 inches long • Zip-in liner and/or detachable pile collar (when applicable) optional

3. **COMMUNICATIONS BUREAU GENERAL EMPLOYEE UNIFORM SPECIFICATIONS**: (Continued)

D. FORMAL UNIFORM (Continued)	
(9) Jacket (Optional) (Continued)	• Name embroidered or sewn on patch, 3/8 inch, gold block letters centered on upper right chest area • Authorized Phoenix PD shoulder patches centered 1/2 inch below shoulder seams • Communications Operator (9-1-1/CrimeStop/dispatcher/supervisors) identifier under each Phoenix PD shoulder patch • City logo, 3 inches high by 2 inches wide, embroidered on upper left chest area ∗ Phoenix Police Department on top of logo and Communications beneath logo, in gold block letters, 1/4 inch high • Phoenix PD badge (metal or cloth) **will not** be worn on the jacket
E. EXCEPTIONS	
(1) Special Occasions and Exceptions	• The Police Chief may authorize exceptions (and extended exceptions) to the approved attire during special events such as, City celebrations, Suns/Diamondbacks Championships, and Rodeo Week. • The bureau commander may authorize exceptions to the approved attire for **infrequent** bureau events, such as picnics, casual workdays, or moving furniture. • Previously authorized uniform items discontinued by the manufacturer are allowed to be worn during an acceptable wear out period as determined by the bureau commander.

4. **COMMUNICATIONS 9-1-1/CRIMESTOP TRAINEE UNIFORM SPECIFICATIONS**:

A. STANDARD UNIFORM	
(1) Shirt	• White polo or camp shirt • No visible logos • Polo shirt must be tucked into pants at all times to display neat appearance
(2) Pants	• Black dress pants with belt loops
(3) Belt	• Black smooth leather (or similar in appearance) belt
(4) Socks	• Black, solid colored socks
(5) Shoes	• Black, solid colored, closed toed dress shoes
(6) Outerwear (Optional)	• If worn, must be a black, solid colored, full button-up or full zipper, sweater or light jacket with no hood

5. **LABORATORY SERVICES BUREAU CRIME SCENE RESPONSE UNIT UNIFORM SPECIFICATIONS**:

A. OPTIONAL UNIFORM	
(1) Guidelines	• May be worn in lieu of Class E Business attire (Operations Order 3.15, Addendum E).
(2) Basic Requirements	• Black shirt • Black pants • Shirts in (LS) or (SS)
(3) Shirt	• Olympic CoolMax - Model CMP155 (LS) or CMP126 (SS) with chest pocket • United - Model 540L (LS) or 540 (SS) with chest pocket • Equivalent type shirt may be substituted based on availability ∗ Conformity or shirt design specifications (manufacturer, color, and sleeve and collar design) consistent within work unit. ∗ 100 percent cotton, 60/40 polyester/cotton, or “Dri-wicking” performance cloth ∗ Two (2) but no more than four (4) buttons below collar • Name embroidered or sewn on patch, 3/8 inch, gold block-style letters on upper right chest area • City logo, 3 inches high by 2 inches wide, embroidered on upper left chest area ∗ Phoenix Police Department on top of logo and Crime Scene Specialist or Crime Scene Supervisor beneath logo, in block letters, 1/4 inch high
(4) Pants	• Blauer StreetGear - Model 8810X (M) or 8810XW (W), 65/35 polyester/cotton • Propper International BDU - Model F520112001, 60/40 polyester/cotton • Equivalent type pants may be substituted based on availability

5. **LABORATORY SERVICES BUREAU CRIME SCENE RESPONSE UNIT UNIFORM SPECIFICATIONS**: (Continued)

A. OPTIONAL UNIFORM (Continued)	
(5) Belt	• Black reversible, Velcro-backed, leather or fabric without buckle
(6) Footwear	Shoes - low quarter, black, smooth leather Boots - chukka (approx. 4.5 in), 3/4 (approx. 5-6 in), or full length (approx. 7-8 in) in black smooth leather (black nylon material in ankle support area if it does not detract from appearance of boot) • **Military style**, plain rounded toe, with laces • Polished appearance will be maintained • Soles - leather composition or rubber • Heels - leather composition or rubber not thicker than 2 inches, measuring from welt to heel plate at rear of heel • Boots may only be worn if pants cover boot to second eyelet (counting upward from toe) while standing. • Steel toed shoes/boots are not authorized for use by uniformed employees. Socks • Visible part of the socks (when sitting) will be plain, solid black or dark blue with no writing or logos
B. OPTIONAL OUTERWEAR	
(1) Cap	Baseball style caps – Black with Phoenix police emblem embroidered on front • FlexFit – Model 6477, wool blend, stretch fit • Otto – Model 11-425 (LXL) or 11-427 (SM), deluxe wool blend, flexible fit • New Era – Model NE-102, solid crown with mesh back, flexible fit • Any winter uniform headgear authorized for the Class C uniform • Will not be altered or bent in any way • May be worn with shorts or long pants • May **NOT** be worn inside
(2) Jacket	• Horace Small – Model HS3352, black with zip-out liner • Equivalent type jacket may be substituted based on availability • Name embroidered or sewn on patch, 3/8 inch, gold block-style letters on upper right chest area • City logo, 3 inches high by 2 inches wide, embroidered on upper left chest area ∗ Phoenix Police Department on top of logo and Crime Scene Unit beneath logo, in block letters, 1/4 inch high

6. **LABORATORY SERVICES BUREAU GENERAL EMPLOYEE UNIFORM SPECIFICATIONS**:

A. OPTIONAL SCRUBS	
(1) Guidelines	• May be worn in lieu of Class E Business attire (Operations Order 3.15, Addendum E) while working in a lab space. • Scrub attire will not be worn while attending court or formal meetings that include non-police personnel.
(2) Basic Requirements	• Solid navy blue or teal shirt • Solid navy blue or teal pants • Pants and shirt must match
(3) Shirt	• Standard V-neck with or without pockets
(4) Pants	• Standard or cargo style pants
(5) Footwear	• Optional - Athletic/tennis shoes

7. **POLICE ASSISTANT* SPECIAL DETAIL (DETENTION OFFICER) UNIFORM SPECIFICATIONS**:

A. GUIDELINES	
• See Operations Order 3.15 Addendum B, Uniform Policy – Class B Dress Uniform, if not wearing a business suit, when attending formal occasions (funerals, conferences, banquets, etc.) or Operations Order 3.15 Addendum C, Uniform Policy – Class C Patrol Uniform or Operations Order 3.15 Addendum D, Uniform Policy – Class D Patrol Uniform (optional), in the performance of regular duties, for approved items and guidelines **with** the below exceptions/additions:	
B. EXCEPTIONS/ADDITIONS	
(1) Identifiers on Shirts and Optional Outer Vest Carriers	• Metal breast badge will indicate "Detention Officer" • "Detention Officer" identifier will be centered 1/2 inch under each Phoenix PD shoulder patch • Optional – Civilian recognition pin on right chest pocket flap, right portion of flap • Optional – Service stripes may be worn to denote length of service as a City employee
(2) Gun Belt and Accessories	• Department-issued firearm will only be worn when transporting prisoners.
(3) Jacket (Optional)	• Authorized Phoenix PD cloth badge will indicate "Detention Officer" • "Detention Officer" identifier will be centered 1/2 inch under each Phoenix PD shoulder patch
(4) Raincoat	• Not applicable

8. **POLICE ASSISTANT (PA) AND MUNICIPAL SECURITY GUARD (MSG) UNIFORM SPECIFICATIONS**:

A. GUIDELINES	
• The Class B is the dress uniform that will be worn, if not wearing a business suit, when attending formal occasions (funerals, conferences, banquets, etc.). • The Class C is the authorized uniform in the performance of regular duties. • The Class D is an optional uniform available for year-round wear in the performance of regular duties (**will not** be worn to funerals, formal occasions, or Federal and Superior courts). • Class E Business attire (Operations Order 3.15, Addendum E) may be worn in lieu of the listed uniforms when authorized by the affected bureau/precinct commander/administrator. • The Civilian Bicycle uniform will only be worn by bicycle certified employees when authorized by the employee's chain of command. • The PA Utility Uniform is only authorized for certain PA positions at the discretion of the affected assistant chief.	
B. CLASS B UNIFORM	
(1) Basic Requirements	• French blue heather shirt • Navy, midnight, or dark blue pants • Shirts in **long** sleeve (LS) **ONLY** worn **with** a necktie
(2) Shirt	• Blauer SuperShirt - Model 8670 (M) or Model 8670W (W), 100 percent polyester
(3) Pants	• See Operations Order 3.15 Addendum B, Uniform Policy – Class B Dress Uniform, or Operations Order 3.15 Addendum C, Uniform Policy – Class C Patrol Uniform, for approved pants
(4) Necktie	• Navy blue or black, regular or clip-on, 100 percent wool or polyester blend, 2 inches wide • Centered in front of collar, completely covering collar button • Long enough to touch belt while standing • Plain or conservative brass or gold tie clasp or tie tack
C. CLASS C UNIFORM	
(1) Basic Requirements	• French blue heather shirt • Navy, midnight, or dark blue pants • Shirts in long (LS) or short sleeve (SS)
(2) Shirts	• Blauer SuperShirt - Men's Model 8670 (LS) or 8675 (SS) or Women's Model 8670W (LS) or 8675W (SS), 100 percent polyester • Blauer ArmorSkin Base Shirt - Men's Model 8371 (LS) or 8372 (SS) or Women's Model 8371W (LS) or 8372W (SS), 100 percent polyester **NOTE**: Blauer ArmorSkin Base Shirt will only be worn **WITH** Blauer ArmorSkin (outer vest carrier) listed in section 8.E.(6) of this addendum)
(3) Pants	• See Operations Order 3.15 Addendum B, Uniform Policy – Class B Dress Uniform, or Operations Order 3.15 Addendum C, Uniform Policy – Class C Patrol Uniform, for approved pants

8. **POLICE ASSISTANT (PA) AND MUNICIPAL SECURITY GUARD (MSG) UNIFORM SPECIFICATIONS**: (Continued)

C. CLASS C UNIFORM (Continued)	
(1) Class C Outer Vest Carrier (Optional)	• Blauer ArmorSkin – Model 8370, 100 percent polyester, French blue heather • Will **NOT** be worn with the Class B, D, or Civilian Bicycle uniforms. • Will not be removed in public.
D. OPTIONAL CLASS D UNIFORM	
(1) Basic Requirements	• French blue polo shirt • Midnight navy pants • Shirt in (LS) or (SS)
(2) Polo Shirt	• Olympic Class A polo shirt - Model CMB349 (LS) or CMB342 (SS), with badge tabs (top badge tap approximately 3 inches from the top of the left pocket) ∗ If ordering the shirt online at http://www.olyuniforms.com/ or by calling 1-888-722-9222, Olympic will attach the shoulder patches and identifiers if they are provided to Olympic.
(3) Pants	• 5.11 Flex-Tac hidden cargo pants, Model 74507 (M) & 64432 (W), 60/40 polyester/wool • 5.11 Flex-Tac pants (four pocket), Model 74492 (M) & 64424 (W), 60/40 polyester/wool
(4) Class D Outer Vest Carrier (Optional)	• Custom made of French blue nylon "Duck cloth", or comparable outer vest carrier, to closely match the color and weave of the Class D uniform shirt (inner shell may be made of cotton) with sewn-in compartments to accommodate ballistic panels ∗ Two "shirt style" pockets over the left/right chest area to match uniform shirt ∗ Epaulettes sewn on both shoulders ∗ Buttons on shirt pockets, front/center line, and epaulettes to match uniform shirt ∗ Sewn-in military creases (three on the back, two on the front) ∗ Sewn-in eyelets to accommodate the standard metal breast badge (above left shirt pocket) • Will **NOT** be worn with the Class B or C uniform • Will not be removed in public • Optional Radio Pocket ∗ The standard issue antenna is the only antenna authorized for use and **must** remain in place and unaltered. ∗ An "antenna tab" may be utilized to keep the standard issued antenna secure ∗ It should be noted, if the operator is equipped with a pacemaker, the manufacturer recommends the radio antenna be approximately six inches from the pacemaker as the slight possibility exists that under extreme transmissions, the radio frequencies could have ill effects on the pacemaker. • **NO** pockets other than those listed are authorized.
E. OTHER UNIFORM ITEMS FOR CLASS B, C, AND D UNIFORMS	
(1) Headgear (Optional)	• Hats/caps will not be altered or bent in any way. LAPD round style (Class B and C ONLY) – Navy blue with hat badge, plain visor and black cloth band • Bayly – Model 91327 • Keystone – Model R10 • Midway – Model 121 round Campaign-style (Class C and D ONLY) – Navy blue with dark thread, black ribbon • Stratton – Model S-40DB ∗ Hat badge on crown ∗ Optional items – clear plastic rain cover and/or one-piece leather head strap (worn behind wearer's head) • May only be worn **OUTSIDE** • **NOT** authorized for formal ceremonies such as, funeral or banquets

8. **POLICE ASSISTANT (PA) AND MUNICIPAL SECURITY GUARD (MSG) UNIFORM SPECIFICATIONS**: (Continued)

E. OTHER UNIFORM ITEMS FOR CLASS B, C, AND D UNIFORMS (Continued)	
(1) Headgear (Optional) (Continued)	Baseball style caps (Class C and D ONLY) – Navy blue with Phoenix police emblem embroidered on front • FlexFit – Model 6477, dark navy, wool blend, stretch fit • Otto – Model 11-425-004, navy, deluxe wool blend, flexible fit • New Era – Model NE-102, deep navy, solid crown with mesh back, flexible fit • May only be worn **OUTSIDE** during: ∗ Daylight hours of the summer period (see Operations Order 3.15, Uniform Policy) ∗ Inclement weather (rain) ∗ All hours of the winter period (see Operations Order 3.15, Uniform Policy) • **NOT** authorized for formal ceremonies such as, funeral or banquets Beanie style cap and fleece headband (Class C and D ONLY) – Black with Phoenix police emblem embroidered on front • Beanie style cap ∗ Sportsman - Model SP12 ∗ Must be worn to fit snug to the top of the head but not pulled down over any portion of the face • Fleece headband ∗ Port Authority – Model C910, 95/5 polyester/spandex stretch fleece ∗ Must not be pulled down over any portion of the face • "Police" in gold block letters may be embroidered on the back • May only be worn with an authorized long sleeve shirt or jacket • May only be worn **OUTSIDE** during nighttime hours (sunset to sunrise) of the winter period (see Operations Order 3.15, Uniform Policy) • **NOT** authorized for formal ceremonies such as, funeral or banquets
(2) Identifiers on Shirts and Optional Outer Vest Carriers	• Brass nameplate - on right chest pocket, centered flush with top edge • Appropriate Department-issued metal breast badge indicating either Police Assistant or Municipal Security Guard - above left chest pocket in designated badge slot • Shirts - Authorized Phoenix PD shoulder patches centered 1/2 inch below shoulder seams • Shirts - Appropriate Police Assistant or Municipal Security Guard identifier centered 1/2 inch under each Phoenix PD shoulder patch • Any approved awards, identifier, or pins may be worn in compliance with existing policy (see Operations Order 3.15, Uniform Policy) **with** the below exceptions/additions ∗ Civilian recognition pin may be worn on right chest pocket flap, right portion of flap ∗ Shirts - Service stripes may be worn to denote length of service as a City employee
(3) Undershirt	• White, black, or navy blue (visible part of collar not worn or frayed) • No writing, pictures, or logos visible when uniform shirt unbuttoned at front collar • Will not extend beyond the shirt sleeves
(4) Turtleneck/ Dickey (Optional)	• Black or navy blue • Dickey may be worn with a long or short sleeved shirt and/or jacket • Premium Jersey, mock turtleneck • Long sleeved turtleneck will only be worn with a long sleeved shirt or jacket
(5) Body Armor (Optional)	• Class B uniform shirt - worn under the uniform shirt • Class C shirts - worn under the Blauer SuperShirt or in the ArmorSkin Class C outer vest carrier (see section 8.C.(3) of this addendum) if wearing the Blauer ArmorSkin base shirt • Class D Shirt - worn under the uniform shirt or in a custom made Class D outer vest carrier (see section 8.D.(4) of this addendum)
(6) Belt/Under Belt	• Reversible, Velcro-backed, leather • Web, plain black, 3/4 inch, shined brass buckle

8. **POLICE ASSISTANT (PA) AND MUNICIPAL SECURITY GUARD (MSG) UNIFORM SPECIFICATIONS**: (Continued)

E. OTHER UNIFORM ITEMS FOR CLASS B, C, AND D UNIFORMS (Continued)	
(7) Duty Belt and Accessories	Only for PAs and MSGs assigned to positions that have contact with the public on a regular basis. • Department-issued duty belt, oleoresin capsicum (OC) spray, OC holder, and radio (if applicable)
(8) Footwear	Shoes - low quarter, black, smooth leather Boots - chukka (approx. 4.5 in), 3/4 (approx. 5-6 in), or full length (approx. 7-8 in) in black smooth leather (black nylon material in ankle support area if it does not detract from appearance of boot) • **Military style**, plain rounded toe, with laces • Polished appearance will be maintained • Soles - leather composition or rubber • Heels - leather composition or rubber not thicker than 2 inches, measuring from welt to heel plate at rear of heel • Boots may only be worn if pants cover boot to second eyelet (counting upward from toe) while standing. • Steel toed shoes/boots are not authorized for use by uniformed employees. Socks • Visible part of sock (when sitting), plain, solid black or dark blue with no writing or logos
(8) Jacket (Optional)	• For the Class B, C, D, and Utility uniforms • Dark blue/navy or black • 5.11 4-in-1 Patrol Jacket – Model 48027 (dark navy, 724 or black, 019) • 5.11 Patrol Duty Softshell Jacket – Model 48124 (dark navy, 724 or black, 019) • WaterShed StormForce Jacket - Model Alpha, 26-28 inches long, with fold down collar, epaulettes, weapons access side zippers, no stealth mode panels/upgrade or reflective tape ∗ Must supply name tag/patch and shoulder patches to WaterShed when ordering, http://www.gowatershed.com/ or 1-800-848-8092, due to special process of keeping jacket waterproof. * Spiewak WeatherTech Airflow Duty Jacket – Model SH3465, 26.5 inches long * Spiewak Deluxe Duty Jacket - Model S3609, 29 inches long * Horace Small New Gen III - Model HS3350 (dark navy) or Model HS3352 (black) * Blauer B.Dry® Duty Jacket - Model 6120, 26 inches long * Zip-in liner and/or detachable pile collar (when applicable) optional • Name embroidered or sewn on patch, 3/8 inch, gold block letters centered on upper right chest area • Appropriate Phoenix PD **cloth** badge indicating either Police Assistant or Municipal Security Guard • Authorized Phoenix PD shoulder patches centered 1/2 inch below shoulder seams • Appropriate Police Assistant or Municipal Security Guard identifier centered 1/2 inch under each Phoenix PD shoulder patch
(10) Raincoat (Optional)	• Clear or translucent white, waist or knee length • Neese brand reversible, orange/black - with detachable hood - Models 447RCH and 477RCH3M (coats) or 447RJH and 477RJH3M (jackets) (Class C and D Only) ∗ Black side – 1 1/2 or 2 inch yellow letters spelling POLICE vertically on right front, 3 1/2 or 4 inch yellow letter spelling POLICE horizontally on back ∗ Orange side - same size letters, black on silver reflective material, worn outward while directing traffic
(11) Gloves (Optional)	• Plain black leather and/or cloth material • Only worn with longed sleeve shirt or jacket ∗ Athletic gloves, gloves displaying logos, and gloves without fingers or mesh material on top are NOT authorized.
(9) Whistle (Optional)	• Department-issued or equal, attached to the right epaulette of the Class B, C, or D uniform shirt or the Class C or D outer vest carrier, by a silver chain

8. **POLICE ASSISTANT (PA) AND MUNICIPAL SECURITY GUARD (MSG) UNIFORM SPECIFICATIONS**: (Continued)

F. CIVILIAN BICYCLE UNIFORM	
(1) Basic Requirements	• See Operations Order 3.15 Addendum L, Bicycle Uniform, for approved items and guidelines **with** the below exceptions/additions:
(2) Polo Shirt	• French blue in color • Olympic Class A polo shirt - Model CMB349 (LS) or CMB342 (SS), with badge tabs (top badge tap approximately 3 inches from the top of the left pocket) ∗ If ordering the shirt online at http://www.olyuniforms.com/ or by calling 1-888-722-9222, Olympic will attach the shoulder patches and identifiers if they are provided to Olympic.
(3) Identifiers on Shirt	• See section 8.E.(2) of this addendum for approved items and guidelines.
(4) Gun Belt and Accessories	• Not applicable
(5) Duty Belt and Accessories	• Department-issued duty belt, oleoresin capsicum (OC) spray, OC holder, and radio (if applicable)
(6) Outer Vest Carrier	• French blue material to match the color and weave of the shirt • Appropriate Phoenix PD **cloth** badge indicating either Police Assistant or Municipal Security Guard • Appropriate Police Assistant or Municipal Security Guard identifier centered 1/2 inch under each Phoenix PD shoulder patch • Optional Electronic Control Device (ECD) Pocket/Authorized Holster - Not applicable
(7) Jacket or Vest	• Appropriate Phoenix PD **cloth** badge indicating either Police Assistant or Municipal Security Guard • Appropriate Police Assistant or Municipal Security Guard identifier centered 1/2 inch under each Phoenix PD shoulder patch
G. POLICE ASSISTANT (PA) UTILITY UNIFORM	
(1) Polo Shirt	Color specific to work unit • Design and conformity specific to each work unit • 100 percent cotton or 60/40 polyester/cotton blend • Sleeves ribbed or open • Two, but no more than four buttons below the collar
(2) Identifiers on Shirt	• Name and title embroidered or sewn, block letters, on upper right chest area • City logo, 3 inches high by 2 inches wide, embroidered on upper left chest area ∗ Phoenix Police Department on top of logo and bureau/detail name beneath logo (optional), in block letters, 1/4 inch high • Optional - Work unit logo (as approved by the assistant chief), 1 inch below name, block letters • The color of the lettering is to be consistent within the work unit as approved by the assistant chief.
(3) Pants	Cargo pants in navy/dark blue • Flying Cross/Fechheimer - Model 49300 (M) or 49350 (W), 65/35 polyester/cotton • Horace Small - Model HS2343 (M) or HS2444 (W), 65/35 polyester/cotton • Elbeco - Model E614 (M) or E9614LC (W), 65/35 polyester/cotton, • Blauer StreetGear - Model 8810X (M) or 8810XW (W), 65/35 polyester/cotton • Propper International BDU - Model F520112405, 60/40 polyester/cotton • Propper International BDU - Model F523514405, 65/35 polyester/cotton
(4) Belt	• See section 8.E.(6) of this addendum for approved items and guidelines
(5) Footwear	• See section 8.E.(8) of this addendum for approved items and guidelines
(6) Jacket (Optional)	• See section 8.E.(9) of this addendum for approved items and guidelines
(7) Exceptions	• The bureau commander may authorize exceptions to the approved attire for **infrequent** bureau events, such as picnics, casual workdays, or moving furniture.

9. **POLICE AIDE UNIFORM SPECIFICATIONS**:

A. GUIDELINES		
• Class E Business attire (Operations Order 3.15, Addendum E) may be worn in lieu of the listed uniforms when authorized by the affected bureau/precinct commander/administrator.		
	B. STANDARD UNIFORM	**C. UTILITY UNIFORM**
(1) Basic Requirements	• White shirt • Midnight/dark blue pants	• The Utility Uniform is only authorized for certain police aide positions at the discretion of the affected assistant chief.
(2) Shirt	• Horace Small New Dimension - Men's Model HS1116 (LS) or HS1212 (SS) or Women's Model HS1169 (LS) or HS1270 (SS), 65/35 polyester/cotton • Similar style button-up shirt	• See section 8.G.(1) of this addendum for approved items.
(3) Pants	• Fechheimer 3900 (M) or 3933 (W), 100 percent polyester, midnight blue • Horace Small HS2149 (M) or 1009 (W), 100 percent polyester, dark blue • Elbeco E314R, 100 percent polyester, dark blue	• See section 8.G.(3) of this addendum for approved items.
(4) Identifiers on Shirt	• Black plastic nameplate, 3/8 inch, with white lettering - right chest pocket, centered flush with top edge • Authorized Phoenix PD shoulder patches centered 1/2 inch below shoulder seams • Police Aide identifier under each Phoenix PD shoulder patch • Optional - Civilian recognition pin on right chest pocket flap, right portion of flap • PPD badge (metal or cloth) **will not** be worn	• See section 8.G.(2) of this addendum for approved items and guidelines.
D. OTHER UNIFORM ITEMS		
(1) Belt	• Reversible Velcro backed leather or fabric belt, black, without a buckle	
(2) Footwear	• See section 8.E.(8) of this addendum for approved items and guidelines.	
(3) Jacket (Optional)	• See section 8.E.(9) of this addendum for approved items and guidelines **with** the below exceptions/additions: ∗ Police Aide identifier centered 1/2 inch under each Phoenix PD shoulder patch ∗ Phoenix PD badge (metal or cloth) **will not** be worn	

1. **DEFINITIONS**:

A. Specialty Assignments Attire - Civilian clothing and/or special uniforms worn by officers who are involved in special assignments requiring an altered appearance or tactical response.

B. Undercover Assignments - Assignments where the nature of the criminal investigation requires officers to disguise their identity as police officers, substitute themselves for complainants, and/or be present when crimes take place, including DECOY.

(1) Grooming and Clothing	• May deviate from the standards specified in Operations Orders 3.15, Uniform Policy, upon approval of bureau commander • Memorandum signed by bureau/precinct commander in division/bureau/precinct files, specifying nature of assignment, expected duration (if known), and clothing and hairstyle requirements necessitated by assignment
(2) Firearms	• Concealed
(3) Exclusions	• Not applicable when officers on duty in non-undercover role: for example, attending court, attending meetings, or representing the Department. • Not applicable to supervisors unless approved by assistant chief

2. **SPECIALTY ASSIGNMENTS** - Neighborhood Enforcement Squad (NET), Drug Enforcement Bureau (DEB), Homeland Defense Bureau (HDB), Professional Standards Bureau (PSB),and Violent Crimes Bureau (VCB) officers/detectives will wear the following uniforms when performing the listed functions:

BUREAU/SQUAD	FUNCTION/UNIT	UNIFORM REQUIRMENT
A. DEB	Conducting Traffic Stops	• Class C or D patrol uniform (see Operations Order 3.15, Uniform Policy, Addendum C or D)
B. DEB	Serving Search Warrants	• Search Warrant uniform (see 3.A of this Addendum)
C. DEB	Conducting Knock and Talks	• Uniform Interdiction Squad - Class C or D patrol uniform (see Operations Order 3.15, Uniform Policy, Addendum C or D) • All other units/squads - DEB Knock and Talk uniform (see 3.B of this Addendum)
D. DEB	Airport Narcotic Unit	• Civilian attire (must meet grooming standards of Operations Order 3.15, Uniform Policy) • Police identification will be carried and presented during any interdiction • Weapon concealed
E. DEB	Wire Unit/Conspiracy Unit	• Civilian attire (must meet grooming standards of Operations Order 3.15, Uniform Policy) • May deviate from the standards specified in Operations Orders 3.15 upon approval of bureau commander (see 1.B of this Addendum)
F. NET	Specialty Assignments such as, Serving Search Warrants, Street Jumps, or Special Operations	• Search Warrant uniform (see 3.A of this Addendum) • Supervisor permission required
G. NET	Non-Specialty Assignments	• Class C or D patrol uniform (see Operations Order 3.15, Uniform Policy, Addendum C or D)
H. Gang Squad	Conducting Traffic Stops Identifications/ Interrogations	• Gang Enforcement Squad uniform (see 3.A of this Addendum)
I. Intelligence Squad / Inspection's Unit	Dignitary Protection Mayor Security Detail	• Mayor's Security Detail/Dignitary Protection Uniform (see 3.C of this Addendum)
J. HEAT Unit	Prostitution/Solicitation Investigations	• Civilian attire for undercover assignments (see 1.B of this Addendum)

2. **SPECIALTY ASSIGNMENTS** - (Continued)

K. HEAT Unit	Conducting Traffic Stops, Identifications/Interrogations, Interviews, Search Warrants, Arrests, and Booking Assignments	• Class C or D patrol uniform (see Operations Order 3.15, Addendum C or D)

3. **UNIFORM SPECIFICATIONS**

A. Search Warrant and Gang Enforcement Squad Uniform

(1) STANDARD UNIFORM	
(a) Balaclavas (DEB Only)	• Rib-knit hood, black • Worn only by undercover officers protecting their identity from suspects • Worn at the supervisor's discretion
(b) T-shirt	• Black T-shirt • Phoenix PD cloth badge on upper left chest area • Authorized Phoenix PD shoulder patches centered 1/2 inch below shoulder seams • PHOENIX in 1 inch **gold** block letters, centered above 4 inch POLICE, with 1 inch approved unit name or designator, such as DRUG ENFORCEMENT BUREAU, GANG ENFORCEMENT UNIT, or NEIGHBORHOOD ENFORCEMENT TEAM, centered below POLICE, centered on the upper back Gang Enforcement Squad **Only**: • Name (with rank if a supervisor), embroidered or sewn on patch, 3/8 inch, in gold block letters on upper right chest area • Phoenix Police Gang Enforcement Unit in gold, 1/8 inch, block letters centered below cloth badge
(c) Body Armor	• **Mandatory** - Worn under authorized black T-shirt or in a Rapid Response outer vest carrier (see Operations Order 3.15, Uniform Policy, for outer vest specifications).
(d) Pants	The below listed pants will be black in color: • Elbeco Response - Model 701PSAB, tactical duty uniform pants • Propper International BDU - Model F520112001, 60/40 cotton/polyester • 5.11 Tactical Duty Uniform (TDU) - Model 74003, 65/35 polyester/cotton Ripstop • 5.11 TDU - Model 74004, 65/35 polyester/cotton twill • United - Model 10260TC, cargo pants (NET officers only) * BDU/cargo pants **will not** be worn bloused at the bottom and must be hemmed with the draw string removed. DEB **Only**: • If an operational need or emergency arises, blue jeans or civilian type pants may be worn **with** a Rapid Response outer vest carrier.
(e) Gun Belt	• Department-issued or equivalent, constructed of black leather or Porvair, with a plain, smooth appearance • Bianchi Accumold Elite, plain black finish, Model 7970 (buckleless) or Model 7950 (three point release polymer buckle) • Tactical Design Labs Professional Comfort System in plain black leather or nylon (lumbar support belt) • Bianchi Accumold • Safariland Nylok Pro **NOTE**: The finish of the gun belt **MUST** match the finish of the accessories (plain smooth finish versus nylon/nylon look finish)
(f) Gun Belt Accessories	• Department-issued or equivalent, constructed of black leather or Porvair, with a plain, smooth appearance • Bianchi Accumold Elite, plain black finish • Safariland STX, plain black finish • Bianchi Accumold

3. A. Search Warrant and Gang Enforcement Squad Uniform: (Continued)

(1) STANDARD UNIFORM (Continued)	
(f) Gun Belt Accessories (Continued)	• Safariland Nylok Pro • Optional - Black nylon folding utility pouch, approximately 4 1/2 inches tall and 3 1/2 inches wide when folded (6 to 8 inches in diameter and 8 to 10 inches deep when open) • Optional - Suspension system (black suspenders) • Worn under the uniform shirt or outer vest carrier **ONLY** (see the Department's Industrial Hygienist for recommended items) **NOTE**: Accessories may not be intermingled and the finish of the accessories **MUST** match the finish of the gun belt (plain smooth finish versus nylon/nylon look finish)
(g) Footwear	Shoes - low quarter, black, smooth leather Boots - chukka (approx. 4.5 in), 3/4 (approx. 5-6 in), or full length (approx. 7-8 in) in black smooth leather (black nylon material in ankle support area if it does not detract from appearance of boot). • **Military style**, plain rounded toe, with laces • Polished appearance will be maintained • Soles - leather composition or rubber • Heels - leather composition or rubber not thicker than 2 inches, measuring from welt to heel plate at rear of heel • Boots may only be worn if pants cover boot to second eyelet (counting upward from toe) while standing. • Steel toed shoes/boots are not authorized for use by uniformed employees. **NOTE**: Any deviations from the authorized Footwear requires the approval of the executive assistant chief or his/her designee and a physician's note indicating the physician has reviewed the Department's shoe/boot specifications and the deviation is necessary for the employee (see Operations Order 3.15, Uniform Policy, for more information) Socks • Visible part of sock (when sitting), plain, solid black or dark blue with no writing or logos
(h) Commission Card/Flat Badge	• Must be readily accessible in all situations other than when conducting a search warrant • Must be on person if conducting a search warrant **EXCEPTION**: If working undercover, must be able to access when needed
(2) OPTIONAL UNIFORM ITEMS	
(a) Cap	• Will not be altered or bent in any way • May **NOT** be worn inside Baseball style caps – black with Phoenix police emblem embroidered on front • FlexFit – Model 6477, wool blend, stretch fit • Otto – Model 11-425 (LXL) or 11-427 (SM), deluxe wool blend, flexible fit • New Era – Model NE-102 , solid crown with mesh back, flexible fit
(b) Raid Jacket	Worn at organized tactical events (service of search warrant, arrest warrant, etc.) • Windbreaker, black • POLICE in 1 1/2-inch gold letters vertically on upper right chest area of jacket • Authorized Phoenix PD cloth badge on upper left chest area • Authorized Phoenix PD shoulder patches centered 1/2 inch below shoulder seams • PHOENIX in 1 inch **gold** block letters, centered above 4 inch POLICE, with 1 inch approved unit name or designator, such as DRUG ENFORCEMENT BUREAU, GANG ENFORCEMENT UNIT, or NEIGHBORHOOD ENFORCEMENT TEAM, centered below POLICE, centered on the upper back
(c) Belt Badge	• May **only** be worn by on duty officers in plainclothes or civilian attire (Operations Order 3.15, Uniform Policy)

3. B. DEB Knock and Talk Uniform/Attire

(1) Polo Shirt	• The bureau commander will authorize the shirt color/s to be worn by unit personnel. • Name and detail on upper right chest area in 3/8 inch block letters (optional) • The Department logo will be embroidered on upper left chest area ∗ Logo size - 3 inches high by 2 inches wide ∗ Phoenix Police Department on top of logo in block letters, 1/4 inch high ∗ Bureau/unit name beneath logo in block letters, 1/4 inch high
(2) Pants	• Civilian type pants will be clean and pressed with a crease in the front and back with no outside patch pockets • Clean, non-faded jeans with no holes
(3) Body Armor	• **Mandatory** - Worn under the authorized polo shirt (no outer vest carrier)
(4) Belt Badge	• Optional - Worn on belt or waistband, clearly visible from front
(5) Weapon	• Must be concealed on person while conducting knock and talk
(6) Sweatshirt	• Optional - Department approved (specifications same as above for the polo shirt)
(7) Windbreaker	• Optional - Department approved (specifications same as above for the polo shirt)

C. Mayor's Security Detail/Dignitary Protection Uniform

(1) FORMAL BUSINESS ATTIRE	
(a) Hat	• Approval by Operational supervisor necessary • If worn must be a contemporary style
(b) Men's Clothing	Shirt - Conservatively styled, collared, long sleeved, dress shirt **with** tie Business Suit - Matching dress slacks and suit coat • Dress slacks will be pressed with crease in front and back
(c) Women's Clothing	Shirt • Conservatively styled blouse • Turtleneck or mock neck shirt/sweater Dress/Skirt/Suit • Business type suit - matching slacks/skirt and jacket • Conservatively styled dress (must be able to conceal service weapon)
(d) Footwear	• Appropriate dress shoes
(2) BUSINESS CASUAL ATTIRE	
(a) Guidelines	• Same attire as listed in 3.C.(1) above except **NO** tie
(3) RESORT CASUAL ATTIRE	
(a) Hat	• Approval by Operational supervisor necessary • If worn must be a contemporary style
(b) Men's and Women's Clothing	Shirt - Conservatively styled, collared polo or button down shirt/blouse (no logos) • If worn without a coat/vest, must be able to conceal service weapon Pants - Pressed with crease in front and back • Docker-style • 5.11 TDU - Model 74004, 65/35 polyester/cotton twill, khaki (when approved by Operational supervisor) Coat/Vest (optional) • Sports jacket • 5.11 Tactical vest - Model 80001, 100 percent cotton, khaki (when approved by Operational supervisor) Women **only** • Conservatively styled dress or skirt may be worn (must be able to conceal service weapon)
(c) Footwear	• Appropriate dress or casual

3. C. Mayor's Security Detail/Dignitary Protection Uniform (Continued)

(4) EQUIPMENT	
(a) Badge	• Phoenix PD metal badge worn on belt • Immediate access for display is necessary
(b) Pin	• Dignitary Protection/Mayor's Security Detail identification pin • Worn on left lapel or coat pocket during protection assignment
(c) Body Armor	• Officers are encouraged to wear body armor during protection assignments • If not worn, officers' body armor will be readily accessible
(d) Handcuffs	• Officers shall carry a pair of handcuffs that are readily accessible
(e) OC Spray	• Will be readily accessible
(f) Firearms	• Must be Department approved • Will be worn and concealed by suit/sport jacket/shirt • Service weapons will be carried in a belt or shoulder holster, in a fashion that is readily accessible • A secondary Department approved weapon may be carried in a ankle holster
NOTE: The Operational supervisor may authorize exceptions to the above approved attire for special occasions/circumstances only.	

1. The Tactical Training uniform is authorized for wear by Tactical Training Detail officers when not involved in Department training as role-players or on-duty workout activity.

2. **TACTICAL TRAINING UNIFORM SPECIFICATIONS**

A. STANDARD UNIFORM	
(1) Polo Shirt	• Worn when off Training Bureau grounds, attending meetings, or instructing non-Phoenix personnel • Black, 100 percent cotton, 60/40 percent cotton-polyester blend, or dry fit/moisture wicking polyester • Long or short sleeved • No more than three buttons below collar • City logo, 3 inches high by 2 inches wide, embroidered on upper left chest area * Phoenix Police Department on top of logo and Tactical Training Detail beneath logo, in block letters, 1/4 inch high
(2) T-Shirt	• Worn only on Training Bureau grounds • Black in the winter, gray in the summer, 100 percent pre-shrunk cotton or dry fit/moisture wicking polyester • Long or short sleeved • City logo, 3 inches high by 2 inches wide, embroidered on upper left chest area * Phoenix Police Department on top of logo and Tactical Training Detail beneath logo, in block letters, 1/4 inch high
(3) Pants	• Tan/khaki cargo style pants as approved by the unit's direct supervisor * Cargo style pants **<u>will not</u>** be worn bloused at the bottom and must be hemmed with the draw string removed.
(4) Belt	• Black or tan/khaki instructor/tactical belt (color must match color of boots)
(5) Footwear	<u>Boots</u> • Military style, plan black leather or tan/desert colored suede leather (matching nylon material in ankle support area if it does not detract from appearance of boot) • Rounded toe, neat and clean in appearance • Color of boots must match color of belt <u>Socks</u> • Visible part of sock (when sitting), plain, solid white, tan, or black with no writing or logos
B. OPTIONAL UNIFORM ITEMS	
(1) Cap/Hat	• Tan/khaki or black baseball style cap with Phoenix police emblem embroidered on front (color of hat must match belt and boots) * FlexFit – Model 6477, wool blend, stretch fit * New Era – Model NE-102 (black) or NE-200 (khaki), solid crown, mesh back, flexible fit * Otto – Model 11-425 (LXL) or 11-427 (SM) (only black available), deluxe wool blend, flexible fit • Tan/khaki or black "boonie" shaped hat with Phoenix police emblem embroidered on front * May only be worn while engaging in Department-sanctioned firearms/tactical training while on Training Bureau grounds
(2) Sweatshirt	• Black or gray with or without a hood • Pullover or zippered • City logo, 3 inches high by 2 inches wide, embroidered on upper left chest area * Phoenix Police Department on top of logo and Firearms Training Detail beneath logo, in block letters, 1/4 inch high
(3) All Other Accessories	• Worn at discretion of unit's direct supervisor

1. The Honor Guard uniform and equipment are authorized for wear/use by Honor Guard members.

2. **HONOR GUARD UNIFORM SPECIFICATIONS**

A. DRESS UNIFORM	
(1) Hat	• Red the Uniform Tailor - French and navy blue, custom made, Model PPD HG, with deep saddle, high glow chin strap, #323 hat strap, and gun metal blue buttons • Honor Guard hat badge centered on crown
(2) Shirt	Long sleeved • Flying Cross/Fechheimer – White, Model 35W5400 (men's) or 126R5400 (women's), 65/35 polyester/cotton Short sleeved – Must be worn with the blouse/dress jacket • Flying Cross/Fechheimer – White, Model 78A5400 (men's) or 278A5400 (women's), 65/35 polyester/cotton, career/transportation style Appropriate insignia of rank for assistant chiefs, commanders, and lieutenants, as outlined in Operations Order 3.15, Uniform Policy, will be worn on the collar of the long/short sleeved shirt. • Sergeants will wear gold colored, police style, **metal** chevrons on the **collar** of the long/short sleeved shirt.
(3) Necktie	• Navy blue, 100 percent wool or polyester blend, 2 inches wide, Velcro or clip-on • Centered in front of collar, completely covering collar button
(4) Pants	• Flying Cross/Fechheimer – Navy blue, Model 32278 (men's, T-2 styling) or 35291 (women's, T-3 styling), 55/45 polyester/wool serge, **with** below alterations: ∗ Front and rear pockets removed ∗ French blue, 11/8 inch wide, polyester/wool stripe applied to outside seam of each pant leg
(5) Footwear	Shoes • Black, low quarter, Corfam • Military style, plain rounded toe, with laces (4-5 eyelets) • Soles - leather composition or rubber Socks • Visible part of sock (when sitting) plain, solid black
(6) Blouse / Dress Jacket	• Red the Uniform Tailor - French blue, custom made, Model PPD HG (New Jersey State Police specifications), 100 percent wool with gun metal blue buttons • Metal Honor Guard badge above left chest pocket • When necessary, badge shroud, 1/4 inch **plain** black elastic, worn horizontally across the badge • Brass nameplate on right breast pocket, centered flush with top edge • Authorized Phoenix PD shoulder patches centered 1/2 inch below shoulder seams • Honor Guard Uniform pin centered a quarter inch above right chest pocket/nameplate ∗ Pin is triangular with a gold border, approximately 15/16 inches tall, 1 3/4 inches wide, depicting a folded American Flag (royal blue background with seven (7) white stars)
(7) Gun Belt and Accessories	• Don Hume Duty Belt – Black, Sam Browne Model B101, high gloss with brass buckle ∗ Rifle team members' duty belts will include "snap in" brass D-Rings ∗ Officer in Charge (OIC) duty belt will include a black high gloss United States Marine Corps (USMC) "sword frog" with brass hooks. • Don Hume Shoulder Strap – Black, Model S110, high gloss with brass buckle • Don Hume Holster – Black, custom made by Red the Uniform Tailor, Model SH736C, high gloss with wide loop and brass D-Rings
(8) Gloves	• White 100 percent cotton, cotton blend, or polyester • Optional - rubberized dots on palms and/or snaps/Velcro at wrists

2. **HONOR GUARD UNIFORM SPECIFICATIONS** - (Continued)

B. TRAINING/PRACTICE UNIFORM	
(1) Shirts	• Black in color • Tucked into pants at all times to display neat appearance Polo Shirt • Colorado Timberline – Model PPM Kendall, moisture wicking microfiber • Short sleeved with three buttons below collar • Honor Guard logo, 3 inches high by 2 inches wide, embroidered on left breast Mock turtleneck - Optional • Long sleeved, performance mesh • Worn under the polo shirt listed above during inclement weather
(2) Pants	• Propper International BDU (Battle Dress Uniform) - Khaki, Model F520112250, 60/40 cotton/polyester twill ∗ Will be well pressed or dry cleaned, all pockets buttoned, and **will not** be worn bloused at the bottom and must be hemmed with the draw strings removed.
(3) Belt	• Black instructor/tactical belt
(4) Footwear	Shoes - low quarter, black, smooth leather Boots - chukka (approx. 4.5 in), 3/4 (approx. 5-6 in), or full length (approx. 7-8 in) in black smooth leather (black nylon material in ankle support area if it does not detract from appearance of boot) • **Military style**, plain rounded toe, with laces • Must be spit-shined at all times • Soles - leather composition or rubber • Heels - leather composition or rubber not thicker than 2 inches, measuring from welt to heel plate at rear of heel • Boots may only be worn if pants cover boot to second eyelet (counting upward from toe) while standing. • Steel toed shoes/boots are not authorized for use by uniformed employees. Socks • Visible part of sock (when sitting), plain, solid black or dark blue with no writing or logos
(5) Cap (Optional)	• Black baseball style cap with Honor Guard logo embroidered on front ∗ Valucap – Model VC300, 100 percent bio-washed cotton chino twill
(6) Jacket (Optional)	• Port Authority Glacier Soft Shell jacket – Black, Model J790 (men's) or L790 (women's), 96/4 poly/spandex ∗ Honor Guard logo, 3 inches high by 2 inches wide, embroidered on left breast
C. PHYSICAL CONDITIONING (PC) UNIFORM	
(1) Shirt	• Game Gear - Light gray, Model PT803S, moisture wicking polyester • Honor Guard logo, 3 inches high by 2 inches wide, embroidered on left breast
(2) Shorts	• Game Gear - Black, Model AP6477 **without** Game Gear logo, 70 denier athletic mesh polyester
(3) Footwear	• Appropriate running/tennis shoes • Black or white ankle socks

3. **HONOR GUARD EQUIPMENT**

A. United States Flag	• Flags International - 4 feet tall by 6 feet wide, 100 percent nylon, embroidered stars, sewn stripes, with pole hem, no fringe, displayed on a flag staff listed below in 3.F
B. Arizona State Flag	• Flags International - 4 feet tall by 6 feet wide, 100 percent nylon, pole hem, no fringe, displayed on a flag staff listed below in 3.F
C. City Flag	• Flags International - 4 feet tall by 6 feet wide, 200-denier nylon with pole hem and tabs, PMS (Pantone Matching System) 7435 purple in color with a white City of Phoenix symbol (firebird) in the center, digitally printed with double-sided construction and block-out liner, displayed on a flag staff listed below in 3.F
D. Department Flag	• Flags International - 4 feet tall by 6 feet wide, 200-denier nylon with pole hem and tabs, navy blue in color with a yellow City of Phoenix symbol (firebird) and two red scroll type banners, one above and one below the firebird, inscribed in white with PHOENIX POLICE DEPARTMENT and ARIZONA (respectfully) in the center of the flag, digitally printed with double-sided construction and block-out liner, displayed on a flag staff listed below in 3.F
E. Unit Colors	• Flags International - 4 feet tall by 6 feet wide, 200-denier nylon with pole hem and tabs, PMS 5405C blue in color (French blue type color) with the Honor Guard logo in the center using white, PMS 7503C Old Glory (OG) gold, and PMS 2768C Old Glory (OG) blue, digitally printed with double-sided construction and block-out liner, displayed on a flag staff listed below in 3.F
F. Flag Staff	• The Supply Room – Item F103C, 9'6", Government spec, with chrome spear, joint, and ferrule
G. Battle Streamer/s and Holder	Battle streamer/s • Custom made by LCS Enterprises in Mesa, Arizona - 2 3/4 feet tall by 3 1/2 feet wide, "BAM red" in color, with fallen officer's name, badge number, and end of watch date embroidered in bold Franklin Gothic Book gold letters using Fufu #531 thread • Displayed atop the Department Flag using the streamer holder listed below (positioned just below the chrome spear of the flag staff). Streamer holder • The Supply Room – Item BS-18, 18 holes, chrome
H. Guidon and Pole	Guidon • Flags International - 22 inches tall by 28 inches wide, 200-denier nylon with four hemmed edges, PMS 5405C blue in color (French blue type color) with the Honor Guard logo in the center using white, PMS 7503C OG gold, and PMS 2768C OG blue, digitally printed, and single reverse construction Guidon pole • The Supply Room – Item FP103A, 8', Government spec, with chrome spear, joint and ferrule
I. Flag Harness or Belt Flag Carrier	• Glendale Parade Store - Item 1802BKC, double flag harness or Item 131BKC, hanging belt flag carrier, black Clarino (high gloss leather)
J. Rifles	• M-1 Garand Rifles, modified for blanks only • Only carried by rifle guards
K. Sword and Scabbard	• WKC Germany - Marlow White Item 88-302, USMC NCO sword with unsharpened stainless steel blade (without etching), 24-carat gold-platted guard, and leather covered grip, and a steel tube scabbard covered in black leather with 24-carat gold-platted brass mountings ∗ Length of blade to be determined by the height/arm length of the OIC • Only carried by the OIC

1. The Bomb Squad uniform is only authorized for wear by Bomb Squad officers.

2. **BOMB SQUAD UNIFORM SPECIFICATIONS**

A. STANDARD UNIFORM	
(1) Shirts	• Black in color • Long or short sleeved • Tucked into pants at all times to display neat appearance • City logo, 3 inches high by 2 inches wide, embroidered on left breast * Phoenix Police Department on top of logo and Bomb Squad beneath logo, in block letters, 1/4 inch high Polo Shirt - Worn when directed by the unit's direct supervisor; all other times, optional • 100 percent cotton or 60/40 percent cotton-polyester blend • No more than three buttons below collar T-Shirt • 100 percent pre-shrunk cotton
(2) Pants	• Navy blue cargo style pants, 100 percent cotton or 65 percent cotton blend, as approved by the unit's direct supervisor * Pants **will not** be worn bloused at the bottom and must be hemmed with the draw string removed.
(3) Belt	• Black instructor/tactical belt
(4) Weapon	• Carried in a suitable holster as outlined in Operations Order 3.15.12.B and worn attached to the instructor's belt listed above in A.(3) or the heavy ballistic vest listed below in B.(2)
(5) Footwear	Boots • Military style, plan black leather (matching nylon material in ankle support area if it does not detract from appearance of boot) • Rounded toe, neat and clean in appearance Socks • Visible part of sock (when sitting), plain, solid white, tan, or black with no writing or logos
B. OTHER UNIFORM ITEMS	
(1) Utility Jump Suit	• Worn when performing range demolition work or during bomb-related call-outs • Department-issued • One piece Nomex utility jump suit, various colors
(2) Heavy Ballistic Vest	• Worn when directed by unit supervisor • Department-issued • Phoenix PD badge embroidered 3-inch high by 2-inch wide, in upper left breast area • POLICE in 5-inch gold block letters horizontally across front • In gold block letters, 1-inch PHOENIX on back, centered above 5-inch POLICE • Bomb Squad in 3/4-inch gold block letters below POLICE
C. OPTIONAL UNIFORM ITEMS	
(1) Cap	• Black baseball style cap with Phoenix police or Bomb Squad emblem embroidered on front (color of hat must match belt and boots) * FlexFit – Model 6477, wool blend, stretch fit * New Era – Model NE-102, solid crown, mesh back, flexible fit * Otto – Model 11-425-003, deluxe wool blend, flexible fit
(2) Undershirt	• Black • No writing or pictures visible when polo shirt unbuttoned at front collar • Will not extend beyond the polo shirt sleeve

2. **UNIFORM SPECIFICATIONS** - (Continued)

C. OPTIONAL UNIFORM ITEMS (Continued)	
(3) Undershirt	• Black • No writing or pictures visible when polo shirt unbuttoned at front collar • Will not extend beyond the polo shirt sleeve
(4) Outerwear	When not on a bomb-related call, any black jacket listed below: • 5.11 4-in-1 Patrol Jacket – Model 48027-019 • 5.11 Patrol Duty Softshell Jacket – Model 48124-019 • WaterShed StormForce Jacket - Model Alpha, 26-28 inches long, with fold down collar, epaulettes, weapons access side zippers, no stealth mode panels/upgrade or reflective tape ∗ Officers must supply name tag/patch and shoulder patches to WaterShed when ordering, http://www.gowatershed.com/ or 1-800-848-8092, due to special process of keeping jacket waterproof. • Spiewak WeatherTech Airflow Duty Jacket - Model SH3465, 26.5 inches long • Spiewak WeatherTech Tactel Duty Jacket - Model S3609, 29 inches long • Horace Small New Gen III - Model HS3352 • Flying Cross/Fechheimer Ultra 2000 - Model 58101 • Blauer 3-Season Bomber Jacket with B.Dry Fabric - Model 6120, 26 inches long • Zip-in liner and/or mouton detachable collar (when applicable) optional ∗ Name embroidered or sewn on patch, 3/8 inch, gold block letters centered on right breast ∗ Authorized Phoenix PD cloth badge on left breast ∗ Authorized Phoenix PD shoulder patches centered 1/2 inch below shoulder seams ∗ Appropriate insignia of rank (see Operations Order 3.15.8) When on a bomb-related call, only the jacket type listed below: • Black, 100 percent cotton jacket or sweatshirt, to avoid static electricity ∗ City logo, 3 inches high by 2 inches wide, embroidered on left breast ○ Phoenix Police Department on top of logo and Bomb Squad beneath logo, in block letters, 1/4 inch high
(5) All Other Accessories	• Worn at discretion of unit's direct supervisor

1. **GENERAL INFORMATION**

A. Each funeral service is different and the Department will make every attempt to support the wishes of a deceased employee's family while following established Department policies and practices.

NOTE: The family of the deceased employee, not the Department or individual employees, decides whether or not to accept the services the Department may provide.

B. The Employee Assistance Unit (EAU) and the Honor Guard play crucial roles in the planning of an employee's funeral and the delivery of services.

(1) It is the responsibility of EAU to:

- Provide assistance to the immediate survivors of an employee whose death is in the line of duty, non-line of duty, a professional staff employee, or a retiree.
- Ensure the employee's family is provided with the necessary assistance so the funeral is orderly and dignified.
- Provide the proper emotional care for the deceased employee's family, with the funeral arrangements to be decided by the family and their wishes taking precedence over the wishes of the Department.
- Coordinate the participation of all Police and Fire Department resources and other agencies for all funerals upon request from the family as outlined in this policy.

(2) The Honor Guard unit leader will determine the need for resources or placement of personnel in accordance with the services the Honor Guard may provide as listed in Operations Order 3.16 Addendum A, Employee Assistance Unit – Funeral Matrix.

C. Any deviation from this policy must have prior approval by the executive assistant police chief or Police Chief.

2. **FUNERAL TYPES** - The Department may participate in the following types of police funerals:

A. Line of Duty (LOD) (Sworn Officer)	For the sworn officer who dies by felonious or accidental means during the course of performing police functions while on, off duty, or off-duty (working off duty in a police capacity) • Degree of participation and attendance of on duty personnel will be determined by the Police Chief based on current manpower and equipment needs. • Marked police vehicles will be used in the funeral procession.
B. Non-Line of Duty (NLOD) (Sworn Officer)	For the sworn officer who dies as the result of circumstances occurring while in an off duty capacity or on duty, but not considered line of duty. • On duty officers and professional staff may attend the funeral using Department vehicles with the permission of their precinct/bureau commander/administrator based on current manpower and equipment needs.
C. Professional Staff	• For all professional staff deaths, the protocol outlined in Operations Order 3.16 Addendum A, Employee Assistance Unit – Funeral Matrix, will be followed.
D. Retiree	• Honors will be offered to the retiree's family as outlined in Operations Order 3.16 Addendum A, Employee Assistance Unit – Funeral Matrix.

3. **DEATH NOTIFICATION**

A. The family of an employee who dies on duty will be notified by the employee's bureau/precinct commander, designee, or in their absence, the Department duty officer.

B. A co-worker, close friend, or member of EAU may assist in the notification to the immediate family.

3. C. Due to the immediate media attention caused by a line of duty death, personal information identifying the employee's family members, home address, phone number, etc., **should not** be broadcast over the police radio.

4. **DEFINITIONS**

A. Motor Escort	• An administrative movement only along an unsecured route (will not be treated as a motor funeral procession or motorcade) • Not attended by the public and/or Department work units • The Traffic Bureau lieutenant will consider the below when determining the needed resources for a motor escort: ∗ Distance to be traveled ∗ Route and road type to be use ∗ Time of day/traffic conditions ∗ Environmental condition ∗ Potential for public disorder or disruption to the movement
B. Motor Funeral Procession	• A ceremonial event under the control and direction of the Traffic Bureau lieutenant • Attended by the public and/or Department work units • The Traffic Bureau lieutenant will consider the below when determining the needed resources for a motor procession: ∗ Distance to be traveled ∗ Route and road type to be used ∗ Time of day/traffic conditions ∗ Environmental conditions ∗ Number of vehicles involved in the procession ∗ Need for additional jurisdiction participation • Motor movement is conducted as part of a continuous movement along a pre-established route with appropriate traffic control securing the entirety of the route.
C. Motorcade	• A coordinated event typically utilized to conduct the formal movement of a visiting dignitary or a very important person (VIP) under the care and protection of the Department • May be attended by the public and/or Department work units • The Traffic Bureau motors will coordinate their involvement with the Homeland Defense Bureau's Dignitary Protection Unit.

5. **PRE-FUNERAL PROTOCOL**

A. EAU will advise the affected unit commander of the next steps and options.

B. If requested or desired by the family, the following will be coordinated for LOD and NLOD deaths in preparation of the funeral services.

(1) Transferring the officer from the hospital to the Maricopa County Office of the Medical Examiner (OME) and from the OME to the funeral home

(a) EAU and/or the Honor Guard will coordinate with the officer's family and hospital/OME staff during the release of the officer and subsequent transfer to the OME/funeral home.

(b) Motor Officers - Depending upon the circumstances, EAU and/or the Honor Guard will request the Traffic Bureau to provide a motor escort (see definition listed in section 4.A of this order) of the officer from the hospital to the OME and the OME to the funeral home.

- On a case by case basis, the Traffic Bureau lieutenant will determine the appropriate resources to be utilized to ensure safe passage of the movement, while mitigating potential safety hazards to the motor officers.

5. B. (1) (c) The Air Support Unit may provide aerial surveillance during the motor escort to identify potential obstacles or hazards so an alternate route may be implemented.

C. An administrative guard watch of the deceased officer is not an established part of the Department's funeral protocol; however, if authorized, will not be performed by the Honor Guard.

- The administrative guarding of a deceased officer at the hospital, OME, and/or funeral home should be discussed with and approved by the executive assistant chief.

  * Consideration will be given to the availability of the appropriate resources required to schedule and perform this function.

D. Officers and other Department personnel are **not** authorized to self-deploy for the purpose of conducting a cordon or casket watch unless specifically directed by the Honor Guard unit leader.

6. **FUNERAL GUIDELINES-STANDARD PROTOCOL**

- See Operations Order 3.16 Addendum A, Employee Assistance Unit – Funeral Matrix.

7. **TRADITIONAL RELIGIOUS FUNERAL**

A. During a traditional religious funeral, the police role will be adjunct to the clergy and the house of worship participation.

B. The content of the sermon is at the discretion of the family and participating clergy.

C. If the family has no specific religious preference and requests Department assistance to coordinate the service text, EAU will contact a Department chaplain to have a traditional funeral service conducted.

D. If the family does not indicate a preference, the eulogy may be made by the deceased officer's commander/administrator.

8. **UNIFORMS**

A. Authorized Uniform - The funeral uniform will be the Class A or Class B, as listed in addendum A or B of Operations Order 3.15, Uniform Policy.

B. Authorized Headgear

(1) Helmets will be worn only by motor officers.

(2) As listed in addenda A and B of Operations Order 3.15, Uniform Policy

C. Badge Shrouds

(1) Badge shrouds will only be worn after a Department announcement is published, such as an Employee Notification System (ENS), authorizing the wearing of badge shrouds.

(a) Badge shrouds for LOD deaths will be authorized to be worn from the day of notification until internment (burial, cremation, etc.).

(b) Badge shrouds for NLOD deaths will only be authorized to be worn on the day of the funeral.

8. C. (1) (c) Badge shroud specifications:

- Shrouds will be plain, black, elastic material, and 3/8 inch in width.
- The shroud will be worn horizontally around the center of the badge.
- Writing, such as “IN MEMORY”, is not authorized.

(2) At the discretion of the Police Chief, badges may be shrouded for other law enforcement deaths, such as other Arizona police officers killed in the line of duty, the death of a retired Phoenix police officer, or officers from out of state agencies.

9. **OTHER AGENCY DEATHS**

A. Official Representation - At the discretion of the executive assistant chief, the Department may be officially represented at the funerals of Arizona law enforcement officers.

(1) At least four (4) members of the Honor Guard will attend.

(2) The Traffic Bureau will provide an approved number of motor officers/supervisors.

- If the funeral is outside the metro Phoenix area, the Traffic Bureau will be responsible for obtaining a trailer to transport the motorcycles.

(3) Officers will be scheduled to attend during normal duty hours.

- Overtime will not be allowed unless previously authorized by an assistant chief.

B. Unofficial Representation - Off duty officers may attend Arizona law enforcement officer funerals in uniform; however, no overtime will be authorized.

10. **MEMORIAL EVENTS**

A. All memorial events will be coordinated through EAU.

B. The Honor Guard coordinator will coordinate all participation by Phoenix Honor Guard members for other agency deaths as well as all memorial events.

11. **MEMORIAL MARKERS**

- Nine (9) months following the LOD death of an officer, EAU will begin the process to coordinate the placement of a historical marker at or near the location where the officer was mortally injured.

  * EAU will also manage the replacement of these markers when they fall in disrepair.

1. **GENERAL INFORMATION**

   A. The family of the deceased employee, not the Department or individual employees, decides whether or not to accept the services the Department may provide.

   B. See Operations Order 3.16, Funeral Policy, for more information.

2. The Employee Assistance Unit (EAU) will be responsible for the below, if needed or desired by the family:

SERVICES	LINE OF DUTY (LOD)	NON-LINE OF DUTY (NLOD)	PROFESSIONAL STAFF
Make contact with the family and determine the assistance needed or desired	✓	✓	✓
Assign an employee as an EAU liaison and identify a family member liaison	✓	✓	
After the next of kin has been notified, coordinate the press release with the Public Affairs Bureau (PAB)	✓		
Assist the family in making funeral arrangements to include arrangements for the visitation/viewing	✓	✓	✓
Assist the family in processing survivor benefits	✓	✓	
Provide an American Flag, have a shadow box made, and provide framed photos and/or plaques for family members (no additional items will be provided; therefore, if employees wish to provide anything additional, they will incur the cost and will not be reimbursed)	✓	✓	✓
NOTE: Refer to the EAU Manual for details or contact EAU with any questions.			

3. EAU will coordinate the below funeral services with the Honor Guard.

SERVICES	LOD	NLOD	PROFESSIONAL STAFF	RETIRED SWORN OFFICERS	RETIRED PROFESSIONAL STAFF
Casket Watch (*only during the visitation and/or funeral service)*	✓	✓	✓	✓	✓
Flag Drape	✓	✓			
Honor Guard Cordon	✓				
Pall Bearer Assistant	✓	✓			
Post Colors (Church)	✓				
Color Guard at Interment	✓	✓			
Riderless Horse	✓				
Rifle Salute	✓	✓			
Echo Taps	✓				
Taps		✓		✓	
Flag Fold Team	✓	✓			
Flag Presentation	✓	✓	✓	✓	✓
Bag Pipes / Drums	✓				

4. EAU will also coordinate the participation of the below Department units and other City departments for LODs and NLODs only:

BUREAU/UNIT/DEPARTMENT	SERVICES/ROLE	LOD	NLOD
A. Air Support Unit	• Provide aerial surveillance during the motor funeral procession or motor escort to identify potential obstacles or hazards so alternate route decisions can be implemented	✓	✓
	• Missing man fly over**	✓	
B. Communications Bureau	• Complete the Communications Plan to support the Incident Action Plan (IAP) for the funeral	✓	✓
	• Provide a Communications operator to monitor talk groups (as needed) during the operational period of the funeral	✓	✓
	• Last call**	✓	
C. Homeland Defense Bureau Significant Incident/Special Event Squad	• Support a unified command/incident management team structure	✓	✓
	• Co-locate Police and Fire operations** during the operational period of the funeral	✓	✓
	• Provide logistics support for the funeral	✓	✓
	• Facilitate the planning meetings for the funeral	✓	✓
	• Complete the IAP for the funeral	✓	✓
D. Public Affairs Bureau	• Provide photography/videography of the officer's visitation and funeral services on a DVD/CD at no cost to the family	✓	✓
	• Assist EAU with press releases as required	✓	
E. Traffic Bureau	• Motor funeral procession*	✓	
	• Motor escort*		✓
F. Department Personnel	• Officer cordon**		✓
G. Fire Department	• Provide an on-site medical component during the operational period of the funeral	✓	✓
	• Crossed ladders**	✓	

* Day of funeral
** Day of funeral at interment

1. **AWARD RECOMMENDATION**

A. Procedure

(1) Any member of the Department may recommend qualified personnel for an award.

(2) A memorandum, to be completed when recommending an employee for an award will:

- Specifically name the award being recommended and be titled "Recommendation for _____ Award."
- Include a detailed account of the circumstances and actions surrounding the incident.
- Be supported by written statements from eyewitnesses to the incident.
- Be forwarded through the chain of command to the Public Affairs Bureau (PAB).

(3) At the discretion of the Police Chief, awards and certificates may be presented at any time.

B. Time Limitation

(1) Recommendations for awards should be submitted promptly upon completion of the act or service for which the nomination is being made.

(2) Recommendations for valor, merit, and lifesaving awards should normally be made within 60 days of the date the incident becomes known to the Department.

(3) Awards such as the Police Chief's Unit Award, the Distinguished Service Award, and the Community-Based Policing Award may involve longer periods of time.

2. **HONORS BOARD**

A. The Honors Board will review award proposals and make recommendations to the Police Chief.

- Award proposals involving exceptional incidents will only be reviewed by the Honors Board after at least 200 calendar days from the date of the incident to allow for proper review of the incident by the Department.

  * The Police Chief will have the final decision on when an incident may be reviewed by the Honors Board.

B. Board Members

(1) One Assistant Chief (Chairperson)	• Appointed by the Police Chief
(2) One Bureau/Precinct Commander/Administrator	• Appointed by the Police Chief
(3) One Sergeant or Lieutenant	• Selected by the Phoenix Police Sergeant's and Lieutenant's Association (PPSLA)
(4) One Tactics Expert	• Appointed by the Police Chief
(5) One Officer	• Selected by the Phoenix Law Enforcement Association (PLEA)
(6) One Reserve Officer	• Appointed by the Reserve assistant chief
(7) One Civilian Employee	• Selected by the American Federation of State, County, and Municipal Employees (AFSCME)
(8) One Civilian Supervisor	• Board secretary
(9) One Medal/Award Winner from the Previous Year	• Appointed by the Honors Board chairperson
(10) Two Citizens	• Selected from the Disciplinary Review Board/Use of Force Board list/s

2. C. Terms of the Board Members - Board members will serve two-year terms, except as noted below:

- Medal/award winners are rotated annually.
- Civilian members are rotated annually.
- Honors Board chairperson and secretary are not affected by term length.

3. **AWARD LIMITATION**

A. There is no limitation placed on the number of awards an individual may receive or the number of awards the Department may distribute during the year.

B. More than one type of award may be given for an individual act that falls within more than one award category.

4. **PRESENTATION OF MEDALS AND AWARDS**

A. Annual Awards and Recognition Banquet

(1) The following awards will be presented at the awards banquet:

- Medal of Valor
- Volunteer of the Year
- Police Chief's Award
- Alex Merten's Award
- Police Chief's Unit Award
- Supervisor of the Year Award

(2) Other awards may be presented at this banquet at the discretion of the Police Chief.

B. Honors Ceremony

(1) The following awards will be presented at the Honors Ceremony:

- Medal of Valor
- Medal of Merit
- Medal of Lifesaving
- Distinguished Service Award
- Community-Based Policing Award

(2) Other awards may be presented at this ceremony at the discretion of the Police Chief.

(3) Honors ceremonies will be scheduled as necessary by PAB.

C. Non-Employee Awards - The Police Chief or designee may present these awards at a time and place most advantageous to the Department.

D. Posthumous Awards - The next of kin will be entitled to receive an award earned by a deceased member of the Department.

5. **AWARDS** - The following awards may be presented to sworn or civilian employees or reserve officers:

NOTE: Awards noted with an asterisk (*) will be presented at the Honors Ceremony.

A. DEPARTMENTAL AWARDS	
(1) Medal of Honor	• Awarded to an employee's survivor/s for a line-of-duty death that occurs during the actual performance of police service • Recipient of this award will receive a certificate and medal.

5. **AWARDS** – (Continued)

A. DEPARTMENTAL AWARDS (Continued)	
(2) Police Shield	• Awarded to an employee who, during the actual performance of a police service, sustains a significant injury or requires prolonged medical attention • Recipient of this award will receive a certificate, medal, and pin.
(3) Medal of Valor*	• Awarded to an employee for a conspicuous act of valor during the actual performance of a police service that involves risk of life and knowledge of that risk. • This act must clearly delineate valor from other forms of courage and is clearly above and beyond the call of duty. • Recipient of this award will receive a certificate, medal, and pin.
(4) Medal of Merit*	• Awarded to an employee for an act of courage and dedication to duty during the actual performance of a police service involving significant risk or danger to personal safety. • Recipient of this award will receive a certificate, medal, and pin.
(5) Medal of Lifesaving*	• Awarded to an employee for an act that results in the saving or preservation of a human life or lives that otherwise would have immediately expired without the employee's direct involvement in providing first aid, medical, or physical intervention • An employee may receive only one lifesaving award per incident, regardless of how many victims were involved. • Recipient of this award will receive a certificate, medal, and pin.
(6) Distinguished Service Award*	• Presented to any member of the Department who has made a significantly noteworthy and exceptional contribution to the Department. • Examples of such performance include outstanding achievement under unusual circumstances, successful completion of a special project, or activity not normally considered a part of the employee's job assignment. • Recipient of this award will receive a certificate and a pin.
(7) Police Chief's Unit Award	• Presented for the successful completion of a predetermined police-related, on-duty act/s or continuing effort/s by a group of employees working for a common objective. • The achievement of the objective should be significantly noteworthy and of sufficient quality to distinguish it from the normal completion of regular duties. ∗ A unit will be selected for each quarter of the year. ∗ All submittals will continue to be considered at each board meeting during the year. ∗ Employees of each unit selected as a quarterly recipient will receive a certificate. ∗ One of the quarterly recipients will be selected to receive the Unit of the Year Award. • In addition to individual certificates, individual medals will also be presented to the recipients of the Unit of the Year.
(8) Outstanding Supervisor Award	To receive this award, a supervisor must achieve one of the following: • For a single incident/event where the leadership and management actions of the individual must have been such that the successful outcome of the incident/event was significantly influenced by the timely, accurate, and decisive nature of the supervisor. • For continued excellence in leadership and management of a team, committee, detail, unit, precinct, or bureau over a period of time. ∗ The individual should demonstrate not only those qualities expected of a supervisor, for example coaching abilities; decisive, good communication skills; fairness; sense of humor; tactically sound; concerned for the welfare of others; committed to the vision and values of the organization, but must also have a sustained level of energy and enthusiasm for the job. ∗ The nomination should include a significant list of accomplishments by the supervisor and the supervisor's unit. • The nomination can be initiated by any Department employee and will be forwarded directly to the nominated individual's supervisor. • The nomination will be endorsed by the nominated individual's immediate supervisor and forwarded to the Awards Committee. • There are no limits to the number of times this award can be presented each year.

5. **AWARDS** (Continued)

A. DEPARTMENTAL AWARDS (Continued)	
(9) Supervisor of the Year Award	• The selection of this award will be made from the pool of individuals who received the Outstanding Supervisor Award during the previous calendar year.
(10) Certificate of Recognition	• Awarded to an employee for outstanding performance or conduct exemplifying dedication to duty involving either a single act or consistently superior achievement. • A Certificate of Recognition will be approved by an assistant chief.
(11) Recognition of Excellence	The purpose of this award is to provide immediate recognition of a short-term outstanding performance by an employee. • To be eligible, an employee must have exceeded the expected norm in performing a work-related task. Examples of such achievements include the superior completion of a special project and exemplary performance in one area of assigned duties. • Supervisors who wish to recognize an employee's outstanding performance will submit a memorandum detailing the achievement through the chain of command to the division commander for approval. • If approved, this award will allow up to one full shift of paid leave per occurrence or a tangible award such as a pen, coffee mug, plaque, etc., provided by the employee's bureau/precinct. • If the award is paid leave, the leave will be listed as Performance Recognition Time, code PA. PA time will be scheduled according to established procedures. • Guidelines for tangible awards may be found in Administrative Regulation (AR) 2.282.
(12) Community-Based Policing Award*	• Presented to an employee for outstanding performance or conduct exemplifying dedication to duty involving either a single act or continuing excellence that fosters or furthers the Department's community-based policing philosophy. • Recipients of this award will receive a certificate.
(13) Sam Leabo Award	• Awarded to sworn officers who have made an outstanding contribution to the Phoenix Police Reserve program. • Award will be given out annually to those officers who qualify. • Recipients of this award will receive a plaque.
(14) Years of Service Award	• Represents years of service in five (5) year increments • Employees with 25 or more years of service will be presented with a certificate by the City Manager at a quarterly recognition event • Years of Service pins are available for purchase at the Phoenix Police Museum
(15) Recognition Of Service Certificate	• Awarded to civilian employees who have been with the Department for at least five years, and are scheduled to transfer to another City department. • Also applies to civilian employees who leave the Department in good standing after five years of service. • Recipients of this award will receive a certificate.
(16) Civilian Recognition Pin	• Awarded to civilian employees who have completed their initial probation, or one year with the department for employees on extended probation, including part-time and job-share employees. • New civilian employees who join the Department will receive a pin when they successfully complete one year with the Department.
(17) Expert Shooter's Badge	• Employees who qualify with a minimum score of 96 percent on their first attempt with their service weapon for three consecutive annual firearm modules may earn an Expert Shooter's Badge.
(18) Expert Rifle Shooter Pin	• Awarded to officers who have qualified with a perfect score on the first attempt for four (4) consecutive quarterly daytime rifle qualifications (retroactive to 2004)
(19) Physical Fitness Pin	• Awarded to officers who have performed at a "Level II" in the FitForce Standards
(20) Dive Team Award Pin	• Awarded to Dive Team members who have attained a certain number of years of service, amount of training, and level of certification as outlined in the Tactical Support Bureau manual section C-10
(21) HAZMAT Technician Pin	• Only officers who have completed the Arizona Hazardous Technician 200 hour course and are attending continuing education courses to maintain certification are eligible for this pin.

5. **AWARDS** (Continued)

A. DEPARTMENTAL AWARDS (Continued)	
(21) Safe Driving Award/Pin	To be eligible for the award, the following criteria must be met: • The employee must routinely drive a City vehicle as part of their regular duties (driving to and from work or lunch does not satisfy this requirement). • The employee must not have had an at-fault, preventable City equipment accident within the past five years. • The employee must not have had any observed and/or documented occurrences of unsafe driving within the past five years: for example, out-of-policy pursuit, or any violation of Operations Order 4.2, Operation of Department Vehicles, sections 1 through 4. Recommendation for the Safe Driver Award/Pin will be made by the employee's immediate supervisor. • Evaluation/verification of employee's driving record will occur during the annual Performance Management Guide (PMG). • The memorandum with the employee's bureau/precinct commander/administrator endorsement will be forwarded to the Property Management Bureau (PMB). • PMB will send the award/pin to the commander/administrator for presentation to the employee. **NOTE**: Once awarded, the certificate and pin will not be revoked. • Recipients of this award will receive a certificate and pin.
B. COMMUNITY/OTHER AWARDS	
(1) IACP/DuPont Kevlar Survivors' Club Pin	• Awarded to officers who, as a result of wearing body armor, have survived life/disability-threatening incidents
(2) Federal Bureau of Investigation (FBI) National Academy Pin	• Awarded to law enforcement leaders who graduate from the FBI National Academy after being nominated/invited
(3) Luke Greenway Award	• A badge presented annually to an outstanding regular and/or reserve officer of any rank for outstanding performance. • The recipient's name is engraved on a perpetual plaque. • Selection is made by the Department Honors Board. • Presented by the American Legion Post Number 1 at its annual banquet.

6. **RESERVE AWARDS ONLY**

A. Outstanding Precinct Reserve Officer	• A certificate awarded to the most outstanding reserve officer from each precinct and is based on overall job performance • The selection committee is composed of the following: ∗ Precinct reserve supervisors ∗ Reserve liaison ∗ Precinct commander
B. Outstanding Precinct Award	• A trophy awarded to one precinct reserve lieutenant to remain with that precinct lieutenant until it is presented to the new recipient • Primary consideration is given to average hours per officer; however, special events and programs may be considered. • Selection is made by the reserve command staff.
C. Alex Merten's Award	• Presented annually to the outstanding reserve recruit based on performance in the academy and as a first-year reserve patrol officer • Selection is made by the Honors Board • The recipient's name is engraved on a perpetual plaque.

6. **RESERVE AWARDS ONLY** (Continued)

D. Police Chief's Award	• An engraved plaque is presented annually to the outstanding reserve officer of any rank for outstanding performance. • Selection is made by the Honors Board.
E. Top Shooter of the Year	• A National Rifle Association medal is presented to the reserve officer with the highest average shooting score for the four qualifications per year. • Selection is made by the reserve command staff.
F. Most Improved Shooter of the Year	• A National Rifle Association medal is presented to the reserve officer with the most improved average score of the officer's monthly qualification scores compared to the average top four scores from the previous year. • Selection is made by the reserve command staff.
G. Top 10 Reserve Officers	• A certificate is awarded to 10 reserve officers of any rank who worked the most hours during the previous year. • A reserve administrative sergeant will provide the recipients' names based on the records.

7. **VOLUNTEER EXCELLENCE AWARDS**

A. General Information

(1) All volunteers are eligible for a Volunteer Excellence Award.

(2) This award will be an engraved plaque.

B. Criteria for Selection

(1) Selections for a Volunteer Excellence Award will be based upon:

- Number of volunteer hours worked
- Involvement with special activities or projects that help to promote the Department's image or achieve its objectives
- Overall performance that meets or exceeds Department standards

(2) These criteria are evaluated in comparison to an employee who would normally hold that position.

8. **NON-EMPLOYEE AWARDS**

A. Types of Awards

(1) Valorous Conduct Award	• Awarded to a non-employee in situations where the same conduct by an employee would have resulted in awarding the Medal of Valor • This award will be a certificate.
(2) Meritorious Conduct Award	• Awarded to a non-employee in situations where the same conduct by an employee would have resulted in awarding the Medal of Merit • This award will be a certificate.
(3) Lifesaving Award	• Awarded to a non-employee in situations where the same conduct by an employee would have resulted in awarding the Medal or Certificate of Lifesaving. • This award will be a certificate.
(4) Certificate of Appreciation	• Awarded to a non-employee in situations where the same conduct by an employee would have resulted in awarding the Certificate of Recognition

8. B. Evaluation of Award Nominations

(1) Valorous Conduct, Meritorious Conduct, and Lifesaving Award - Nominations will be forwarded to the Honors Board for consideration.

(2) Certificate of Appreciation - Recommendation will be forwarded through the chain of command to the assistant chief of the recommending employee.

C. Presentation of Non-Employee Awards

(1) Upon approval by the assistant chief, the recommendation will be forwarded to PAB for the preparation of the appropriate plaque.

(2) The plaque will be presented to the citizen as directed by the assistant chief or Police Chief.

(3) PAB will be responsible for the entry of non-employee citizen awards into the Awards/Commendation database.

9. **AWARDS FROM COMMUNITY ORGANIZATIONS**

A. Numerous awards are presented by various community organizations to regular and reserve officers of any rank.

B. Recipients of these awards may be selected from nominations for other Departmental awards, recommendations of Departmental employees, citizen commendations, and other appropriate sources.

10. **COMMENDATIONS**

A. General Information

(1) The Department welcomes letters of commendation for employees who have done well in the performance of their duties.

(2) There are no specific criteria for actions that would merit commendations.

B. Procedures

(1) An employee's immediate supervisor should obtain endorsements through the bureau/precinct commander/administrator and ensure a copy is placed in the employee's division file, and an entry is made in the Awards/Commendation database by the bureau/precinct administrative assistant or designee.

- Supervisors should ensure citizen's Letters of Appreciation are also entered into the Awards/Commendation database.

(2) Commendations must be approved by the employee's division commander or designee in order to be included in the employee's Department file.

10. B. (3) If a commendation originates in a different bureau/precinct than where the employee is assigned, it is the originating bureau/precinct's responsibility to enter all employees listed on the commendation regardless of where the employee is assigned.

- An entry date, initials, and/or serial number will be placed on the bottom right hand corner of the commendation as proof that it has been entered into the appropriate database.
- A copy of the commendation will be forwarded to the employee's assigned bureau/ precinct.

(4) Verbal commendations should be documented as indicated above.

11. **DEPARTMENTAL AWARDS**

A. The Personnel Assessment System (PAS) administrator will institute and maintain the Department Awards/Commendation database.

B. All "Awards" will be entered into the Awards/Commendation database for affected employees by PAB.

C. Other accolades, such as, certificates of appreciation and commendations, will also be entered into the Awards/Commendation database as listed in section 10.B of this order.

D. The Awards/Commendation database will list the name of the recipient, the date of the incident, and the date the award was presented.

E. Copies of awards/commendations should be forwarded to the Fiscal Management Bureau (FMB) to be placed in the employee's Department personnel file.

F. FMB will coordinate the awarding of all service pins and retirements within the Department.

1. **PURPOSE/GENERAL INFORMATION**

A. Under the direction of the Police Chief, it is the Department's intent to administer discipline for both sworn and civilian employees in accordance with City and Department policies in a manner which is fair, impartial, and consistent to all employees.

- Any violation of City or Department policy, whether the employee is on duty, off duty, or off-duty (working off duty in a police capacity), may result in discipline.

B. Discipline and/or coaching/supervisor initiated training is intended to correct inappropriate behavior or policy violations that have a negative impact on providing services to the community and/or police operations.

(1) If an employee is to receive discipline of a written reprimand, suspension, demotion, or termination, as defined in this order and Addendum A of this order, a supervisory investigation/citizen complaint investigation must be completed.

- Investigation procedures outlined in Operations Order 3.19, Misconduct Investigations, and the employee association's Memorandum of Understanding (MOU)/ Memorandum of Agreement (MOA), **will be** followed.
- Only sustained violations will be considered for discipline.

(2) An investigation **is not** required when a coaching/supervisor initiated training or supervisory counseling is conducted/issued to improve performance.

C. Repeated violations of policy may result in discipline.

D. In the case of a performance issue/minor policy violation where the employee does not have any previous performance issues/minor policy violations during the same performance rating year, documentation in the employee's Performance Management Guide (PMG) and/or coaching/supervisor initiated training may be offered by the employee's chain of command to prevent future violations of the same policy/procedure.

(1) The employee's supervisor will document the performance issue/minor policy violation and corrective action implemented in the supervisor notes.

- The employee **will be** provided a copy of the supervisor notes on a monthly basis for review and signature as a receipt.

(2) Following approval by the commander/administrator to issue coaching/ supervisor initiated training rather than discipline; the affected employee will be notified of the deviation.

(3) If a performance issue/minor policy violation is documented in the employee's PMG, the employee will be given specific goals to improve their performance.

- If goals are not met, the employee will be subject to the unscheduled PMG process.
- Repeat 'Not Met' performance which has been documented in the employee's PMG may result in discipline.

2. **DEFINITIONS/GENERAL GUIDELINES** - Repeat violations are subject to progressive discipline (see Progressive Discipline Table in section 4 of this order)

A. Minor Policy Violations	• Acts not involving repeat offenses or a reckless disregard for policy • May be deemed as a performance issue • Possible corrective action: ∗ Coaching/supervisor initiated training ∗ Documentation on the employee's PMG ∗ Supervisory counseling

2. **DEFINITIONS/GENERAL GUIDELINES** - Repeat violations are subject to progressive discipline (see Progressive Discipline Table in section 4 of this order) (Continued)

B. Coaching	• A type of "non-disciplinary" counseling designed to help the employee gain greater competence and confidence • Assists in overcoming barriers to improve employee performance • Used in situations where the employee needs skill development, desires to improve job performance, is not working up to standards, behavior change is needed, and/or desires career advancement
C. Supervisory Counseling	• A type of "non-disciplinary" counseling conducted in a face-to-face meeting between the supervisor and the employee **EXCEPTION**: Per Unit 4's [Phoenix Law Enforcement Association (PLEA)] MOU, a supervisory counseling **is** formal discipline. • Will be documented on a Supervisory Counseling Form 80-582D which will be signed/dated by the employee to ensure the employee understands the purpose of the counseling and documentation • Must be signed by the employee within two (2) weeks of being advised the supervisory counseling has been issued • Does not require the issuance of an Notice of Violation (NOI) or the completion of an investigation • Must be included in a Unit 4 employee's Department personnel file • May also be documented in the employee's performance evaluation and in sustained misconduct investigations, in accordance with the MOU/MOAs
D. Written Reprimand Violations	• Acts involving repeat offenses or a disregard for policy • Listed in Addendum A of this order • Possible discipline: ∗ Written reprimand ∗ Eight (8) or 24 hour suspension
E. Written Reprimand Form 14-8D	• Disciplinary documentation detailing a policy violation which requires the authorization of a bureau/precinct commander/administrator • Must be reviewed and signed by the employee and a copy given to the employee • Requires the issuance of an NOI and the completion of an internal investigation • Must be included in the employee's Department personnel file • Information detailed in a Written Reprimand form may be documented in the current performance evaluation year. • If within three (3) years of the date of NOI, information in a Written Reprimand form will be documented in sustained misconduct investigations.
F. Suspension	• A mandatory temporary leave from work without pay from eight (8) to 240 hours • Will be authored by the City Human Resources Department
G. Class I Violations	• Acts involving an increased disregard for policy • Will be referred to the Police Chief • Listed in Addendum A of this order • Possible discipline: ∗ Eight (8) or 24 hour suspension
H. Class II Violations	• Acts adversely affecting Department operations or involve egregious unprofessional behavior • Will be referred to the Police Chief or Discipline Review Board (DRB) • Listed in Addendum A of this order • Possible discipline: ∗ 24 or 40 hour suspension ∗ Demotion
I. Class III Violations	• Acts so serious and malicious in nature, they may require immediate intervention by the Police Chief (or designee) with the immediate removal of all employee responsibilities • May be subject to a Loudermill Hearing or referred to the DRB • Listed in Addendum A of this order

2. **DEFINITIONS/GENERAL GUIDELINES** - Repeat violations are subject to progressive discipline (see Progressive Discipline Table in section 4 of this order) (Continued)

I. Class III Violations (Continued)	• Possible discipline: ∗ 40, 80, or 240 hour suspension ∗ Demotion ∗ Termination
J. Demotion	• The removal of an employee from a position in a higher pay class to a position in a lower class for which the maximum rate of pay is lower.
K. Termination	• A mandatory dismissal from employment • When an employee is terminated, the employee will receive: ∗ A statement citing the reason for termination ∗ A statement of the effective date of the termination ∗ A statement of the status of fringe and retirement benefits after termination ∗ A statement regarding the content of the employee's employment record relating to the termination
L. Loudermill Hearing	• Determination of employment status by the Police Chief (or designee) without an Investigative Review Process (IRP) or referral to the DRB
M. Classification Guidance Criteria	• Unprofessional conduct violations not listed in Addendum A of this order
NOTE: See the current MOU/MOA for more information	

3. **OFFENSES THAT MAY RESULT IN DISCIPLINARY ACTION**

A. Any violation of policy, on duty, off duty, or off-duty, may result in discipline, regardless of whether or not the violation is specifically listed in Addendum A of this order.

B. Employees may recommend, by memorandum through their chain of command to the Police Chief, a new category be created and rated into Written Reprimand Violations, Class I Violations, Class II Violations, and Class III Violations, as outlined in Addendum A of this order.

- The memorandum will be authored in accordance with Operations Order 2.5, Written Directives.

4. **PROGRESSIVE DISCIPLINE**

A. Progressive discipline is a process of review and consideration of the employee's history of discipline as a factor for a recommendation of discipline on new sustained policy violations.

B. With commander approval, the following criteria will be used when the chain of command utilizes progressive discipline:

(1) An employee who has received a non-disciplinary coaching/supervisory initiated training for a minor policy violation and either repeats the same minor policy violation or is found to be in violation of other minor policy violation/s within the time limits, is subject to either a supervisory counseling or written reprimand.

(2) An employee who has received a supervisory counseling for a minor policy violation and either repeats the same minor policy violation or is found to be in violation of another minor policy violation within the time limits, is subject to either a second supervisory counseling or written reprimand.

(3) An employee who has received a written reprimand and is found to be in violation of a minor policy violation (supervisory counseling designation) within the time limits, is subject to either a supervisory counseling or second written reprimand.

4. B. (4) An employee who has received a written reprimand and either repeats the same minor policy violation or is found to be in violation of another policy violation (written reprimand designation) within the time limits, is subject to either a written reprimand or being referred to the Police Chief for an eight (8) or 24 hour suspension.

(5) An employee who has received a suspension and is found to be in violation of a minor policy violation (supervisory counseling designation) within the time limits, is subject to either a supervisory counseling or written reprimand.

(6) An employee who has received a suspension and is found to be in violation of another policy violation (written reprimand designation) within the time limits, is subject to either a written reprimand or being referred to the Police Chief for an eight (8) or 24 hour suspension.

(7) An employee who has received a suspension and is found to be in violation of a Class I or Class II violation listed within Addendum A of this order within the last five (5) years from the date of NOI, will be referred to the Police Chief or DRB for a possible demotion and/or a 24, 40, 80, or 240 hour suspension, or termination or will be referred to the Police Chief (or designee) for a Loudermill Hearing.

(8) An employee who has two suspensions and is found to be in violation of a Class I, Class II, or Class III policy violation listed within Addendum A of this order within the last five (5) years from the date NOI, will be referred to the Police Chief or DRB for a possible demotion and/or a 40, 80, or 240 hour suspension, or termination or will be referred to the Police Chief (or designee) for a Loudermill Hearing.

C. Progressive Discipline Table - Time periods for progressive discipline are based on the date of the discipline.

If Corrective Action/Discipline Would Be:	Corrective Action/Discipline May Become:
• Second coaching within 12 month period	• Supervisory counseling • Written reprimand
• Second supervisory counseling within a 12 month period	• Supervisory counseling • Written reprimand
• Supervisory counseling when the employee already has a written reprimand (within a (3) year period)	• Supervisory counseling • Written reprimand
• Second written reprimand within a three (3) year period	• Written reprimand • Police Chief suspension (eight (8) or 24 hours)
• Supervisory counseling when the employee already has a suspension (within a five (5) year period)	• Supervisory counseling • Written reprimand
• Written reprimand when the employee already has a suspension (within a five (5) year period)	• Written reprimand • Police Chief suspension (eight (8) or 24 hours)
• Second suspension within a five (5) year period	• Police Chief or DRB suspension (24, 40, 80, or 240 hours) • Demotion • Termination • Loudermill Hearing
• Third suspension within a five (5) year period	• Police Chief or DRB suspension (40, 80, or 240 hours) • Demotion • Termination • Loudermill Hearing

5. **DISCIPLINE PROCESS OVERVIEW - INVESTIGATING SUPERVISOR'S RESPONSIBILITY**

A. Process	• Establish the identity of a minor policy violation, written reprimand violation, or an allegation of a Class I, Class II, or Class III violation • If the alleged violation is considered a Class I, Class II, or Class III violation as defined in Addendum A of this order, immediately contact the Professional Standards Bureau (PSB) to commence an internal investigation. • Research employee's prior discipline (if applicable) and work history: ∗ See the Progressive Discipline Table in section 4 of this order • Complete the Incident Review Control (IRC) Form 80-58DD • Prepare final recommendation • Submit to commander/administrator for review and recommendation • Prepare final documentation on appropriate form

6. **DISCIPLINE OVERVIEW**

A. If a supervisory-initiated investigation or citizen complaint investigation has been completed and an allegation of misconduct is sustained, supervisors will refer to Operations Order 3.18, Addendum A, to determine proper recommendations for discipline.

(1) Repeated sustained policy violations may be referred to the DRB if lesser means of discipline have not improved performance or corrected the behavior.

(2) For employees responsible for Performance Achievement Plans (PAPs), the Police Chief is the final authority on determining discipline.

(3) Depending on the seriousness of the sustained violation of policy or the continued repeat violations of policy, in consultation with the Police Chief, a Loudermill Hearing may be recommended.

(4) The most serious violation among the sustained violations will be designated the primary violation.

(5) Other sustained violation/s will be considered aggravating circumstances.

B. Placement Recommendations Based on Addendum A of this Order

(1) When the investigation process is complete [investigation is presented to the employee to prepare for the Investigative Review Process (IRP)], the investigating supervisor will research the employee's discipline history within the following time restrictions calculated from the date that the employee received the discipline.

- If the investigation is conducted by PSB, the chain of command will complete the work history (see Operations Order 3.19 for information regarding work history).

(2) Coaching/supervisor initiated training/discipline outside the time restrictions will not be considered, see the table below for time restrictions:

(a) Supervisory Counseling	• One (1) year
(b) Written Reprimand	• Three (3) years
(c) All Suspensions	• Five (5) years
(d) Demotion	• Five (5) years

NOTE: Employees may request a modification of time restrictions (for compounding purposes) by submitting a memorandum through their chain of command to the Police Chief.

6. B. (3) The investigator will use the most serious of the current sustained violation/s as the primary violation within Addendum A of this order, with additional sustained violation/s listed.

7. **PROCESS TO RECOMMEND DISCIPLINE OR NON-DISCIPLINE COACHING/SUPERVISOR INITIATED TRAINING**

A. Minor policy violations may be treated as non-disciplinary performance issues.

(1) In addition to coaching, supervisors may recommend remedial training as part of the non-disciplinary process.

(2) Supervisors will document the coaching/supervisor initiated training within their supervisor notes and will provide a monthly copy to the employee for review and signature.

B. Employees who are found to have multiple minor policy violations and have received coaching/supervisor initiated training within the same performance evaluation year, may be subject to a supervisory counseling or written reprimand.

- The employees' chain of command will take into consideration both aggravating and mitigating factors prior to the issuance of a written reprimand.

C. Employees who are found to have sustained Class I, Class II, or Class III violations will be referred to the Police Chief or DRB as outlined within Addendum A of this order.

D. Mitigating and Aggravating Factors

- During the DRB review process, mitigating and aggravating factors will be considered.

E. Chain of Command Final Recommendations - After the internal investigation and prior discipline or non-disciplinary history processes are completed, and it is determined discipline is appropriate, the employee's chain of command will determine the course of action (see the Progressive Discipline Table in Addendum A of this order for more information).

(1) If **extreme mitigating or aggravating factors exist** relative to the policy violation and/or the employee has a prior Class I or Class II violation, the commander/administrator may request to deviate from the standard recommended level of disciplinary action in Addendum A of this order upon approval of the Police Chief.

(a) A memorandum will be written and forwarded through the chain of command to the Police Chief.

(b) The affected employee will be provided a copy of the memorandum.

(c) The Police Chief may request the commander/administrator and/or the employee (with association representation if desired by the employee) attend a meeting to discuss the deviation request.

(2) When an employee's sustained violation of policy is considered to be a Class III violation or a repeat of any Class I or Class II violation and the employee has received a suspension within the last five (5) years, the employee's chain of command may recommend to the Police Chief that a Loudermill Hearing be scheduled.

(a) If the option is a Loudermill Hearing, the involved employee will be given notice at least five (5) working days prior to the hearing and will be provided with a copy of all supporting documentation.

- Employees should be advised to contact the City Human Resources Department in order to make arrangements for benefits.

7. E. (2) (b) The involved employee and a representative (if the employee requests) may attend the Loudermill Hearing.

NOTE: If a Loudermill Hearing is conducted, an IRP **will not** be conducted.

F. Consideration by the DRB

(1) Investigations with sustained violations which meet the criteria for a suspension, demotion, or termination will be forwarded through the employee's division chain of command to the DRB.

EXCEPTION:

(a) A DRB is not required for a probationary employee who does not possess Civil Service appeal rights or an employee in a non-classified position, exceptions may be granted by the Police Chief or designee.

(b) Based upon a recommendation and approval of the Police Chief, a Loudermill Hearing will be conducted by the Police Chief or designee in lieu of a DRB in cases where the conduct of the employee is egregious in nature, or based on job performance.

(2) Based upon the employee's chain of command's recommended level of discipline shown within Addendum A of this order, the DRB will consider a 40, 80, or 240 hour suspension and/or demotion, or termination.

- If articulable facts that may mitigate the discipline have been presented to the DRB by the employee or the employee's representative, the DRB chairperson may make a recommendation to the Police Chief outside the level action requirements (suspension range)

(3) During the DRB executive session, board members will weigh mitigating and aggravating factors to determine the final discipline.

(4) The employee's commander/administrator may address the DRB and make a recommendation to the board for a level of discipline.

(5) The chairperson of the DRB will make a recommendation to the Police Chief.

(6) Once an employee receives discipline for an allegation, they will not receive any additional discipline for the same specific allegation and/or incident of misconduct.

(7) The Police Chief is the final authority on discipline.

G. Serving a Suspension - Suspension time should begin within 30 days of the date of discipline as determined by the supervisor/operational need.

(1) Unit 4 employees (PLEA) may exchange up to 40 hours of vacation or compensatory time while serving a suspension; however, when this benefit is elected, the employee must report for duty during the exchange hours.

(2) Unit 6 employees [Phoenix Police Sergeants and Lieutenants Association (PPSLA)] may exchange up to 30 hours of vacation time while serving a suspension; however, when this benefit is elected, the employee must report for duty during the exchange hours.

(3) Employees who receive a suspension of 40 hours or less will serve the suspension on consecutive days.

7. G. (4) Employees who receive a suspension of 40 hours or more must serve a minimum of 40 hours per pay period until the suspension is completed.

8. **TYPES OF REVIEW BOARDS**

A. Driving Analysis Committee (DAC)	• Objectively reviews police equipment accidents, pursuits, and other employee driving incidents to determine if the action was in or out of policy and to recommend corrective action
B. Discipline Policy Committee	• Reviews classes of discipline as needed • Makes recommendations to the Police Chief
C. Disciplinary Review Board (DRB)	• Reviews all disciplinary reports that have been reviewed by an assistant chief that may lead to a suspension, demotion, or termination; probationary employees, non-classified employees, or violations in Addendum A of this order which are designated as termination • Reviews all disciplinary reports that have been reviewed by an assistant chief that may result in either a suspension up to and including termination • Unless directed by the Police Chief, the DRB will not review an investigation that requires termination for the purposes of recommending discipline. • Reviews all use of force incidents found to be out of policy by the Use of Force Board (UFB) • Make recommendations to the Police Chief regarding the degree and severity of disciplinary action to be taken • Will not review matters involving employees responsible for a PAP
D. Use of Force Review Board (UFB)	• Conducts timely reviews into employee and Fire arson investigator involved shootings and other use of force incidents • Examines all related support documentation surrounding employee and Fire arson investigator involved shootings and other use of force incidents to determine if the incident was consistent with established Department/Fire Department policy • Examines all related policies and procedures governing the administrative handling of employee and Fire arson investigator involved shootings and other use of force incidents • Responsible for making recommendations for change necessary for maintaining Department/Fire Department policy accountability, control and integrity, or training methods

9. **SELECTION OF REVIEW BOARD/COMMITTEE MEMBERS**

A. Review Board Members

TYPE OF BOARD	SWORN EMPLOYEES	CIVILIAN EMPLOYEES
(1) Driving Analysis Committee (DAC)	• Transportation Bureau commander - chairperson • Tactical Support Bureau (TSB) commander • One (1) rotating precinct/bureau commander • Driver training supervisor • Two (2) Transportation Bureau lieutenants (one (1) from north zone and one (1) from south zone) • Vehicular Crimes Unit (VCU) supervisor • Representatives from each employee association [PLEA, PPSLA, American Federation of State, County, and Municipal Employees (AFSCME), and Administrative, Supervisory Professional and Technical Employee Association (ASPTEA)]	• Same as for sworn employees
(2) Discipline Policy Committee	• Police Chief - chairperson • PSB commander • Representative from City Human Resources • Representative from each employee association (PLEA, PPSLA, AFSCME, and ASPTEA)	• Same as for sworn employees

9. A. Review Board Members (Continued)

TYPE OF BOARD	SWORN EMPLOYEES	CIVILIAN EMPLOYEES
(3) Disciplinary Review Board (DRB)	• One (1) assistant chief - chairperson • Two (2) commanders • Two (2) employee peers • Two (2) Phoenix citizens	• One (1) assistant chief - chairperson* • One (1) civilian administrator • One (1) commander • Two (2) employee peers • Two (2) Phoenix citizens
(4) Use of Force Review Board (UFB)	• One (1) executive staff member (assistant chief or director appointed chair by the Police Chief) • One (1) commander for employees or one (1) deputy chief for Fire arson investigators • One (1) employee peer • Three (3) Phoenix citizens	• Same as for sworn employees
NOTE: *Permanent members		

B. Guidelines for Selection of Board Members

(1) General Guidelines

(a) Members of each board will be selected on a rotating basis, except for the permanent members.

(b) Individuals in the affected employee's chain of command will not be selected to participate in the review board.

(c) The employee peer/s selected to serve on the board cannot be currently assigned to the affected employee's bureau/precinct.

(d) The Police Chief may participate in the inquiry and examination of any person appearing before the UFB.

(2) Specific Guidelines for the UFB

(a) Alternates - The other assistant chiefs are alternate members of the UFB and will be invited to participate on boards when the Police Chief is not available or a conflict of interest exists.

(b) Advisory Members

(i) Training Bureau Firearms Training Supervisor	• Serves in an advisory capacity to the board when the incident involves the discharge of a firearm
(ii) Training Bureau Non-lethal Force Supervisor	• Serves in an advisory capacity to the board in selected use of force incidents
(iii) Legal Unit Attorney	• Shall serve with the board to provide legal assistance and advise • May participate in the inquiry, however, is not a member of the board

(c) Specialized Assistance - The assistant chief who chairs the board may request the presence of additional Department personnel if specialized or technical expertise is required.

10. **ADMINISTRATION OF REVIEW BOARDS**

A. Notification of Involved Employee/s - The employee/s or Fire arson investigator involved in an incident to be brought before a review board will be notified of the board in writing at least 10 calendar days prior to the meeting.

10. A. (1) DRB - The notification will contain:

- Date and time of the board
- Violation/s
- Basis of each violation that has been sustained
- Name of board members and any board member substitutions
- Investigation number

(2) UFB - The notification will contain:

- Date and time of the board
- Type of incident such as a shooting, animal dispatch, or accidental discharge
- Name of board members and any board member substitutions
- Investigation number

B. Board Recommendations

(1) All Boards - After reviewing an incident, the appropriate review board will make a recommendation and submit it to the appropriate Police Chief or Fire Chief.

(a) Such recommendations are advisory only.

(b) Recommendations of the board will be included in the permanent record of the disciplinary report.

11. **SPECIFIC GUIDELINES FOR REVIEW BOARDS**

A. DRB

(1) Incidents for Review

(a) All employee use of force incidents found to be out of policy by the UFB.

(b) All other disciplinary reports involving:

- Criminal acts (for which the employee has been found guilty or has entered into a plea agreement)
- Violations of law
- Violations of the rules and regulations of the Department that are classified as a suspension, demotion, or termination

(2) Incidents That May Bypass the DRB - Cases involving serious violations of the law or rules and regulations of the Department to the extent that the employee could be immediately terminated from employment may bypass the board and be referred to the Police Chief or designee for action through the chain of command.

(3) Employees Appearing Before the DRB

(a) Employees and their unit representative shall have the right to appear before the Department DRB when disciplinary matters involving the employee are brought before the board.

(b) The purpose of such an appearance is to give employees an opportunity to respond to any sustained assertions made against them.

(c) Employees may submit relevant written material in support of their position.

11. A. (3) (d) Any appearance before the board during employees' regular work shift shall be counted as time worked.

(e) Employees are not eligible for overtime pay when appearing before the board during other than regular work shift hours.

(4) Meeting With Supervisors Prior to the DRB

(a) Employees may meet with their immediate supervisor and second level supervisor or the bureau/precinct commander/administrator to discuss the matter being reviewed by the board.

- Employees may be accompanied by an employee association/unit representative.

(b) If the immediate supervisor conducted the investigation, employees may meet with the next supervisor in their chain of command

- Such a request shall be made in writing to the immediate supervisor.
- An employee association/unit representative may accompany the employee to the meeting.

(5) Employee Association/Unit Representative

(a) Employees and their employee association/unit representative may be present in the board hearing room to passively observe all presentations made to the board and to be present for all responses made to questions by board members.

(b) If the employee desires, employee association/unit representatives are permitted to present information on the employee's behalf.

(c) All non-board members will be excluded from the boardroom during deliberations.

B. UFB

(1) Incidents for Review - The board is specifically empowered to conduct reviews of the following employee/Fire arson investigator involved use of force incidents:

(a) Class I	**Any** unintentional discharge of a weapon without injury, which includes but is not limited to, firearms training, practice, or general handling of the weapon
(b) Class II	Any intentional shooting or attempted shooting of an object or animal, whether or not such object or animal is actually struck
(c) Class III	Any intentional or unintentional incident in which any of the following conditions occurred: • Any time a person is injured or killed by an employee's/Fire arson investigator's firearm discharge • Any time an attempt is made to injure a person by discharging a firearm • Any time serious injury is inflicted upon a person by an employee/Fire arson investigator by means other than a firearm (excludes vehicular accidents) • Any time a person dies while in the custody of an employee/Fire arson investigator
(d) Class IV	• **Any** intentional or unintentional discharge of a stunbag shotgun, regardless if it strikes a person or object or not • **Any** intentional use of a City vehicle against a person on foot or in another vehicle

(2) The Police Chief may direct the review by the UFB of any use of force incident involving an employee or agent of the Department regardless of the specific circumstances.

11. B. (3) The UFB chairperson will review all Class I, II, and IV incidents before the board convenes to determine the necessity for a board review of the incident.

- If the chair determines a review is necessary, the review procedure will be used.
- If the chairperson determines a UFB is not necessary, a memorandum with recommendations will be forwarded to the appropriate Police Chief or Fire Chief for approval.
- For Department employees, the employee's chain of command will be notified of the results and appropriate action will be taken.

(4) All Class III incidents will automatically be reviewed by the UFB.

(5) Electronic Control Devices (ECD) - The use of force reports involving an ECD will be forwarded through the chain of command to the involved officer's assistant chief for review.

- At the discretion of the assistant chief, the incident report may be forwarded to the UFB chairperson for additional review.

(6) Employees/Fire Arson Investigators Appearing Before the UFB

(a) Department employees and Fire arson investigators shall be subject to call before the UFB.

(b) The employee/s or Fire arson investigator involved in the use of force incident **will be** required to appear before the board.

- The purpose of such an appearance will be to give the involved employee/s or Fire arson investigator the opportunity to relate the circumstances and decision process in the use of force incident and respond to board questions.
- The employee's or Fire arson investigator's immediate supervisor (at the time of the incident) will accompany the employee/Fire arson investigator to the review board.

(c) Unit Representation - A unit representative may accompany an employee/Fire arson investigator to the UFB.

- The unit representative may make a statement at the conclusion of the employee's/Fire arson investigator's presentation to the UFB.

(7) UFB Documentation - All documentation, including UFB recommendations, will be forwarded to the appropriate Police Chief or Fire Chief for review.

(8) Out of Policy Use of Force Incidents

(a) A Fire arson investigator's use of force incident found to be out of policy by the UFB will be referred to the Fire Chief.

(b) All employee use of force incidents found to be out of policy by the UFB will be referred directly to the DRB.

(i) A memorandum will be sent to the affected employee's bureau/precinct commander/administrator to request:

- The employee's five year discipline and commendation record
- The employee's PMG

(ii) The above items will be sent to the DRB/UFB coordinator in the Police Chief's office within five working days for inclusion in the DRB package.

12. **DRIVING ANALYSIS COMMITTEE (DAC)**

A. Committee Meetings

(1) The time and location of the meetings will be announced by the chairperson.

(2) The presence of any five members constitutes a quorum for doing business.

(3) Representatives of the labor units are not voting members of the DAC; however, they may observe and discuss issues.

(4) A Transportation Bureau lieutenant will provide policy guideline assistance.

(5) In the event of a tie vote, the deciding vote goes to the DAC chairperson.

NOTE: Members will make every effort to reach a consensus on DAC rulings/findings.

(6) The chairperson may designate one of the other commanders from the committee to serve as chairperson in his/her absence.

(7) The DAC will review Department involved traffic collisions, pursuits, and other employee driving incidents that may be of concern.

B. DAC Driving Incident Review Process

(1) Upon receipt of the traffic collision, pursuit, or driving incident packet by the DAC chairperson or designee, it will be logged in and then forwarded to the Vehicular Crimes Unit (VCU) supervisor for classification:

- For Review
- Not for Committee Review (clearly in policy)

(2) After review by the VCU supervisor, the reports will be returned to the DAC chairperson or designee and the classification will be added to the log.

- This does not apply to those incidents involving serious injury or death and possible felony prosecution.

(3) The chairperson will send those reports classified as “Not for Committee Review” to the employees bureau/precinct commander/administrator.

(4) Reports classified as “For Review”, which do not involve possible felony prosecution of the employee, will be reviewed by the DAC, who will deliberate on the following and report its recommendations to the employee’s bureau/precinct commander/administrator.

- The extent of the employee’s responsibility
- Whether or not the traffic collision, pursuit, or driving incident was within Department policy
- Whether or not the actions and decisions made (outside of policy) resulting in the traffic collision, pursuit, or driving incident were an acceptable deviation from policy

(5) Reports involving possible felony prosecution of the employee will be forwarded by the VCU supervisor to the Police Chief via the DAC chairperson.

- The Police Chief will determine whether or not to forward the report to the County Attorney’s Office.
- After the report has been reviewed by the Police Chief and/or the County Attorney, it will be returned to the DAC for review.

12. B. (6) The committee's recommendation for corrective action may consist of one or more of the following:

- Training needs
- Disciplinary/corrective action

NOTE: A supervisory counseling is the minimum corrective action for any out of policy traffic collision unless the option in section 12.B.(10) of this order is allowed.

- In the case of traffic collisions, the issuance of an Arizona Traffic Ticket and Complaint/s (ATTC) is an additional option.
- No corrective action is necessary

(7) Factors for Consideration by the DAC

(a) Mitigating Factors - Employee was involved in direct law enforcement activity which required prompt action, for example:

- During a pursuit
- Response to a call that justifies a rapid response
- An on-view situation requiring immediate action
- Conducting an investigation/surveillance that involves an immediate level of urgency that justifies deviating from driving regulations.

NOTE: Mitigating factors require no serious or flagrant violation of law or Departmental policy.

(b) Non-Mitigating Factors - Employee was not directly involved in law enforcement related activity, for example:

- Driving to or from court
- Driving to or from meal break
- Routine patrol (not enforcement related)
- Routine investigative follow up

(8) The DAC's Recommendation to Issue an ATTC

(a) Employees involved in a traffic collision who have committed a violation that caused the collision (absent mitigating circumstances) should normally be cited for the violation.

(b) The committee may determine mitigating circumstances do exist and the issuance of an ATTC is not appropriate.

(c) The employee's bureau/precinct commander/administrator will direct a supervisor within the bureau/precinct to issue an ATTC to the employee after a review and endorsement to issue the citation is given.

- If that is not possible, the commander/administrator may request the citation be issued by VHU.

(d) If the employee's precinct/bureau commander/administrator disagrees with the DAC recommendation, the matter will be reviewed by the employee's assistant chief.

(e) If the employee's assistant chief agrees with the DAC's recommendation, the matter will be referred back to the precinct/bureau commander/administrator for appropriate disposition in accordance with the DAC's findings/recommendations.

12. B. (8) (f) If the employee's assistant chief also disagrees with the DAC's recommendation, the matter, along with new information, will be referred back to the DAC.

- The DAC will further review the matter and submit their decision to change, modify, or retain the original recommendation back to the employee's bureau/precinct commander/administrator for appropriate disposition in accordance with the DAC's findings.

(g) If the employee's bureau/precinct commander/administrator still disagrees with the DAC's recommendation following the second review process, the matter will again be reviewed by the employee's assistant chief.

(h) If the employee's assistant chief agrees with the DAC's second review recommendation, the matter will be referred back to the bureau/precinct commander/administrator for appropriate disposition in accordance with the DAC's findings/recommendation.

(i) If the employee's assistant chief also disagrees with the DAC's second review recommendation, the matter will be referred to the Police Chief.

- The Police Chief will review the matter and render a finding that will be final.
- The matter will then be forwarded back to the employee's bureau/precinct commander/administrator for appropriate disposition in accordance with the Police Chief's decision.

(j) A copy of the final disposition and any discipline taken in all police vehicle traffic collisions and other investigated driving incidents will be forwarded to the DAC, which will file and maintain the records in the Transportation Bureau.

(k) Recommendations for training will be forwarded to the driver-training supervisor who will:

- Coordinate appropriate training
- Ensure a permanent record of all remedial/refresher driver training received by an employee is maintained
- Advise the DAC and the employee's bureau/precinct commander/administrator when the training has been satisfactorily completed

(9) If the DAC sends a case to the DRB for review, the employee, upon request, will receive a copy of the facts supporting the DAC's position.

(10) As an alternative to discipline in an out of policy City equipment traffic collision, the employee's assistant chief may allow the employee the option of reimbursing the City for a loss caused by the employee's negligence.

(a) This option only applies to losses of up to $1,000.

(b) If the loss incurred by the City is more than $1,000, the claim will be processed through normal channels.

(c) If the employee opts to reimburse the City, documentation of the incident will not be placed in the employee's Department file; a notation will be made in the supervisor notes regarding that employee.

12. B. (11) Traffic Collision Review Administrative Documentation:

- The DAC chairperson or designee will collect and store the following data from traffic collision investigative reports that have been reviewed by the committee:

  * Employee's name and serial number
  * Employee's assignment
  * Date of traffic collision
  * Time of traffic collision
  * Incident number
  * Cause of traffic collision
  * Was the traffic collision preventable
  * Whether or not officer was at fault

(12) Driving Incident Review Administrative Documentation - The DAC is responsible for:

- Analyzing data from driving incidents that were reviewed by the committee
- Preparing reports on the trend of driving incidents
- Recommending changes to employee driving training

C. File Retention - The following filing procedures will be used by bureau/precinct personnel upon receiving notification from the DAC.

(1) In-Policy Pursuits/Driving Incidents/Traffic Collisions	• File finding's memorandum in the employee's division file
(2) Out of Policy Pursuits/Driving Incidents/Traffic Collisions	• File only the board's memorandum of findings, a copy of the suspension notice, written reprimand, or documentation of supervisory counseling in the employee's division file • Document any remedial training given in the employee's supervisory notes • Forward the original Written Reprimand form and backup material to the Fiscal Management Bureau (FMB) records center for placement in the employee's Department file • Forward a memorandum reference action taken regarding the traffic collision/pursuit/driving incident to the Transportation Bureau where it will be combined with the original investigation and retained for five years

13. **CIVIL SERVICE BOARDS**

A. When the Civil Service Board orders that a suspension, demotion, or termination must be **overturned**, the original discipline notice and **all** copies will be removed from **all** files by FMB and sent to the City's Human Resources director.

(1) The Human Resources director will retain all overturned documentation in a separate file.

(2) The overturned discipline will not be used in any future disciplinary actions or any performance evaluations.

B. When the Civil Service Board orders a suspension, demotion, or termination must be **modified**, the original discipline notice and **all** copies will be removed from **all** files by FMB and sent to the City's Human Resources director.

(1) An amended discipline notice will be returned by the Human Resources director for retention in the employee's file/s.

(2) Only the modified discipline can be used in any future disciplinary actions or any performance evaluations.

1. **GENERAL INFORMATION**

- Recommendations for discipline will be based upon this Addendum.

2. **MINOR POLICY VIOLATIONS – SUPERVISORY COUNSELING**

A. Policy violations requiring a minimum of a supervisory counseling:

(1) Failure to attend court as directed (first incident within a 12 consecutive month period)

(2) Failure to attend training as directed (first incident within a 12 consecutive month period)

(3) Out of policy traffic collision resulting in property damage below $8000 (no injury/minor injury)

NOTE: See Operations Order 3.18.12.B.(10) for a possible exclusion.

(4) Failure to adhere to driver qualifications as listed in Administrative Regulation (AR) 2.96

(5) Violation of AR 2.35, Equal Opportunity Policy: Anti-Discrimination, Harassment, and Retaliation

B. Unless otherwise listed within this Addendum, any acts not involving repeat offenses or a reckless disregard for policy, may be issued a supervisory counseling.

3. **DISCIPLINE**

A. Written Reprimand Violations – Severity of violation and disregard of policy require a minimum of a written reprimand.

(1) General Requirements/Job Performance

(a) Failure to complete an Incident Report (IR), Incident Supplement, Arizona Crash Report (ACR), or other paperwork when required

(b) Failure to obey a lawful order from a supervisor

(c) Derogatory, inflammatory, or unprofessional remarks over the Mobile Data Computer (MDC)/Computer Aided Dispatch (CAD)

(d) Excessive use of leave/unscheduled leave ("excessive" as defined by City policy)

(e) Failure to notify the Department of a medical condition that might inhibit job performance

(f) Failure to respond to emergency radio traffic when available to do so

(g) Failure to notify a supervisor of a "pointed gun at person (PGP)" incident

(h) Failure to take appropriate action or request the Fire Department to assist in a medical emergency

(i) Providing medical assistance beyond the scope of training or certification

(j) Improper political activity while on duty or in a City uniform

(k) Actions resulting in minor damage or impact to Department (excluding non-criminal traffic accidents)

3. A. (1) (l) Failure to attend court as directed (second incident within a 12 consecutive month period; calculated by date of the Notice of Investigation (NOI) or notification of missed court)

(m) Failure to attend training as directed (second incident within a 12 consecutive month period; calculated by date of the NOI or notification of missed training)

(n) Neglect of duty

(o) Improper storage/security of police equipment and items identifiable as police equipment

(p) Violation of Immigration Enforcement rules and regulations

(q) Failure to adhere to driver qualifications as listed in AR 2.96

(r) Failure to adhere to body-worn camera (BWC) audio/video recording requirements/guidelines

(s) As defined in the Classification Guidance Criteria, section 4, of this addendum

(2) Firearms/Use of Force

(a) Negligent loss of or damage to a City owned firearm

(b) Failure to secure a weapon in an appropriate location

(c) Unauthorized modification/s to a Departmental weapon

(d) Accidental discharge of a firearm without injury (excluding bullet trap incidents)

(e) Carrying non-approved/unauthorized impact weapons

(f) Not qualified and/or did not attempt to qualify as directed by AzPOST rules/Training Bureau policy

(g) Improperly striking another person (no injury)

(h) Inappropriate use of an electronic control device (ECD) (no injury/minor injury)

(i) Use of unauthorized ECD (on duty or off-duty)

(j) Inappropriate use of Oleoresin Capsicum (OC) spray (no injury)

(k) Employee who fails to immediately notify a supervisor of an in-policy use of force incident (use of force options as described in Operations Order 1.5, Use of Force, sections 4.D through 4.I)

(l) Negligent loss of or damage to a City owned radio

(3) Property

(a) Inappropriate release of property without proper authorization

(b) Failure to impound, control, and/or secure property or improper destruction of property as outlined by policy (includes prisoner's property but does not apply to evidentiary items)

3. A. (4) Operating a City Vehicle – If an employee commits two or more violations listed below, during the same driving incident, the violations will be combined and elevated to a single Class 1 Violation.

(a) "Emergency Driving" in a vehicle not meeting the definitions of an emergency vehicle

(b) Failure to immediately notify a supervisor of a City vehicle (owned, leased, or rented) involved in a traffic collision

(c) Illegal parking violations; scofflaw designation

(d) Without authorization or authority, excessive speed violation as defined in Arizona Revised Statute (ARS) Title 28

(e) Pursuit Driving – Failure to terminate pursuit on the order of a supervisor

(f) Pursuit Driving – Failure to notify radio/supervisor of involvement in a pursuit

(g) Failure to wear a seatbelt while operating a City vehicle (owned, leased, or rented) involved in a traffic collision or photo technology Traffic Violation Notice (TVN)

(h) Out of policy traffic collision resulting in significant property damage above $8,000 (no injury/minor injury)

(5) Prisoners

(a) Failure to properly search a prisoner leading to an injury to any person

(b) Improper care of a prisoner/failure to provide medical treatment, if required

(c) Negligent control/securing of a prisoner

(6) Supervisors

- Abusive or derogatory language when addressing a direct report/subordinate

(7) Unprofessional Conduct

(a) Sexual activity (off duty) in a Department facility and/or grounds

(b) Accepting a gratuity (negative impact to the Department)

(c) Soliciting work for an attorney and/or bail bondsman

(d) Verbal abuse/confrontation towards another employee

(e) Violation of AR 2.35

B. Class I Violations – Increased severity of a policy violation and/or disregard of policy

- Class I violations will be referred to the Police Chief for an eight (8) or 24 hour suspension without pay

3. B. (1) General Requirements/Job Performance

(a) Abuse of leave benefits

(b) Intentionally missing a court appearance after proper notification/subpoena

(c) Intentionally missing a scheduled mandatory training after proper notification

(d) Obtaining any information for personal use via the record management system/s, such as MDC/CAD/National Crime Information Center (NCIC)/Arizona Crime Information Center (ACIC)

(e) Uncooperative and/or interfered with a traffic-related investigation (on duty, off duty, or off-duty)

(f) While on duty, any access to an adult/pornographic or otherwise similar inappropriate web site on any accessible computer system to include a City owned smart phone device

(g) Improper use/damage of City property, another's, or personal equipment (used as part of employment), including computer, uniforms, vehicle, etc.

(h) Attempt/s to convert an enforcement contact (victim, witness, suspect, investigative lead (IL), informant, traffic violator) into a social relationship (on duty contact)

(i) Failure to impound, control, properly secure evidentiary items as directed by policy

(j) Failure to complete multiple reports over time as required, such as IRs, Incident Supplements, ACRs, or other required paperwork

(k) Neglect of duty

(l) Failure to adhere to driver qualifications as listed in AR 2.96

(m) As defined in the Classification Guidance Criteria, section 4, of this addendum

(2) Firearms/Use of Force – Employees who fail to immediately notify a supervisor of a use of force incident listed below will be subject to the discipline enumerated in section 3.B of this addendum.

(a) Sworn employee on duty or working off duty in a police capacity or a firearms certified detention officer on duty carrying/deploying with an unauthorized or unapproved firearm (handgun, shotgun, or rifle) in violation of policy

(b) Sworn employee taking action with an unauthorized or unapproved firearm (handgun, shotgun, or rifle) while off duty and not working in a police capacity

(c) Inappropriate use of an ECD (serious injury/hospitalization)

(d) Improperly striking another person (injury)

(e) Inappropriate use of OC spray (injury)

(3) Unprofessional Conduct

(a) Incident not involving an act of violence where elements of a misdemeanor crime are met, regardless of whether the employee was indicted, prosecuted, or convicted

3. B. (3) (b) Soliciting a gratuity

(c) Violation of AR 2.35

(4) Operating a City Vehicle

(a) Overnight use of City vehicle without authorization

(b) Out of policy traffic collision (serious injury/hospitalization)

(c) Two or more violations listed in section 3.A.(4) of this addendum

C. Class II Violations – Violations that adversely affect Department operations or involve egregious unprofessional behavior

- Class II violations will be referred to the Police Chief or the Discipline Review Board (DRB) for a 24 or 40 hour suspension without pay and possible demotion.

(1) General Requirements/Job Performance

(a) Abuse of prescribed medication

(b) Actions amounted to harassment and/or intimidation of a citizen, or a Department or City employee

(c) Actions jeopardized the status of a criminal or administrative investigation or prosecution

(d) Disseminating information obtained from the record management system/s, such as MDC/CAD/NCIC/ACIC, or other public safety databases, without authorization or not within guidelines of the Terminal Operator Certification (TOC) process

(e) Failure to report, uncooperative, and/or interfered with an administrative and/or criminal investigation

(f) Installing unauthorized software on the Department network

(g) Abuse of disability benefits

(h) Neglect of duty

(i) Releasing confidential reports, records, and/or information to an unauthorized person

(j) Unauthorized use of Department funds (non-criminal activity)

(k) Refusal or failure to obey a direct order resulting in minor damage or impact to the Department

(l) Inappropriate supervisor/direct subordinate personal relationship that includes sexual activity

(m) Unjustified arrest or search (willful false arrest or willful illegal search)

(n) Knowingly submitted an internal written document with false information, excluding an IR or internal investigation.

(o) Untruthful verbal report, not related or in response to questioning pursuant to a criminal or internal investigation

3. C. (1) (p) Use of position to interfere with prosecution

(q) Failure to adhere to driver qualifications as listed in AR 2.96

(r) As defined in the Classification Guidance Criteria, section 4, of this addendum

(2) Firearms/Use of Force – Employees who fail to immediately notify a supervisor of a use of force incident listed below will be subject to the discipline enumerated in section 3.C of this addendum.

(a) Civilian employee in possession of a firearm on duty or in a police facility in violation of policy

(b) Accidental discharge of a firearm with any injury to any person

(c) Improperly striking another person who is restrained (cuffs, restraint system) (no injury)

(d) Intentional discharge of a firearm (without injury) in violation of policy

(e) Lending City firearm to another employee without authorization

(f) Use of unauthorized impact weapon (sap, knife, cord restraint, etc.)

(g) Inappropriate use of an ECD (restrained by cuffs or authorized restraint system)

(h) Inappropriate use of OC spray (restrained by cuffs or authorized restraint system)

(3) Operating a City Vehicle

- Without authorization or authority, excessive speed violation as defined in ARS Title 28 resulting in an out of policy traffic collision (serious injury (hospitalization) and/or significant property damage)

(4) Unprofessional Conduct

(a) Violation of AR 2.35

(b) Unprofessional conduct involving an act of violence where elements of a misdemeanor are met, regardless of whether the employee was indicted, prosecuted, or convicted

(c) Physical abuse/confrontation towards another employee

D. Class III Violations – Violations that are so serious and malicious in nature, they may require immediate intervention by the Police Chief (or designee) for the immediate removal of all employee responsibilities.

- Class III violations will be referred to the DRB for a possible demotion and/or 40, 80, or 240 hour suspension without pay, or termination or will be referred to the Police Chief (or designee) for a Loudermill Hearing

(1) General Requirements/Job Performance

(a) Bribery

3. D. (1) (b) Giving false, incomplete, misleading statements, or willful omissions during an investigation

(c) Knowingly submitted a criminal investigation/internal investigation report with false information

(d) Illegal use of drugs

(e) Reported to work with drugs or alcohol (.02 or above) in their system

(f) Operated a City vehicle with drugs or alcohol (.02 or above) in their system

(g) Operated a vehicle while under the influence of drugs or alcohol (.08 or above) DUI (on duty, off duty, or off-duty employment)

(h) Non-authorized consumption of alcohol while on duty

(i) Consumption of alcohol or drugs while working off-duty as a peace officer

(j) Unable to perform essential job duties (court imposed prohibited possessor, AzPOST decertification of peace officer status)

(k) Racial profiling/civil rights type violations (enforcement based solely on race, color, religion/creed, sex/gender, ethnic or national origin, age, sexual orientation, gender identity or expression, disability, or economic status)

(l) Refusal or failure to obey a lawful direct order resulting in major damage or impact to the Department

(m) Refusal to take, tampering with, or failure of the substance abuse screening test

(n) With the intent to defraud, submitting any type of report (overtime, employee reimbursement, etc.) for monetary gain

(o) Neglect of duty

(p) Failure to adhere to driver qualifications as listed in AR 2.96

(q) As defined in the Classification Guidance Criteria, section 4, of this addendum

(2) Unprofessional Conduct

(a) Unprofessional conduct where elements of a felony are met, regardless of whether the employee was indicted, prosecuted, or convicted

(b) Consensual sexual contact (on duty or off-duty employment)

(c) Soliciting an act of prostitution

(d) Violation of AR 2.35

(3) Weapons/Use of Force – Employees who fail to immediately notify a supervisor of a use of force incident listed below will be subject to the discipline enumerated in section 3.D of this addendum.

(a) Intentional discharge of a firearm (with injury) in violation of policy

3. D. (3 (b) Excessive Use of Force – Handcuffed or restrained individual (with injury)

4. **CLASSIFICATION GUIDANCE CRITERIA**

A. This section identifies non-specific violations of policy not listed in this addendum which amount to general requirements/job performance either on duty, off duty, or off-duty employment.

B. Failure to investigate a subordinate's act of misconduct or a citizen's complaint per policy will result in disciplinary action equal to the classification level of the misconduct not investigated.

C. The following are general guidelines used for classification in each category; each point does not have to be met for placement within a specific category:

(1)	**Disregard for policy that requires a written reprimand**
	• The employee has received prior recent discipline for the same violation • The incident did not involve violent conduct
(2)	**Class I violation: Referral to Police Chief for an eight (8) or 24 hour suspension**
	• The incident resulted in minor physical injury to employee/s or citizen/s • Extreme disrespect or willful mistreatment of a citizen or employee beyond that of rude conduct was displayed • Aggravated circumstances outweigh all other factors where conduct is egregious to the extent that a suspension is prudent • The incident resulted in major damage/loss or impact to the Department ($5,000) (this does not apply to out of policy traffic collisions which are covered in sections 2.A.(3) and 3.A.4 of this addendum)
(3)	**Class II violation: Referral to Police Chief or DRB for a 24 or 40 hour suspension and/or demotion**
	• The incident jeopardized the status of a criminal or internal investigation • The incident involved violent conduct • The incident involved the inappropriate use of police powers, authority, and privileges • The incident resulted in major reputation damage or discredit to the City or Department • The incident resulted in major damage/loss to City, personal, or a citizen's property • The incident resulted in serious physical injury to employee/s or citizens • The incident involved an integrity issue not related to a criminal or internal investigation
(4)	**Class III violation: Referral to DRB for a possible demotion and/or 40, 80, or 240 hour suspension, or termination or referral to the Police Chief (or designee) for a Loudermill Hearing**
	• The conduct was so outrageous that attempts to correct performance would be fruitless • The employee's actions violated the oath of office or basic Department values • The incident involved an integrity issue related to a criminal or internal investigation • The incident involved the intentional abuse of police powers, authority, and privileges

1. **POLICY STATEMENT**

A. To ensure the integrity of the Department, all alleged or suspected personnel misconduct observed or suspected by supervisors, Department employees, or citizens will be thoroughly investigated.

(1) Minor violations of policy not specifically listed in Addendum A of Operations Order 3.18, Discipline Policy and Review Boards, may be classified as a performance issue incident rather than a disciplinary issue.

(2) Supervisors who classify an allegation of misconduct or a minor policy violation as a performance issue or supervisory counseling, documented on the Supervisory Counseling Form 80-582D, are not required to complete a misconduct investigation.

- These incidents will be entered into Blue Team as an administrative inquiry by the investigating supervisor and forwarded through his/her chain of command.

B. Bureau/precinct commanders/administrators will be responsible for ensuring all complaints involving minor policy violations being investigated by subordinates are completed within 30 days from the time the complaint was made.

- A review of the complaint status should be conducted on a seven (7) day interval.

2. **DEFINITIONS**

A. Administrative Inquiry	• Documents an allegation of misconduct by an employee of the Department which is unfounded or deemed a performance issue/minor policy violation that does not result in discipline of a written reprimand or higher
B. Citizen Complaint	• An allegation of an employee misconduct or wrongdoing • This includes the following: ∗ Conduct that amounts to a violation of a City ordinance, a state, county, or federal law, or a Department regulation and such violation, if sustained, could result in disciplinary action against the employee ∗ The commission of any prohibited act or the omission of any act that is required
C. Internal Investigation Material List Form 80-58.1DB	• A list documenting the materials the investigating supervisor or Professional Standards Bureau (PSB) investigator provides to an involved employee prior to interviewing the employee ∗ The involved employee will initial each item received/reviewed in the space provided and sign the bottom of the form.
D. Minor Policy Violation: **Performance Issue Incident**	• An act that does not involve malicious intent, repeat offenses, or a reckless/willful disregard for policy • A minor policy violation: performance issue incident is corrected using non-disciplinary measures such as coaching, supervisory initiated training, and Performance Management Guide (PMG) goal setting. • Minor policy violations: performance issues incidents are incidents that are not listed in Addendum A of Operations Order 3.18, Discipline Policy and Review Boards. • An internal investigation is not required for performance issue incidents.
E. Misconduct	• An employee commits misconduct by non-compliance with or by knowingly or intentionally violating any rule or procedure in a Memorandum of Understanding/Agreement (MOU/MOA), Employees Association Agreements, Operations Manual, other departmental or City orders, Administrative Regulations (AR), or City Personnel Rules which may result in disciplinary action.
F. Notice of Investigation (NOI) Form 80-58DB	• A written notice informing the employee of the specific nature of the investigation and the employee's status in the investigation • An NOI is not required if the policy violation is deemed to be a performance issue incident or supervisory counseling.

2. **DEFINITIONS**: (Continued)

G. Recording Performance Issues for Future Review	• Supervisors responsible for providing or recommending coaching, supervisor initiated training, or completion of the employee's PMG, are required to record the nature of the incident, date of the incident, and required remediation (mentoring, training, etc.) in the supervisor notes. • The employee will be notified a notation has been made in the supervisor notes and the notes will be provided to the employee to review and sign on a monthly basis.
H. Supervisor Initiated (SI) Investigation	• An investigation in which the supervisor has observed or suspects a violation of law, City ordinance, or Department regulations • This includes alleged or suspected misconduct which another employee has brought to the attention of a supervisor
I. Work History	• May be included in memorandum form as an attachment to the Internal Investigation Report Form 80-58DA • Includes commendations, performance evaluations, and discipline history (time tables as outlined in Operations Order 3.18, Discipline Policy and Review Boards)

3. **RESPONSIBILITIES IN MISCONDUCT INVESTIGATIONS**

A. Employee Responsibilities

(1) When an employee is accused of any misconduct or witnesses another employee's misconduct, the employee will call their immediate supervisor to the scene.

(2) Employees under investigation for misconduct or who are witnesses to the misconduct must cooperate with the administrative investigation.

(3) When an employee is the subject of a criminal investigation, they are entitled to Fifth Amendment or "Garrity" rights when applicable.

(4) Discussion of the Investigation

(a) If an employee is told not to speak to anyone regarding an investigation, the employee will abide by this order with the following exceptions:

- Conversations with an attorney functioning within the attorney-client relationship
- Conversations with a unit representative who may discuss the matter only with the grievance chair or the unit president
- Spouse
- Employee's clergy

(b) Employees will not jeopardize or interfere with criminal investigations, administrative investigations, or prosecutions.

- This includes employees who are witnesses or suspects in any criminal or traffic-related investigation.

(c) When the employee is presented with the Notice of Findings (NOF) or when the employee has received authorization from the investigating supervisor or Professional Standards Bureau (PSB) investigator, the admonishment against discussing the case is no longer applicable.

B. Responsibilities of the Investigating Supervisor - When an employee is suspected of misconduct, the employee's immediate supervisor will conduct the investigation.

EXCEPTION: Supervisors working in an off-duty capacity will be responsible for investigating alleged incidents of misconduct concerning officers working off-duty under their supervision (an on duty supervisor will not be called to handle the complaint).

3. B. (1) General Responsibilities

(a) Supervisors will immediately investigate all alleged or suspected incidents of misconduct observed or suspected.

- This includes alleged misconduct observed or suspected by other departmental employees and citizens

(b) Supervisors will not look to a higher authority to initiate investigations when the employee involved is within the scope of their own authority and responsibility.

(c) Employees under investigation will be notified in writing every three (3) months as to the current status of the investigation which will include:

- The number of known witnesses left to be interviewed.
- Any remaining investigative processes to be completed.
- The estimated date of completion.

(2) Employees of Equal or Higher Rank - If the alleged misconduct involves another employee of equal or higher rank, a superior officer will be called to investigate the matter.

(3) Employees From Multiple Precincts/Bureaus - If employees from multiple precincts or bureaus are involved, the incident will be investigated by PSB at the discretion of the Police Chief.

C. Professional Standards Bureau (PSB)

(1) Requesting Assistance From PSB	In cases where employees may be subject to discipline on its face value resulting in suspension without pay, dismissal, or demotion, supervisors will request assistance from PSB. • PSB may provide functional supervision of the investigation or may assume full responsibility at the direction of the Police Chief or request of the affected assistant chief.
(2) Reinvestigating Complaints	• PSB has the authority to reinvestigate a matter believed to be incomplete with the concurrence of the Police Chief or affected assistant chief. • In all instances, PSB will have full authority to question any employee/s who may have knowledge that will assist in the investigation.
(3) Complaints Received at PSB	• If PSB receives a direct complaint or information regarding an alleged violation, the matter will be referred to the proper assistant chief/bureau commander or the Police Chief if it is deemed necessary by PSB
(4) Investigation Authority	• During the course of conducting internal investigations, PSB investigators acting on behalf of the Police Chief may issue NOIs in addition to compelling statements and/or tests. • PSB investigators may give admonishments not to speak about the investigation and/or interview/s to any employee regardless of the employee's rank.
(5) Information Received Six (6) Months After Alleged Misconduct Occurrence	If an allegation of misconduct occurred more than six (6) months prior to the date of the original complaint, the supervisor receiving the complaint will document the information in a memorandum • The memorandum will be sent through the chain of command to PSB • PSB will review the circumstances and determine if a formal investigation should be initiated • If an investigation is merited, PSB will assume the investigation, unless otherwise directed by the assistant chief or Police Chief.

4. **SPECIFIC PROCEDURES FOR CITIZEN COMPLAINTS**

A. Receipt of a Citizen Complaint

4. A. (1) General Procedures

(a) All complaints will be immediately referred to an on-duty supervisor.

(b) The supervisor will discuss the matter with the complainant.

- The discussion **should be** audio or audio and video recorded.

(c) If the complainant does not know the name or serial number of the involved employee, every effort will be made to determine the identity of the accused employee.

(d) If the identity of the employee can be determined and the complaint meets the definition of a citizen complaint as set forth in section 2 of this order, the supervisor will forward the complainant's contact information, a brief summary of the complaint, and the audio/video recording (if available) to the involved employee's immediate supervisor.

- If the involved employee's immediate supervisor is discussing the matter with the complainant, the employee's immediate supervisor will commence an investigation as outlined in this order.

(e) If the identity of the employee cannot be determined and/or the complaint does not meet the definition of a citizen complaint, the incident (and audio/video recording, if available) will be entered into Blue Team as an administrative inquiry by the supervisor who received the original complaint and forwarded through his/her chain of command.

(2) Serious Complaints Against Employees (Aggravated Assault, Theft, etc.)

- Serious complaints will be directed to a lieutenant or higher during normal business hours or the duty commander during non-business hours, who will evaluate the complaint to determine if requesting immediate assistance from PSB is warranted (see section 3.C of this order for more information).

B. Previous Complaints - The investigating supervisor will contact PSB to determine:

- If the complainant has filed previous complaints about Department employees
- If any similar previous complaints have been filed against the involved employee/s

C. Contacting the Complainant

(1) When the Complaint is Received	• Upon receipt of the complaint, the investigating supervisor will send a letter to the complainant verifying the complaint was received. • The complainant will be sent the original letter, which has been reviewed and signed by the bureau/precinct commander/administrator.
(2) Periodic Status Reports of Investigation	• Periodic status reports may be provided depending on the investigation's circumstances and length.
(3) At the Conclusion of the Investigation	• Upon the completion of the entire investigation process, the bureau/precinct commander/administrator or designee will send a notification of findings letter to the complainant. • The letter will contain the following: ∗ Allegations and findings of the investigation ∗ Brief definition of the various terms (unfounded, exonerated, etc.) ∗ Investigating supervisor's name and the contact phone number ∗ Complaint control number and statement that the complaint will be filed in the PSB for a minimum of five (5) years should any future questions or concerns arise

5. **STEPS IN CONDUCTING MISCONDUCT INVESTIGATIONS**

STEP	DESCRIPTION	SECTION FOUND
1	If the misconduct only involves a violation of Operations Order 4.49, Body-Worn Video Technology, section 4.C, initiate a "Draft" Body-Worn Camera Investigation Short Form 80-58.1DA. For all other investigations, initiate a "Draft" Internal Investigation Report Form 80-58DA	6.A
2	Interview complainants and witnesses	6.B
3	Serve any required NOI/s	6.C
4	Interview the involved employee/s (ensure a completed Internal Investigation Material List Form 80-58.1DB is provided to each involved employee prior to the interview)	6.D
5	Gather information	6.E & 6.F
6	Complete the "Draft" Internal Investigation Report/Body-Worn Camera Investigation Short form	7
7	Investigative Review Process (IRP)*	8
8	Complete the "Final" Internal Investigation Report/Body-Worn Camera Investigation Short form	7
*NOTE: An IRP **will not** be conducted if a Loudermill Hearing is conducted (see Operations Order 3.18, Discipline Policy and Review Boards, for more information).		

6. **CONDUCTING MISCONDUCT INVESTIGATIONS**

A. General Information

(1) When an investigation may result in discipline of a written reprimand or above, as determined by Addendum A of Operations Order 3.18, Discipline Policy and Review Boards, an Internal Investigation Report form will be completed.

EXCEPTION: If the investigation only involves a violation of Operations Order 4.49, Body-Worn Video Technology, section 4.C, a Body-Worn Camera Investigation Short form will be completed.

NOTE: For supervisor initiated (SI) investigations, ensure an administrative investigation number is obtained from PSB within five (5) days of notification of the incident and documented on the Internal Investigation Report/Body-Worn Camera Investigation Short form.

(2) The investigating supervisor is responsible for the completion of the Internal Investigation Report/Body-Worn Camera Investigation Short form.

NOTE: For SI investigations, the Internal Investigation Report/Body-Worn Camera Investigation Short form must be completed within 60 days of notification of the incident.

(3) Upon completion of the IRP, the "Final" Internal Investigation Report/Body-Worn Camera Investigation Short form, and any other attachments/supporting documentation, will be forwarded to PSB to be retained in accordance with record retention policies and/or laws.

B. Interviewing Complainants and Witnesses - Whenever possible, statements will be taken from witnesses and complainants.

(1) Audio or audio and video record all interviews with complainants and non-employee witnesses when practical.

(2) This will be done unless such audio/video recordings would obstruct the interview and the obtaining of information.

(3) Complainants and involved employees will be notified in writing every three (3) months as to the current status of the investigation.

6. C. NOI Procedures

(1) Criteria for Service of an NOI - An NOI will be given to an employee under the following circumstances:

(a) When an employee is under investigation by PSB or a Department supervisor for a matter that may lead to a written reprimand, suspension, and/or demotion, or termination, and is being interviewed, interrogated, or requested to produce any documentation (financial disclosure statements, memorandums, etc.)

(b) See the appropriate Memorandum of Understanding (MOU)/Memorandum of Agreement (MOA) for more information.

(2) Procedures for Completion of an NOI

- A synopsis of the incident under investigation, outlining the specific nature of the investigation, the employee's status in the investigation and all known allegations of misconduct that the employee will be interviewed about, will be included in the space provided.

  * The synopsis will include the date, time, and location, if known.

(3) Procedures for Serving an NOI

(a) The investigating supervisor or PSB investigator will complete and provide an NOI to the employee **prior** to interviewing or interrogating the employee.

- This does not include preliminary fact finding questions to determine the scope of allegations or if an investigation is necessary.

(b) The employee will review the NOI, sign it, and be provided a copy of the signed and dated form, prior to any interview or interrogation.

(c) Additional NOIs will be served at any time throughout the investigation when new allegations are established and further interview or interrogation of the employee is required.

- If, for example, a rude conduct complaint is being investigated and new information from the employee establishes the employee is untruthful, the supervisor/investigator should stop the interview until a new NOI can be prepared and served.
- Interview questions specific to the allegation of misconduct will be limited to the scope of the NOI.
- Supervisors/investigators will not rely on a "blanket statement" for putting the employee on notice that other issues of misconduct will also be investigated.

D. Interviewing Employees Under Investigation

(1) General Information

(a) Prior to interviewing an involved employee, an Internal Investigation Material List form documenting what materials the investigating supervisor or PSB investigator provided to the involved employee will be completed.

(b) Investigating supervisors or PSB investigators may either record the statement of an accused employee or accept a written statement from the employee.

6. D. (1) (c) Investigating supervisors or PSB investigators may require each employee participating in the investigation to prepare and submit an individual written report of all facts of the incident known to the employee.

(d) Investigating supervisors or PSB investigators will record reactions and statements of those present when statements are read to the accused in the presence of complainants and witnesses.

(e) If body-worn camera video is being used as the basis for an allegation of misconduct against an employee, the employee will have access to the video prior to the employee's administrative interview.

(2) Unit Representation - The employee, who has been served with an NOI, may ask that a unit representative be present during any investigative interview.

(a) The interview will be delayed for a reasonable period of time to allow for the arrival of the representative.

(b) The representative may participate in the interview as permitted by the appropriate MOU/MOA.

(3) Garrity Rights

(a) Any employees under investigation for possible misconduct will be informed that when an employee is compelled to respond to questioning by the Department, such statements and any evidence derived from such statements cannot be used against the employee in a criminal matter.

(b) Any such required statements could be used against an employee in civil proceedings.

(c) Voluntary statements may be admissible in subsequent criminal action.

(4) Audio/Video Recording the Interview

(a) The employee, the representative, and the investigating supervisor/PSB investigator may mechanically record the interview.

(b) The Department reserves the right to transcribe any mechanically recorded interview for the purpose of verifying the accuracy of such interview.

- If requested, the employee shall sign the transcription if it is accurate.

(c) The employee may request and receive an audio/video copy of the interview.

(d) Overtime is not authorized for the purpose of dropping off or picking up audio/video recordings by the affected employee or representative.

E. Submission of Information

(1) Line Ups	• Supervisors may require an employee involved in a misconduct investigation to participate in a line-up for identification purposes. • The procedure will only be used when absolutely necessary and with the approval of the involved employee's assistant chief.
(2) Financial Disclosure Statements	• An employee may be required to submit financial disclosure statements at the direction of the Police Chief when such information is material to an administrative investigation of misconduct. • Financial disclosure will only be required when it is determined the information is critical to the conclusion of a misconduct investigation.

6. E. Submission of Information (Continued)

(3) Substance Abuse Allegations	When there are indications an employee is involved in substance abuse, investigating supervisors may require the employee to submit to the following: • A field sobriety test and/or a chemical test for intoxication and the results will be recorded in an Incident Report (IR) and Impaired Driver Report (IDR) • A medical or laboratory examination to test for the presence of drugs. Such medical or laboratory tests will require the prior approval of the employee's bureau/precinct commander/administrator
(4) Photographs	Supervisors may require each employee involved in an investigation to submit to being photographed if those currently on file with the Department are: • Unsuitable • Do not reasonably depict the current appearance of the employee

F. Polygraph Examinations

(1) General Information

(a) Employees may be required to take a polygraph examination when serious allegations are made against them in regard to their truthfulness.

(b) When serious allegations are made against an employee, the employee may request a polygraph examination.

(c) The Department recognizes that, for the purposes of criminal prosecution, employees do not automatically waive any constitutional privileges concerning questioning pursuant to this order.

(2) Approval for Polygraph Examinations - All polygraph examinations for internal investigation purposes must be approved by the Police Chief.

(3) Requirements - Employees will not be required to submit to a polygraph examination except when the employee is suspected of:

- Committing a criminal offense
- Misconduct that would be grounds for termination, suspension, or other disciplinary action
- Concealing information regarding their qualifications for continued employment with the Department
- Withholding or concealing pertinent information regarding any matter under official investigation by the Department

(4) Examination Guidelines

(a) Questions used in a polygraph examination will be pertinent to the subject of inquiry, except the polygraph examiner may ask control questions as necessary to validate an examination within the scope of acceptable polygraph procedures.

(b) The right to assistance of counsel does not exist when required to submit to a polygraph examination in the employee-employer relationship.

(c) Polygraph examinations will be performed within a reasonable time of the request and by qualified examiners.

(d) Employees will tell the truth at all times, will answer pertinent questions to the best of their knowledge, and will not refuse to answer or knowingly give a false or misleading answer to any question before, during, or after a polygraph examination.

6. F. (4) (e) A labor representative may monitor the polygraph interview and examination from the monitoring room and will be allowed to be present during post exam interviews.

(5) Cooperation

(a) Employees will cooperate with supervisors and investigators when involved in any incident requiring the use of the polygraph.

(b) An employee who refuses to take a polygraph when so ordered by a superior will be dismissed at the discretion of the Police Chief.

G. Joint Criminal and Administrative Investigations

(1) Interviews

(a) Employee Served a Notice of Investigation (NOI)	• An employee who has been, or under the circumstances is likely to be, issued an NOI shall not be interviewed jointly by a criminal and administrative investigator. • This order shall apply to any interview of an employee who was directly involved in a use of force incident, traffic collision, or an in-custody death.
(b) Employees Not Served a Notice of Investigation (NOI)	• An employee who has not been, and under the circumstances is not likely to be, issued an NOI, may be interviewed jointly by a criminal and administrative investigator. • If during the joint interview it appears there may be serious criminal liability on the part of the employee, the administrative investigator should leave the interview.

(2) Crime Scene Walk-Through - Administrative investigators shall not accompany criminal investigators during a crime scene walk-through with an employee who was directly involved in a use of force incident, traffic collision, or an in-custody death.

- Exceptions may be made on a case-by-case basis.

(3) Disclosure of Information

(a) Administrative investigators shall not disclose to criminal investigators any information obtained **during or after** compelled interviews unless and until approved by the Legal Unit.

- The purpose of this order is to prevent the intentional or inadvertent use, directly or indirectly, of an employee's compelled statement in criminal prosecution against the employee (Garrity Rights).

(b) Criminal investigators may disclose to administrative investigators any information discovered during their investigation unless otherwise prohibited by law: for example, grand jury proceeding and wiretap investigation.

H. Procedures for Specific Types of Investigations

(1) Excessive Force Complaints - When excessive force complaints are received, the investigating supervisor will ensure the following procedures are completed:

(a) Interviews with complainants, witnesses, and employees are audio or audio and video recorded.

6. H. (1) (b) Photographs are taken of all the areas of the body where there has been an allegation of injury.

- The photographs will be taken utilizing a Department-approved camera and color bar.
- Photographs will be obtained whether or not the injury is visible.
- Employees of the same sex as the complainant will be utilized to obtain these photographs when appropriate.
- Laboratory Services Bureau (LSB) personnel will not be utilized for taking photographs unless the incident is unusual.

(2) When an Employee Has Committed a Crime

(a) When there are reasonable grounds to believe an employee has committed a crime, the on-scene supervisor will immediately notify their chain of command.

(b) The bureau/precinct/duty commander or administrator will then contact the commander of the Family Investigations Bureau (FIB).

(c) The commander of FIB, in consultation with PSB, will determine the proper course of action to be taken as follows.

- The Special Investigations Detail (SID) of FIB and/or PSB personnel may respond to the scene for disposition.
- At the direction of SID/PSB, the incident may be documented by another sworn employee in an IR and forwarded to SID/PSB for follow-up.
- The internal investigation will be conducted by PSB.

(d) Specific investigative procedures concerning criminal investigations of employees are outlined in the affected bureau's manual.

I. Body-Worn Camera Video

(1) An employee who is the subject of an ongoing criminal investigation, including an officer involved shooting or in-custody death, will not access or view body-worn camera video relating to the criminal investigation until the video is released by the criminal investigators.

(2) In accordance with Arizona Revised Statute (ARS) 38-1116, an employee involved in an incident resulting in an administrative investigation will have access to body-worn camera video prior to the completion of the administrative investigation.

J. Reassignment of Employees Under Investigation

(1) An employee under investigation may be reassigned until the completion of the investigation, see Operations Order 2.13, Administrative Procedures, for more information.

(2) Employees may:

- Be placed on administrative leave
- Work the same position until the investigation is concluded
- Be reassigned to a non-enforcement position for the duration of the investigation

(3) Some guidelines for consideration are:

- Potential for violence and/or misuse of police authority
- Pending termination
- Substance abuse
- Under investigation for a serious crime

6. J. (4) Commanders who place employees on administrative leave or reassignment will notify PSB and the Fiscal Management Bureau (FMB) of the assignment at the beginning of the next business day.

(5) The employee's immediate supervisor will remain responsible for all appropriate/required Department paperwork and activities.

7. **COMPLETION OF THE INTERNAL INVESTIGATION PACKET**

A. General Guidelines

(1) The investigating supervisor will initially complete the Internal Investigation Report/Body-Worn Camera Investigation Short form in "Draft" form.

- A diagonal "Draft" custom watermark will be inserted on the document by clicking on "Design" and then "Watermark."

(2) To determine a recommendation for discipline, supervisors will refer to Addendum A of Operations Order 3.18, Discipline Policy and Review Boards.

- A statement of the discipline recommendation will be included in the **CONCLUSION** of the Internal Investigation Report form.

(3) The "Final" Internal Investigation Report/Body-Worn Camera Investigation Short form will only be completed after the IRP.

NOTE: Ensure the "Draft" custom watermark is removed.

(4) An Investigative Review Control (IRC) Form 80-58DD will be prepared and included as part of the Internal Investigation packet.

- This form will be placed immediately behind the Internal Investigation Report/Body-Worn Camera Investigation Short form.

(5) PSB investigations will be completed in accordance with the procedure/format outlined in the PSB Manual.

(6) Background Checks

(a) The investigating supervisor will check all complainants and witnesses through the Strategic Information Bureau (SIB) and PSB.

(b) The results will be listed in the **DETAILS OF INVESTIGATION** section of the Internal Investigation Report/Body-Worn Camera Investigation Short form.

(7) Findings of the Investigation - In the "Findings" section of the Body-Worn Camera Investigation Short form or the space marked "Findings" and in the **CONCLUSION** section of the Internal Investigation Report form, the investigating supervisor will list/select one of the following:

(a) Unfounded	• It is found the reported misconduct did not occur or did not occur as alleged.
(b) Exonerated	• The incident occurred, but the conduct was lawful and proper.
(c) Unresolved	• There is insufficient evidence to either prove or disprove the allegation. • The inquiry into this allegation is inactivated pending development of further information.
(d) Sustained	• The allegation is supported by sufficient evidence to justify a reasonable conclusion the alleged misconduct occurred.

7. B. Internal Investigation Report Form - The form consists of the following main components: **SUMMARY OF INVESTIGATION**, **DETAILS OF INVESTIGATION**, **CONCLUSION**, and **CLOSING**.

NOTE: Bolding, highlighting, underlining, italicizing, and other font effects will not be used when completing the form.

(1) **SUMMARY OF INVESTIGATION**

- List names of complainant and any witnesses
- List all attachments
- Provide a synopsis of the allegation/s (conveys to the reader the concise facts surrounding the investigation)
- Provide a findings

(2) **DETAILS OF INVESTIGATION**

(a) General Information	• List the events of the supervisor's entire investigation in chronological order • Briefly describe the facts and then explain details of the investigation
(b) Memoranda From Employees	• The investigation will include memoranda from employees containing direct statements about the allegation against them. • Employee memoranda should be summarized. ∗ This summary should only include pertinent information relative to the allegation. ∗ It is not necessary to completely restate what the employees involved already stated in their memoranda.
(c) Interviews	• Interviews of employees, complainants, or witnesses will be audio/video recorded, and the information/statement will be accurately paraphrased. ∗ Interviews will not be transcribed and/or quoted unless they have specific merit and bearing on an issue of fact in the investigation. ∗ Audio/video recordings will be forwarded with the original report. • Interviews with the complainant will be listed by date, time, name, and location where the interview was conducted.

(3) **CONCLUSION**

- The conclusion, based on evidence, will have a concise summary paragraph with a recommendation of exonerated, substantiated, unfounded, or unresolved.
- If the investigation sustains a violation/s of misconduct, the conclusion will contain a description of the policy violation listed within Addendum A of Operations Order 3.18, Discipline Policy and Review Boards, to make a discipline recommendation.
- Any investigation with a sustained violation of misconduct will have a statement regarding the final disposition (discipline resulting in suspension, demotion, or termination, will be listed according to current MOU/MOA guidelines).

(4) **CLOSING**

(a) For the "Draft" Internal Investigation Report form, include the below closing:

- This draft investigation is complete and will be forwarded to the involved employee/s for review. If desired, an Investigative Review Process (IRP) meeting will be held with Commander (insert name) to discuss the findings of the investigation.

(b) For the "Final" Internal Investigation Report form, include the below closing:

- This investigation is complete and was reviewed and approved by the involved employee/s. This investigation will be retained in the Professional Standards Bureau (PSB) in accordance with record retention policies and/or laws.

7. C. Attachments - The following documents will be included as "Attachments" to the Internal Investigation Report/Body-Worn Camera Investigation Short form when applicable.

(1) Work History Memorandum

- In cases where the complaint is sustained, the employee's past record of discipline (according to the time tables in the MOU/MOA or Operations Order 3.18, Discipline Policy and Review Boards), commendations, and performance evaluations for the preceding five (5) years will be listed in chronological order.

NOTE: The employee's supervisor will complete the work history memorandum for all misconduct investigations (SI investigations and PSB investigations).

(2) Medical Records - When medical records, as defined by Arizona Revised Statute (ARS) 12-2291.6, are involved in a PSB or other administrative investigation, the information will not be included in the main Internal Investigation Report form.

(a) All files containing medical records will be clearly marked **Confidential: Do Not Release** and will be stored in PSB.

- Medical records will be maintained in files separate from the regular PSB files or reports.
- No medical records will be kept with the work unit copy of the investigation.
- Medical records will not be released as public records and may only be released internally with the permission of the PSB commander, after consulting the Department legal advisor.

(b) Any reference to medical records or medical history in the main Internal Investigation Report form will be reviewed by the legal advisor prior to releasing the "Draft" Internal Investigation Report form to the employee or the designated unit representative.

(c) For additional information, see the PSB manual.

(3) Supervisory Counseling Form or Written Reprimand Form 14-8D - Must identify what rule or regulation was violated (this information should be the last sentence in the Nature and Specific Details of Infraction section of the Written Reprimand form).

EXAMPLE: In the case of tardiness, "Your conduct violates Operations Order 3.13, Rules and Regulations, which requires employees to be punctual in reporting for duty."

(a) Supervisory Counseling Form Routing

- For Unit 4 employees [Phoenix Law Enforcement Association (PLEA)], the original Supervisory Counseling form will be forwarded to FMB for placement in the employee's Department file and a copy of the form will be retained by the employee's supervisor for one (1) year.
- For employees not in Unit 4, the original Supervisory Counseling form will be retained by the employee's supervisor for one (1) year.

(b) Written Reprimand Form Routing

- The original Written Reprimand form will be forwarded to FMB for placement in the employee's Department file.
- A copy of the Written Reprimand form will be included in the Internal Investigation Report packet and forwarded to PSB for filing and a copy will be placed in the employee's division/bureau/precinct file

8. **INVESTIGATIVE REVIEW PROCESS (IRP)** - The IRP process will not exceed 21 calendar days.

EXCEPTION: If a time extension is needed, it must be requested in writing prior to the end of the 21 calendar day period.

A. Investigating Supervisor or PSB Investigator Responsibilities - The "Draft" Internal Investigation packet will be forwarded to the affected employee's bureau/precinct commander or administrator for review.

B. Providing a Copy of the "Draft" Internal Investigation Packet to the Affected Employee

(1) Sustained Allegations	A copy of the "Draft" Internal Investigation packet will be provided to the affected employee/s and/or representative upon the review and approval of the employee's bureau/precinct commander/ administrator.
(2) Unresolved, Exonerated, or Unfounded Allegations	The "Draft" Internal Investigation packet may be reviewed by the employee at their request.

C. Employee Review of the "Draft" Internal Investigation Packet

(1) Time Limitations - The employee has a maximum of **21 calendar days** to review the "Draft" Investigation packet and make note of any issues in dispute.

(a) If agreed to by both parties, the time period of 21 calendar days for review may be reduced or extended.

- If the full 21 calendar day period is to be used for review, an extension will be necessary and in writing prior to the end of the 21 calendar day IRP time period.
- If an extension is agreed upon, Section 1 of the IRC form will be completed to reflect the agreed-upon extension date.

(b) The employee and/or representative will then return all copies of the "Draft" Internal Investigation packet to the investigating supervisor or PSB investigator.

EXCEPTION: Employees may keep one (1) copy of the "Draft" Investigation packet until the "Final" Investigation packet is completed for comparison.

(2) Restrictions

(a) Employees **will not**:

- Make copies of the "Draft" Internal Investigation packet.
- Provide copies of the "Draft" Internal Investigation packet to the media.
- Make the "Draft" Internal Investigation packet available to the public.

(b) Commanders/administrators will advise the employee of these restrictions when the copy is released to the employee.

D. Investigative Review Meeting

(1) Scheduling

(a) The affected employee's bureau/precinct commander/administrator will schedule a meeting to review the investigation upon completion of the review by the employee.

- Overtime for the involved employee is not authorized for this meeting.
- Meetings reference investigations conducted by PSB will be scheduled through PSB.

(b) This meeting is not necessary for unresolved/unfounded/exonerated complaints unless requested by either party.

8. D. (2) Attendance

(a) The following people **will** attend the meeting:

- Affected employee's bureau/precinct commander/administrator or designee.
- Investigating supervisor or PSB investigator.
- PSB commander (if the investigation was conducted by PSB.)

(b) The following people **may** attend the meeting:

- Affected employee and unit representative
- Affected employee's immediate supervisor
- Anyone else as deemed necessary by the bureau/precinct commander/ administrator

(3) Purpose of the Meeting - The affected employee, investigating supervisor or PSB investigator, and the affected employee's chain of command shall attempt to seek agreement regarding the specific allegations and findings of the investigation.

(4) Responsibility of the Affected Employee

(a) If the Employee Agrees with the Investigation	If the employee agrees with the content of the investigation, the employee or representative will be requested to sign and date the IRC form indicating agreement.
(b) If the Employee Disagrees with the Investigation	If the employee disagrees with the content of the investigation, an attempt will be made to resolve the differences. • Once a consensus is reached, a new draft will be created. • Issues remaining in dispute will be noted on the IRC form. • In the absence of agreement, the process will continue as outlined in this order.

(5) Conclusion of the Meeting

(a) At the conclusion of the meeting, the bureau/precinct commander/administrator or PSB commander will do the following:

- Review the circumstances of the findings
- When reasonable, a specific, single policy that was violated during a single act or related series of events should be enumerated in the investigation
- Other policies, however, may be used in support of the specific allegation
- Ensure a "Final" Internal Investigation Report/Body-Worn Camera Investigation Short form is prepared and forwarded to the effected assistant chief if necessary
- Ensure the IRC form is completed, and a copy is sent to the appropriate labor association

(b) A copy of the "Final" Internal Investigation packet will be given to the employee at their request.

(c) The "Final" signed/dated Internal Investigation packet will be retained in PSB in accordance with current file retention policies.

(d) A copy of the completed IRC form will be forwarded to the appropriate labor association.

1. **PURPOSE**

- To designate positions in the Department that are deemed safety sensitive, to include positions that involve a monetary or licensing related benefit under federal law or regulations
- To outline policy regarding substance use and abuse
- To encourage employees who have a substance abuse problem to voluntarily seek assistance and to deter employees from engaging in the illegal use of drugs

2. **GENERAL INFORMATION**

A. The Department recognizes that to meet the high standards of performance, professionalism, and personal conduct required of those involved in the police profession, its employees must be free of the debilitating effects from the illegal use of drugs.

B. The improper or illegal use of any controlled substance impugns the integrity of and undermines the public's confidence in the Department and will not be tolerated.

C. Safety Sensitive Positions - Employees who work in the below positions are prohibited from using medical marijuana (federal law prohibits the use, purchase, and/or transport of marijuana even if the person possess a medical marijuana card or caregiver card):

- Sworn police officers and other employees who possess firearms or ammunition as part of their job duties
- Positions in the Laboratory Services Bureau (LSB)
- Positions involved in the interdiction of federal drug statutes
- Any employee holding a commercial driver license (CDL)
- Any employee who occupies a driving position (as defined in Administrative Regulation (AR) 2.324)
- Any position where an employee has access to Arizona Criminal Justice Information System (ACJIS)/Criminal Justice Information System (CJIS) information
- Any federally funded position
- 911/Communications operators
- Any position responsible for handling evidence/cash and/or drugs
- Any employee assigned to the Homeland Defense Bureau (HDB)
- Any position with access to drug/medical information
- Any other position deemed safety sensitive by the Department

3. **DUTY TO DISCLOSE SUBSTANCE USE**

A. Employees who work in safety sensitive positions, as outlined above in section 2.C of this order, and other duty-to-disclose positions as outlined in AR 2.324, are required to disclose:

- The use of any substance, including medical marijuana and prescribed and over-the-counter medications, which could impair their job performance.
- If they are a medical marijuana card holder.

NOTE: An employee will not be discriminated against, penalized, or disciplined based solely on his/her status as a medical marijuana card holder.

(1) The required disclosure of substances/medical marijuana card holder status must be made to the employee's supervisor prior to going on duty or to the employee's supervisor or Department human resources liaison prior to being hired, transferred, or promoted to a safety sensitive position.

(2) If an employee in a safety sensitive position discloses any substance use, the employee's chain of command will review the employee's circumstances to determine the employee's suitability to remain in his/her current position (the Police Chief will be the final approving authority regarding all transfers in accordance with Operations Order 3.2, Transfer Policy).

3. A. (2) (a) Factors to consider when reviewing a civilian employee's suitability for a safety sensitive position as a substance user may include, but are not limited to, the following:

- The classification and form of ingestion of the substance (topical cream, tablets, edibles, inhalation, etc.).
- The level of access required for data access and the sensitivity of the job duties to be performed.

4. **SUBSTANCE USE AND ABUSE**

A. Employees are prohibited from using, possessing, or being impaired by marijuana, a controlled substance without a valid prescription, human growth hormones, or alcohol (unless otherwise specified in this order) while conducting City business, on business hours, on overtime, on paid standby/on-call duty, on lunch and breaks, or at a City worksite.

- The use or possession of controlled substances with a valid prescription may be permissible if the substance does not impair job performance.
- An employee who reports to work and appears to be impaired by any substance will be subject to reasonable cause testing in accordance with AR 2.324.

B. Alcohol

(1) Consumption of Alcohol Off Duty - The Department does not object to off duty consumption of alcoholic beverages in moderation.

(a) Employees will not consume alcoholic beverages to the extent they will bring discredit to the Department or will not allow an alcohol abuse problem to affect their job performance.

(b) Any misconduct that is the result of alcohol abuse will result in disciplinary action.

(2) Employees will not report to duty when impaired in **any** way by the use of alcohol and will not report to duty with the odor of alcohol on their breath.

(3) Consumption of Alcohol On Duty

- Employees will not consume alcoholic beverages while on duty or during **any** break (including lunch), except in conjunction with an official investigation and with prior approval of a supervisor.

  * Employees will not consume or purchase alcoholic beverages while in uniform or wearing any identifiable part of the uniform. Included in this restriction is the purchase of non-alcoholic beverages that have the appearance or smell of alcoholic drinks, such as non-alcoholic beer.
  * Plainclothes employees may consume alcoholic beverages or non-alcoholic substitutes on duty only in conjunction with an official investigation and with the prior approval of a supervisor.
  * Officers working in assignments that allow them to consume alcoholic beverages on duty may be randomly tested to determine their level of intoxication while on duty.
  * Affected bureaus and precincts will develop their own guidelines and restrictions, depending upon the circumstances surrounding the assignment.

(4) Any employee suspected of being impaired by alcohol while on duty will submit to a field sobriety test and/or breath alcohol test to determine the level of intoxication.

- Supervisors must base such an order upon reasonable suspicion and document these observations in writing.
- A copy of this documentation will be provided to the employee upon request.

4. B. (5) Supervisor's Responsibilities

(a) Supervisors will be trained in early detection of alcohol abuse and will be familiar with available sources of help.

(b) When a supervisor becomes aware an employee's alcohol problem adversely affects job performance, the supervisor will advise the employee of the requirement to seek assistance.

- The Employment Services Bureau (ESB) will maintain information on all available sources of alcohol abuse treatment programs.
- A request for information can be made in person, anonymously, or on the behalf of a fellow employee.

C. Prescription Drugs or Other Medications

(1) General Guidelines

(a) Employees will not use marijuana, narcotics, or dangerous drugs, including anabolic steroids (refer to Arizona Revised Statute (ARS) 13-3401 for specific definitions of drugs), except when both of the below exists:

- There is a legitimate doctor-patient relationship
- Prescribed by a physician who is a Doctor of Medicine (MD) or Doctor of Osteopathic Medicine (DO) and is licensed to practice medicine in the State of Arizona.

NOTE: Employees in safety sensitive positions are prohibited from using medical marijuana for any reason, at any time.

(b) The following four (4) elements must exist to establish the doctor-patient relationship:

- A patient has a medical complaint
- A medical history has been taken
- An in person physical examination/evaluation has been performed by the prescribing physician
- Some logical connection exists between the medical complaint, the medical history, the physical examination/evaluation, and the drug prescribed

NOTE: Completing a questionnaire that is reviewed by a doctor, hired by an internet pharmacy, **will not** meet the definition of a legitimate doctor-patient relationship for the use of narcotic or dangerous drugs as outlined above.

(c) In cases where prescribed drugs or other medications, including over-the-counter medications, affect the job performance of employees, they will notify their supervisor prior to going on duty.

- Employees will not operate a vehicle or carry a firearm while taking medication that affects their fitness for duty (if the medication has a warning against driving or operating machinery, they will not operate a vehicle or carry a firearm).

(d) It is each employee's personal responsibility to remain free from prescription drug abuse.

- Employees with prescription drug abuse problems are subject to termination.

(e) When there is reasonable suspicion that an employee is impaired due to illegal drug usage or prescription drug abuse, the employee may be required to submit to drug testing and/or be referred to a City physician to determine if a prescribed drug is being abused and to conduct a work fitness evaluation.

4. D. Illegal Substances and Illegal Use of Controlled Substances

(1) General Guidelines

(a) The unauthorized use, sale, purchase, or possession of illegal or controlled substances by employees will be the basis for dismissal.

(b) Controlled and illegal substances include, but are not limited to, the following:

- Cocaine
- Heroin
- Marijuana
- Methamphetamine
- LSD (lysergic acid diethylamide)
- Anabolic Steroids

(2) Drug Detection Testing - All employees suspected of using illegal substances or controlled substances without a valid prescription, will submit to drug detection testing of the Department's choosing, to include but not limited to, urine, blood, and hair follicle collection and screening.

(a) Supervisor's Responsibilities	Supervisors must base an order to take a drug detection test upon reasonable suspicion. • Suspicion may be based on a supervisor's observations and/or information developed in an internal investigation. • Supervisors will document their observations in writing (a copy of this documentation will be provided to the employee upon request). When a supervisor determines there is reasonable suspicion of controlled or illegal substance use, the supervisor will immediately contact the Professional Standards Bureau (PSB). • PSB personnel will notify the Human Resources (HR) Department and arrange to have the appropriate drug screen panel requested by the contract collection site. • This test will require prior approval of the employee's bureau/precinct commander/administrator or any higher ranking officer. • In those cases where the investigation is being conducted by PSB, approval may be obtained from the PSB commander or designee.
(b) Administering the Drug Detection Test	• This test will be conducted on City time and at City expense. • Refusal to take any drug detection test ordered by a supervisor, or refusal to authorize the release of test results, **will** result in the employee's dismissal. • After completing the test, employees may be relieved from duty until the test results are determined. • This will be paid leave documented as City Business time.
(c) Test Results	• Positive test results will be verified by an additional test on the same sample. • Upon negative results, the employee may be returned to full-duty status, unless other charges or investigations prohibit this.
(d) Drug Screening Program	• In cases where management methods have failed to improve an employee's job performance, the Police Chief has the option to mandate an employee's participation in a structured screening and treatment program as an alternative to dismissal. • This will require the consent of the employee.

E. Substances Abuse Investigations

(1) Employee criminal actions resulting from abuse of alcohol or prescription drugs, or from use of illegal substances, will be investigated separately from any administrative actions initiated by the Department.

4. E. (2) Use of illegal substances or abuse of alcohol or prescription drugs not amounting to a felony, will result in disciplinary action up to and including dismissal and, if applicable, an employee's AzPOST certification may be revoked.

5. **ASSISTANCE PROGRAMS FOR EMPLOYEES**

A. General Procedures

(1) Employees who are aware of their own alcohol or legal drug abuse problems are encouraged to seek professional help at its earliest stages, before it affects job performance or personal welfare.

(2) At this stage, all counseling and referrals will be confidential and will not jeopardize job security or promotional opportunities unless the problem involves danger to the employee or to the public or presents increased liability for the City because of the nature of duties involved.

(3) Types of Assistance Programs - Employee assistance can be obtained at no cost or reduced cost through several programs provided by the Department and the City.

(a) Health Insurance	• An employee's health insurance provider may be contacted for information on substance abuse programs and costs.
(b) Employee Assistance Program (EAP)	• The Employee Assistance Program (EAP) is available for assessment, referrals, and follow-up evaluation. • Any employee wishing confidential assistance for a substance abuse problem may call the EAP helpline at 602-534-5433 and arrange for an appointment with a counselor. • More information on this program can be obtained from Operations Order 3.8, Personnel Support Services.

B. Confidentiality

(1) Confidentiality is an essential element of all legal substance abuse treatment programs.

(2) Any employee violating this confidentiality may be subject to disciplinary action.

C. Employee Assistance Program Self-Referrals

(1) Scheduling Appointments

(a) The employee may schedule the appointment for off duty time, if desired.

(b) The employee may schedule the appointment on City time with the approval of a supervisor.

- It is not necessary to advise the supervisor of the reason for the EAP visit.
- Employees may use City Business time for up to three (3), two-hour EAP visits per year, subject to scheduling constraints and supervisory approval.
- No premium pay is authorized.

(2) Use of Department Leave

(a) When an employee requires leave time to participate in a substance abuse treatment program, existing policy concerning leave of absence will be followed.

(b) When employees request the purpose of the leave of absence not be disclosed to their supervisor, the doctor's medical slip will be processed directly through the Fiscal Management Bureau (FMB).

5. C. (2) (c) The EAP counselor will contact the Police Chief or designee for authorization of the leave time.

(d) The Police Chief or designee will maintain confidentiality regarding the reason for the leave when advising the supervisor of the employee's leave of absence.

(3) Contacting the Department

(a) All self-referral contacts are held in confidence by the EAP counselor unless the employee requests in writing the Department be notified.

(b) If the problem involves danger to the employee or the public, or presents increased City liability due to the nature of the employee's work assignment, per AR 2.324, the EAP counselor shall notify the Police Chief that the employee's assignment should be modified.

(4) General Information

(a) Employee compliance with recommendations by the EAP counselor is voluntary.

(b) Use of the program does not replace routine disciplinary procedures for unsatisfactory job performance and misconduct.

D. Supervisor Referrals to the Employee Assistance Program

(1) General Guidelines

(a) It shall be the responsibility of supervisors at every level to encourage employees to seek assistance when deteriorating or unsatisfactory job performance does not respond to usual supervisory action or when a specific on-the-job incident is cause for concern.

(b) A supervisor should not attempt to diagnose an employee's problems.

(2) Procedures for Referral

(a) Supervisors who observe a continuing decline in job performance or attendance are encouraged to refer the employee to EAP when performance does not respond to usual supervisory action.

- The supervisor will document the employee's work-related deficiencies and discuss them with the employee.
- The supervisor will request the employee meet with an EAP counselor.
- If the employee refuses to accept the referral, the supervisor will document this and advise the employee if performance does not improve, disciplinary action may be pursued.

(b) When the employee accepts the referral, the supervisor will call an EAP counselor and describe the job performance problems.

- An appointment will be scheduled for the employee on City time as City Business.
- The employee may see the counselor on City time for up to three (3), two-hour visits per year.
- The counselor may request additional visits on City time (approval for additional visits must be obtained from the employee's immediate supervisor based upon the needs of the work unit).
- No premium pay is authorized.

5. D. (2) (c) Supervisors will be informed of whether or not the employee has kept the appointment and if the employee is following recommendations.

- The nature of the employee's problem will not be discussed outside the chain of command unless the employee gives written permission to do so.
- Any supervisor who violates the employee's confidentiality will be subject to disciplinary action.

1. **PURPOSE -** This order establishes procedures for testing employees of and applicants to the Department to discourage illegal use of controlled substances and ultimately to maintain the integrity of the Department.

2. **SCOPE** - Those employees subject to the screening process will be selected from one of the three following groups:

GROUP	PERSONNEL
A. U.S. Department of Transportation (DOT) Regulated Random Pool	• All employees required to participate in a DOT regulated random pool which includes employees covered by the Federal Motor Carrier Safety Administration (FMCSA) and Federal Aviation Administration (FAA) regulations • This pool is subject to drug and alcohol random testing as required by federal regulations.
B. Non-DOT Regulated Random Pool	• All sworn employees not required to participate in the DOT regulated random pool
C. Police Applicants	• All applicants for police recruit positions and reinstatement to sworn positions prior to being hired • All applicants for civilian, volunteer, and intern positions prior to being hired

3. **SCREENING SELECTION PROCESS**

A. Police Applicants

(1) Applicants for recruit, reserve, civilian, volunteer, and intern positions within the Department will submit to controlled substance screening during the selection process.

(2) Scheduling will be coordinated by the Employment Services Bureau (ESB).

(3) One of the City contracted occupational healthcare facilities will administer the controlled substance screening test as outlined in this order.

- City contracted healthcare facilities are listed in Operations Order 4.9, Communicable Disease Control, Addendum A.

B. DOT Regulated and Non-DOT Regulated Random Pools - The procedures for randomly selecting employees who are subject to testing for controlled substances from the pools of DOT regulated and non-DOT regulated employees will be as follows:

(1) The Safety Division of the City Human Resources (HR) Department will administer the selection procedure and the Inspections Unit of the Professional Standards Bureau (PSB) will monitor the selection process to ensure its integrity.

(2) Employees who are subject to DOT regulated or non-DOT regulated random controlled substance screening will have their name and employee identification number added to the appropriate random pool (either DOT regulated random pool or non-DOT regulated random pool) in eChris.

(a) Through the use of eChris's randomization function, the City HR Safety Division will run a random selection list weekly for each DOT regulated random pool and non-DOT regulated random pool.

(b) The City HR Safety Division staff will send both lists of selected employees to PSB and the City's contracted occupational health provider.

3. B. (3) The selection procedure for the DOT regulated employees will ensure the federally required percentage of employees in the City's DOT regulated random pool are tested annually.

- The annual DOT random testing rates can be found at https://www.transportation.gov/odapc/random-testing-rates.

(4) The selection procedure for the non-DOT regulated employees will ensure 25% of the average number of positions in the random pool are tested annually.

4. **RANDOM SELECTION SCREENING PROCEDURES**

A. Upon receiving the lists of randomly selected DOT regulated and non-DOT regulated employees from the City HR Safety Division, PSB will send email notifications to the employees' chain of command.

(1) The employee's supervisor will verbally notify the employee to report to a City contracted occupational health provider for testing.

- Confidentiality of the selection will be strictly maintained until the affected employee is notified.

NOTE: Employees will not be given advanced notice of their selection.

(2) If notification cannot be accomplished within seven (7) calendar days, the employee's supervisor will notify PSB and disregard the selection.

- PSB will notify the City HR Safety Division that the notification was not made and the reason the notification was not made.

(3) Upon notification, the employee will be required to report immediately to the nearest, open City contracted occupational healthcare facility for screening.

(a) If a conflict exists that makes the employee unable to report immediately for screening, the employee's chain of command will prioritize the scheduling conflict.

- The employee will report to the testing location as soon as possible after completing the conflicting task (routine or non-critical duties and tasks are not reasons to delay reporting for testing).

(b) Time will not be allotted for the employee to confer with a union representative or attorney prior to testing.

(4) Employees will present their identification and employee identification number when they check-in at the City contracted occupational healthcare facility.

(5) Employees will not refuse to take a controlled substance screening test; failure to report immediately for screening will subject the employee to disciplinary action.

B. The attendant at the City contracted occupation healthcare facility will provide employees with a Chain of Custody Document/Request form.

(1) Employees will complete this form, following all the instructions on the form to ensure the security of the specimen.

(2) Employees will be required to present their Department issued commission card or Department identification to the City contracted occupational healthcare facility employee.

(3) Employees will provide the right index fingerprint on the Chain of Custody Document/ Request form.

4. C. The City contracted occupational healthcare facility attendant will ask employees to remove any unnecessary garments such as a coat, jacket, or protective vest that might conceal items or substances that could be used to tamper with or adulterate the urine specimen.

   (1) The City contracted occupational healthcare facility attendant will ensure all personal belongings, such as a purse or briefcase, remain with the outer garments.

   (2) Employees may retain their wallet.

   D. Employees will be instructed to wash and dry their hands prior to urination.

   E. Employees **will not** tamper with a controlled substance screening test.

   (1) When there is reason to believe an employee may alter or substitute the specimen to be provided, the City contracted occupational healthcare facility attendant will call the Communications Bureau supervisor.

   - The Communications Bureau supervisor will notify an on-duty supervisor to respond to the facility.

   (2) The supervisor may order the employee to provide an observed specimen.

   (3) When an observed specimen is ordered, the person observing the collection will note the observation on and sign the Chain of Custody/Request form.

   F. The employee will be given a collection bottle and directed to a private bathroom or collection area where the employee will be allowed as much time as necessary to provide a specimen consisting of at least 50cc of urine.

   - The employee will be allowed to consume sufficient quantities of water as necessary to facilitate this process.

   G. Under normal circumstances, actual collection of the specimen will not be observed; however, precautions will be taken to prevent contamination of the specimen.

   (1) A bluing agent or dye will be added to the water of the toilet to prevent contamination of the specimen.

   (2) The collection bottle will be checked by the City contracted occupational healthcare facility attendant for volume, color, and appearance.

   - The temperature strip located along the side of the bottle will ensure the specimen temperature is within acceptable limits.

   (3) If the temperature of a specimen is outside the range of 90.0 to 100.0 degrees Fahrenheit, there is reason to believe the individual may have altered or substituted the specimen. Another specimen will be collected under direct observation of the same gender.

   (a) Both specimens will be forwarded to the laboratory for testing.

   (b) Individuals may have their oral temperature taken to provide evidence to counter the reason to believe the individual may have altered or substituted the specimen caused by the specimen's temperature falling outside the prescribed range.

   (4) The City's occupational healthcare provider may, with or without notice, change the specific methodology of sample collection listed in this order (such a change does not invalidate this order or invalidate the results of any test).

4. H. Both the individual being tested and the City contracted occupational healthcare facility attendant shall keep the specimen in view at all times before it is sealed and labeled.

- When the specimen is transferred to additional bottles, the City contracted occupational healthcare facility attendant will request the individual observe the transfer of the specimen and the placement of a tamperproof seal over the bottle caps and down the sides of the bottles.

I. Once a sample is provided, the City contracted occupational healthcare facility attendant will place a tamperproof seal on the containers showing the date and the individual's specimen number.

J. Employees will initial the identification labels that will be placed on the specimen bottles to certify it is their specimen.

K. The employee will sign and date the Patient Affidavit block of the chain of custody documents to verify the authenticity of the samples.

- Employees will return a copy of the Chain of Custody/Request form to their immediate supervisor who will then forward it to PSB.

5. **SCREENING PROCEDURES FOR POLICE APPLICANTS AND RECRUITS**

A. Screening procedures to test police applicants will be the same as those detailed in sections 4.B. through 4.K of this order.

- In the event a recruit applicant fails to comply with these procedures, the ESB commander or lieutenant will be notified immediately.

B. Recruits will undergo controlled substance screening at the Police Academy using procedures similar to those described in sections 4.B through 4.K of this order.

- In the event a recruit fails to comply with these procedures, the Training Bureau commander will be notified immediately.

6. **LABORATORY ANALYSIS PROCEDURES FOR ALL EMPLOYEES AND APPLICANTS**

A. The laboratory selected and the personnel employed by the laboratory will comply with all current procedures outlined in the Department of Transportation (DOT) 49 Code of Federal Regulations (CFR) Part 40 (the tables in section 6.D of this order reflect standards in place at the time of this policy revision).

- Per the Phoenix Law Enforcement Association (PLEA) Memorandum of Understanding (MOU), any changes will be discussed and agreed upon prior to implementation for its members.

B. Initial Test

(1) The initial screening will use an immunoassay that meets the requirements of the Food and Drug Administration for commercial distribution.

(2) A small portion of the original test sample will be used to test for any of the substances.

C. Confirmatory Test

(1) All specimens identified as positive on the initial test will be confirmed, using gas chromatography/mass spectrometry (GC/MS) at the cutoff values.

(2) All confirmations will be by quantitative analysis, using a small portion of the original sample.

6. C. (3) Concentrations that exceed the linear region of the standard curve will be documented in the laboratory record as "greater than highest standard curve value."

D. Listed below are initial cutoff levels and confirmation levels to determine if the test is positive:

DRUG CLASS	INITIAL TEST LEVEL (ng/ml)*	CONFIRMATORY TEST LEVEL (ng/ml)*
Alcohol	0.02%	0.02%
Amphetamines: Amphetamine/Methamphetamine	500	250
Anabolic Steroids	See table below	See table below
Cocaine Metabolite	150	100
Marijuana Metabolites	50	15
Opiate Metabolites **6-Acetylmorpohine ****	2000 10	2000 10
Phencyclidine	25	25
NOTE: *Ng/ml = nanogram per milliliter (a nanogram is one-billionth of a gram) **Test for 6AM when morphine concentration exceeds 2,000 ng/mL		

STEROID DRUG	INITIAL TEST LEVEL (ng/ml)*	CONFIRMATORY TEST LEVEL (ng/ml)*
Boldenone	5	5
Clostebol	5	5
Mesterolone	5	5
Nandrolone	5	5
Norethandrolone	5	5
Oxandrolone	5	5
Oxymetholone	5	5
Stanozolol	5	5
Testosterone/Epitestosterone	Ratio of 15	Ratio of 15
NOTE: *Ng/ml = nanogram per milliliter (a nanogram is one-billionth of a gram)		

E. Samples that are screened "none detected" contain either no drugs or drugs below the cutoff detection level for that drug.

F. Samples that are screened "positive" are handled by the laboratory as follows:

(1) Following a positive screen from the initial immunoassay test and a positive screen from the GC/MS test, samples are placed in a locked forensic freezer at the testing laboratory and are maintained for one year, after which time they may be discarded if retention is not requested by the Police Department.

(2) A portion of a retained specimen sufficient for testing from a positive sample may be transferred directly from the testing laboratory to a Substance Abuse and Mental Health Services Administration (SAMHSA)-certified laboratory of the officer's choosing and tested at personal expense.

7. **REPORTING PROCEDURES**

A. Test results for sworn employees will be reported in the following manner:

(1) The laboratory will report test results to the City contracted occupational healthcare facility's contracted medical review officer (MRO) within five (5) working days after receipt of the specimen by the laboratory.

(2) The laboratory will report as negative all specimens that are negative on the initial test or negative on the confirmatory test.

- Only specimens confirmed positive after the confirmatory GC/MS test will be reported positive for a specific drug.

7. A. (3) Positive test results will be reviewed by an MRO.

(a) The MRO will report all verified positive findings to the City Alcohol and Drug Testing Office.

(b) The City Alcohol and Drug Testing Office will notify PSB of the positive findings.

(4) Results of positive tests will not be used in criminal proceedings.

(5) Any breach of confidentiality will be dealt with under Operations Order 3.18, Discipline Policy and Review Boards.

(6) Obtaining Test Results - Officers wishing to obtain the results of their controlled substance screening may do so by contacting the City Alcohol and Drug Testing Office by telephone two weeks after the date of the test.

8. **PURGING POLICY** - The City Alcohol and Drug Testing Office will purge controlled substance screening reports based on the following:

A. Reports positive for controlled substances will be purged five (5) years from the date of the positive result.

B. Reports negative for controlled substances will be purged one (1) year from the date of the negative result unless a specific request is made by the officer being tested to keep the report for a longer period of time.

1. **PERSONNEL FILES** - Two types of personnel files will be maintained for each active Department employee:

A. Department Personnel File [Maintained in the Fiscal Management Bureau (FMB)]	The Department personnel file will be considered the official employee file and will contain items of a more permanent nature, such as: • Applicant, employment, and personal data • Bureau/precinct assignment record • Promotion record • Scheduled, unscheduled, and final probationary Performance Management Guides (PMGs) • Discipline Notices • Written Reprimands • Time Record Forms 80-42D
B. Division/Bureau /Precinct Personnel Files (Maintained in the employee's work unit)	The division/bureau/precinct file will be considered a working file and will contain information of a more temporary nature, such as: • Scheduled, unscheduled, and final probationary PMGs • Recruit training records • Duty-related Arizona Crash Reports (ACR) and related support documents • Copies of Discipline Notices • Copies of Written Reprimands • Any other information at the discretion of the division/bureau/precinct commander
NOTE: Employee medical information should not be placed in the above listed files.	

2. **ACCESS TO FILES**

A. Department Personnel File - If it is necessary to obtain the Department personnel file of an employee or a former employee after normal business hours, the following procedures will be used.

(1) Personnel Authorized to Enter Fiscal Management Bureau (FMB)

(a) Entry may be made by officers of the rank of lieutenant or above.

(b) Entry to FMB offices during non-business hours may be made upon approval and in the presence of the duty commander or higher-ranking officer.

(2) Removal of Department Personnel Files

(a) If a file must be removed from the bureau office, a memorandum will be completed.

(b) The date, time, and file name and number will be documented.

(c) The memorandum will be placed in the IN basket on the desk in the file room.

B. Division/Bureau/Precinct Personnel Files

(1) Employees are, at their request and by appointment, permitted to examine their personnel file in the presence of an appropriate Department supervisor.

(2) Civilian employees are entitled to designate one person of their choosing (lawyer, union representative, friend, etc.) to accompany them while reviewing their file.

3. **ADVERSE INFORMATION IN EMPLOYEE FILES**

A. No employee shall have any adverse comments entered into his/her Department or division/bureau/precinct file unless the employee is informed by a supervisor.

- Employees may, at their discretion, attach rebuttal statements to any material contained in their personnel file of an adverse nature.

B. If an employee requests, a copy of the adverse comment may be given to the employee.

C. Civilian employees shall be requested to date and sign such adverse material, not as an indication of agreement, but solely as evidence that they have been advised of its existence.

4. **PURGING POLICY**

A. Refer to the following resources for information regarding employee file purging time limits:

(1) Appropriate Memorandum of Understanding (MOU)/Memorandum of Agreement (MOA)

- Some employee contracts have specific language that discusses auto-purging policy.

(2) City and State retention schedules

B. Department Personnel Files

(1) Employee Responsibilities:

- Employees will review their Department personnel file in the presence of an FMB supervisor or designee to identify material desired to be purged.
- Employees will then write a short memorandum to their immediate supervisor specifically identifying the material they want to be removed from their Department personnel file.

(2) Supervisor Responsibilities:

- The supervisor will ensure the material in the memorandum meets the criteria for purging.
- The memorandum will then be forwarded through the chain of command for final approval by the bureau/precinct commander/administrator.
- FMB will return a memorandum to the requesting employee, through the bureau/precinct commander/administrator, stating the purge request has been processed successfully.

C. Division/Bureau/Precinct Personnel files

- Employee Responsibilities:

  * Employees will review their file in the presence of a supervisor.
  * Employees will remove the material they wish to have purged in the presence of a supervisor.
  * Employees will write a short memorandum requesting the attached material be considered for purging.

D. City Records Retention Schedule

(1) Performance Management Guides (PMGs)

(a) The City Human Resources (HR) Department will retain employee PMGs for 10 years in a separate file from the City personnel files.

4. B. (1) (b) FMB retains employee evaluations/PMGs until:

- An eligible purge request is received.
- Five (5) years after separation of employment with the Department, in which case, the file is destroyed.

(2) Discipline Notices

- The City HR Department and FMB retain these notices until:

  * An eligible purge request is received.
  * Five (5) years after separation of employment with the Department, in which case, the file is destroyed.

(3) City Personnel/Department/Division Files

(a) City personnel files are retained for five (5) years after separation.

(b) Department personnel files are retained by the Department at FMB for five (5) years after separation.

(c) Division/bureau/precinct personnel files are retained at the employee's current assignment location until forwarded to FMB upon the death, resignation, termination, transfer, or retirement of the employee.

- Upon separation of employment, the division/bureau/precinct personnel file will be merged into the Department personnel file and purged or retained in accordance with the City Records Retention Schedule, unless the employee requests to take their file.

5. **SUPERVISOR NOTES**

A. Supervisor notes do not constitute file material unless they are entered into the Department or division/bureau/precinct files.

- Supervisor notes **will be** provided to the employee on a monthly basis for review and signature.
- Supervisor notes are considered a public record.
- These notes will be the property of the supervisor and may be retained in the supervisor's possession.
- In non-disciplinary matters, the term "coaching" will be used in lieu of counseling.
- Only notes for the current rating period will be considered when completing employee PMGs.

B. Employees may request to attach rebuttals to supervisor notes.

- When the supervisor purges the notes, all rebuttals relating to those notes will also be purged.

C. It is the employee's responsibility to maintain copies of pertinent career records.

1. **TRAINING GOALS** - Primary goals of all training activities conducted or sanctioned by the Department are to:

- Provide the basic skills, knowledge, and behaviors necessary to perform as a police officer.
- Ensure experienced officers are current in a constantly changing profession.
- Satisfy mandated Arizona Peace Officer Standards and Training (AzPOST) Board standards.
- Improve the efficiency and productivity of all employees.
- Develop supervisory and management skills.

2. **TRAINING NEEDS**

A. Resources

(1) All supervisors will be responsible for determining training needs within their work units and will take steps to meet those needs.

(2) Training needs will be met, when possible, with resources available within the Department.

(3) Resources used in training program development will include, but will not be limited to:

- Inspection reports submitted by the Professional Standards Bureau (PSB), Department training representatives, or other personnel
- Staff reports
- Minutes or reports from meetings
- Employee suggestions
- Training Needs Committee reports
- Training evaluations
- Input from command officers including the Police Chief
- Incident Review Unit (IRU)
- Input from the AzPOST Board and other training-oriented organizations
- Personnel investigations
- Use of Force Board (UFB)
- Disciplinary Review Board (DRB)
- Driving Analysis Committee (DAC)
- Tactical Review Committee

(4) Bureau/precinct supervisors will request assistance through their training representative when unable to meet training needs with bureau/precinct resources.

B. Training Representative's Duties

(1) Each bureau/precinct commander/administrator will designate an employee assigned to the bureau/precinct as the training representative.

(2) Bureau/precinct training representatives will be responsible for:

(a) Formulating roll-call-training sessions.

(b) Overseeing the administration of roll-call training.

(c) Submitting reports as requested by their division's Training Needs Committee member through the bureau/precinct commander/administrator.

(d) Schedule annual qualifications (AQs) to include the firearms qualification course, firearms target identification and judgment course standards, and other training deemed necessary by the Department.

2. B. (3) Training representatives will work directly with the Training Bureau Advanced Training Detail liaison assigned to their bureau/precinct.

3. **TRAINING NEEDS COMMITTEE**

A. Members

(1) The Training Needs Committee will consist of:

- Training Bureau assistant chief (chairperson)
- Training Bureau commander
- One bureau/precinct commander/administrator from each other division
- Advanced Training Detail lieutenant
- PSB Inspections Unit lieutenant
- Advance Proficiency Training sergeant
- Firearms supervisor
- Tactical Training Detail supervisor
- One representative each from the Phoenix Law Enforcement Association (PLEA) and Phoenix Police Sergeants and Lieutenants Association (PPSLA)
- Legal Unit representative

(2) Division representatives will be nominated by their respective assistant chief to the Police Chief, who will make final committee membership selections.

B. Responsibilities of the Committee

- Evaluation of the results of existing training programs
- Consideration of new training programs
- Determining priorities of training topics
- Reporting progress of the committee to the Police Chief, in writing, semiannually or more frequently if necessary

C. Responsibilities of the Training Bureau Commander

(1) The Training Bureau commander will be responsible for providing training programs as directed by the committee.

(2) The Training Bureau commander will provide the following information to the committee:

- Summary of current training programs
- Summary of new training programs proposed by various precinct/bureau training representatives
- Subcommittee reports

D. Training Needs Committee Meetings

(1) Meetings will be scheduled at the discretion of the chairperson.

(2) The Training Bureau will prepare the agenda and facilitate committee meetings as directed by the chairperson.

4. **TACTICAL REVIEW TEAM** - Will serve as a subcommittee for the Training Needs Committee.

A. Members

- Firearms Unit - Two members based on availability, sergeant or officer
- Tactical Training Unit - Two members based on availability, sergeant or officer
- Officers involved in the incident

4. B. Responsibilities of the Committee

- Review and analyze selected law enforcement incidents involving use of force for training development purposes
- Review and recommend new non-lethal and less-lethal equipment options
- Review use of force statistics for training purposes

C. Training

- Officers/police supervisors must attend the training provided by the Training Bureau once the Police Chief releases them to full duty.
- The training will be scheduled approximately one week after released to full duty.
- This training is not in lieu of, or in conjunction with, any UFB or DRB process or recommendation.

5. **FIREARMS COMMITTEE** - Will review and/or consider any firearms issues that pertain to the Department.

A. Members

- An assistant chief (chairperson)
- Training Bureau commander (or designee)
- Advanced Training Detail lieutenant
- Firearms Training Detail supervisor
- Tactical Training Detail supervisor
- Special Assignments Unit (SAU) sergeant (undercover capacity)
- Airport Bureau supervisor
- Two (2) patrol precinct supervisors (different precincts)
- Two (2) patrol precinct officers (different precincts)
- Downtown Operations Unit (DOU) rifle training lead instructor
- PLEA representative
- PPSLA representative

B. Firearms Committee Meetings

- The Training Bureau will prepare the agenda and facilitate the committee meetings as directed and scheduled by the chairperson.

6. **TRAINING BUREAU**

A. Advanced Training Detail

(1) The Advanced Training Detail will act as liaison for Department training representatives to assist in meeting Department and work unit training needs as effectively and efficiently as possible.

(2) The Advanced Training Detail will be responsible for:

(a) Obtaining and disseminating up-to-date information on all courses being offered through AzPOST Board and other agencies and institutions that normally provide law enforcement training to departmental personnel.

(b) Maintaining liaison with AzPOST Board in developing courses, obtaining funding, and allocating positions for Department personnel in specific training programs.

(c) Processing requests from training representatives for personnel to receive outside training.

6. A. (2) (d) Maintaining up-to-date information on courses offered through the Employee Development Division of City Personnel.

(e) Maintaining computerized training records.

B. Training Bureau Facilities

(1) Training Bureau facilities and resources will be made available to individual bureaus/precincts through their respective training representatives.

(2) Training representatives may schedule use of classrooms, auditorium, or other facilities with the Advanced Training Support Unit or the Advanced Training Detail sergeant.

7. **OUT-OF-CITY TRAINING SEMINARS, CONFERENCES, AND WORKSHOPS**

A. Administrative Regulation (AR) 3.41 - Establishes guidelines governing expense allowances to be granted to City employees who travel outside Maricopa County on City business, or who attend conferences and conventions within Maricopa County that last more than one day.

B. General Guidelines

(1) Overtime is not authorized for attendance to out-of-city training seminars or conferences.

(2) Authorization by the Police Chief and approval by the City Manager's Office is required prior to making any travel arrangements.

- Authorization by the City Manager's Office is not required if the travel is funded solely by Employee Development Funds (Blue Card).

C. Employee Responsibilities

(1) Employees must submit a City business leave memorandum through their chain of command for approval for all in and out-of-state travel six (6) weeks prior to the departure date. The memo will contain the following:

- Seminar/conference information and how training will benefit the City and employee
- Expense summary
- Requested City business leave time (attached leave slip)
- Source of available funds

(2) The Fiscal Management Bureau (FMB) will generate a travel report once the travel memorandum has been approved.

- Police investigative travel requires the Police Chief's approval
- In-state travel and one (1) day ONLY out-of-state travel require the Police Chief's approval
- Overnight out-of-state travel requires the Assistant City Manager's or designee's approval
- Travel costs exceeding $4000 requires the City Manager's approval
- Travel outside the United States (U.S.) requires the City Manager's approval
- Travel expenses may not be reimbursed without a receipt

(3) Travel, lodging, and seminar registration arrangements will be the responsibility of the employee.

(4) It is the employee's responsibility to confirm the status of the seminar or conference within three working days prior to departure.

7. D. Employee's Responsibilities Upon Return

(1) Employees will ensure a completed Travel Request, Authorization, and Expense Report Form 150-17D, accompanied by appropriate original receipts, are submitted to FMB within three (3) working days of their return.

(2) Settlement of advance payments will be made on the basis of actual expenses.

(3) The City will not reimburse employees for purchase of alcoholic beverages or for expenses incurred by a family member traveling with the employee.

E. AzPOST Board Training Requests

(1) The Training Bureau will coordinate AzPOST Board training requests.

(2) AzPOST Board approved trips will not be subsidized by City funds without specific prior approval of the Police Chief.

(3) Receipts are required for expenses when reimbursement from the AzPOST Board is requested.

8. **AZPOST BOARD TRAINING REQUIREMENTS**

A. General Information - AzPOST Board rules require all sworn employees must complete minimum training in order to retain their certified peace officer status.

(1) Employees who fail to meet these qualifications are subject to de-certification by AzPOST Board.

(2) Training is offered by the Training Bureau and is scheduled by the individual's bureau/precinct training representative.

- It is the employee's responsibility to ensure minimum requirements are met and to submit appropriate documentation.

(3) The required areas of training are listed in the following table and apply to both sworn employees and reserve officers.

B. Required Areas of Training

(1) Continuing Training	• A regular peace officer or reserve officer will complete eight (8) hours of continuing training each calendar year beginning the year after the receipt of certified status. • The curriculum will contain material from one (1) or more of the following topic areas: ∗ Search and seizure ∗ All Hazards/ICS (every year) ∗ New procedures and technology ∗ Officer survival techniques ∗ Management and supervision ∗ Interviewing and questioning ∗ Crime prevention ∗ Arizona Revised Statutes (ARS) ∗ Court decisions ∗ Mental illness issues (once every three (3) years) ∗ Other law enforcement related topics

8. B. Required Areas of Training (Continued)

(2) Proficiency Training	• All peace officers below the first level supervisory position will complete eight (8) hours of proficiency training every three (3) years, beginning with the date they receive certified status. • The curriculum will cover one (1) of a combination of the following topic areas: ∗ Defensive tactics ∗ Baton training ∗ Tactical firearms (not firearms qualification) ∗ Defensive driving and pursuit operations ∗ First aid and emergency care [(cardiopulmonary resuscitation (CPR)] ∗ Tactical operations ∗ Skills areas unique to the agency
(3) Firearms Qualification Training	• A peace officer authorized to carry a firearm will qualify each calendar year using a service handgun. • The following components of the firearms qualification course are: ∗ Fifty-shot daytime or nighttime qualification course ∗ Target identification and discrimination course

9. **MANDATORY IN-SERVICE ADVANCED OFFICER TRAINING (AOT)**

A. Attendance at In-Service Training

(1) Required Attendance - Attendance at in-service training is mandatory for all sworn personnel below the rank of commander.

- Employees are required to attend yearly mandated training.
- Training representatives will be responsible for scheduling employees for training.

(2) Employees Unable to Attend Scheduled In-Service Training

(a) When an employee is unable to attend scheduled in-service training, they will verbally notify their immediate supervisor as soon as possible and complete a memorandum that will be forwarded to the employee's commander.

- The memorandum must include the reason the employee was unable to attend the scheduled in-service training and the date that they will be able to attend.
- Supervisors will retain a copy of the memorandum in the employee notes.

(b) Supervisors will contact their bureau/precinct training representative to ensure the employee's training is rescheduled.

(c) Supervisors will notify the Advanced Training Detail sergeant of the employee's absence from the in-service training and the date the employee will be making up the training.

(3) Employees on Authorized Leave - Notification

(a) Authorized leave includes:

- Approved vacation and compensatory leave
- Approved training
- Illness or other emergency situations
- Authorized leave may include an employee's non-work days (N-days) when, in the judgment of the employee's supervisor, the reasons for requesting leave on N-days is legitimate.
- Any subpoena for court, hearing, jury duty, or grand jury attendance

9. A. (3) (b) The procedure listed in 9.A.(2) of this order will be followed as soon as it is evident there is a schedule conflict with authorized leave.

(4) Employees on Industrial Leave or Transitional Duty - Notification

(a) When an employee is injured and placed on industrial leave or transitional duty for an extended period of time, they will submit the following documents to the Advanced Training Unit Records Detail:

- A memorandum submitted through the chain of command to the employee's commander including the anticipated date when the employee will be able to attend in-service training
- Submit a court continuance request

(b) If employees are unable to complete the required documents, their immediate supervisor will be responsible for submitting the memorandum and leave notification.

(5) Failure to Attend Scheduled In-Service Training - Employees scheduled to attend in-service training will verbally notify their immediate supervisor as soon as practical when they fail to attend as directed.

- Supervisors will initiate an investigation if the employee intentionally missed their scheduled in-service training and their leave does not fall into the authorized leave categories listed in this order.

  * Supervisors will serve the employee with a Notice of Investigation (NOI) Form 80-58DB and direct the employee to provide a memorandum at the beginning of their shift detailing the facts of why they failed to attend in-service training as directed.

    - The memorandum will be forwarded through the chain of command to the commander.

(6) Personnel Not Scheduled to Attend In-Service Training

(a) All employees will be responsible to notify their immediate supervisor as soon as practical when they are not scheduled to attend an announced mandatory in-service training.

(b) Notification will be made in advance of the conclusion of the in-service training to allow sufficient time for scheduling.

B. Proficiency

(1) Employees attending AOT or mandatory proficiency training must show a level of proficiency and understanding upon completion of the training.

(2) Approved lesson plans for AOT and mandatory proficiency training will include standards which will be measurable under the objectives of the training.

- Employees who fail to meet these training standards will be assigned mandatory remedial training in accordance with sections 10.B and/or 10.C of this order.

C. Types of In-Service Training

(1) Decentralized Training (Training provided at the bureau/ precinct level)	• Bureau/precinct commander/administrators will be responsible for conducting training within their respective commands. * Original rosters of all attendees will be sent to the Training Bureau for entry into the computerized training record files. * The Training Bureau will maintain all training rosters.

9. C. Types of In-Service Training (Continued)

(1) Decentralized Training (Training provided at the bureau/ precinct level) (Continued)	• The Training Bureau will provide necessary train-the-trainers sessions. ∗ Bureau/precinct commanders/administrators will select personnel from their commands to attend train-the-trainers classes. ∗ Only AzPOST Board certified instructors may be authorized to instruct in-service training.
(2) Centralized Training (Training conducted by the Training Bureau)	• The Advanced Training Detail will allocate positions to each bureau/precinct as necessary to provide adequate opportunity for all affected personnel to attend. • Every effort will be made to distribute positions uniformly. • Bureau/precinct commanders/administrators will be responsible for assigning personnel to the positions allocated by the Training Bureau and to notify affected personnel.

D. Equivalency Credit for Continuing Training - Commanders and above may petition the AzPOST Board for equivalency credit to satisfy in whole or in part the continuing training requirement.

(1) Information Required for Request

(a) Individual requests for AzPOST approval requires the submission of a petition describing the training program, the name of the institution or organization, the number of hours attended, and the dates attended.

(b) A certificate or other verification of attendance will also be required.

(2) Submission of Request

(a) Petitions should be forwarded through the Advanced Training Support Unit.

(b) Once the AzPOST Board approves the equivalency credit, Department training records will be updated by the academy.

10. **REMEDIAL TRAINING**

A. General Information

(1) Remedial training may be assigned in place of or in addition to formal disciplinary measures.

(2) Remedial training is classified as critical subject training or non-critical subject training.

(3) Bureau/precinct commanders/administrators are responsible for identifying employees in need of remedial training.

B. Critical Subject Training

(1) Critical subject training includes those subject areas related to the employee's technical proficiency in matters directly affecting the safety of the public or the employee's own safety.

(2) Employees who require remedial training in critical subject areas will be referred to the Training Bureau.

- The recommended remedial training will be at the direction of the Training Bureau commander or designee.

(2) At the discretion of the Training Bureau commander, an employee may be temporarily transferred to an assignment specializing in the subject area in which remedial training is required.

10. E. Remedial Training Attendance

(1) Attendance by employees scheduled for remedial training is mandatory.

(2) Employees failing to attend as scheduled will be referred to their immediate supervisor for evaluation of their continued fitness for duty.

(3) All remedial training provided by the Training Bureau will be documented in the employee's training records.

(4) All remedial training conducted by the bureau/precinct will be documented in the employee's notes.

11. **OTHER TYPES OF DEPARTMENTAL TRAINING**

A. New Employee Orientation	• All newly hired employees will receive training regarding the agency's role, purpose, goal, policies, and procedures. • In addition, new employees will attend new employee orientation where they will receive an Employee Manual and training in: ∗ Working conditions and regulations. ∗ Responsibilities, rights, and benefits of employees.
B. Civilian Employee Training	On-the-Job Training • All newly hired civilian employees will receive training in addition to orientation prior to the assumption of job responsibilities. ∗ Training may be limited to supervised, on-the-job training. ∗ Training for employees who deal with the public will stress not only the technical skills required to perform the job, but also the need for a positive Department/community relationship, to include but not limited to dealing with the mentally ill. Continuing Training • In-service training will be provided to civilian employees to update skills and to increase knowledge for new job responsibilities, where required. • It will be the bureau/precinct commander/administrator responsibility to determine training needs of civilian employees on an annual basis.
C. Non - Lethal Force Training	Non-Lethal Force Training - Non-lethal force training includes, but is not limited to: • Impact weapons • Arrest tactics • Officer risk reduction • Searching and handcuffing • High-risk stops Tactical Review Team • Will provide instructional content advice to the Training Needs Committee and the Advanced Training Detail. • Will be a permanent subcommittee of the Training Needs Committee. Instruction • The Training Bureau will approve non-lethal force instructors. • An instructor approved by the Training Bureau will conduct all in-service Departmental non-lethal force training. • Requests for non-lethal force training will be forwarded to the Training Bureau commander, who will ensure the training is provided. • All training records for non-lethal force instruction will be forwarded to the Academy Records Detail, which will ensure the records are accurately maintained and available upon request.

11. **OTHER TYPES OF DEPARTMENTAL TRAINING**: (Continued)

C. Non-Lethal Force Training (Continued)	Tactical Review Team • Will provide instructional content advice to the Training Needs Committee and the Advanced Training Detail. • Will be a permanent subcommittee of the Training Needs Committee. Instruction • The Training Bureau will approve non-lethal force instructors. • An instructor approved by the Training Bureau will conduct all in-service Departmental non-lethal force training. • Requests for non-lethal force training will be forwarded to the Training Bureau commander, who will ensure the training is provided. • All training records for non-lethal force instruction will be forwarded to the Academy Records Detail, which will ensure the records are accurately maintained and available upon request.
D. Supervisory Training	Supervisor School • Supervisor school is an 80-hour block of instruction presented by the Advanced Training Detail at the Training Bureau. • All employees promoted to first-line supervisory positions will attend supervisor school or equivalent training. • Training includes, but is not limited to: ∗ Management philosophy ∗ Leadership ∗ Employee development ∗ Performance evaluation of employees ∗ Management skills ∗ Fiscal management ∗ Tactical considerations ∗ Personnel Investigations • The 80-hour supervisor school presented by the Advanced Training Detail meets the prerequisites for the two (2) week Supervisory Academy presented by the City Human Resources (HR) Department. Although completion of the additional academy is not mandatory for first-line supervisory positions, it is highly recommended. **EXCEPTION**: Civilian employees are required to take the Performance Management prerequisite class through City HR. Patrol Supervisory Skills Development Program • The Patrol Supervisory Skills Development Program is conducted by the Patrol Division. A quarterly training class for in-service supervisors will be hosted by one of the precincts on a rotating basis in accordance with Patrol Division policy. Sergeant-in-Training (SIT) Program • Provides on-the-job training to newly promoted sergeants and those on a certified sergeant's promotion list. • Participation in or assignment to the SIT program is based on current and anticipated vacancies. • Entry into the SIT program or attendance to the introductory two (2) week supervisor's school is not a guarantee of promotion. • The Office of Administration (OOA) is responsible for ensuring a pool of three (3) to five (5) officers next in line on the certified sergeant's promotional list are assigned to a precinct to begin their on-the-job training. ∗ Unless prior approval is received from the Patrol Division assistant chief, all bureaus, when notified, will release those officers selected to participate in the SIT program. ∗ Patrol Division will replace those officers selected.

11. **OTHER TYPES OF DEPARTMENTAL TRAINING**: (Continued)

F. Specialty Assignment Training	• All employees working in a specialty assignment on a permanent basis will receive training upon initial transfer to the assignment. • Refer to the specialty assignment bureau manual to determine the responsible person for this training. • The training will include: ∗ Development and/or enhancement of skills, knowledge, and abilities particular to the specialized assignment. ∗ Management, administration, supervision, personnel policies, and support services of the bureau in which the employee is assigned. ∗ Supervised on-the-job training. ∗ On-the-job training will not be considered for Department training records.
G. Department Medical Program	• An eight (8) hour course, certified through the National Association of Emergency Medical Technicians (NAEMT), which teaches the Tactical Combat Casualty Care (TCCC) or Tactical Emergency Casualty Care (TECC) curriculum • Coordinated and taught by the Safety Unit • Proof of completion of the medical program through the Department or a comparable certifying agency is required for employees to carry an individual first aid kit (IFAK) (see Operations Order 3.15, Uniform policy for information on the IFAK).

12. **FEDERAL BUREAU OF INVESTIGATION (FBI) NATIONAL ACADEMY TRAINING**

A. Selection Process	• Consists of a Department file and résumé review, oral interview, and physical fitness test (to be completed no less than three (3) months prior to attending the FBI National Academy • The applicant must be a commander or lieutenant and must meet the following requirements: ∗ Free of health problems and able to participate in firearms, defensive tactics, strenuous physical exercise, and other activities required by the FBI National Academy ∗ Remain employed with the Department for a minimum of three (3) years following the completion of the training ○ An employee who decides to leave prior to the end of the three (3) year period will be required to reimburse the Department at a rate measured against the remainder of the three (3) year commitment. • Applicants must be willing to accept reassignment upon return from the FBI National Academy. • Successful applicants will be placed on a (2) year eligibility list with the Police Chief being the final selecting authority.

13. **TRAINING COURSE ORGANIZATION**

A. Lesson Plans

(1) General Guidelines

(a) All formal Department training must be based upon pre-approved formal lesson plans.

(b) Lesson plans must conform to the AzPOST lesson plan template.

13. A. (1) (c) Approved Lesson Plan Deviation

- If the training is from an approved lesson plan and all of the objectives are not going to be covered, the instructor will first obtain approval from the Training Bureau's Curriculum lieutenant.
- The instructor will attach a copy of the lesson plan to the training roster and will highlight those areas which are covered.

(2) Approval and Review of Lesson Plans

(a) Training Bureau Commander - Lesson plans should be approved by the Training Bureau commander when:

- Training involves proficiency skills.
- Training will be provided to more than one bureau/precinct.

(b) Bureau/Precinct Commander/Administrator - Lesson plans for any other training provided by a bureau/precinct will be approved by the instructor's bureau/precinct commander/administrator.

(3) Maintenance of Lesson Plans

(a) All lesson plans must be submitted to the Training Bureau prior to giving any instruction.

(b) A copy of all approved and current lesson plans will be kept on file at the Training Bureau.

(4) Annual Review - Lesson plans will be reviewed annually by the Training Bureau's Advanced Training Unit, Records Detail.

B. Instructors

(1) Instructors in all Department training programs must be certified as an instructor by AzPOST.

- The only exception is those individuals conducting roll-call training.

(2) The lead instructor of any class considered as in-service training will be responsible for:

- Providing the Training Bureau with the date and time of a class at least 72 hours prior to the class date.
- Ensuring the lesson plan has been approved and is on file.
- Ensuring the roster is filled out and signed by the attendees.

(3) The Advanced Training Support Unit will maintain a master file of all AzPOST-certified instructors.

14. **TRAINING RECORDS/DOCUMENTATION**

A. Maintenance of Training Records - The Training Bureau will maintain training records for all Department employees on a computerized system.

B. Documentation of In-Service Training

(1) At the conclusion of a class considered to be in-service training, the lead instructor will forward a roster to the bureau/precinct training representative.

14. B. (2) The roster should include:

- Lesson title
- Course number
- Date presented
- Length of class
- Name and serial number of all participants
- Names of all instructors
- Test results, if administered

(3) A training roster form is available from any training representative.

C. Submission of Information for Training Records

(1) AzPOST Form PA-3

(a) Employees who would like their training included on the Department's computerized training records system will complete AzPOST Form PA-3, or submit an approved Department Training Roster.

(b) Employees will submit the form to their immediate supervisor for review.

(2) Supervisor's Responsibilities

(a) The employee's immediate supervisor and training representative will review the documentation form/s to ensure the criteria are met for entry into the training records system.

(b) Once it is determined the necessary criteria have been met, the proper documentation will be forwarded to the Training Bureau.

(3) Training Representative Responsibilities

- It will be the responsibility of bureau/precinct training representatives to ensure the Advanced Training Unit receives the final documentation form.

(4) Review of Training Records/Employee Responsibilities

(a) Employees may obtain or review a copy of their training record by contacting their bureau/precinct training representative.

(b) Employees are encouraged to review their record for accuracy.

(c) Evidence of all training not eligible for entry into the training records system must be maintained by each employee for the Career Enhancement Program (CEP), résumé, and/or other purposes.

1. **PURPOSE/GENERAL INFORMATION** - To identify opportunities for individual growth, promote job satisfaction, and enhance performance.

   A. Career development is a process designed to facilitate improvement of employee skills, knowledge, and abilities to benefit departmental objectives through individual employee growth.

   B. The Department's goal is to provide developmental opportunities to all employees who desire them.

   C. This order describes the structured process used by the Department to provide career development opportunities to Department employees.

   D. The career development process is ongoing and combines the components of Department programs, training, coaching, and outside resources available to assist individuals in personal and professional development.

   E. Career development for the Department includes a network of combined resources.

   F. To effectively integrate these resources, follow-up, coaching, review, training, and documentation must be included.

2. **RESOURCES**

   A. Career Path Development (CPD)

   - CPD uses the Phoenix Police On-Line (PPOL) website www.phoenixpolice.com to create a career path template for officers and detectives.

     * Job descriptions and requirements will be listed for each position within the Department to establish career mapping and assist in skill building.
     * Supervisors will meet with their employees periodically throughout the rating period to assist the employees with career mapping and guidance.

   B. In-Service Training

   (1) The Department provides regular proficiency and career specialty in-service training.

   (2) Career specialty training includes, but is not limited to:

   - Management skill development for supervisors
   - Motor training
   - Tactical Response Unit (TRU) training

   C. Outside Resources - In addition to Department-sponsored training, numerous other resources are available that provide additional educational and skill development opportunities; this includes but is not limited to:

   - Arizona Peace Officer Standards and Training (AzPOST) Board
   - Federal Bureau of Investigation (FBI) Academy
   - International Association of Chiefs of Police (IACP)
   - Maricopa County Community Colleges
   - Arizona State University (ASU)
   - Northern Arizona University (NAU)
   - University of Arizona (U of A)
   - University of Phoenix (UOP)
   - Grand Canyon University
   - Ottawa University
   - Western International University
   - City Employee Development

2. D. Tuition Reimbursement/Educational Leave - The City provides tuition reimbursement, seminar reimbursement, and educational leave opportunities, see Operations Order 3.7, Employee Benefits, Administrative Regulation (AR) 2.51, Employee Development Fund Program, and/or applicable Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA) for details of the various employee programs.

E. Career Advisory Network - Administered through the City Equal Opportunity Department, this establishes a citywide network of individuals who can add practical advice and additional information concerning promotion, career changes, and other career information.

F. Pre-Promotional Classes and Career Coaching

(1) Courses are periodically available through the Maricopa County Community College system for sworn personnel interested in preparing for promotional examinations.

(2) Civilian personnel may consult the human resources officer in the Fiscal Management Bureau (FMB) for career opportunity information throughout the City.

(3) The City also publishes a biannual training catalog of employee development and language courses offered at no cost to City employees.

G. Career Enhancement Program (CEP) - See the appropriate MOU

(1) CEP establishes a process to enhance the training background for sworn non-supervisory personnel to pursue a career specialty or improved job performance/skills.

(2) CEP uses economic compensation as incentive to achieve advanced education, experience, and skills.

3. **PROCEDURES AND RESPONSIBILITIES**

A. The Training Bureau will be responsible for orientation and training to provide supervisors with knowledge and skills concerning the following:

- Performance Management Guide (PMG)
- Coaching techniques, career planning, and use of resources
- Techniques for assessing skills, knowledge, and ability
- Salary, benefits, and training opportunities
- Educational opportunities and incentive programs
- Ethnic and cultural awareness
- Availability of outside resources
- Record and note keeping

B. Supervisors will be responsible for assisting employees in the developmental process.

(1) The annual employee PMG provides the supervisor and the employee with an opportunity and a timetable for face-to-face interaction and incorporating self-analysis and coaching concerning performance and career development activities.

(2) The PMG provides the basic instrument for documenting and structuring the following developmental activities:

(a) Utilizing coaching as an important component of career development; coaching takes place between the supervisor and the employee both in formal and informal settings.

(b) Coordinating job performance with career development activities.

3. B. (2) (c) Establishing the formal structure for career development by providing an evaluation checklist, this includes:

- Inventory of skills, knowledge, and ability of employee
- Assessment of employee's strengths and weaknesses
- Determination of employee's level of performance
- Assessment of training needs
- Counselor rating criteria
- Performance and developmental goals
- Documentation of progress
- Timetable

(3) In conjunction with the rating process, the supervisor should assist the employee in identifying areas to focus developmental activities.

(a) At the beginning of the rating period, job factors, job duties, and developmental/ performance goals should be mutually agreed upon.

(b) The supervisor should provide the employee with feedback and recommendations to encourage self-analysis in setting goals and reviewing progress.

(c) A timetable should be set for performing key activities during the rating year.

(4) When operationally feasible, supervisors should help employees identify and obtain temporary work assignments and shadowing opportunities to promote individual growth and job satisfaction.

- Temporary work assignments and shadowing opportunities allow employees to broaden their experience and gain expertise valuable to present and future assignments

(5) During the evaluation, supervisors and employees will conduct a joint review of the employee's training record to assess progress in achieving career objectives.

- The employee's skills inventory, located in the division file, should be reviewed and updated, if necessary.

(6) Supervisors will keep a record of coaching and career development activities in monthly notes for use in preparing developmental plans and the annual rating.

4. **PROMOTIONAL REQUIREMENTS**

A. Promotion - Advancement from a lower class to a higher class involving an increase in responsibility and an increase in salary.

B. The following in-service time and educational requirements have been established to determine promotional eligibility of sworn personnel:

(1) Police Chief and Assistant Chief	• Bachelor's degree
(2) Commander	• Two (2) years of service as a Phoenix police lieutenant • Bachelor's degree
(3) Lieutenant	• Two (2) years of service as a Phoenix police sergeant • Bachelor's degree

4. B. (Continued)

(4) Sergeant	• Four (4) years of service as a Phoenix police officer • Successfully complete required prerequisite promotional courses • Bachelor's degree or 75 hours of college credit * Any course eligible for reimbursement from the City will be accepted. * Credit hours taken on the quarter system will be counted as two-thirds of a semester hour. * Up to 45 hours of college credit may be offset by specialty assignments, designated skills, and other job-related achievements. * Specialty assignments, designated skills, and language certifications will be credited as equivalent to three hours of college credit. * Each 42 hours of job-related, non-degree training (on and off duty) will be credited as equivalent to three (3) hours of college credit.

C. Each of the following skill areas or specialty assignments will be considered equivalent to three (3) hours of college credit:

(1) SKILL AREA	
• Critical Incident Stress Debriefing Team • Peer Counselor • Mobile Activity Center (MAC) Van • Emergency Medical Technician (EMT) • Paramedic • Physical Fitness - 60% or better • Explosives Recognition Demolition and Bomb Disposal	• Air Support Training Officer • Field Training Officer (FTO) • Canine (K9) Training Master • Polygraph Examiner • AzPOST Instructor • Drug Recognition Expert (DRE) • Commercial Vehicle Inspector (CVI) • Hazardous Material Inspector
(2) PATROL SPECIALTY ASSIGNMENTS	
• Administration/School Resource Officer • Community Action Officer (CAO) • Precinct Cruising Squad	• Neighborhood Enforcement Team (NET) • Reassignment to Uniformed Patrol from a Specialty Detail
(3) NON-PATROL SPECIALTY ASSIGNMENTS/UNITS	
• Assignment to any Bureau/Division outside of Patrol • Canine (K9) Unit • Crime Free Multi-Housing Officer • Detective Assignments • Downtown Operations Unit (DOU)/Tactical Response Unit (TRU)	• Firearms Training Unit • Recruit Training Officer (RTO) • Solo Motor Officer • School Resource Officer (SRO) • Special Assignments Unit (SAU) • Street Crimes Unit

5. **PROMOTIONAL TESTING** - All materials are maintained and secured by the City Human Resources Department.

A. Written announcements for promotional testing processes will be posted in the Department Newsletter or via an Employee Notification System (ENS) in a timely fashion and made available to all employees; the announcement will include:

- A description of the position and job classification for the position
- Dates, times, and locations of all elements of the testing process
- A description of the testing process to be used in the selection (written test, oral board, scenario exercise, assessment center, or combination thereof)
- A bibliography of reading/study materials from which test questions will be derived

B. Written Tests - Written test questions will be limited to the bibliography of reading/study materials provided to applicants.

C. Oral Boards - Uniform questions will be asked of all the applicants.

D. Scenario Exercise - This may be used in the testing process and will be job specific.

5. E. Assessment Center

- May be used as part of the promotional process
- Assessment centers are designed to measure dimensions, attributes, characteristics, qualities, skills, knowledge, and abilities as specific to the job description.

6. **LEADERSHIP DEVELOPMENT**

A. The Training Bureau will coordinate training and education programs.

B. Required/Recommended Development Training

(1) Sergeants	Required training while on the promotional list: • Successfully complete and display proficiency in the Police Sergeants Training course • Successfully complete and display proficiency during the Sergeant-in-Training program Required post promotion development: • Attend the City Performance Management Course prior to end of probation • Attend the City Tools for Coaching and Discipline course within two (2) years of promotion • Attend the City Supervisory Personnel Practices course within one (1) year of promotion • Attend the City Supervisory Academy within three (3) years of promotion Recommended training/development: • Attend eight hours of specific leadership development courses annually • Attend various skill building and personal development courses that emphasize leadership/development skills
(2) Lieutenants	Required training while on the promotional list: • Attend the Lieutenant Leadership Development course with emphasis on continuing leader development • Successfully complete the Lieutenant-in-Training program Required post promotion development: • Unless previously taken, attend the City Supervisory Academy within three (3) years of promotion Recommended training/development: • Attend eight hours of specific leadership development courses annually • Attend various skill building and personal development courses that emphasize leadership skills
(3) Commanders/ Administrators	Required training while on the promotional list: • Participate in a 360-degree feedback exercise Required post promotion development: • Participate in the City Management Academy Recommended training/development: • Attend various skill building and developmental courses
(4) Police Chief Executive Assistant Chief Assistant Chiefs Directors	Recommended training/development: • Attend various skill building and personal development courses that emphasize leadership skills

6. B. Required/Recommended Development Training: (Continued)

(5) Civilian First Line Supervisors	Required post promotion development: • Attend the City Performance Management course prior to end of probation • Attend the City Supervisory Personnel Practices course prior to end of probation • Attend the City Tools for Coaching and Discipline course within two (2) years of promotion • Attend the City Supervisory Academy within three (3) years of promotion Recommended post promotion training/development: • Attend eight (8) hours of leadership development training annually • Attend various leadership development courses
(6) Civilian Middle Managers	Required post promotion development: • Participate in 360-degree feedback exercise within two (2) years of promotion • Attend the City Management Academy Recommended post promotion training/development: • Attend eight hours of specific leadership development courses annually • Attend various leadership development courses

7. **SHADOWING PROGRAM**

A. This program is for sworn and civilian employees of all ranks.

(1) Shadowing assignments should be related to current duties and/or career development.

(2) Any position may be shadowed regardless of rank or position.

(3) Shadowing assignments are limited to 80 hours per calendar year per employee.

- These hours may be used for a single shadowing assignment or for multiple shadowing assignments.

(4) Every attempt will be made to honor shadowing requests; however, assignments are subject to Department operational needs.

B. Eligibility

- Must have completed probation
- Must not be currently under investigation

C. Guidelines

(1) Employees will complete the Shadowing Program Request and Tracking Form PPD #65 indicating who they would like to shadow and submit the request to their supervisor, who, in turn, confirms employee eligibility and approves participation.

(2) The request is forwarded through the chain of command to the commander/administrator for approval and returned to the employee's immediate supervisor.

(3) Once the employee has obtained approval to participate, the employee will review his/her court schedule and discuss staffing and operational needs with the immediate supervisor before calling the desired shadowing unit.

7. C. (4) The supervisor or employee may then call the unit or person to be shadowed and arrange the date and time; once a date and time have been scheduled, distribution of the Shadowing Program Request and Tracking form will be as follows:

(a) The original is maintained by the employee's supervisor until the shadowing assignment is concluded.

(b) A copy is forwarded to the work unit to be shadowed.

(c) A copy will be returned to the employee.

(5) The employee should contact the work unit or person to be shadowed a couple of days before to confirm the assignment.

(6) The shadowing event should be documented in the employee's supervisor notes and/or PMG.

8. **DEPARTMENT RÉSUMÉS**

A. The format in Addendum A of this order will be used when applying for all positions within the Department requiring a résumé.

- The format provides examples for each subheading of the résumé.
- The format may be customized as long as the order is maintained and required information listed.
- This applies to both sworn and civilian employees

B. Résumé Format - Format **will not** be a consideration for disqualifying or used for scoring an applicant; scoring will be based on the content of the résumé: for example, qualifications as related to the position.

(1) Length	• **No more** than three (3) pages
(2) Margins	• No more than 1.25 inch and no less than .7" all around
(3) Font	• Arial or Times New Roman 10 or 12
(4) Tabs	• Set at .3" or .5" • Text may be bulleted or indented • Bullets may be customized **EXAMPLE**: ♦ ∗ ⇑ ® •
(5) Paper	• White or light-colored • Smooth or lightly textured

Name

Serial #0000
Hire Date 1/1/1990
Date of Rank 4/4/1999

OBJECTIVE (Optional)

(List goals and objectives for the desired position)

ASSIGNMENT HISTORY

(List all department assignments and promotions, excluding the academy. The most recent position is listed first with the others listed in order after that)

- 1999-Present Promoted to Sergeant 4/4/99; 61B Squad Area
- 1997-1999 Planning and Research Bureau Policy Analyst
- 1995-1997 School Resource Officer
- 1990-1995 Patrol Officer 41, 42, and 43 Squad Areas

PREVIOUS WORK HISTORY (Optional)

(List work history (City or otherwise) relevant to the desired position prior to working for the police department)

- 1985-1990 United States Marine Corps, achieved the rank of Corporal, experience in administrative files and directives **OR**
- 1985-1990 Farmers Insurance Company, Administrative Assistant, experience in files, computers, and office management

QUALIFICATIONS

(List work experience on the department that is relevant to the desired position)

- Public speaking presentations in front of large and small groups
- Worked closely with City Council Members and their representatives
- Consistently maintains 60% in physical fitness standards

EDUCATION

(List college education)

- 1981-1985 - B.S., Criminal Justice Administration, Arizona State University **OR**
- 75 college credit hours from Scottsdale Community College and Arizona State University

PROFESSIONAL DEVELOPMENT

(Do not restate entire department training record, list training and certifications relevant to the desired position)

- Instructor Certification, 1994
- Investigator Training, 1997
- Numerous WordPerfect, Windows, and Word Computer Training, 1996-1999

AWARDS AND ACHIEVEMENTS (Optional)

(List department awards)

- Lifesaving Medal
- Officer of the Month **OR**
- Civilian of the Year
- Several commendations from supervisors, citizens, and departments within the City of Phoenix

PROFESSIONAL MEMBERSHIPS (Optional)

(List any applicable professional organizations)

- International Association of Woman Police
- International Association of Chiefs of Police

COMMUNITY SERVICE (Optional)

(List community service functions)

1. The Performance Management Guide (PMG) establishes a formal structure for the employee developmental process.

   A. The PMG provides a system for:

   - Communicating performance
   - Assessing skill ability and knowledge
   - Identifying strengths and weaknesses
   - Setting goals
   - Documenting progress

   B. The annual PMG provides the supervisor and the employee with an opportunity and timetable for face-to-face interaction, incorporating self-analysis, coaching, and discussion concerning performance and career development activities.

2. The Form - Instructions for the completion of the PMG can be found in the Supervisor's Performance Appraisal Guide.

Performance Management Guide (PMG)	• The PMG will be used for the following: ∗ Annual performance evaluations (non-probationary) ∗ To set new goals and job duties upon reassignment or promotion ∗ Probationary evaluations (3, 6, and 11 months) ∗ Unscheduled evaluations • Non-probationary employees will receive a PMG once a year unless one of the following circumstances exist: ∗ Unsatisfactory job performance ∗ Change in the employee's job classification ∗ Significant changes in job duties and goals • The Fiscal Management Bureau (FMB) will generate a computer printout for employees due PMGs and/or merit increases; however, it is the supervisor's responsibility to keep track of dates for performance reviews. • FMB will forward the list to the appropriate precincts/bureaus. • Once the PMG has been completed, it will be distributed as follows: ∗ Original to City Personnel Department ∗ Copy to Police Department file ∗ Copy to employee ∗ Copy to rating supervisor

3. "Met" or "Not Met" Overall Performance

   A. Overall Performance Expectations Definitions:

RATING	DESCRIPTION
Met	• Performance meets or exceeds job requirements.
Not Met	• Performance is unacceptable or is unacceptable often enough that significant improvement is required.

   B. The rating supervisor will ensure that sufficient documentation is contained in the Supervisor's Comments Section to justify the evaluation.

4. SUPERVISOR'S RESPONSIBILITIES

A. Meeting with Employees

Quarterly	Supervisors will meet quarterly with each employee under their supervision to discuss the employee's performance. • This informal meeting will be documented in the supervisor's notes as a matter of record for future reference in employee evaluations. • The supervisor should discuss any positive or negative comments concerning the employee's performance.
At the Conclusion of the Rating Period	Supervisors will meet with each employee under their supervision at the conclusion of the rating period for a formal performance review to discuss the following: • The results of the performance evaluation just completed • The level of performance expected and goals for the new rating period • Career development coaching relative to such topics as advancement, specialization, or training appropriate for the employee's position

B. The PMG Process

Employee Receives Notice	• FMB will notify the employee approximately six weeks prior regarding the upcoming PMG. • The employee will begin to gather information for his/her goals for the upcoming year.
Supervisor Receives Notice	• The supervisor will begin gathering data for completion of the PMG. • Sources of data may include the supervisor's notes, commendations, and discipline for the employee being evaluated, and input from the individuals who work with the employee.
Supervisor Sets Meeting	• The supervisor will meet with the employee to discuss the upcoming PMG and any other relevant issues. • The supervisor will ask the employee for their input on goals for the upcoming year.
Preparing a Draft of the PMG	• The draft will include the overall rating and the supervisor's comments. • The Supervisor's Comments Section expands to accommodate information; an attachment sheet is no longer necessary.
Meet and Discuss Draft with the Reviewer	• The reviewer is the immediate supervisor of the supervisor completing the PMG. • Upon approval of the draft, the reviewer will initial the Supervisor's Comments Section.
Meet with the Employee to Review Draft	The supervisor will: • Provide the employee with a copy of the PMG draft. • Discuss the employee's performance. • Ask for and respond to any questions. • Encourage the employee to share ideas and to help identify areas for improvement.
Develop Goals for Next Review Period	All goals should be: • Clearly understood by the employee and the supervisor. • Consistent with the employee's experience and abilities. • Specific to the employee's current work assignment. • A challenge to the employee. • Measurable. • In compliance with the Fair Labor Standards Act (FLSA).

4. B. The PMG Process: (Continued)

Finalize and Sign the PMG	• The supervisor will sign the Supervisor's Comments Section of the PMG before giving the PMG to the employee. • The reviewer will initial in this section.
Give the Finalized PMG to the Employee for Signature and Comments	• The employee is allowed two full working days for review and response.
Provide the Employee with a Copy of the PMG	• For distribution, see paragraph 2 of this order.
Give the Finalized PMG to the Reviewer to Sign	• The reviewer will sign the finalized PMG once the employee being evaluated has added his/her comments and has signed the PMG.

C. Supervisor's Comments Section of the PMG

(1) Information contained in the supervisor's comments section of the PMG should be specific enough to justify the performance evaluation's results.

- This section expands to accommodate all comments.

(2) If substandard or exceptional performance is noted in any area of the rating, information regarding the substandard or exceptional performance must be included in the comments section.

- Include all commendations, formal discipline, mentoring, coaching, and supervisory initiated training in response to policy violations as defined in Operations Order 3.18, Discipline Procedures and Review Boards.

(3) Exceptional Overall Performance - PMGs highlighting exceptional performance will contain sufficient documentation to justify the final evaluation.

D. Multiple Performance Issue Incidents

(1) Employees who have been coached/trained for multiple policy violations as defined in Operations Order 3.18 during a performance year may be given specific goals to improve performance during the annual PMG or and unscheduled PMG process.

(2) Supervisors will provide the employee with specific performance goals that require improvement.

E. Probationary Employee Evaluations

(1) Purpose - The principal objective of supervisors rating probationary employees is to determine whether or not probationers can actually perform their required functions and to document their performance throughout the probationary period.

(2) Frequency of Probationary Evaluations

Daily	Employees in the Field Training Officer (FTO) Program will receive a daily evaluation of their performance from their field training officer.
Third Month of Probation	A three-month PMG will be completed on all probationary employees at the third month of probation.
Sixth and Eleventh Month of Probation	A PMG will be completed on **all** probationary employees at the sixth and eleventh month of probation.

4. E. (2) Frequency of Probationary Evaluations: (Continued)

Bimonthly	In addition to PMG evaluations, all probationary employees will receive a bimonthly evaluation of their performance. • The Supervisor's Monthly Inspection Report (Form 80-38D), or similar reports that fit the needs of the work unit, will be used to document the probationary employee's performance and bimonthly evaluation. • At the time of the probationary employee's bimonthly evaluation, the supervisor will make the Supervisor's Monthly Inspection Report available to the employee for review. • After reviewing the Supervisor's Monthly Inspection Report, the probationary employee and the supervisor will sign the back of the form. • The supervisor will provide a copy of the Supervisor's Monthly Inspection Report to the employee, if requested.

(3) Unsatisfactory Probationary Evaluations - All probationary PMGs that indicate the employee has "Not Met" overall performance expectations will be reviewed and signed by a bureau/precinct commander, except for the 11-month final evaluation, which will be reviewed by the division commander.

F. Non-Probationary Employee Unsatisfactory Evaluations

(1) Employees shall be advised in writing when, in the supervisor's judgment, the employee's general or specific performance is unsatisfactory and may result in the employee receiving a "Not Met" on a scheduled PMG.

(a) This notification will be given to the employee at least 90 days before the end of the scheduled performance-rating period, if the unsatisfactory performance is prior to that time.

(b) The written notification may be in the form of an unscheduled PMG or memorandum.

(c) The rating supervisor will identify the unsatisfactory performance and define actions to be taken by the employee.

(d) Should any misconduct occur during the 90 day evaluation, an investigation will be initiated and the appropriate action will be taken, to include discipline as outlined in Addendum A of Operations Order 3.18, Discipline Procedures and Review Boards.

(2) This policy does not preclude the rating supervisor from giving an overall "Not Met" if written notification was not given at least 90 days before the end of the scheduled performance rating period.

- The supervisor may identify unsatisfactory performance during the 90 days preceding the scheduled PMG, which may justify the overall "Not Met" rating.

(3) Unsatisfactory performance that continues will be included in the PMG in addition to specific actions required of the employee in order to improve.

4. G. Denied Merit Increases - When an employee receives an overall "Not Met" the employee's merit increase will be denied.

   (1) The reporting supervisor will indicate the anticipated date for the next review of the employee's performance in the space provided on the back of the PMG.

   - This will be done for denied merits only.

   (2) Before the date indicated by the supervisor, a new PMG will be prepared for the affected employee.

   (3) If the employee receives a satisfactory rating at this time, the reporting supervisor may request that the employee's original merit increase date be reinstated by indicating this request in an attached memorandum to the PMG.

   (a) The request should indicate the employee's original review date, for example "Request reinstatement of original salary review date of July 26".

   (b) If no such request is made, the next annual evaluation date will remain as indicated on the back of the unsatisfactory rating.

   (4) Eligibility for longevity performance pay will be reinstated once the employee receives a scheduled or unscheduled PMG that indicates overall performance as "Met".

   H. Appeals

   (1) An employee who receives a "Not Met" rating may appeal that rating by memorandum through their chain of command to the Police Chief.

   (2) The appeal must be made within seven calendar days from the date the PMG was received by the employee.

5. **TRAINING OF SUPERVISORS** - Supervisors will receive instruction on how to complete the PMG during supervisory development training.

6. **EVALUATION OF SUPERVISORS** - Supervisors whose responsibilities include conducting performance appraisals for employees under their command will be evaluated on their ability to:

   - Prepare fair and impartial ratings
   - Uniformly apply rating criteria
   - Provide appropriate coaching and discussion as part of the annual PMG process

7. **CHECK OF DRIVING RECORDS**

   A. All employees whose duties include driving a City vehicle at any time, or driving a personal vehicle while conducting City business, will have their driving records reviewed at the time of their annual performance evaluation.

7. B. Criminal History/Motor Vehicle Division (MVD) Records Check

(1) On an annual basis, in conjunction with PMGs, terminal operator certified (TOC) supervisors will be responsible for conducting a criminal history records check, to include:

- An NCIC Triple I query
- An MVD records check on all Department employees (sworn and non-sworn) due for an evaluation

(a) Supervisors who are not TOC certified will contact a Records and Identification Bureau (RIB) supervisor/lead, who will then be responsible for conducting criminal history/MVD/Triple I records checks.

(b) The serial number of the supervisor who performs the NCIC Triple I query will be documented in the narrative section of the PMG (for example "Triple I completed by A1234").

(c) The results of the query **will not** be documented, whether positive or negative.

(2) If the Triple I query reveals an arrest and/or criminal charge that was not reported by the employee to the Department, an administrative investigation will be conducted.

- Failure by an employee to report an arrest and/or criminal charge shall not be handled as a performance issue.
- Hard copies will not be placed in the employee's file.

(3) A hard copy of the employee's criminal history/MVD records will be made **only** if it will be used for justification of a negative, low rating, or used for pending discipline.

- Those hard copy records retained for disciplinary reasons will be forwarded to the Professional Standards Bureau for disposition, if appropriate.

C. It is the employee's supervisor's responsibility to determine how many points have been assessed against the employee's driver's license.

(1) Refer to Addendum A of this order for the MVD points assessed by violation.

(2) Employees will receive the appropriate rating as indicated in the table below.

Less Than Two Points in the Previous 12-Month Period	The employee will receive a "Met" rating in the **driving record** category, unless other factors exist that would warrant a different rating, (for example, at-fault accidents where no citation is issued, out-of-policy pursuits, etc.).
Two to Ten Points in the Previous 12-Month Period	The employee will receive a "Not Met" rating unless other factors exist that would warrant a different rating.
11 or More Points	The employee will receive a "Not Met" rating.

The following charts (MVD and City violation codes) will be used to determine how many points have been assessed against an employee as indicated in Operations Order 3.25.

MOTOR VEHICLE DIVISION (MVD)
ACCEPTABLE VIOLATION CODES

C = Criminal Violation V = Civil B = Both Criminal and Civil Violation

Violation Codes	Class	Points	Violation Codes	Class	Points	Violation Codes	Class	Points
28-622A2	C	2	28-721B	V	2	28-775A1	V	2
28-644A	V	2	28-722	V	2	28-775A2	V	2
28-645A1A	V	2	28-723.1	V	2	28-775A3	V	2
28-645A1B	V	2	28-723.2	V	2	28-775B	V	2
28-645A2A	V	2	28-724A	V	2	28-776A	V	2
28-645A3A	V	2	28-724B	V	2	28-792A	V	2
28-645A3B	V	2	28-725	V	2	28-792B	V	2
28-645A3C	V	2	28-726A1	V	2	28-794.1	V	2
28-645B	V	2	28-726A2	V	2	28-794.2	V	2
28-646A1	V	2	28-726A3	V	2	28-794.3	V	2
28-647.1	V	2	28-727	V	2	28-797E	V	2
28-647.2	V	2	28-728B	V	2	28-797G	V	2
28-651	C	2	28-728C	V	2	28-815D	V	2
28-662A	C	6	28-729.1	V	2	28-851A	V	2
28-662A1	C	6	28-729.2	V	2	28-851B	V	2
28-662A2	C	6	28-729.3	V	2	28-852	V	2
28-662A3	C	6	28-730A	V	2	28-853A	V	2
28-663A1	C	6	28-730B	V	2	28-854A1	V	2
28-663A2	C	6	28-730C	V	2	28-854A2A	V	2
28-663A3	C	6	28-731	V	2	28-854A2B	V	2
28-664A1	C	6	28-732	V	2	28-854A3	V	2
28-664A2	C	6	28-733B	V	2	28-853B	V	2
28-665A	C	6	28-734	V	2	28-855B	V	2
28-665A1	C	6	28-751.1	V	2	28-855C	V	2
28-665A2	C	6	28-751.2	V	2	28-856.1	V	2
28-693A	C	8	28-751.3	V	2	28-856.2	V	2
28-701A	V	3	28-751.4A	V	2	28-856.3	V	2
28-701E	V	3	28-751.4B	V	2	28-857A1	C	2
28-701.02A1	C	3	28-752	V	2	28-857A2	C	2
28-701.02A2	C	3	28-753	V	2	28-858	V	2
28-701.02A3	C	3	28-754A	V	2	28-891A	V	2
28-702.01C	V	2	28-754B	V	2	28-891B	V	2
28-702.04B	V	2	28-754C	V	2	28-894	V	2
28-704A	V	2	28-755	V	2	28-895A	V	2
28-704C	V	2	28-771A	V	2	28-895B	V	2
28-705	V	2	28-771C	V	2	28-896	V	2
28-706A	V	2	28-772	V	2	28-897	V	2
28-706B	V	2	28-773A	V	2	28-903A	V	2
28-708A	C	8	28-773B	V	2	28-903B	V	2
28-721A	V	2	28-774	V	2	28-903C	V	2
28-903D	V	2	28-1381A2	C	8	28-1383A2	C	8
28-904A	V	2	28-1381A3	C	8	28-1383A3	C	8
28-906	V	2	28-1381A4	C	8	*13-2509	C	2
28-1381A1	C	8	28-1383A1	C	8	*13-2906	C	2

* **NOTE**: The listed Title 13 violations are applicable to MVD records only if a motor vehicle was involved

CITY ORDINANCE TABLE

C = Criminal Violation V = Civil B = Both Criminal and Civil Violation

Violation Codes	Class	Points	Violation Codes	Class	Points	Violation Codes	Class	Points
04-46	V	2	20-141	V	2	36-43	V	2
10-64	V	2	20-142	V	2	36-44	V	2
19-16	V	2	20-143	V	2	36-45	V	2
19-33	V	2	20-144	V	2	36-46	V	2
19-44	C	2	20-145	V	2	36-47	V	2
19-48	V	2	20-145.2	V	2	36-48	V	2
19-49	V	2	20-146	V	2	36-49	V	2
19-51	V	2	20-148	V	2	36-50	V	2
19-52	V	2	20-149	V	2	36-51	V	2
19-62	V	2	20-151	V	2	36-52	V	2
19-63	V	2	20-152	V	2	36-53	V	2
19-96	V	2	20-153	V	2	36-54	V	2
19-97	V	2	20-155	V	2	36-55	V	2
19-98	V	2	20-155.1	V	2	36-56	V	2
19-102	V	2	20-155.2	V	2	36-57	V	2
19-103	V	2	20-155.3	V	2	36-58	V	2
19-107	V	2	20-155.4	V	2	36-60	V	2
19-110	V	2	20-155.5	V	2	36-61	V	2
19-188	V	2	20-156	V	2	36-63	V	2
20-111	V	2	20-157	V	2	36-63A	V	2
20-112	V	2	20-157.1	V	2	36-64	B	2
20-115	V	2	20-157.2	V	2	36-65	V	2
20-115.2	V	2	20-157.3	V	2	36-79	V	2
20-115.5	V	2	20-178	V	2	36-80	V	2
20-136	V	2	20-179	V	2	36-81	V	2
20-137	V	2	23-37	V	2			
20-138	V	2	32-4	V	2			
20-139	V	2	32-5	V	2			
20-140	V	2	36-42	V	2			

1. **GENERAL INFORMATION**

   A. The Department's primary responsibility is the delivery of quality police service to the community.

   B. A sufficient number of employees will be maintained in the patrol function to provide basic services.

   C. This policy is intended for day to day operations and does not include operational staffing during a mobilization.

2. **DEFINITIONS**:

A. First Response Essential Personnel	Those personnel required to provide first response or support the first response function such as solo-capable patrol personnel, Records and Identification Bureau (R&I) clerks, and Crime Scene Response (CSR) specialists.
B. Operational Minimum Staffing	The minimum number of first response essential personnel, on-duty and available, during each shift to provide basic police service within the bureau/precinct.
C. Operational Maximum Staffing	The maximum number of first response essential personnel allowed, on-duty and available, during each shift to provide basic police service within the bureau/precinct as determined by the respective commander/administrator (normally applied for holidays).
D. Non-Essential Personnel	Personnel that have no first response responsibilities such as Neighborhood Enforcement Teams (NET), Walking Beat, School Resource Officers (SRO), detectives, civilian staff, and Officers-in-Training (OIT).

3. **DETAILED PROCEDURES**

   A. Bureau/precinct commanders/administrators may deviate from the minimum/maximum staffing requirements in special circumstances based on an articulated need such as New Year's Eve, special enforcement programs, and bureau/precinct events.

   B. Patrol Coverage

      (1) North and South Patrol Divisions will maintain a system of scheduling duty hours and N-Days, based on manpower needs and demands for service.

         (a) The system will provide essential patrol coverage on a 24-hour a day/seven days a week basis.

         (b) The duty hours of each squad will be staggered to provide coverage by a substantial percentage of officers during shift change.

   C. Assignment Within a Bureau/Precinct

      (1) Each bureau/precinct will follow the provisions in Operations Order 3.2, Transfer Policy, addressing the assignment of personnel.

3. C. 2. All assignments will follow the Transfer Policy, however when special consideration for the good of the Department is involved, the bureau/precinct commander/administrator will have the final authority in assigning employees to provide effective coverage.

4. **FIRST RESPONSE ESSENTIAL PERSONNEL MINIMUM STAFFING**

A. Patrol Officer Coverage – Minimum staffing levels will be maintained at seventy five percent (75%) of normal squad size. Any deviation from the patrol officer minimum staffing requirement will require the authorization of the affected duty lieutenant.

(1)

Squad Size	Minimum Staffing
7	5
8	6
9	7
10	8
11	8
12	9
13	10
14	11

B. Patrol Sergeant Coverage

(1) For shift 2 and 3 on Fridays and Saturdays, there will be a minimum of one sergeant on-duty in each squad area.

(2) For all other shifts, one of the squad areas may be covered by another sergeant within the precinct.

(a) Two sergeants on-duty each shift for precincts with three squad areas.

(3) Sergeants-in-Training (SITs), who have completed a minimum of six weeks in the SIT program and are solo qualified, may be deemed a covering sergeant on any shift.

(4) Any deviation from the patrol sergeant minimum staffing requirement will require the authorization of the affected duty lieutenant.

C. Patrol Lieutenant Coverage

(1) There will be a minimum of four (4) patrol lieutenants on-duty citywide at any given time.

- In order to ensure quality coverage by zone, there will be a minimum of two (2) lieutenants in each zone
- When zone coverage is provided, the covering lieutenant will be responsible for obtaining a copy of the roster for the covered precinct/s, notifying the radio supervisor, the desk staff at the covered precinct/s, and the duty commander

(2) Any deviation from the patrol lieutenant minimum staffing requirement will require the authorization of the affected duty commander.

5. **NON-ESSENTIAL PERSONNEL MINIMUM STAFFING** – Each respective bureau/precinct commander/administrator will determine minimum staffing needs in order to effectively and efficiently serve the community.

6. **HOLIDAY STAFFING**

A. First Response Essential Personnel Maximum Staffing

(1) Maximum staffing levels will be applied in a voluntary manner when feasible.

(2) If necessary, each respective bureau/precinct commander/administrator will determine the need to mandate personnel to take the holiday off in order to meet maximum staffing levels.

- Patrol Lieutenants – In accordance with minimum staffing requirements for "Patrol Lieutenant Coverage" as outlined above, a maximum of four (4) lieutenants will provide citywide Patrol coverage on holidays

(3) Refer to Operations Order 3.6.2.E(2), Department Leave and Holidays.

B. Non-Essential Personnel Maximum Staffing

(1) Non-essential personnel will not:

- Work on an authorized paid holiday under normal circumstances
- Adjust N-days in order to receive holiday pay or work on a paid holiday

(2) Each respective bureau/precinct commander/administrator will determine the need, based on articulated circumstances to have their non-essential personnel working on authorized paid holidays.

(3) Non-essential personnel that normally work a compressed work week with an N-day on the holiday, will work a 5/8 schedule or an alternative schedule for the holiday week (N-day's on a holiday equate to 8 hours pay).

1. **POLICY STATEMENT**

Social media provides a potentially valuable means of assisting the Department and its personnel in meeting community outreach, problem-solving, investigations, crime prevention, and related objectives. This policy identifies potential uses of social media that may be explored or expanded upon as deemed reasonable by administrative and supervisory personnel. The Department also recognizes the role these tools play in the personal lives of some Department personnel. The personal use of social media can have bearing on departmental personnel in their official capacity. As such, this policy provides information of a precautionary nature as well as prohibitions and directives on the use of social media by Department personnel. Department personnel are also expected to comply with the City's rules and Administrative Regulations (AR) related to the use of social media.

2. **PURPOSE**

The Department endorses the secure use of social media to enhance communication, collaboration, and information exchange; streamline processes; and foster productivity. This policy establishes the Department's position on the utility and management of social media and provides guidance on its management, administration, and oversight. This policy is not meant to address one particular form of social media but rather the use of social media in general.

3. **SCOPE**

A. This policy applies to **ALL** employees of the Department. Exceptions are listed in following sections of this order and are in relation to an employee's official duties pertaining to social media as a promotional or investigative tool, and are specifically addressed in this policy.

B. This policy applies to all forms of interactive or non-interactive social media as listed in section 5 of this order, as well as future technologies of a similar nature. The policy is not intended to be limited to popular social media outlets only but should be construed to cover all such sites and technologies even those of an obscure nature.

C. If employees are found to be in violation of this policy or the City's ARs, they will be subject to the appropriate disciplinary action, up to and including termination.

D. The Department reserves the right to inspect, to the extent necessary, any and all files and data stored in any area of the City's network, on City owned or leased computers, on City phones, or any other City devices. The Department also reserves the right to inspect any personally owned devices used to conduct City business. Employees shall allow inspection of any such device by the appropriate City authority upon request. The failure to allow inspections may be grounds for disciplinary action, up to and including termination (refer to AR 1.63 for more information).

4. **GENERAL INFORMATION**

A. Authorization for Department Related Social Media Usage

(1) The Public Affairs Bureau (PAB) commander or authorized designee approves all social media use which officially represents the Department, its subsidiaries (bureaus, precincts, units, details, etc.), and Department personnel in their official capacity.

(2) The Department will have one (1) Facebook page and one (1) Twitter account. Exceptions to this policy must be approved by the City's Public Information director prior to the creation of any new social media pages. The request will be made to the PAB commander or authorized designee through the chain of command.

(3) Requests for social media access shall be submitted to the PAB commander or authorized designee through the chain of command.

4. B. Official Social Media Designees

(1) PAB personnel (to include the Media Relations Unit and Web Media Detail), as assigned by the PAB commander or authorized designee, are the official social media designees.

(2) Precinct/bureau commanders may designate personnel as social media representatives for the precinct/bureau who may utilize those social media outlets previously approved by the PAB commander or authorized designee.

(3) Department personnel representing the Department via social media outlets shall do the following:

- Conduct themselves at all times as representatives of the Department and, accordingly, shall adhere to all Department and City standards of conduct and observe conventionally accepted protocols and proper decorum. They shall maintain the professional and dignified demeanor expected of employees of the Department in their posts, comments, shared files, videos, graphics, and/or photographs.
- Identify themselves as a member of the Department. Posts and comments should not be made as if they are from members of the community.
- Not make statements about the guilt or innocence of any victim, witness, suspect, or arrestee; not make comments concerning pending prosecutions; not post, transmit, or otherwise disseminate confidential information, including photographs or videos; not comment upon Department training, activities, or work-related assignments without express written permission.
- Not engage in any political activities or private business.
- Not make critical or disparaging comments about the Department or Department policies, activities, or personnel.
- Not make any comments concerning any civil or criminal cases in which the employee is or will reasonably be a witness.
- Respect the copyrights, trademarks, service marks and intellectual property of others.
- Comply with City ARs
- Comply with Operations Order 2.15, Micro Computers.

(4) Any Department authorized use of social media must be performed during normal working hours unless authorized by the designee's chain of command. Overtime is not approved for social media usage outside of normal working hours unless prior approval has been granted by the designee's chain of command. Designees may not engage in official use of social media on personal time, even when related to the Department; any such use is not authorized for overtime.

C. Web postings containing proprietary images or materials belonging to the City or the Department are prohibited except where authorized by official designees of the Department or City. This includes but is not limited to the following:

- The City trademark (City bird)
- Department trademarks (PHXPD logo, badge, and shoulder patches) in graphic or physical form
- Web site banners or graphics from official City or Department web sites

D. The Department strategy for using social media should promote the Department and its interests.

(1) Each social media page shall include an introductory statement clearly specifying the purpose and scope of the agency's presence on the website.

(2) If possible, the page/s shall link to the Department's official web site.

4. D. (3) Department social media accounts shall refer to the City's Official Social Media Terms of Use.

(4) Social media page/s shall be designed for the target audience/s such as youth, potential police recruits, media, target communities, or the community as a whole.

(5) Use of social media should not promote a single individual's interests except where those interests also serve the Department as a whole and **only** when the Department has specifically authorized the promotion of that individual's interests.

(6) Department personnel authorized to use social media must manage the posts they make on their pages as well as any comments made and/or deleted on their pages. Refer to the City's Records Retentions Schedule for detailed information regarding records maintenance and handling.

(7) When using any form of media or social media on duty, in an official capacity, or as a representative of the Department, employees must adhere to all state laws governing the release of information and records.

(8) As public employees, Department personnel are cautioned that work-related speech (any speech made pursuant to their official duties and owing its existence to the employee's professional duties and responsibilities) receives much less protection under the First Amendment than purely personal speech and may form the basis for discipline if the speech is deemed detrimental to the Department.

5. **DEFINITIONS**

A. Blog	A self-published diary or commentary on a particular topic that may allow visitors to post responses, reactions, or comments. The term is short for "Web log."
B. Comment	A remark in text or video expressing an opinion or reaction to information presented on a web page such as in response to a news article or other post
C. Data Extraction	The process of finding and extracting useful data from various social media and internet related sources. This is often used as an investigative tool as suspects often post information about their crimes on social media web sites.
D. Follow	On the Twitter web site "following" someone means you will see their tweets (Twitter updates) in your personal timeline. Twitter lets you see who you follow and also who is following you. Followers are people who receive other people's Twitter updates.
E. Off Duty	Any time an employee is not on duty as defined in 5.F below (also defined in Operations Order 1.3)
F. On Duty	Any time an employee is actively engaged in the performance of regularly assigned duties, when in the performance of a special mission for the Department, or when involved in any incident requiring the employee to act in the capacity of a police officer (also defined in Operations Order 1.3)
G. Page	The specific portion of a social media website where content is displayed and managed by an individual or individuals with administrator rights
H. Post	Content an individual shares on a social media site or the act of publishing content on a site. Profile: Information that a user provides about himself or herself on a social networking site.
I. Re-Tweet	To repost another user's message on the social networking website Twitter
J. Social Media	A category of internet-based resources that integrate user-generated content and user participation. This includes, but is not limited to, social networking sites (Facebook, MySpace, Google+), microblogging sites (Twitter, Nixle), photo and video sharing sites (Flickr, YouTube), wikis (Wikipedia), blogs, and news sites (Digg, Reddit). Social Networks: Online platforms where users can create profiles, share information, share files, share videos, share video clips, and socialize with others using a range of technologies.
K. Social Networking	The development of social and professional contacts; the sharing of information and services among people with a common interest

5. **DEFINITIONS** (Continued)

L. Speech	Expression or communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism, photographs, videotape, or related forms of communication
M. Tweet	A posted message on the social networking website Twitter
N. Vlog	Similar to blog except it is presented as a video instead of text
O. Web Page	See 5.G above
P. Web Site	A site (location) on the world wide web (www). Each web site contains a home page, which is the first document users see when they enter the site. The site might also contain additional documents and files. Each site is owned and managed by an individual, company or organization. This is a broadly used term generically covering the various social media sites as well as news, information, and other similarly organized locations on the world wide web.
Q. Wiki	Web page/s that can be edited collaboratively. Wikipedia is a well known example but wiki can be dedicated to any topic.

6. **PUBLIC AFFAIRS BUREAU USE**

A. Official social media designees who are authorized to use social media on behalf of the Department must use Department-issued, City-issued, or authorized personal devices when posting, commenting, or engaging in any type of social networking. The use of unauthorized personal devices is strictly prohibited.

B. Social media can be used for community outreach and engagement by:

- Providing crime prevention tips (burglary prevention, Block Watch, drowning, drug awareness, etc.)
- Offering online-reporting opportunities
- Sharing crime maps and data
- Soliciting tips about unsolved crimes (Silent Witness)

C. Social media can be used to make time-sensitive notifications related to:

- Road closures
- Special events (community meetings, Coffee with a Cop, press conferences)
- Weather emergencies (monsoon, dust, heat, etc.)
- Missing or endangered persons
- Police incidents that might affect the surrounding community

D. Any other Department related information of general interest to the community, such as:

- Commander rotations
- Changes to precincts (boundaries, additions, events)
- Awards and commendations or other positive recognition received by the Department or employees that reflects well on the organization as a whole
- Line of duty incidents

7. **OTHER AUTHORIZED USE**

A. Those units authorized by PAB to use social media for community outreach and engagement are limited to the following use:

- Special events (community meetings, Coffee with a Cop, G.A.I.N., etc.)
- Non-criminal traffic related incidents (road closures due to non-criminal related accidents, downed power lines, etc.)
- Weather emergencies (monsoon, dust, heat etc.)

8. **INVESTIGATIVE USE**

A. Social media is a valuable investigative tool when seeking evidence or information about:

- Missing persons
- Wanted persons
- Gang participation
- Graffiti
- Crimes perpetrated online (cyber-bullying, cyber-stalking, fraud, etc.)
- Photos or videos of a crime posted by a participant or observer.

B. Social media use by investigators of a public nature must be approved by the PAB commander or authorized designee. Social media use of an investigative or undercover nature must receive prior approval through the precinct/bureau commander/administrator.

C. Social media use not of a public nature (data extraction, undercover work) must comply with Operations Order 2.15.10.B related to using the internet as an investigative tool. For example, if an investigator wished to use the Department's social media presence to request information about a crime from the community, it requires approval from the PAB commander or authorized designee. However, if an investigator wishes to use a social media site to obtain evidence of a crime through investigative work, it does not.

D. Employees are prohibited from using personal cell phones or any personally owned recording device of any type, other than those pre-approved by the Department, to record, upload, transfer, or share crime scene photographs or any other items of evidence obtained in the course of their duties, except in furtherance of an authorized departmental criminal or internal investigation.

E. Employees are reminded any personal electronic devices used on duty and/or in an official capacity may be subject to review, subpoena, discovery, public records requests, and/or impound for possible evidentiary value.

9. **PERSONAL USE**

A. Department personnel are cautioned their speech and related activity on social media sites may be considered a reflection upon their position, and, in some instances, this Department.

(1) When using social media, Department personnel should be mindful their speech becomes part of the worldwide electronic domain. Therefore, adherence to City and Department policies is required in the personal use of social media. Employees are prohibited from using social media in a manner that would cause embarrassment to or discredit the Department in any way.

(2) Employees are responsible for their social media postings if they are found to be in violation of any City or Department policy.

(3) Employees may not use social media to harass, discriminate, bully, retaliate, etc.

B. Personal social media activity must not interfere with work duties or the operation of the Department.

(1) Employees are prohibited from posting on any networking or internet site any photographs, video, or audio recordings taken on Department property and/or in the performance of official duties (including official Department training, activities, or work specific assignments) that are detrimental to the mission and functions of the Department, that undermine respect or public confidence in the Department, could cause embarrassment to the Department or City, discredit the Department or City, or undermine the goals and mission of the Department or City.

9. B. (2) Employees are prohibited from posting any information or commenting about ongoing criminal investigations, administrative investigations, criminal cases, civil lawsuits, or police incidents involving the City on any media site, website, or the internet without prior approval from their commander/administrator.

(3) Any employee using the City's network for personal use does so at the employee's own risk. Use of the City's network for personal purposes to the extent that such use compromises security or impedes City business in any manner, including a decrease in employee productivity, may subject the employee to disciplinary measures up to and including termination.

(4) Employees have no expectation of privacy for any personal communications or information sent or received via the City's network or City's devices.

(5) Employees who work in undercover operations shall not post any form of visual or personal identification

(6) Department personnel are free to express themselves as private citizens on social media sites to the degree that their speech does not impair working relationships of this Department, are detrimental to the mission and functions of the Department, that undermine respect or public confidence in the Department, cause embarrassment to the Department or City, discredit the Department or City, or undermine the goals and mission of the Department or City.

(7) Department personnel may not divulge information gained while in the performance of their official duties; make any statements, speeches, appearances, and endorsements where the employee is acting or appearing to act in an official capacity or as an official representative of the Department or City; or publish materials that could reasonably be considered to represent the views or positions of this Department without express authorization.

C. For safety and security reasons, Department personnel are cautioned not to disclose their employment with this Department. As such, Department personnel are cautioned not to:

- Display Department logos, uniforms, or similar identifying items on personal web pages.
- Post personal photographs or provide similar means of personal recognition that may cause them to be identified as an employee of this Department.

D. Department personnel should be aware privacy settings and social media sites are constantly in flux, and they should never assume that personal information posted on such sites is protected. Personnel are reminded even the strongest privacy settings cannot prevent an approved "friend" or authorized recipient from independently choosing to forward or re-post the information worldwide.

E. Department personnel should expect any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by the Department at any time without prior notice.

10. **RELATED POLICIES, STANDARDS, AND PROCEDURES**

- AR 1.61 – Records Management Program
- AR 1.63 – Electronic Communications and Internet Acceptable Use
- AR 1.90 – Information Privacy and Protection
- AR 1.92 – City Presence on the Internet
- AR 1.95 – Privacy Program
- Information Technology Standard (s) 1.2.1 – Requesting Access to Blocked Web Sites
- s1.10 – Collaborative Web Technologies Usage

1. This policy applies to all employees assigned to first-line uniformed police duty.

2. **REPORTING FOR DUTY**

   A. Uniformed employees will report for duty in full uniform at times established by their assignment or as determined by their supervisor.

   B. If work demands permit, employees may return to their work stations 10 minutes before their scheduled end of shift.

3. **ASSIGNMENTS** - Squad supervisors will assign employees on their squad to a beat assignment prior to the start of shift.

   A. Supervisors will assign two officers per beat whenever possible.

   B. Each officer assigned to a beat has equal responsibility for calls for service within the beat.

4. **BRIEFING**

   A. Supervisors will inform employees of the following information during daily briefing periods:

   - Patrol activity, with particular attention given to unusual situations, wanted persons, stolen vehicles, major investigations, etc.
   - Changes in schedules and assignments
   - Any new or changed policies and procedures

   B. Employees may be periodically provided with in-service training during briefing; operational needs may dictate briefings be shortened or extended for this purpose with the prior approval of the on-duty lieutenant.

   C. The **maximum** time allowed for precinct/squad briefings will be 20 minutes.

   - Officers and supervisors **will be** available for radio traffic within 10 minutes of the conclusion of briefing.

5. **PREPAREDNESS** - Supervisors will inspect and evaluate employee readiness to assume patrol duties daily.

6. **MEALS AND BREAKS**

   A. Patrol officers are subject to calls at all times while on duty, including during times of meals (Code 7) and breaks (10-40).

   B. When a meal (Code 7) or break (10-40) is required, officers will:

   - Request the meal or break via the radio.
   - Enter their Code 7 location on the Mobile Data Computer (MDC).
   - Continue to monitor radio traffic.

   C. Number of Officers Allowed at a Code 7 Location - No more than two marked patrol units and four uniformed personnel will be allowed at any one eating establishment, exceptions must have prior approval of a supervisor.

6. D. Location of Code 7

(1) Patrol officers will not leave their squad area for a Code 7 or a 10-40, unless adequate eating facilities are unavailable, without the authorization of their supervisor.

- Supervisors may authorize officers to cross adjacent squad or precinct boundaries if adequate eating facilities are not available, however, consideration should be given to the adjacent squad/precinct officers when allowing officers to cross boundaries.

(2) A meal period may be taken at a private residence with supervisor approval provided the residence is in the officer's squad area.

(3) Supervisors should ensure there is adequate coverage of the squad area when units are out of service for a meal period.

E. General Guidelines

(1) Each 8 or 10 hour shift worked will include a meal period of 30 minutes.

(2) Work hours also include two 15-minute breaks (10-40), when work demands allow; one during the first half of the shift and one during the second half of the shift.

(3) When work demands permit, and with a supervisor's approval, officers may combine the 30 minute meal period with one of their 15 minute breaks to achieve a 45 minute meal period.

(4) Break time is calculated as the total time the officer is away from work, not just the time spent at the specific place where food or beverage is consumed.

(5) Police assistants, police aides, and commercial vehicle inspectors will adhere to the same policy as officers.

F. Missed Meal Breaks

(1) Meal breaks will be taken as follows:

4/10	• Within the first eight hours of the work day
5/8	• Within the first six hours of the work day

(2) If the guidelines listed in the table above are not possible, officers will notify their supervisor.

- Supervisors will make every effort to ensure the officer receives a meal break.

(4) Increased calls for service during shift change make it necessary that Code 7s are not granted during the employee's last work hour without a supervisor's approval.

(5) When officers are on an assignment that requires constant manning, such as traffic control or securing a crime scene, they will notify their supervisor, who will make every effort to ensure they receive a meal break when operationally possible.

(6) Meal Breaks During Overtime

(a) After four consecutive hours of overtime, an officer is entitled to a paid meal break of one half-hour.

(b) Officers are entitled to one meal break for every eight consecutive hours of overtime.

7. **UNIT REMOTE LOG**

A. The Unit Remote Log (URL) maintained in the software of the MDC is an official Department record.

B. Employees will enter accurate information into the URL.

C. The URL is necessary for placing an employee at a certain location at a certain time as an official record of the duties performed and actions taken by each employee each day.

D. Employees will log all activities into the URL.

(1) Occasions when employees are dispatched or otherwise assigned to investigate calls for service will be automatically included in the URL.

(2) All traffic and subject stops will be entered as radio calls.

(3) Subjects and vehicles related to a radio call will be added as “Entities” to the radio call, or noted in “Add Remarks” prior to sending disposition for the call.

(4) “Busy” codes will be used to accurately reflect status for administrative details such as meal breaks or report writing.

(5) Locations will be listed as a street address whenever possible rather than general locations such as “fairgrounds at Central Ave./McDowell Rd.”

(6) Contacts not related to radio calls will include the following information in the URL:

- Name
- Date of birth
- Gender
- Race
- License plate number (if applicable)
- Reason for the contact

8. **ROUTING PROCEDURES**

- Paperwork routed to the Information Desk:

Corrections Memorandum	Ticket Book Citations (ATTCs and NOVs)
Court Continuance Request 80-87D	Ticket Book Covers
Memorandum	Special Service Reports (SSRs)

1. **GENERAL INFORMATION**

A. It is the policy of the Department to use reasonable force and driving tactics necessary to conduct lawful public safety activities.

B. Employees will comply with vehicle laws contained in Arizona Revised Statutes (ARS) Title 28 and City Codes at all times when operating a City-owned, rented, leased, or seized vehicle.

C. Employees shall possess a valid Arizona driver license appropriate to the type of vehicle being driven.

D. Employees will not use Department vehicles/trailers without the permission of a supervisor and for other than official police business.

- **Prior** to using any City off-road vehicle (side-by-side, all-terrain vehicle (ATV), etc.), four-wheel drive truck or sport utility vehicle (SUV), and/or trailer, employees will complete Department familiarization training on the use of the vehicle/trailer (contact the Tactical Driving Detail at 602-256-4210 for training information).

  * Supervisors will ensure employees have completed the required Department familiarization training prior to authorizing the use of the above listed Department vehicles/trailers.

E. Employees will use seat belts in all vehicles so equipped and will require all non-custodial passengers to do the same (refer to Operations Order 7.2, Transporting Prisoners, for prisoner seat belting requirements).

F. Employees will not utilize electronic devices in vehicles while driving unless it is necessary to perform a police function.

- Employees must exercise due regard for the safety of themselves and others in these situations.

G. Employees will not drive off roadways unless absolutely necessary to perform a police function.

- Employees will enter off-road areas on foot, whenever practical.

H. On duty employees will not leave the City limits, except when on official police business, and will advise radio of their destination/purpose.

- This may not apply to detectives or undercover officers who have been given authorization from their supervisor.

I. Proper vehicle maintenance is the responsibility of all employees.

J. Energy Conservation - In order to conserve energy, employees will comply with these guidelines, whenever possible:

- Drive at reduced speeds
- Avoid fast starts and quick stops
- Combine trips
- Carpool
- Use vehicles manufactured or modified to run on alternative fuels, such as compressed natural gas (CNG), flex fuel, hybrid, or electric when applicable
- Limit prolonged engine idling

NOTE: Employees will not let the engine idle in an **unoccupied** City owned, rented, leased, or seized vehicle unless absolutely necessary to perform a police function.

K. In order to allow consistent handling of vehicles, equipment coordinators will adhere to the Police Equipment Manager's guide provided and updated by the police fleet manager (PFM) with input from equipment coordinators and administrative personnel.

1. L. The PFM will oversee the administration of all fleet issues including the implementation of management directives in reference to vehicle matters.

- The PFM is authorized to manage the fleet as deemed necessary to realize the most efficient and cost-effective fleet operation, which may include vehicle rotation.
- All bureaus/precincts will establish a liaison for fleet matters, such as, an equipment coordinator, who will report to the PFM regarding fleet management and effect any necessary changes as directed by the PFM.
- All bureaus/precincts will establish a system to best assign vehicles including vehicles available for use by all bureau/precinct personnel.
- The vetting, selection, and monthly review of vehicles will be the responsibility of the specific bureau/precinct/unit and its liaison: for example, Traffic Unit and motorcycles, Air Unit and aircraft, and Special Assignments Unit (SAU) and armored vehicles.

M. A fully visible "Out of Service" cover **will be** placed over the red and blue emergency lights when a civilian employee other than a Downtown Operations Unit (DOU) police assistant (parking enforcement), is driving a marked patrol vehicle.

NOTE: Civilian employees, including DOU police assistants, are not allowed to drive under the provisions of the following sections of this policy:

- Section 2 - Emergency Response Driving
- Section 3 - Traffic Enforcement Driving
- Section 4 - Establishing Unlawful Flight
- Section 5 - Pursuit Guidelines and Driving Procedures

2. **EMERGENCY RESPONSE DRIVING**

A. Definitions

(1) Emergency Response Driving - The operation of an authorized emergency vehicle with mandatory use of lights and siren by a law enforcement officer in response to a life-threatening situation or a violent crime in progress at a speed above the posted speed limit and/or in disregard of traffic control devices governing the movement of motor vehicles.

(2) Authorized Emergency Vehicle - A police vehicle equipped with identifying decals, and a fully operational red and blue light bar (except motorcycles), and siren.

B. The decision to drive under emergency conditions will be discretionary with each sworn employee.

- Sworn employees will have sufficient information to justify the decision to drive or continue to drive under emergency conditions and will continuously evaluate the safety of doing so.
- Safe arrival will always have priority over speed and unsafe maneuvers enroute to an emergency.
- Sworn employees responding to an urgent 907, 906, 998, and 999 will keep in mind emergency response driving may be terminated at the discretion of any sworn supervisor.

C. The following three conditions must simultaneously exist for sworn employees to exercise emergency response driving privileges as set forth in ARS 28-624, Authorized Emergency Vehicles:

- The vehicle driven must be an authorized emergency vehicle.
- The unit must be responding to a life-threatening situation or violent crime in progress.
- A siren must be sounded and emergency red and blue lights activated.

D. When sworn employees engage in emergency response driving, they may:

2. D. (1) Park or stand, irrespective of the provisions of Title 28.

(2) Proceed past a red light, stop signal, or stop sign **only** after coming to a complete stop, and **all** traffic has yielded the right-of-way or stopped in response to the emergency vehicle.

(3) The maximum speed allowed will be 15 mph when sworn employees travel in center or oncoming traffic lanes.

(4) When sworn employees use center or oncoming traffic lanes to approach controlled intersections (traffic lights, stop signs, etc.), they will come to a complete stop before entering the intersection, even with a green light.

(5) Sworn employees **will not** exceed the posted speed limit when approaching a controlled intersection.

E. Speed Limit and Vehicle Movement

(1) The speed limit may be exceeded only under favorable conditions:

- Light to moderate traffic
- Good roads
- Good visibility
- Dry pavement

(2) A maximum of 15 mph above the speed limit is authorized on surface streets.

(3) Excessive speeds as defined by ARS 28-701.02, Excessive Speeds, will be the maximum allowed on the freeway.

(4) The posted speed limit is the maximum speed allowed under less-than-favorable conditions.

(5) Sworn employees may disregard regulations governing the direction of movement, only after stopping or slowing as necessary for safe operation.

(6) Sworn employees may pass on the right when necessary and only when passing on the left is not possible.

- The **maximum** speed will be **20 mph** when passing on the right.

(7) When initiating or continuing to drive under emergency conditions, sworn employees will consider:

- Traffic volume
- Time of day
- Type of crime in progress
- Distance from event or incident
- Potential hazards to employees and the public

F. Use of Emergency Lights and Sirens

(1) When operating authorized emergency vehicles under emergency response driving conditions, sworn employees **will** use emergency lights and the siren.

(a) To avoid alerting suspects, employees may choose to deactivate the siren when approaching the emergency call location.

(b) However, the use of emergency lights alone is **not** emergency response driving and requires the observance of all speed limits and traffic control devices.

2. F. (2) Sworn employees will take necessary steps to assist the Communications Bureau in understanding their transmissions, such as closing windows and turning up radio volume while operating the siren.

3. **TRAFFIC ENFORCEMENT DRIVING**

A. Definition - Driving that involves the apprehension of traffic violators.

B. Sworn patrol/motor employees are expected to make **reasonable** efforts to apprehend traffic violators.

- Traffic enforcement driving will not put the employee or the public at undue risk.

C. Sworn patrol/motor employees **will** weigh the necessity to apprehend the traffic violator against the level of risk presented to the employee and the public.

D. Sworn patrol/motor employees may disregard regulations governing traffic movement, as listed in ARS 28-624, only when it can be done safely.

(1) Sworn patrol/motor employees **will not** normally exceed 15 mph over the posted speed limit to apprehend traffic violators.

(2) Sworn patrol/motor employees **may** exceed the 15 mph restriction only to enforce serious moving violations that create an immediate danger to the public, such as excessive speed, aggressive driving, reckless driving, or DUI.

- The level of risk to the employee and the public, as well as the need to pursue the violator, **must** be considered.

(3) Sworn patrol/motor employees will not follow or pace the speed of traffic violators for extended distances; if a traffic violator refuses to stop after a reasonable distance, employees will discontinue following and return to service.

- If the elements of unlawful flight exist (see section 4 below), the Air Support Unit (if available) should be requested to provide active observation on the vehicle (see section 5.F of this order for more information).

4. **ESTABLISHING UNLAWFUL FLIGHT**

A. ARS 28–622.01, Unlawful Flight from Pursuing Law Enforcement Vehicle - A driver of a motor vehicle who willfully flees or attempts to elude a pursuing official law enforcement vehicle that is being operated in the manner described in ARS 28-624, subsection C is guilty of a class 5 felony.

(1) Sworn personnel must adhere to ARS 28-624, subsection C when attempting to stop the suspect vehicle by the use of an authorized emergency vehicle operating emergency lights and the siren.

(2) If the operator of the suspect vehicle becomes aware of the attempt by an authorized emergency vehicle and willfully flees or attempts to elude the authorized emergency vehicle, the elements of Unlawful Flight are established.

(3) Sworn employees who decide to continue following the suspect vehicle and do not terminate emergency driving after the elements of the unlawful flight have been established must state "IN PURSUIT" and follow the provisions as outlined in section 5 of this order.

NOTE:

- Pursuits **will not be initiated** for traffic violations, stolen vehicles, misdemeanors, and non-violent felonies.

4. A. (3) **NOTE**: (Continued)

- A pursuit packet will be completed by the supervisor of the unit that initiated the pursuit.

  * If the unit decides to not follow the vehicle (does not go into pursuit), a pursuit packet is generally not required (see the section 6 of this order for more information).

5. **PURSUIT GUIDELINES AND DRIVING PROCEDURES**

A. Guidelines

(1) A primary responsibility of police service and the individual sworn employee is the protection of life and property; per Department policy, vehicle pursuits will not be initiated and/or will be terminated when the pursuit presents a greater risk to life and property than the immediate apprehension of the individual/s being pursued.

(2) All sworn employees will refrain from initiating and continuing pursuits when the action of the fleeing vehicle exhibits reckless disregard for public safety, regardless of the offense (which may include violent felonies).

- Sworn employees **will** weigh the necessity to apprehend the suspect, such as the need to take into immediate custody, against the level of risk presented to the employee and the public when deciding to initiate or continue a pursuit.

(3) Pursuits **will not be initiated** for traffic violations, stolen vehicles, misdemeanors, and non-violent felonies.

(4) At **all times** during the pursuit, the involved units will evaluate whether the risk created by the pursuit outweighs the necessity for immediate apprehension.

(5) Preventing Pursuits

- With a supervisor's authorization, sworn employees may box in a **stationary** vehicle or utilize tire deflating devices to prevent the vehicle from becoming mobile.

  * Once a vehicle goes mobile, it may **NOT** be boxed in at any time (stopped for traffic signals, school zones, on private property, etc.).

    EXCEPTION: Does not apply to the use of a street jump by authorized employees as outlined in Operations Order 9.7, Tactical Events Response Plan.

  * Tire deflation devices **will not** be deployed on moving vehicles that do not meet the criteria for pursuing.

    EXCEPTION: Tire deflation devices may be authorized by a TSB supervisor during the course of a tactical surveillance.

B. Definitions:

(1) Pursuit Driving	Any attempt by a law enforcement officer operating an authorized emergency vehicle to apprehend occupant/s of a moving vehicle when the driver is aware of that attempt and is resisting apprehension by using high speed driving or other evasive actions to intentionally disregard the law enforcement officer's command to stop.
(2) Use of a Pursuit	A pursuit is a tactic/tool which may be used to apprehend a subject whom the sworn employee has reasonable suspicion to believe has committed, is committing, or attempted to commit an offense involving the infliction or threat of serious physical injury or death or is likely to endanger human life or cause serious injury to another unless apprehended without delay.

5. B. Definitions: (Continued)

(3) Pursuit Conclusion	A pursuit is concluded in one of two ways: • Suspect/s and/or vehicles are in custody, and/or suspect/s bail out, suspect vehicle has ceased movement, accident, etc. • Termination - All units, including the Air Support Unit, are available for radio traffic and not involved in the pursuit of the suspect/s and/or vehicle/s in any way.

C. Pursuit Restrictions:

(1) Marked Emergency Units	• No more than **three** marked units will be involved in the immediate pursuit without a supervisor's approval. • Other police units will be support vehicles and will not become actively involved in the pursuit. • When practical, all marked units will wait for the arrival of the Air Support Unit prior to initiating a traffic stop on vehicles suspected in a criminal offense.
(2) Marked Units with Civilian Occupants	• These units will not participate in pursuits as primary, secondary, or support units when their unit is occupied by a prisoner, suspect, complainant, witness, civilian observer, or any other person not on duty as a police officer (this does not include police recruits).
(3) Motorcycles, Transport Wagons, and Sport Utility Vehicles	• These units may become involved as the primary unit only when they initiate the pursuit. • They will relinquish the pursuit to a marked police vehicle occupied only by sworn personnel as soon as practical **NOTE**: Sport utility vehicles that are police pursuit rated such as the marked Chevrolet Tahoe patrol vehicles; do not fall under this restriction.
(4) Unmarked Units without Identifying Decals, Lights, and Sirens, and Plain-Clothed Officers	• These units **will not** at any time become involved in a pursuit in a primary or secondary unit capacity. • Only with supervisor approval may employees deploy tire deflating devices and assist with traffic control. • Unmarked units must at all times adhere to all Title 28 provisions.
(5) Uniformed Sworn Employees	• Uniformed sworn employees are authorized at all times to direct traffic and/or deploy tire deflation devices during pursuits, as directed by the monitoring supervisor.
(6) Prohibited Actions	Sworn employees **will not**: • Pursue suspects while they are traveling the wrong way on any freeway, freeway frontage road, divided highway, or one-way street. • Overtake, drive next to, or force suspect vehicles off the roadway. • Ram a suspect vehicle. • Block the roadway. • Box in or surround a **moving** vehicle. • Deploy tire deflation devices on moving vehicles not meeting pursuit criteria. • Continue at speeds above excessive speeds as defined in ARS 28-701.02 after the suspect has demonstrated non-compliance with an attempted traffic stop. ∗ Excessive speeds are defined as: o Exceed thirty-five miles per hour approaching a school crossing o Exceed the posted speed limit in a business or residential district by more than twenty miles per hour, or if no speed limit is posted, exceed forty-five miles per hour o Exceed eighty-five miles per hour in other locations **NOTE**: Sworn supervisors may authorize the deviation from these prohibited actions if the failure to apprehend the suspect may result in immediate danger to life.

5. C. Pursuit Restrictions: (Continued)

(7) Exceptions	• Airport Bureau personnel may deviate from the listed restrictions when the event: ∗ Enters onto any restricted air operations area (AOA). ∗ Enters or occurs on Airport property (landside operations area) **and** the offense involves the infliction or threat of serious injury or death or is likely to endanger human life or cause serious injury to another **and** the event is actively managed by an Airport Bureau supervisor. • Tactical Support Bureau (TSB) personnel may deviate from the listed restrictions when the event is actively managed by a TSB supervisor. • The actions taken by Airport Bureau and TSB personnel must be consistent with current training and reasonable under the totality of the circumstances.

D. Guidelines for Terminating Pursuits

(1) Sworn personnel will consider terminating a pursuit when:

- Environmental factors such as rain, fog, or darkness substantially increase the danger of the pursuit.
- The employee is unfamiliar with the area and is unable to accurately notify the Communications operator of the location and direction of travel.
- Road conditions are congested by traffic or pedestrians.
- The fleeing suspect does not pose any additional danger to the safety of the employee and the public other than the flight itself.
- The pursuit occurs during **rush hour,** in the area of a **school,** and/or other area congested by pedestrian or vehicular traffic.
- There is a greater risk to life and property than the immediate apprehension of the individual/s being pursued.

  ∗ A greater risk to life and property exists when speed dangerously exceeds the normal flow of traffic, when vehicular or pedestrian traffic necessitates erratic maneuvering that exceeds the performance capabilities of the vehicle or the driver, or the driver recklessly disregards traffic control devices, drives in opposing lanes of traffic, or does not have lights on during hours of darkness.

(2) Pursuits will be **immediately** terminated under the below conditions:

(a) A sworn supervisor orders the pursuit terminated.

- Supervisors who wish to terminate a pursuit will issue an order to terminate and return to service.
- **All** ground units will immediately deactivate their emergency lights and siren.
- If applicable, the Air Support Unit will only continue to follow the suspect vehicle in an active observation mode or tactical support surveillance if supervisory permission has been granted to do so.

(b) The suspect is known to the employee and does not pose an **immediate** threat to the public.

(c) The distance between the employee and the suspect is so great that excessive speeds as defined in ARS 28-701.02, are required by the employee to catch up, placing the employee/s, the public, and the suspect in serious danger.

5. D. (2) (d) The employee loses visual contact with the suspect for an extended period of time (approximately 15 seconds).

- This does not imply that employees must cease looking for the suspect; however, employees must slow to the posted speed limit if they lose visual contact with the suspect.

(e) If equipment failure involving the police vehicle/s emergency lights, siren, radio, brakes, steering, or other essential mechanical equipment occurs.

(f) The employee's speed becomes excessive as defined in ARS 28-701.02.

EXCEPTION: Sworn supervisors may authorize the continuation of excessive speeds if the failure to apprehend the suspect may result in immediate danger to life.

E. Marked Ground Unit Pursuit Procedures

(1) Primary Marked Ground Unit - The first marked unit to become involved in a vehicular pursuit will be designated the primary unit and will:

(a) State they are "IN PURSUIT", immediately activate the vehicle's emergency lights and siren, and immediately notify and update the Communications operator regarding the following:

- Unit identifier
- Location, direction of travel, and speed of vehicle (for the duration of the pursuit)
- Offense for which suspect is wanted
- Description of vehicle being pursued
- Number of occupants and their descriptions
- Request an air unit
- Any hazards to employees
- Vehicle and pedestrian traffic conditions (for the duration of the pursuit)
- Traffic infraction/s committed by the suspect (for the duration of the pursuit)

(b) Additional Radio Procedures:

- Close windows and turn up the radio volume while operating the siren.
- Continue radio transmissions during the pursuit until relieved of this duty by the secondary unit.
  - * When relieved of broadcasting by the secondary unit, the primary unit should only broadcast critical information.
  - * The primary unit will resume radio transmissions if the secondary unit discontinues the pursuit for any reason.

(2) Secondary Marked Ground Unit - The second marked unit in a pursuit will become the secondary unit and will:

- Operate the vehicle with emergency lights and siren at all times during the pursuit.
- Advise the Communications operator the unit is participating in the pursuit as a secondary unit.
- Follow the primary unit at a safe distance.
- Assume the primary position when the primary unit discontinues the pursuit, unless unsafe conditions exist or the pursuit has been terminated.
- Assume radio transmissions from the primary unit, to include the information in section 5.E.(1) above.

5. E. (3) Supporting Marked Patrol Ground Units - Will be support only and will not become directly involved in the pursuit without sworn supervisory approval; responsibilities include:

- Covering escape routes while attempting to remain out of suspect's view
- Assuming a primary or a secondary role if needed
- Paralleling the pursuit
- Assuming bulls-eye positions
- Adhering to all traffic control devices and regular speed provisions
- Activating emergency lights and the siren only to warn uninvolved citizens of the impending pursuit
- Observing suspect vehicle for identification purposes, when feasible
- The support units **will not** attempt to intervene even if they inadvertently intercept the suspect vehicle.

(4) Tactics That May Be Deployed:

- Tire deflation devices
- Bulls-eye techniques
- Paralleling
- Traffic control
- Active observation mode - Provided by the Air Support Unit
- Tactical support surveillance - Provided by ground units from TSB and the Air Support Unit

F. Tactical Support Bureau (TSB)/Air Support Unit – TSB/Air Support Unit provides two means of support in pursuit/possible pursuit situations and non-violent incidents; the active observation mode and tactical support surveillance.

(1) Active Observation Mode	Involves both the Air Support Unit and patrol units in the below situations: • When pursuit driving is permitted by policy • When authorized by a duty lieutenant for non-pursuit situations/non-violent incidents (stolen vehicles, residential/commercial burglaries, strong armed robberies, etc.) Air Support Unit: • When directed by a sworn supervisor, the active observation mode will be used. • When the Air Support Unit advises the suspect vehicle is in view, **all units** will turn off their emergency lights/siren, make every effort to move to a position where they can no longer be seen by the suspect, slow to the posted speed limit, and allow the Air Support Unit to call the pursuit while following out of the suspect's sight. • Will notify ground units when it is safe to attempt apprehension of the suspect. Patrol Units - In non-pursuit/non-violent incidents, patrol units will only consider the below listed options when authorized by a duty lieutenant. • Will not have emergency lights and the siren activated; however, they may employ emergency driving procedures when necessary for traffic control and/or any other safety reasons • Additional tactics deployed during this phase may include: ∗ Tire deflation devices ∗ Bull's-eye techniques (out of suspect view) ∗ Paralleling ∗ Traffic control • All activities conducted will be documented for reporting purposes.

5. F. (Continued)

(2) Tactical Support Surveillance	• Pursuits may be turned over to TSB when available for surveillance and when requested by on-scene supervisors for the below situations: ∗ When a pursuit of a violator is not authorized by policy ∗ When the continuance of an authorized pursuit becomes too dangerous for employees and the public ∗ When a pursuit crosses precinct boundaries ∗ Incidents where there is reasonable likelihood of flight ∗ In any event where a violator is unaware of police presence and use of this technique will enhance officer and public safety over the use of a traditional stop • Involves the Air Support Unit and ground units from TSB to operate within the guidelines of their bureau manual • A supervisor from TSB must assume command. ∗ Radio traffic will be directed to a separate frequency by a TSB supervisor. ∗ The initiating unit/s will be directed by a TSB supervisor to assist as needed. ∗ Tire deflation devices may be authorized by a TSB supervisor during the course of a tactical surveillance. • All other patrol participation will end and precinct traffic will resume.

(3) Once the Air Support Unit arrives on the scene, they may:

- Assume radio transmissions.
- Advise ground units whether they are assuming an active observation mode or tactical support surveillance (as directed by the monitoring supervisor).
- Take reasonable steps to conceal their presence from the occupants of the fleeing vehicle.
- Direct ground units to stay out of sight of the suspect vehicle.
- Make further notifications when appropriate.
- Seek specific instructions from the ground supervisor.
- Provide the supervisor completing the pursuit investigations a supplement when requested.
- Assist ground units with establishing a perimeter, when needed.

G. <u>Responding/Monitoring Supervisor Responsibilities</u>

(1) The initial responding/monitoring supervisor will be responsible for the pursuit until its conclusion, to include:

- Determining the appropriate action during the pursuit, such as having the Air Support Unit assume the pursuit in an active observation mode, requesting tactical support surveillance, or making the decision to terminate.
- Evaluating and directing employees/resources as needed based on information advised by the unit/s involved in the pursuit.

(2) Additionally, the employee's supervisor or initial monitoring supervisor will:

- Order the termination of a pursuit if in the supervisor's judgment the level of danger outweighs the necessity of apprehension.
- Advise the Communications operator to notify the affected precincts and/or jurisdictions if a pursuit is terminated and the suspect continues to flee.
- Give the Air Support Unit specific instructions when needed.
- Ensure a complete and proper investigation of the incident occurs.
- Complete a pursuit packet (see section 6 of this order).

5. H. Pursuits Crossing Precinct Boundaries

(1) When pursuits cross precinct boundaries, a duty lieutenant from the initiating precinct will assume command of the incident until the pursuit is terminated or turned over to TSB.

(2) The initiating precinct duty lieutenant's responsibilities will include the following:

- Continually assessing the need for the pursuit
- Coordinating all available resources
- Determining the number of units needed
- Direct un-needed units to return back to their assigned area/s

(3) Units involved in pursuits outside of their assigned precinct **will** immediately terminate their participation when directed by a sworn supervisor and return to service in their assigned precincts.

I. Communications Responsibilities

(1) The Communications operator will:

- Notify units of the pursuit on the appropriate frequencies.
- Notify a patrol supervisor in the precinct where the pursuit is located.
- Request assistance from the Air Support Unit when available.
- Advise the patrol supervisor of the Air Support Unit's availability and estimated time of arrival.
- Allow units to communicate car to car when necessary

(2) The Communications operator will notify neighboring jurisdictions when the pursuit approaches its boundaries.

J. Other Jurisdictions Involved in a Pursuit

(1) When other law enforcement agencies enter the City, sworn personnel will act as support units only.

(2) If only one unit from an outside agency is involved and it is a marked emergency vehicle, one Phoenix unit may act as a secondary unit or take over as the primary unit in a pursuit with the permission of a sworn supervisor.

(3) If the Phoenix unit does, in fact, become the primary or secondary unit, all applicable Department pursuit policies apply.

(4) Sworn Phoenix employees acting as support units for an outside agency's pursuit will not continue their support function beyond the Phoenix City limits unless authorized to do so by a sworn supervisor.

(5) Before entering another jurisdiction, sworn employees will ask radio to advise that jurisdiction of the pursuit for informational purposes and possible assistance.

(6) With **authorization** of a Department sworn supervisor, sworn Phoenix employees **may** participate as primary, secondary, or support units when the outside agency unit is an unmarked vehicle and clearly indicates they want Phoenix personnel to assume the pursuit.

K. Tire Deflation Devices

(1) The use of tire deflation devices are an effective way to conclude and/or avoid pursuits while minimizing danger to the public and the employees involved.

5. K. (1) (Continued)

- Tire deflation devices may also be deployed during barricade/static situations as a method of disabling a vehicle.
- Tire deflation devices **will not** be deployed on moving vehicles that do not meet the criteria for pursuing.

EXCEPTION: Tire deflation devices may be authorized by a TSB supervisor during the course of a tactical surveillance.

(2) Sworn employees will ensure their tire deflation devices are serviceable and ready for use at the start of each shift.

(3) Approval for Deployment

(a) The use of tire deflation devices is one of many factors to be considered when determining whether to terminate or continue a vehicle pursuit.

- Deployment of tire deflation devices requires the approval of a sworn supervisor.
- Tire deflation devices will not be used on any of the freeways without sworn supervisor approval and coordination with the Department of Public Safety.

(b) This policy is not meant to supersede the decision by an involved sworn employee or supervisor to terminate a pursuit prior to use of tire deflation devices.

(c) Only sworn employees who have received Department-approved training in the use of tire deflation devices are authorized to deploy them.

(d) Deployment Guidelines:

- When possible, sworn employees involved in a pursuit will be advised that "spikes" are being deployed and the location where they will be use
- Sworn employees involved in the pursuit should allow ample room between the suspect vehicle and their police vehicles to avoid damage to Department vehicles.
- Tire deflation devices will not be deployed when it is clear their use creates a danger to the public and/or employee that outweighs the benefit of its use

(e) When other law enforcement agencies involved in a pursuit enter the City, the following will apply:

- Deployment of tire deflation devices will only be used when a Phoenix unit has taken over as the primary unit.

  * This is necessary because of potential damage to police cars and the difficulty in communicating with outside agencies.

(4) Documentation

(a) The use of a Stop Stick brand tire deflation device will be documented in the Incident Report (IR), and the Stop Stick Deployment Report (completed online at stopstick.com) will also be completed.

(b) The deploying employee is responsible for completing the Stop Stick Deployment Report and will print a copy of the completed report which will be given to the bureau/precinct administrative sergeant for filing.

(c) A Report of Property Damage/Injury Form 80-511D will also be completed, along with photographs of the damage.

5. L. Precision Immobilization Technique (PIT) Maneuver - Sworn personnel trained in the performance of the PIT maneuver **and**:

- Assigned to the Airport Bureau are authorized to employ this tactic to terminate a pursuit within airport grounds.
- Working as dignitary protection may employ this tactic when needed as a part of their duties.
- Assigned to TSB are authorized to employ this tactic when reasonable under the totality of the circumstances and when the event is actively managed by a TSB supervisor.

6. **REPORTING PROCEDURES FOR PURSUITS AND TRAFFIC STOP DRIVING INCIDENTS**

A. All vehicle pursuits initiated by Phoenix sworn personnel and all Phoenix initiated traffic stops in which a suspect flees or refuses to stop which ultimately results in property damage greater than $5,000, injury, or death, will be properly investigated by the supervisor of the unit that initiated the pursuit/traffic stop, or if absent, an on-duty supervisor.

- In situations where the elements of a pursuit are uncertain, the bureau/precinct/duty commander will make the final determination whether an investigation is necessary.

B. A command officer may order a review of the actions of Phoenix employees involved in a pursuit initiated by another agency.

C. When property damage, injury, or death occurs, the Incident Review Unit (IRU) will be immediately notified by the investigating supervisor.

D. The investigating supervisor will be responsible for completing a pursuit/traffic packet (see section 6.D.(3) below for packet requirements).

(1) The Professional Standards Bureau (PSB) will be contacted during normal business hours to obtain the appropriate pursuit (PUR) or driving incident (TRF) control number.

(2) Before interviewing any employee (to include but not limited to, driver/s and, if applicable, passenger employee/s) involved in a pursuit/traffic stop driving incident or requiring them to prepare written documentation about the incident, the investigating supervisor will issue the employee/s a Notice of Investigation Form 80-58DB (NOI).

NOTE: This does not apply to the initial fact-finding stages of the investigation nor does it apply to employees who are witnesses.

(3) The pursuit/traffic packet will include the following documentation:

PACKET REQUIREMENTS	SPECIAL INSTRUCTIONS/DETAILS TO INCLUDE
(a) Supervisor's Report to the Driving Analysis Committee (DAC) (Pursuit/ Traffic Stop Driving Incident) Form 80-312D	Detailed Synopsis/Supervisor Summary will include the following applicable information: • A summary of the incident including information from the involved employees • A description of all streets traveled with speeds, traffic conditions, traffic violations (such as violations of traffic control devices and their condition), and suspect driving behavior • Whether or not the suspect was known, or could be known, with minimal follow-up by the employee prior to initiating the pursuit • If a citizen observer, prisoner, or non- sworn employee (excluding recruits), was with any of the sworn employees involved in the pursuit • If the supervisor ordered more than three units to actively pursue the suspect • If passenger sworn employees were in units involved in the pursuit, their actions should also be included • If any unmarked units were involved in any aspect of the pursuit • If the Air Unit gave updates regarding the suspect's driving behavior, traffic conditions, and traffic violations

6. D. (3) The pursuit/traffic packet will include the following documentation: (Continued)

PACKET REQUIREMENTS	SPECIAL INSTRUCTIONS/DETAILS TO INCLUDE
(b) Original Memorandum	Required from each sworn employee involved, such as primary, secondary, and/or support, and passengers • Air Support Unit employees are normally not required to submit memorandums unless they are the only witnesses to an incident and their statements are needed to complete the packet, or they are otherwise requested to do so. Memorandums will include the below applicable information: • The location where the suspect took evasive action to ignore the employee or otherwise avoid apprehension • The time and location where the employee made a conscious decision to chase/apprehend the suspect • Statements regarding complying with policy requirements (such as advisement of emergency lights and siren, use and duration of lights and the siren, making it known the employee is in pursuit, and, for employee s wearing body-worn cameras, activating their body-worn cameras) or statements regarding non-compliance (with explanation) • Minimum/maximum speed of the vehicles involved at locations and traffic control devices during the pursuit, such as speeding up or slowing down • Presence of any citizens, bystanders, or other hazards throughout the pursuit • Point at which the employee or supervisor terminated the pursuit and the reason/s why • Information regarding the continuance of any unit in the pursuit after termination
(c) Related Reports/ Paperwork	• NOI and Investigative Review Control (IRC) Form 80-58DD, section I, issued/completed for each involved employee • Copy of crash reports that occurred either directly or indirectly as a result of the pursuit/traffic stop • Copies of any related criminal reports
(d) Witness Statements	• When possible, audio-record **all** witness statements.
(e) Map	• If applicable, a map of the area traveled during the pursuit
(f) Photographs	• If applicable, photographic indexed prints (thumbnails) are sufficient (photographs of vehicles, damage, suspect, etc.)
(g) Body-Worn Camera Video	• If applicable, compact disc/s (CD/s) of any/all body-worn camera video capturing the pursuit/traffic stop
(h) Radio Transmissions	• A CD of the radio transmissions of the pursuit/traffic stop will be requested from the Communications Bureau; however, only channels recorded or monitored by a Communications operator are able to be provided.

(4) Once completed/compiled, the pursuit/traffic packet will be forwarded through the chain of command to the bureau/precinct commander/administrator within 15 days.

E. The bureau/precinct commander/administrator will ensure the pursuit/traffic packet is complete, conduct an Investigative Review Process (IRP), sign the Supervisors Report to the Driving Analysis Committee (DAC) (Pursuit/Traffic Stop) Form 80-312D, and forward the packet to PSB in a timely manner.

F. PSB will review the pursuit/traffic packet to ensure all required information is included and will then forward the packet to the DAC for the final review process.

7. **REPORTING PROCEDURES FOR ACCIDENTS**

A. All police vehicle accidents will be reported to the employee's supervisor, or if absent, an on-duty supervisor, who will ensure a proper investigation is completed.

- The investigative supervisor will contact PSB during normal business hours to obtain a police vehicle collision (PVC) control number.

7. B. If there is a possibility of police liability, the on-scene supervisor will immediately contact IRU.

C. Before interviewing an employee involved in an accident or requiring him/her to prepare written documentation about the incident, the investigating supervisor will issue the employee an NOI for the accident.

- This does not apply to the initial fact-finding stages of the investigation nor does it apply to employees who witness an accident (this includes a passenger employee unless the passenger employee's actions are a contributing factor to the accident).

  NOTE: If a passenger employee is found to be in violation of policy (for example, not wearing a seat belt) the passenger employee will be issued an NOI for that policy violation.

D. The investigating supervisor will complete an accident packet containing the following documentation:

PACKET REQUIREMENTS	SPECIAL INSTRUCTIONS/DETAILS TO INCLUDE
(1) Supervisor's Report to the Driving Analysis Committee (DAC) (Police Equipment Collision/ Photo Citation/Driving Incident) Form 80-312DA	• **Ensure** the damage estimate/s for the police equipment and citizen's vehicle (if applicable) are included. **NOTE**: If a citizen is unwilling/unable to provide a damage estimate, this information, in lieu of the damage estimate, must be documented. • The report should summarize the memoranda and attachments concisely reporting the facts of the incident.
(2) Arizona Crash Report State Form 01-2704 (ACR)	• Completed by an uninvolved employee
(3) Original Memorandum	• One from each employee involved describing their involvement, or if a witness, describing their observations
(4) Witness Statements	• When possible, audio-record **all** citizen witness statements
(5) Photographs	• Vehicles, damage, etc.; photographic indexed prints (thumbnails) are sufficient (photographs of vehicles, damage, suspect, etc.)
(6) Related Paperwork	• NOI and IRC form, section I, issued/completed for each involved employee

E. Once completed/compiled, the investigating supervisor will forward the accident packet through the chain of command to the bureau/precinct commander/administrator within 15 days.

F. The bureau/precinct commander/administrator will ensure the accident packet is complete, conduct an IRP, sign the Supervisor's Report to the Driving Analysis Committee (DAC) (Police Equipment Collision/Photo Citation/Driving Incident) Form 80-312DA, and forward the packet to PSB in a timely manner.

G. PSB will review the accident packet to ensure all required information is included and will then forward the packet to the DAC for the final review process.

8. **PHOTO TECHNOLOGY TRAFFIC VIOLATION NOTICES (TVNs)**

A. All photo-technology TVNs issued to Department employees driving a City vehicle will be reviewed by the Traffic Unit lieutenant.

B. After the Traffic Unit lieutenant's review, the TVN will be assigned a photo-technology (PIC) control number, and the TVN, a memorandum, and additional required paperwork will be forwarded to the vehicle's assigned precinct/bureau for initial fact-finding to determine the following:

- Identity of the driver
- Driver's immediate supervisor
- Reason for activation, such as police response or type of call

8. C. The driver's immediate supervisor will complete the additional required paperwork and return it, the memorandum, and TVN to the Traffic Unit lieutenant who will review the circumstances and determine if a review by the DAC is necessary using the following criteria:

(1) Photo Enforcement Speed Activations on Freeways:

- Any unmarked or marked Department vehicle **with** or **without** emergency lights activated driving at excessive speeds as defined by ARS 28-701.02 will be sent to the DAC for review.

(2) Photo Enforcement Red Light/Speed Activations Not On Freeways:

- These activations will also be tracked by the Traffic Unit lieutenant and reviewed on a case-by-case basis using current Department policy guidelines.

D. If a review by the DAC is recommended, the involved employee's supervisor will be notified, and they will then follow the reporting procedures listed below in section 8 of this order.

9. **REPORTING PROCEDURES FOR DRIVING INCIDENTS OR PHOTO-TECHNOLOGY TVNs**

A. All allegations of improper driving by Department employees operating a City-owned, leased, or seized vehicle will be properly investigated by the involved employee's supervisor.

- PSB will be contacted during normal business hours to obtain a driving incident (TRF) control number.

  * For the purpose of a supervisor's investigation, a driving incident will be defined as any driving incident which is not an accident, pursuit, or involving a photo-technology TVN.

B. The only time a TVN or driving incident investigation/packet is completed is when it is the only violation.

EXAMPLES: [1]An employee cuts off a bus causing the bus driver to slam on the brakes resulting in multiple passengers falling to the floor of the bus: a driving incident packet would be completed.
[2]An employee is involved in an accident where a photo-enforcement camera is activated: only an accident packet would be completed.

C. Before interviewing an employee for an investigation of a driving incident or photo-technology TVN or requiring the employee to prepare written documentation about the incident, the investigating supervisor will issue the employee an NOI.

- For TVNS, the involved employee will be instructed to not take action on the TVN (traffic school, pay fine, court, etc.).

D. For all driving incidents other than specific traffic stop driving incidents (see section 6 of this order for procedures on specific traffic stop driving incidents), the investigating supervisor will complete a driving incident or TVN packet containing the following documentation:

PACKET REQUIREMENTS	SPECIAL INSTRUCTIONS/DETAILS TO INCLUDE
(1) Supervisor's Report to the Driving Analysis Committee (DAC) (Police Equipment Collision/Photo Citation/Driving Incident) Form 80-312DA	• The report should summarize the memorandum and attachments and concisely report the facts of the incident.
(2) Original Memorandum	• One from each employee involved describing their involvement, speeds, route, special conditions, etc.

9. D. (Continued)

(3) Photo-Technology TVN	• When applicable, the original photo-technology TVN will be attached.
(4) Other Attachments as Needed	Not all items listed below need to be included, only pertinent information should be attached: • Citizen letter • Any witness employee memoranda • IRs if appropriate • Computer Aided Dispatch (CAD) call information • CAD Unit history • Mobile Data Computer (MDC) Unit history • CD of any body-worn camera video capturing the incident • Other attachments as appropriate
(5) Related Paperwork	• NOI and IRC form, section I, issued/completed for each involved employee

E. Once completed/compiled, the investigating supervisor will forward the driving incident/TVN packet to their bureau/precinct commander/administrator.

F. The bureau/precinct commander/administrator will ensure the driving incident/TVN packet is complete, conduct an IRP, sign the Supervisor's Report to the Driving Analysis Committee (DAC) (Police Equipment Collision/Photo Citation/Driving Incident) Form 80-312DA, and forward the packet to PSB.

G. PSB will review the driving incident/TVN packet to ensure all required information is included and will then forward the packet to the DAC for the final review process.

10. **REPORT TRACKING**

- Bureau/precinct commanders/administrators will establish procedures to ensure all pursuit, accident, photo-technology TVN, and driving incident investigations are:
  - Reported in a timely manner
  - Forwarded to PSB for review and submittal to the DAC
  - Properly closed by providing PSB with the requested follow-up documentation post DAC's findings for each involved employee, to include, but not limited to:
    - A completed and signed Notice of Findings (NOF) Form 80-58DC
    - Finalized IRC form signed by the commander/administrator and assistant chief
    - Action Taken Memorandum, if applicable
    - Copy of any discipline, if applicable

11. **POLICE ESCORTS**

A. Patrol personnel will not provide police escorts.

B. The Homeland Defense Bureau (HDB) is responsible for escorts of public officials and dignitaries.

C. Police escorts for vehicles hauling hazardous or unusual cargo, oversized vehicles, or funeral processions will only be conducted when authorized by a supervisor.

D. Medical escorts will not be conducted.

(1) If appropriate, fire paramedics will be called to assist.

11. D. (2) If immediate attention is imperative, the employee may transport the injured person to the nearest medical facility with a supervisor's permission.

- The decision to transport does not automatically allow for emergency response driving conditions.

(3) If the above procedures are unacceptable to the involved party, they will be advised they must continue to the medical facility unassisted.

12. **RENTAL AND LEASE VEHICLES**

A. Bureau/precinct commanders/administrators will notify the Fiscal Management Bureau (FMB) via memorandum whenever their employees rent or lease a vehicle to be used by on duty employees.

- The memorandum will include the name of the rental/lease agency and number of vehicles rented.

B. This same procedure will also be followed for seized vehicles retained for use by the Department prior to placing them into service.

13. **UTILIZATION OF SEIZED/FORFEITED VEHICLES**

A. Bureau/precinct commanders who need seized/forfeited vehicles will coordinate with the Investigations division administrative officer.

(1) Priority for assignment of forfeited vehicles will be based on need.

(2) The bureau/precinct/unit's authorized vehicle limit will not be exceeded without written approval of the Investigations assistant chief, executive assistant chief, and the City Budget and Research Department.

B. Each bureau/precinct/unit which uses forfeited vehicles will have the responsibility for operation, maintenance records, and reports regarding use of assigned vehicles in accordance with Department policy.

C. Seized/forfeited vehicles which are no longer economical to repair will be identified for replacement or disposal through the Investigations division administrative officer.

D. Operational Guidelines

(1) Forfeited vehicles will be operated only with the approval of a supervisor.

(2) **All** Department policies contained in this order regarding operation of Department vehicles will apply to forfeited vehicles.

(3) Forfeited vehicles will not be taken home without the approval of the affected assistant chief.

- Once approved, an Annual Permit to Keep Vehicle Off Shift or In Alternate Location Form 150-83D will be completed in accordance with Administrative Regulations (AR) 2.97, Vehicle Permits and Motor Pools.

(4) Mileage, operation expenses, and required reports will be completed by operators of the forfeited vehicles to their supervisor and bureau/precinct commander.

(5) Detailed procedures regarding the forfeiture, acquisition, and disposition process will be contained in the Violent Crimes Bureau (VCB) manual.

14. **DAMAGE TO CITY VEHICLES**

A. A supervisor will be notified immediately when a City-issued vehicle is damaged in any way.

B. When a police vehicle is the only vehicle to receive damage as a result of a traffic accident and the damage is minor (paint transfer, small scratches, or dents, etc.) and is not likely to be repaired, no ACR is necessary.

(1) No report will be forwarded to the DAC.

(2) An entry will be made in the Vehicle Minor Damage Log.

(3) If there is a question in reference to the damage being minor, the bureau/precinct commander will make the decision whether an ACR will be completed.

C. If the incident results in damage greater than listed above, damage to the property of another, or complaint of injury/possible injury, an ACR will be completed.

D. A Risk Management Division Equipment Management Vehicle Damage Report Form 125-40D will be completed and forwarded to the bureau/precinct equipment coordinator.

E. Administrative procedures for repairs for reportable employee-involved accidents and/or accidents involving vehicles rented, leased, and seized by the City:

(1) Rented or Leased Vehicles	• The immediate supervisor will initiate a memorandum indicating the cause of the damage. • The bureau/precinct administrative supervisor will contact the rental/lease contractor to request two damage repair quotations. • The memorandum, copies of both repair quotations, vehicle rental invoice, and any related Department reports will be forwarded to FMB. • FMB will directly pay the firm offering the lowest repair cost.
(2) Seized Vehicles	• Each bureau/precinct which uses seized vehicles will have the responsibility for operation, maintenance, maintenance records, and reports regarding use. • Each bureau/precinct will be responsible for maintenance costs of seized vehicles assigned to it. • Detailed procedures regarding operation and maintenance will be established in each bureau's manual if utilizing seized vehicles.

15. **MAINTENANCE OF CITY-ISSUED VEHICLES**

A. All police vehicles will be inspected at the beginning of each shift and employees will:

- Report any damage in writing prior to using the vehicle.
- Check red lights, siren, spotlight, and radio for proper operation.
- Visually inspect tire pressure for proper inflation.
- Search the vehicle at the start and end of each shift and as soon as practical after a prisoner has been transported in the vehicle.
- Insure vehicle has adequate gasoline, oil, and engine fluid supply during their assigned shift.
- Keep their vehicle clean and free of trash.
- Photograph any considerable damage.
- Replenish supplies for operational readiness.

B. Refer to the following chart for equipment required to be carried in marked police vehicles:

(1) Marked Police Car	• Fully charged fire extinguisher • Minimum of 12 flares • Blanket • Crime scene tape

15. B. Refer to the following chart for equipment required to be carried in marked police vehicles: (Continued)

(2) Accident Investigator	• Marking crayons • Template • ACR forms
(3) All Uniformed Employees	• Helmet, traffic vest, whistle • Ticket holder, print kit, flashlight • Appropriate Department forms • Stunbag shotgun and stunbag ammunition
(4) Supervisor's Vehicles	• Extrication device and jumper cables • Crime scene tape
NOTE: Employees are not required to carry first aid supplies due to the availability of Fire Department personnel to render aid.	

C. Malfunctions observed during a shift will be immediately reported to a supervisor.

(1) Vehicles in an unsafe condition will not be driven.

(2) Breakdowns occurring on the street will be reported immediately to the Fleet Services Division supervisor either by telephone or through the Communications operator.

16. **FUELING POLICE VEHICLES**

A. All police vehicles will routinely be fueled at precinct stations, City service centers, City fuel islands, or authorized contracted vendors except for the below situations:

- Police motorcycles which require premium fuel and cannot utilize fuels containing alcohol
- Authorized undercover vehicles
- Vehicles used for out-of-town travel
- When City fuel is not available (employees must have prior supervisor approval)

(1) When a fuel site does not require the vehicle's odometer reading to pump gasoline, the employee will call City Fleet Services at 602-534-3835 with the current odometer reading to assist with tracking vehicle maintenance (when fueling, employees will use the six-digit vehicle identifier at all times).

B. Purchase of Fuel for Police Vehicles

(1) When employees purchase fuel for police vehicles at a service station, they will:

- Utilize their assigned City credit card.
- Legibly sign their name and serial number on the credit card receipt after the quantity, price per gallon, and total cost of the purchase has been written on the receipt by the station attendant.
- Write the equipment number and license plate number on the receipt.
- Obtain a receipt from the pump if "pay-at-the-pump" is utilized.
- Submit all gasoline receipts to their supervisor.
- If it is necessary to charge more than one vehicle's fuel on a credit card transaction, the employee's supervisor should be notified, and a notation made on the receipt.

(2) Supervisors will review receipts and compare the employee's purchases with the gasoline bill to ensure accuracy and prevent improper use of gas credit cards.

- Billing discrepancies will be referred back to FMB who will resolve the matter with the credit card company.
- Supervisors will have five business days to review the receipts with the receipts attached to the bill and forwarded to FMB for payment.

16. B. (2) (Continued)

- Supervisors should document review of gas receipts in the employee's monthly notes.
- Quarterly inspections will be conducted randomly by bureau/precinct lieutenants or administrative sergeants of selected fuel purchases with a written report submitted to their respective commander.
- Review of the inspection reports will be conducted by Professional Standards Bureau (PSB) during scheduled audits.

(3) If a receipt is lost, employees will submit a memorandum to their supervisor documenting the circumstances.

NOTE: The memorandum will include the date, time, location and number of gallons purchased.

(4) Employees on authorized out-of-town travel are required to:

(a) Contact FMB to check out a fuel credit card if in a City vehicle.

(b) Purchase gasoline on their own and apply for reimbursement through FMB, if in their personal vehicle.

(5) Undercover officers will refer to their bureau's manual for policies governing credit card fuel purchases.

(6) Additional information reference fueling site locations is available through Inside Phoenix's web-site under Departments, Public Works, Public Works Intranet Site, Menu, Fleet Services, Fuel Site List.

17. **POLICE VEHICLE SECURITY**

A. Personnel will lock police vehicles when leaving them unattended except when:

(1) Parked at a City parking lot supervised by an on-duty parking lot attendant (ignition keys will be left with the attendant).

(2) It would be unsafe to lock the vehicle while involved in a police incident when use of the vehicle radio or MDC appears likely, or when immediate access to the vehicle is possible.

(3) The vehicle is parked at a secure police facility.

(4) The vehicle is left at the mechanical maintenance shop.

NOTE: When any police vehicle is left for an extended period of time for repairs, all equipment will be removed from the vehicle and secured at a police facility.

18. **PARKING REGULATIONS FOR EMPLOYEES**

A. Employees who are on official business are required to obey all parking regulations whether they are parking a City or privately-owned vehicle, except as otherwise stated in this policy.

B. If a police vehicle is parked to provide protection at an accident scene or to provide illumination at night upon the traveled portion of a roadway, the vehicle's emergency lights will be activated, and it will be unoccupied.

C. When an employee attends court or is on official business and does not have sufficient time to arrange for non-metered parking, the employee will comply with the following procedures in order to avoid receiving a parking citation:

18. C. (1) The employee will park at a meter which provides at least a minimum of one hour of parking.

(2) The employee will place sufficient money in the meter to cover their expected time of absence.

(3) The employee will not park at inoperative meters or meters designated for special use.

(4) At the first opportunity before the meter expires, the employees will move the vehicle from a metered parking location to a free parking location or to any other non-metered parking location before the meter expires.

D. Police Headquarters

(1) Employees working at the main station will park City-owned police or personally-owned vehicles in areas designated by their division/bureau commander/administrator.

(2) Vehicles parked in designated areas, which do not display the appropriate permit or are otherwise in violation of policy, may be cited.

(3) The employee who parked the City-owned or personally-owned vehicle will be responsible for any Notice of Violation (NOV), see the section on voiding NOVs in this order.

E. Command and Precinct Stations

(1) A map indicating proper areas for parking will be posted at each command/precinct station.

(2) Employees will comply with the posted map for parking both personal and police vehicles.

(3) Out-of-service vehicles from any bureau which are parked at a command/precinct station will be subject to use by any on-duty employee (undercover vehicles and those designated as 24-hour call-out are exempt from this policy).

- Keys will be left at the command/precinct station.
- Each key will have a tag listing the equipment number, the license number, and vehicle description.
- A spare set of keys will be maintained by the vehicle's assigned precinct/bureau.

F. Sky Harbor International Airport

(1) When employees attend business related meetings with Police and/or Aviation Department staff during regular business hours, vehicle garage parking may be validated by Aviation.

(2) To avoid parking garage fees, Department employees conducting an investigation at Sky Harbor International Airport who require parking must contact the Airport Bureau duty sergeant at 602-821-4425 prior to arrival at the airport for parking assistance.

- Employees will not request the duty sergeant or Airport Bureau personnel to respond to the exit booth to arrange for parking fees to be waived.

(3) Employees on business travel using Sky Harbor International are encouraged to park in the long-term parking surface lots.

- AR 3.41, Business, Conference, and Training Travel and Related Expenses limits the amount of reimbursement for parking up to $10 per day

(4) At all other times such as personal travel, employees are responsible for personal parking fees.

19. **VOIDING A PARKING CITATION (NOV) FOR EMPLOYEES**

A. If an employee receives a parking citation while on-duty or for a City-owned vehicle, the employee will notify their supervisor upon receipt of the NOV for the City-owned vehicle and of their intention to either pay the fine, attend court, or formally request the NOV be voided.

- Under no circumstances will the Parking Enforcement Detail or other Department personnel be requested to void the citation without following the procedures outlined below.

B. If an employee is unavoidably detained while on official business and does receive a parking citation, the employee may request to have the citation voided.

C. To request the voiding of a parking citation received while on-duty or for a City-owned vehicle, the employee will forward a memorandum with the original citation through their chain of command to the employee's assistant chief within five days of receipt.

(1) The assistant chief will forward the memorandum and citation to the City's Treasury Division of the Finance Department, Banking and Cashiering Section.

(2) The memorandum will include the following information:

- Court division number, if applicable
- Time of court appearance, or official business
- Approximate time and location where the vehicle was parked
- Time the citation was issued
- Reason why the vehicle was parked at a metered parking location
- Reason why the vehicle was not moved within the first hour of metered parking to a non-metered location

(3) Employees **will not** write VOID across the face of the citation and **will not** submit the parking citation directly to the City Prosecutor to have it voided.

D. Parking citations will not be voided when:

(1) The employee had advance notice of court or official business, unless extraordinary circumstances are present.

(2) Circumstances permitted the employee to move the vehicle to a non-metered location but the employee failed to do.

20. **OVERNIGHT VEHICLE PRIVILEGES**

A. In accordance with AR 2.97, Vehicle Permits and Motor Pools, City-owned motor vehicles **will only** be used for City business and are not permitted to be used for private purposes such as running personal errands, stops at banks, or any other personal business. In addition, there is no expectation of privacy in use of the permitted vehicle and the City retains the ability to examine and inspect the vehicle.

- Being on paid stand by does not authorize personal use of a City vehicle.

NOTE: The executive assistant police chief may authorize deviations from this policy when doing so is clearly in the best interest of the City and Department.

B. Qualifying Criteria - Employees who are assigned City vehicles will fall into one (1) of four (4) categories/tiers described below:

20. B. (1) Tier 1: Overnight vehicle privileges for take home vehicles will be authorized for employees assigned to specific units who respond to emergency situations while off duty where a timely response is critical.

(2) Tier 1.5: Overnight vehicle privileges will be authorized for employees who respond to emergency situations while off duty where a timely response is critical, based on the below criteria:

(a) Take home vehicles - The employee lives in the City or within two (2) miles of the City limits

(i) Off-site Parking - The employee lives more than two (2) miles outside the City limits (employee must park the City vehicle at an approved off-site location within the City)

(3) Tier 2: Overnight vehicle privileges for off-site parking will be authorized for employees when they are assigned a City vehicle as part of their duties and their work site cannot accommodate the vehicle for parking (off-site parking permits will allow for employees to park their assigned City vehicle at an approved off-site location within 15 miles of their worksite and within the City limits).

- The Office of Administration (OOA) maintains the list of approved off-site locations and is the final approving authority for off-site parking.

(4) Tier 3: Employees who do not meet the criteria of tiers 1, 1.5, or 2 will park their assigned City vehicle at the site where they report to work.

(5) **OVERNIGHT VEHICLE PRIVILEGES**

TIER LEVELS	QUALIFYING CRITERIA
(a) Tier 1 Take Home/Overnight Vehicle Parking	• Employees assigned to enforcement/investigative details with emergency callout responsibilities where a timely response is critical **EXAMPLE**: K-9s or Bomb Squad
(b) Tier 1.5 Take Home/Overnight Vehicle Parking or Approved Off-site Parking within the City	• Employees assigned to enforcement/investigative details with emergency callout responsibilities where a timely response is critical * Take home - The employee lives in the City or within two (2) miles of the City limits * Off-site Parking - The employee lives more than two (2) miles outside of the City limits.
(c) Tier 2 Approved Off-Site Parking	• Employees assigned to enforcement/investigative details with callout responsibilities where parking is not available at their work site must park within 15 miles of the employee's worksite and within the City limits.
(d) Tier 3 NO Take Home or Off-Site Privileges Authorized. (Employee Must Park at Assigned Work Site)	• All other employees **EXCEPTION**: Motor officers meeting the criteria in section 20.D.(1) of this order
NOTE: Employees granted overnight vehicle privileges must be able to arrive at the scene safely within one (1) hour of being called out.	

C. The executive assistant police chief may authorize take home privileges for an employee who lives within fifteen miles of their worksite in lieu of Tier 2 parking authorization (authorization will be issued only when the employee falls within the criteria for overnight vehicle parking as set forth under Tier 2).

20. C. (1) The mileage distance between the worksite and off-site parking location or the employee's residence will be determined by using MapQuest, Google Maps, Yahoo Maps, and will be computed as actual driving distance.

(2) Employees **will not** use their assigned City vehicle (marked or unmarked) to travel to an off-duty, extra duty, or special event job.

EXCEPTION: At the approval of the affected division assistant chief, employees may use City vehicles while working extra-duty or special event jobs in which a City vehicle is requested to perform a specific job function.

(3) Permits for locations outside two (2) miles of City limits require a memorandum of explanation.

D. Motor Officers:

(1) Motor officers who meet the below criteria may obtain approval for overnight vehicle privileges:

- Live within two (2) miles of City limits and within Maricopa County
- Obtain approval from their chain of command with final approval from the executive assistant police chief
- Submit an Annual Permit to Keep Vehicle Off-Shift or in Alternate Location Form 150-83D
- Surface streets must be utilized when commuting to and from work

(2) Motor officers who do not meet the above criteria must park at their work site (off-site parking will not be authorized).

E. Overnight Vehicle Permits

(1) Eligible employees must complete an Annual Permit to Keep Vehicle Off-Shift or in Alternate Location form during the month of December every year.

- This permit/form expires every December 31st.
- A change of vehicle, assigned driver, or work assignment requires a permit/form submission for continued overnight parking of the vehicle away from the work site.

(a) Vehicle permits will clearly indicate if the vehicle is being kept at an employee's residence or at an approved off-site parking location.

(b) Annual Permit to Keep Vehicle Off-Shift or in Alternate Location form will be forwarded through the employee's chain of command to the executive assistant police chief for approval.

(2) Vehicles which are approved for take home or off-site parking will have a valid permit issued by the OOA in the vehicle at all times.

(3) Annual Permit to Keep Vehicle Off-Shift or in Alternate Location form information will be maintained in the OOA tracking databases.

(4) Supervisors with employees who have take-home or off-site parking privileges will perform annual reviews of the need for the employees within their units to have these privileges.

- If the need no longer exists, supervisors will notify the OOA which will revoke the permit.

20. F. City Vehicle/Equipment Security

(1) Employees who are approved for an overnight vehicle permit must provide off-street parking for the City vehicle.

(2) Employees must obtain approval, through their chain of command, from the Investigations commander if they desire to park a City vehicle on the street if off-street parking is unavailable.

(3) Tier 1.5 and 2 parking must be at a parking location that provides proper security for the City vehicle.

- The list of approved off-site parking is maintained by the OOA.

(4) See Operations Order 3.13, Rules and Regulations, for further information regarding care of Department/City property.

21. **AUTOMATIC VEHICLE LOCATOR (AVL)**

A. The Department's AVL is a Global Positioning System (GPS) based system within the software for the MDC and CAD systems.

- The AVL promotes employee safety, assists in tactical operations, and assists in improving response times to radio calls.

B. The AVL system may be used as an aid in any criminal and/or administrative investigation.

C. Employees will not make any attempt to disable the AVL system in any way.

1. **PHOENIX CITY CODE (PCC)** - Below is an index of PCCs officers are most likely to need for daily police operations or reference (click on the link or go to http://www.codepublishing.com/az/phoenix/).

A	
Abandoned Vehicles	36-161 and 36-162
Advertising	Section 3
Animals	Section 8
B	
Bicycles	36-113
C	
Cruising	36-57.01
Curfew	Section 22
F	
Fences	23-31
Fire Lanes	36-134(4)
Firebombs	23-43*
* In serious situations, this offense may be prosecuted as a felony under federal law (see Operations Order 1.4, Mutual Aid and Jurisdiction).	
G	
Gambling	23-81 through 23-82
Garbage	Section 27
Glue	23-51 through 23-51.1
H	
House Numbers	31-14
I	
Interfering with Police	23-18.01 through 23-21.1
M	
Morals and Conduct	23-48 and 23-48.01
N	
Noise	23-10 through 23-17
P	
Paint Sniffing	23-51
Parades and Funerals	36-77 through 36-81
Parking Violations	36-132 through 36-156.01
Parks:	
• Beer in Parks	24-38
• Closure and Miscellaneous	24-23 and 24-24
• Entering Park Areas Closed to Public Use	24-36
• Glass Containers in Public Parks	24-39
• Operation of Vehicles in City Parks	24-51
• Vandalism in a Park	24-37
Police - Interfering with	23-18 through 23-21.1
Prostitution	23-52 through 23-60
Pseudoephedrine/Ephedrine Sales	23-51.2 and 23-51.3
R	
Roller Skates and Skateboards	36-117
S	
Sidewalks - Obstructing	23-9
Smoking Ordinance	23-103
Solicitations	Section 30
Street Closure	36-71
Streets and Sidewalks	23-25 through 23-28 and 31-9 through 31-11

1. **PHOENIX CITY CODE (PCC)** (Continued)

T	
Taxicabs and Limousines	36-202 through 36-206
Tents	33-2
Traffic:	
• Abandoned Vehicles	36-161 and 36-162
• Bicycles	36-113
• General	36-2 through 36-41
• Moving Violations	36-43 through 36-70
• Non-Moving Violations	36-72 through 36-73
• Parades and Funerals	36-77 through 36-81
• Parking Violations	36-132 through 36-156.01
Truck Restrictions	36-85 through 36-95 and 36-160
V	
Vending, Street and Sidewalk	31-22 through 31-32
Visibility - Trees, etc	23-32 and 31-13
W	
Water	23-33, 31-8, and 37-10 through 37-12
Weapons	23-39 and 23-42
NOTE: Criminal violations require an Incident Report (IR) to be completed with one of the following: submitting the IR for complaint, issuing an issuing an Arizona Traffic Ticket and Complaint (ATTC), or booking the subject.	

Phoenix Police Department's Operations Orders Section 4.04 is restricted, and is not available for dissemination to the general public.

1. **GENERAL OVERVIEW**

A. This order establishes a Field Training Officer (FTO) Program to provide structured on-the-job training for probationary police officers who have graduated from the Phoenix Regional Police Academy (PRPA) or officers who lateral transfer from other agencies.

B. The program is intended to standardize probationary officer training Department wide, provide a framework for comprehensive well-rounded training, and produce a solo-capable officer.

C. Definitions

(1) Certified FTO	• An officer who has successfully completed an approved FTO school
(2) Master FTO	• An officer who has successfully completed an approved FTO school and is assigned to a Master FTO Squad
(3) Train-in-Place FTO	• An officer who has successfully completed an approved FTO school, is assigned to a patrol squad, and has been approved by the precinct commander to train OITs
(4) Officer in Training (OIT)	• A probationary officer in the FTO Program
(5) Approved FTO Schools	• Department's 40-hour FTO School • National Association of Field Training Officers (NAFTO) School • Arizona Peace Officer Standards and Training (AzPOST) FTO School **NOTE**: See section 4 of this order for more information on FTO schools.

C. Procedures in this order apply to all Patrol Division and Training Bureau personnel involved in training OITs.

- Only master and train-in-place FTOs will be assigned to train OITs.

  EXCEPTION: An OIT's assigned patrol sergeant may assign another officer to train the OIT on rare occasions: for example, the train-in-place FTO is sick.

2. **FIELD TRAINING OFFICER (FTO) COMMITTEES**

A. The FTO committees will be as follows:

(1) FTO Steering Committee	• PRPA commander (chairperson) • Two patrol commanders (one North zone and one South zone) • PRPA Basic Training Unit lieutenant • Field training lieutenants (as designated by the chairperson and above patrol commanders) • PRPA Field Training Detail sergeant • Office of Administration (OOA) lieutenant or designee
(2) FTO Committee	• All members of the FTO Steering Committee • All field training lieutenants • All Master FTO Squad sergeants • Select master FTOs (as requested by members of the Steering Committee) • Employment Services Bureau (ESB) representative • Phoenix Law Enforcement Association (PLEA) and Phoenix Police Sergeants and Lieutenants Association (PPSLA) representatives

B. The committees' responsibilities will consist of:

(1) Overseeing the administration of the FTO Program.

(2) Evaluating suggested modifications to the program.

(3) Making appropriate recommendations for change to the Patrol Division command staff.

2. B. (4) Evaluating the Department's 40-hour FTO School.

- Make necessary changes to ensure appropriate training is being provided to FTOs
- Schedule additional training sessions for master and train-in-place FTOs as deemed necessary by the committees

C. The responsibilities of the Field Training Detail sergeant will consist of:

(1) Maintaining the FTO Manual.

(2) Scheduling committee meetings:

- Prepare meeting agenda
- Notify committee members of meeting
- Record minutes of meeting

(3) Other duties include:

- Maintain liaison with AzPOST
- Maintain liaison with NAFTO
- Schedule all FTO certification and re-certification
- Ensure the FTO Program remains updated
- Report concerns to the appropriate FTO commander
- Maintain liaison with ESB
- Evaluate all terminations/resignations of OITs
- Maintain FTO certification records including the following:

  * Current list of FTOs, including certification dates
  * FTO school attendance records

D. Training Bureau responsibilities will consist of:

- Maintaining the lesson plans for the Department's 40-hour FTO School and refresher classes
- Maintaining and administering OIT tests during the academy

3. **FIELD TRAINING OFFICER (FTO) SELECTION PROCESS**

A. The selection process for master and train-in-place FTOs is noted in the FTO Manual, Section A-3.

- Qualifications for master FTOs can be found in Operations Order 3.2, Addendum F, and the FTO Manual, Section A-3.
- Qualifications for train-in-place FTOs can be found in the FTO Manual, Section A-3.

4. **FIELD TRAINING OFFICER (FTO) CERTIFICATION SCHOOL**

A. An officer who has been assigned to a Master FTO Squad or has been approved by their precinct commander to be a train-in-place FTO must successfully complete an approved FTO school as listed in section 1.C of this order prior to being assigned to train an OIT.

(1) Preference should be given to the Department's FTO School when available due to the training being tailored to the Department's specific needs.

- The Department's FTO School will be offered quarterly and facilitated by the Field Training Detail.

4. A. (2) Officers who complete the NAFTO or AzPOST FTO school will be required to attend a one-day designated block of the Department's FTO school specific to the Department's performance rating system, forms, and documentation.

B. An officer who successfully completes an approved FTO school will be certified as an for two years; however, the officer must have their precinct commander's approval prior to being assigned as a train-in-place FTO or to a Master FTO Squad.

(1) Precinct commanders may void an FTO's certification at any time if the training officer's performance is considered inadequate.

(2) A master or train-in-place FTO will be authorized to wear the FTO patch on both sleeves as outlined in Operations Order 3.15, Uniform Policy.

C. Master and train-in-place FTOs will receive 10 hours of FTO recertification instruction every two (2) years unless otherwise directed by the FTO Committee chairperson.

5. **ADDITIONAL FIELD TRAINING OFFICER (FTO) DETAILS**

A. The FTO Manual contains detailed information on the duties and responsibilities of FTO personnel.

B. FTO manuals can be located at the Training Bureau and on PolicePoint.

1. **GENERAL INFORMATION**

A. It is the policy of the Department to support and promote openness in government by releasing information in a timely and responsible manner.

- However, it is the obligation of the Department to protect the lives and property of the residents of Phoenix and to ensure those who stand accused of violating the law receive a fair trial.

B. Against these competing interests, Incident Reports (IRs) and other records or matters will be released upon written request, subject to the guidelines of this order.

- Persons requesting information or records will be referred to Public Records.
- Identifying information of a victim will be redacted from any public records request.
  - Identifying information includes the victim's phone numbers, addresses, work information, and anything else that could identify the victim, such as photographs and/or videos.
- Per Arizona Revised Statute (ARS) 13-4434.C, a victim's name should be released **UNLESS** the victim may be re-victimized, is involved in a violent crime (sexual assault, robbery, burglary, domestic violence, and assault), is a child, or there are privacy concerns. If there is any doubt about what information should be redacted, contact the Legal Unit.
- Employees who obtain information about criminal or death investigations through the course of their employment with the Department will not use the information for personal use or to exploit a victim.
- Crime scene or death investigations photographs and/or video must be redacted to protect the victim's identifying information.
  - Photographs and videos may be used for training purposes if the training course and content is approved by an assistant chief.

C. This order relates to requests for documents pursuant to Arizona's Public Records Law, ARS 39-121 and 28-667, as well as the general release of criminal information.

(1) This order applies to adult as well as juvenile records.

(2) This order applies only to records already in existence.

- Employees will not generate, create, or compile records not in existence.

(3) This order **does not** apply to the release of information pursuant to a lawfully issued subpoena, court order, or other lawful legal process.

D. This order applies to records distributed in the normal course of business for the release of records by Public Records.

(1) All requests for inspection or copying will be directed to the commander/administrator of Public Records or designee.

(2) This includes traffic accident reports, Impaired Driver Reports (IDRs), IRs, Incident Supplements, and criminal history record information.

(3) Public Records will direct requests for other types of information, such as payroll records or personnel information, to the bureau responsible for maintaining those records.

(4) Public Records will be the central repository and log site for all public records requests, including those received by other bureaus.

1. D. (4) (a) Upon receiving the request, Public Records will log the request and route it to the affected bureau for editing in addition to the Incident Review Unit in accordance with Public Records criteria.

(b) When editing is complete, bureau personnel will send the completed request packet to Public Records for dissemination.

(5) Each bureau will maintain a policy detailing the route of public records requests through Public Records [this does not apply to the Fiscal Management Bureau (FMB)].

- Any bureau/precinct receiving a **media request** for information will immediately notify the Public Affairs Bureau (PAB) (the request will still be routed to and released through Public Records).

(6) The final decision relating to the release of information shall be made by the Police Chief or designee.

2. **GENERAL ADMINISTRATIVE GUIDELINES**

A. All public records requests should be in writing, except as specifically provided in this order.

(1) Public Records may supply forms for this purpose.

(2) All requests must describe the record requested in enough detail to allow the record to be located with a reasonable amount of diligence.

(3) The request must be for a specific report.

B. The cost of providing public records shall be established by the City Auditor's Office.

(1) Payment must be made or provided for prior to the release of the documents.

(2) Public Records will collect applicable fees.

C. Purpose for Release of Public Records

(1) Commercial	• Sale or resale of records • Producing a document containing all or part of the record for sale • Obtaining the names and addresses for soliciting purposes • Sale of names and addresses to another for the purpose of solicitation • Anticipation of monetary gain or profit from the direct or indirect use of the public record **NOTE**: Requests must be written, certified, and state the exact purpose for use.
(2) Non-Commercial	• Requests made by attorneys, investigators, insurance companies, and others in connection with possible litigation or administrative proceedings • Requests made by members of the news media when such requests are made in connection with news gathering activities

D. The authorizing authority of Public Records will review requests for public records to determine if the release is appropriate without editing (editing guidelines will follow in this order).

(1) If the request is deemed appropriate without editing, Public Records will release the information.

(2) If the request is deemed inappropriate, Public Records will postpone the release and forward the request and all correspondence to the Legal Unit for review.

2. D. (2) (a) If the legal advisor believes the request is a misuse or abuse of the records, the legal advisor will cause the Office of Administration to notify the Governor's Office to request an executive order to prohibit releasing the records.

(b) If the legal advisor determines the public records request is not an abuse or misuse of the records, or if the Governor's Office refuses to or fails to prohibit the furnishing of the records, the request will be released in accordance with this order.

(3) Any record released for a commercial purpose is subject to editing pursuant to this order.

(4) Media requests for public records and other requests for public records not meeting the criteria for general availability release will be routed to the affected bureau for approval prior to release of information.

3. **EDITING GUIDELINES**

A. Editing is redacting, withholding, or blocking out information.

B. Information generally available for release without editing includes:

- Description of the crime
- Type of crime
- Date and time of occurrence, if known
- General description of property involved

C. Information Subject to Editing

CATEGORY	DESCRIPTION/EXAMPLES
(1) Confidential Information	• Information contained in search warrants and court orders for identification before these documents are returned to the court • Information from search warrants and court orders for identification that are sealed by the court • Identification of confidential information sources • Identification of undercover officers and investigative techniques • Disclosure of information that would tend to identify these persons or operations • Addresses and other identification of police officers when the officer is a victim or witness • Legal Reasons: ∗ Information that cannot be released due to statutory prohibitions, such as wiretap investigations, grand jury testimony, or consumer fraud ∗ Information that a court has ordered sealed, purged, or otherwise restricted **NOTE**: These will not be released under any circumstances.
(2) Information NOT in the Best Interest of the Government to Release	• Legitimate need on the part of government not to release certain information • Information known only by suspect/s • Specific details as to how the crime was committed • Information that would tend to hinder, jeopardize, or delay an investigation • Identities of suspect's friends, habits, or other information that, if known, would tend to hinder the gathering of evidence or information • Names of witnesses and information that would tend to identify them, if it can be shown that harm may come to them or if the release would keep others from coming forward **NOTE**: If witnesses have testified or have otherwise made public the fact they are witnesses, there may be no legitimate basis for withholding the information.

3. C. Information Subject to Editing: (Continued)

CATEGORY	DESCRIPTION/EXAMPLES
(2) (Continued)	• Investigator's opinions and/or speculation (prior to a determination of guilt or innocence by a court) • Erroneous information that would result in specific, material harm to an investigation
(3) Release of Information that Invades an Area of Privacy	• Information that by its very nature is so gross, demeaning, biased, or sensitive that it would do irreparable harm to innocent persons or their character if released • The Legal Unit will be contacted to determine the legality of such a release.

D. Public Records will route the public records request and a copy of the report/supplement to the affected bureau for editing.

(1) Those assigned to edit documents must remember that while information itself may remain the same, the need to keep the information from the public domain may not remain the same.

EXAMPLE: Prior to an arrest, there may be a legitimate need to keep the suspect's identity from the general public for fear the suspect may flee or be informed of the impending arrest. After the arrest, there is, in most cases, no justification for not releasing that information.

- Information that is subject to editing should be reviewed by those who are sufficiently familiar with the information and the type of crime involved.

(2) The officer assigned to edit a document must be able to cite specific reasons in detail for withholding the information.

- Each case will be reviewed on its own merit.

(3) The affected bureau commander will ensure the editing requirements of the order are met.

(4) When the editing process is complete, the records request packet will be routed back to Public Records.

4. **TRAFFIC RECORDS**

A. Public Records will release un-redacted copies of Arizona Crash Reports (ACRs) and any associated IDRs to any person involved, provided the request is **not** for commercial solicitation purposes as defined in ARS 28-667.

(1) A commercial request is one made by someone who has no relationship to the principal parties involved in the accident and has no reason to request a copy of the accident report other than for purposes of soliciting business.

(2) If the request is for commercial solicitation purposes, the ACR will not be released.

B. Copies of traffic accident photographs may be released upon request under the following provisions:

(1) The required fee must be paid before releasing the photographs.

(2) Before releasing explicit photographs or photographs so offensive they would shock the sensibilities of a reasonable person, the requester will be advised of the nature of the photographs.

5. Requests for investigative reports generated by other government agencies will be returned to the requester, along with information detailing why the request was denied.

6. **RELEASE PROCEDURES**

A. Refer to the following chart for types of information available for release through Public Records:

INFORMATION TYPE	DESCRIPTIONS/SPECIAL INSTRUCTIONS
(1) Incident Reports and Incident Supplements	• The Public Records commander/administrator may decline to provide any information as provided in this section when it reasonably appears the release would violate guidelines listed in this order.
(2) Crime Analysis and Statistical Information	• All crime analysis and statistical information will be reviewed by a supervisor before release. • Grid maps are available at Public Records counter for public assistance. • Crime analysis and statistical information will be distributed to units within the Department from the Crime Analysis Research Unit (CARU). • This information may be shared among Department units. • CARU will prepare the information upon approval of the Police Chief or designee, and forward to Public Records for release.
(3) Audio Recordings	• 9-1-1 and dispatch recordings are available from the Communications Bureau. • Communications will make a copy of the recording and forward to Public Records for release. • Recordings are only available for 180 days. No request will be taken for older dates.
(4) Arrest Records	• Booking slips for the previous 24 hours are available for review by the media or anyone. • The request must include the name, date of birth, date and time of arrest, or booking number.
(5) Traffic Records	• The request must be specific enough to allow the report to be found with a reasonable amount of diligence.

B. All of the previously listed topics require the following procedure:

(1) All requests for public records will be administered through Public Records.

(2) Citizens will be directed to obtain and complete the specific form for the type of information they desire.

(3) Fees and/or provisions for payment will be made prior to releasing the information.

(4) Public Records will route the request to the affected bureau.

(5) The affected bureau will compile the information, comply with editing requirements if needed, and return the completed packet to Public Records within 28 days.

(6) Upon satisfying guidelines in this order, Public Records will release the requested information to the requester.

7. **RELEASE OF INFORMATION PRIOR TO ARREST OR UPON ISSUANCE OF A WARRANT**

NOTE: Requests do not necessarily need to be in writing. These are guidelines for answers to oral questions, usually asked by the media.

A. MAY Be Released	• Description of the exact offense, including a brief summary or events • Location and time of offense • Injuries sustained or damages resulting from the action • Whether or not there are suspects

7. **RELEASE OF INFORMATION PRIOR TO ARREST OR UPON ISSUANCE OF A WARRANT** (Continued)

A. MAY Be Released (Continued)	• Information about unidentified suspects, such as physical description or vehicle description • Identification of fugitive or other facts when the public should be alerted to danger • Method of complaint (officer observed, citizen, warrant, indictment, etc.) • Length of investigation and name of officer in charge of the investigation
B. Will NOT Be Released	• Any information that would jeopardize the security of the investigation • Identity of the victim including their address • Identity of suspects who are interviewed but not charged • Suspect's name, address, age, residence, employment, marital status, and similar background • Identity of witnesses when disclosure would probably result in specific, material **harm** to an investigation, the privacy or confidentiality of a witness or victim, or the best interests of the state • Exact identifying information about the weapon or other physical evidence • Any information that only the guilty party would know • Information about valuable items not stolen • Conjecture about suspects or fugitives • Misleading or false information

8. **RELEASE OF INFORMATION AFTER AN ARREST**

NOTE: Requests do not necessarily need to be in writing. These are guidelines for answers to oral questions, usually asked by the media.

A. MAY Be Released	• Time and place of arrest • Charge and circumstances of the arrest • Facts and circumstances relating to the arrest • Description of items seized as evidence • Information as to the purpose of a search warrant • Names of investigating and arresting officers, witnesses, addresses, and witness testimony • Indication as to whether the suspect has made a statement • Acknowledgment that a driving under the influence (DUI) test was offered or not, in compliance of the law • Fact that scientific analysis will or will not be performed on evidence • Results of any examinations or tests • Results of any scientific analysis of physical evidence **NOTE**: The safety and welfare of all those listed will be considered prior to release of this information.
B. Will NOT Be Released	• Comments about the character or reputation of a suspect or a witness • Reenactment of the crime unless presented by the Silent Witness Program • Comments about the credibility or testimony of a suspect or witness • Whether or not the information involves the use of a confidential information source

9. **PRIVACY AND SECURITY OF CRIMINAL HISTORY RECORD INFORMATION**

A. Federal, state, and local laws, rules, regulations, and policies all affect the limited use and dissemination of the information obtained through the records management system (RMS) and Arizona Criminal Justice Information System (ACJIS), Arizona Crime Information Center (ACIC)/National Crime Information Center (NCIC), and Arizona Motor Vehicle Division (MVD) information obtained through the Centrally Linked Information for Public Safety (CLIPS) application.

(1) These regulations establish guidelines used by the Department regarding the privacy and security of criminal history record information.

9. A. (2) These sources also provide penalties for persons/agencies guilty of misuse of the information.

(3) The information is to be used only for the administration of criminal justice purposes by criminal justice agencies.

(a) Employees will release criminal history record information **only** to a bona fide criminal justice agency or authorized non-criminal justice agency.

(b) Intentional release of criminal history record information to unauthorized persons is a violation of the users' agreement between this Department and the Department of Public Safety (DPS).

(c) Violators of this rule may be fined $10,000.

(4) Employees will not obtain or review RMS, CLIPS, Computer Aided Dispatch (CAD), Mobile Data Computer (MDC), or criminal history record information for personal use or for a second party.

(a) All information obtained through RMS and/or CLIPS on any Department computer/laptop is protected by this policy.

(b) Violators of this policy are subject to disciplinary action.

B. Criminal history record information includes information collected by criminal justice agencies including:

- Arrests
- Detentions
- Indictments
- Other formal criminal charges
- Dispositions arising from formal charges

C. Suspect data consists of any information connecting any person with criminal activity before the person is arrested, detained, cited, referred, or indicted, or having a criminal complaint filed against them.

D. The Information Services Unit (ISU) has the responsibility for routine release of criminal history record information to other authorized law enforcement agencies and criminal justice agencies.

(1) Any precinct/bureau whose personnel release specific criminal history information to an authorized criminal justice agency will maintain a log documenting such dissemination.

(a) The log will contain the following information:

- Date and time information was released
- Name, rank, serial number of person, and agency name to whom information was released
- Exact information released
- Reason information needed
- Name, serial number, precinct/bureau of employee releasing information

(b) The log will be retained for 12 months and then destroyed.

NOTE: Dissemination of criminal history record information or suspect data does not include the exchange of general information between criminal justice agencies in the course of an official investigation.

9. D. (2) Officers who attach a copy of a suspect criminal history record [Master Name Index (MNI)] to the Booking forms will note this action in the Narrative of the IR or in the RMS Case Management module.

- Detectives who disseminate information to prosecuting agencies will note the release in the RMS Case Management module.

E. All employees who obtain confidential or sensitive information in hard copy will ensure it is shredded/destroyed after use.

10. **MISUSE OF SYSTEMS THAT HOUSE CRIMINAL HISTORY INFORMATION**

A. Supervisors investigating complaints of suspected misuse of RMS, CLIPS, CAD, or the MDC will have the following responsibilities:

(1) Contact the ISU commander/administrator to request a DPS Log Search.

(2) Attach a copy of the Log Search request memorandum and results of the log search to the investigation packet.

(3) Forward the investigation packet to the Professional Standards Bureau (PSB).

(4) Forward a memorandum to the ISU commander/administrator including the results of the investigation and any disciplinary action taken.

B. The systems security officer (SSO) or the PSB assistant chief (when PSB conducts the search) will ensure DPS is notified of the results of the investigation.

(1) The SSO will prepare a letter to DPS indicating the conclusions of the investigation and applicable disciplinary action/s recommended.

(2) Upon forwarding the results letter to DPS, the SSO will forward a copy of the letter to PSB.

1. **POLICE-FIRE COORDINATION**

A. To coordinate Police and Fire Department personnel as they work together to achieve the public safety goals of the City, Police and Fire personnel interaction will be guided by the policies in this order.

B. At incidents where both Police and Fire Department personnel are present, the ranking officers of both agencies will consult with each other, as appropriate, under the circumstances.

C. In all situations, Police personnel should take advantage of Fire Department resources and capabilities.

2. **JOINT POLICE-FIRE RESPONSIBILITIES**

A. Unknown Substance/White Powder Calls - All unknown substance/white powder calls will be worked as a joint operation between the Police Department's Bomb Squad and the Fire Department's Special Operations Section.

(1) Police Responsibilities:

(a) Patrol - See Operations Order 9.6, Bomb Threats and Explosives, Unknown Substance/White Powder Calls.

(b) Bomb Squad - Work in a unified manner with the Fire Department's Hazardous Materials Team to address the incident and mitigate the threat.

(2) Fire Responsibilities:

- Work with the Police Department's Bomb Squad to address the incident and mitigate the threat.
- If evacuations are necessary, the on-scene Fire supervisor will work with the on-scene Police supervisor to ensure emergency responders complete the evacuation safely.

  * The Fire Department's Hazardous Materials Team will determine the hazard/evacuation zone.

3. **BASIC FIRE DEPARTMENT RESPONSIBILITIES**

- Fire control
- Emergency medical services
- Basic life support - All Fire Department personnel are trained emergency medical technicians (EMTs)
- Advanced life support (paramedic units)
- Physical rescue of trapped or stranded persons
- Primary role for hazardous materials incidents
- Joint role with the Police Department's Bomb Squad in unknown substance/white powder calls
- Protection of private property from damage resulting from rain, wind storms, water leaks, etc., when feasible

4. **SERVICES AVAILABLE FROM THE FIRE DEPARTMENT'S SPECIAL OPERATIONS SECTION**

A. Special services may be obtained by contacting Fire Department Communications.

4. B. The Special Operations Section is trained and equipped to handle the following emergency incidents:

HAZARDOUS MATERIAL INCIDENTS	SPECIAL RESCUES
• Site hazard identification and planning • Atmospheric sampling for presence of toxic or flammable conditions • Field identification for hazard of unknown chemicals • Entry to contaminated atmospheres for rescue/hazard control • Hazardous site management /coordination (temporary) • Air model for plume dispersal of CN/CS gas needs sites	<u>High Angle</u> • Access to and removal of injured/stranded persons from above-ground locations • On-scene treatment/stabilization • Mountain/building/helicopter rappelling • Below ground & confined space • Trench/excavation shoring • Rigging for raising and lowering operations • Patient treatment/stabilization and extrication • Air monitoring <u>Water Rescue</u> • Limited capacity for swift-water rescue <u>Heavy Rescue</u> • Airbags for shoring, lifting, and cribbing • Light and heavy cutting equipment for wood, metal, concrete

5. **<u>POLICE DEPARTMENT RESPONSIBILITIES</u>**

A. Fires	• Officers will assist the Fire Department in determining the location, size, type of fire, and any special information, which may help in determining the number of fire units necessary. • Officers will take appropriate action to rescue victims of fires but, if possible, will notify the Fire Department prior to any rescue attempt. • Officers' primary responsibility at the fire scene will be to control pedestrian and vehicular traffic as well as to prevent the interference with firefighters or officers at the scene. **<u>NOTE</u>**: When persons disobey or interfere with a firefighter at a fire scene, they may be arrested in aggravated cases (refer to Phoenix City Code (PCC) 23-21.1 or Arizona Revised Statute (ARS) 13-2904.5). • Officers will contact the senior Fire supervisor at the scene for specific instructions. ∗ When Command indicates a perimeter of the fire is necessary, Command will also indicate which areas are to be protected. ∗ Officers will divert traffic, as needed, to limit congestion. ∗ Special care will be taken to prevent vehicles from crossing fire hoses. ∗ Officers will perform other police-related duties and functions as requested by the Fire Department. • When off-duty firefighters are required to report to a fire scene, they will be permitted to proceed immediately to the fire scene in their personal vehicles, if necessary, after properly identifying themselves. • The Police Department will not provide personnel for extended periods of time solely for the purpose of securing property at a fire scene. ∗ The Fire Department will be responsible for contacting a private security agency to secure the property.
B. Traffic Accidents	• Fire personnel will be called to accidents involving serious injury or possible fatalities. • Officers will protect the scene from unnecessary disturbances but will allow Fire personnel access in order to render medical aid. • Fire personnel will obtain approval from the investigating officer before turning off lights, cutting battery cables, or taking other actions that may alter the conclusions of the investigator, unless a delay will result in injury or loss of life and/or property. • Police/Fire Department vehicles will be parked so as to cause the least amount of traffic congestion and at the same time enable the vehicles to be utilized as needed.

5. **POLICE DEPARTMENT RESPONSIBILITIES** (Continued)

C. Suicides	• The Police Department is responsible for securing the scene to protect all evidence (including attempted suicides). • Unless the victim is obviously deceased (such as a decapitated or decomposed body), efforts will be made to sustain life until a qualified physician pronounces the individual dead. ∗ Paramedics are usually in contact with qualified physicians to facilitate this decision.
D. Medical Emergencies	• The first unit to arrive on the scene will provide appropriate first aid and lifesaving measures. • Officers should provide Police Communications with all available information, such as the type of incident, type of injuries, and hazards, to enable the Fire Department to respond appropriately. • Officers will provide the Fire Department with symptoms the officer observed, along with any physical activities in which the person was involved in the officer's presence. • Victim care will be turned over to Fire personnel upon their arrival. • If an injured or sick person refuses medical treatment, the Fire Department is responsible for the evaluation of their condition. • If the Fire Department determines the patient is incompetent and requires emergency treatment (the legal standard for forced medical care), officers may use reasonable force to enable the Fire Department to treat the patient. • If the Fire Department determines the patient is competent and no crime has been committed, officers will not use any force to restrain the patient. ∗ Officers may remain present to keep the peace. ∗ Officers may only pat-down patients who are not under arrest when there is reasonable suspicion to believe the patient has committed or is committing a crime, and suspicion to believe the patient may be armed or dangerous. • A Field Interview (FI) should be completed when officers restrain an incompetent patient; however, if the amount of force used requires a Use of Force Report, a supervisor will be contacted as soon as possible. • Appropriate documentation is required as follows: ∗ Name and assignment of Fire Department personnel who determined the patient's incompetence, such as Capt. Joe Smith, E44 "A shift" ∗ Complete information on the patient ∗ Description of restraint and amount of force used • If the subject is a victim or a suspect in a crime, officers may request a specific hospital, such as County Hospital for a sexual assault victim. • The Fire Department will decide which medical facility to take the sick/injured person.
E. Crime Scenes	• The Police Department is responsible for control of the entire situation. • The Fire Department will be requested to respond for any victim, prisoner, or officer needing medical assistance. • The crime scene will be protected from all potential sources of contamination or disturbance. ∗ Only those directly involved in medical treatment or necessary to the investigation will be allowed at the scene. ∗ Fire personnel will be advised regarding potential evidence and will be instructed to avoid disturbing the scene more than absolutely necessary. ∗ Items of evidence that may be of great importance will be removed by police officers, if possible. • If a victim, suspect, or any evidence must be moved for medical reasons, the location of the person/item will be marked with yellow crayon. • If a victim, suspect, or any evidence must be moved for medical reasons, the location of the person/item will be marked with yellow crayon.

5. **POLICE DEPARTMENT RESPONSIBILITIES** (Continued)

F. Hostile Situations

Definitions

- Casualty Collection Point (CCP) – Staging location within close proximity of (or within) the warm zone, where the injured can be moved to be further triaged by Fire personnel prior to moving to the cold zone for additional medical assistance
- Force Protection Teams – Assigned Police personnel responsible for protecting Fire personnel as they move into the warm zone to rescue injured victims
  - Force protection teams should operate with a minimum of two (2) Police personnel and identify a team leader from both Police and Fire.
  - Fire personnel will work within the warm zone to rapidly triage and transport victims to the CCP.
- Unified Command – Incident Command System (ICS) COMMAND structure where incident leadership from both Police and Fire is coordinated face-to-face
- Zones of Coverage
  - Hot zone - An area where officers believe there is still an active threat
  - Warm zone – An area of indirect threat, where law enforcement has either cleared or isolated the threat to a level of minimal or mitigated risk
    - Will be secured and held by Police personnel
  - Cold zone – An area where rescue personnel wait for assignments (staging, unified command, etc.), which is safe from any potential contamination or threats

The Fire Department will be advised of the following information (prior to arrival when possible):

- Nature of the situation explained in detail to the Police Communications operator
- Exact location of the incident
- Exact nature of the assistance required
- Safest route to the scene
- Advisability on use of warning devices (red lights, sirens, etc.)
- The extent of danger to responding Fire personnel will be determined and classified as one of the following:
  - Unsafe - Potential for risk to personnel who enter the area
  - Safe - Not hazardous to enter, to all practical extent

NOTE: The Fire Department Alarm Room will be notified of the classification.

- When practical, a Police unit will meet the Fire unit away from the hostilities to guide them to the scene and to brief the senior Fire official on the situation.
- For extended situations, a Fire command officer should be requested to establish Unified Command with the Police ranking officer.
- If it is not feasible to stage or otherwise use Fire personnel at a hostile situation, supervisors may request the Special Assignments Unit (SAU) provide EMT assistance.
  - SAU supervisors will request the personnel rescue vehicle (PRV) whenever SAU EMT personnel are requested.

If the Fire Department is at a scene that becomes hostile:

- The Fire Department will conclude their duties as quickly as possible and depart at their discretion or at the direction of Police personnel.
- If the continued presence of Fire personnel is aggravating the situation, they may be instructed by the ranking police officer on the scene to leave the area until order is restored.

NOTE: Only in aggravated situations should any personnel or equipment be ordered from the scene; doing so may aggravate the situation further.

5. **POLICE DEPARTMENT RESPONSIBILITIES** (Continued)

F. Hazardous Materials	Includes spills, leaks, fires, vehicular accidents, and flammable, explosive, toxic, corrosive, poisonous, and radioactive substances. • The Fire Department will assume primary responsibility for such incidents when a crime is not involved [Phoenix Fire Department Standard Operating Procedures Manual, No. M.P. 209.06]. • If a crime is involved, procedures from section 5.E of this order will prevail, unless the need to institute evacuation procedures is greater than the need to preserve the scene. • A Police supervisor will respond to the Fire Department command post to establish a liaison. • Pending arrival of the Fire Department, Police personnel should attempt to remove any persons in immediate danger to a safe location (generally uphill or upwind) but should avoid exposing themselves to the hazard. • Bomb Squad personnel are trained hazardous materials technicians and will respond on all suspicious substance/white powder calls or any other call involving hazardous materials when requested by a patrol supervisor or Fire personnel. • Advisory assistance may be obtained from the Laboratory Services Bureau (LSB) • If an evacuation process is instituted by the Fire Department, the Police Department will be responsible to provide the following: * All responsibilities listed in sections 5.A and 5.D of this order * A ranking officer to the Incident Command Post and one to the Evacuation Sector/Evacuations Operations Post * A communications system for police resources * Traffic control and traffic routing * Perimeter and evacuation zone security * Specialized equipment * Transportation for consultant personnel requested by the Fire Department
G. Mountain Rescue	• The Fire Department is responsible for rescuing persons stranded in areas difficult to reach. • If a criminal act has occurred, every effort will be made to ensure the successful completion of both the rescue and the investigation; preservation of life is the overriding consideration. • The Police Department's responsibility is to provide crowd and/or traffic control, security, and air support; however, the pilot is the final authority in deciding if aircraft can be used safely.
H. City Code Enforcement	Minor City Fire Code Violations • Upon receipt of a complaint or observation of a minor violation (such as a fire extinguisher in need of inspection or maximum occupancy plaque not posted), a memorandum outlining the violation will be submitted by the officer to the Fire Prevention Division of the Fire Department. * The Fire Department will make all follow-up investigations and take any enforcement action. Serious City Fire Code Violations • When a serious violation is observed (such as a locked door or severe overcrowding), the officer will request the Fire Department respond to the officer's location. * Fire personnel and the officer will consult before any action is taken. * An Incident Report (IR) will only be completed upon request of the Fire Department. * An Arizona Traffic Ticket and Complaint (ATTC) will only be issued in an extremely hazardous situation at the request of the Fire Department. * Fire will be responsible for any additional follow-up investigations. Fire Lane Parking Violations • The Fire Department has primary enforcement responsibilities for all fire lane parking violations, but police employees may issue a Notice of Violation (NOV) upon complaint when Fire Department inspectors are unavailable.

6. **ARSON INVESTIGATION**

A. Initial Investigation

(1) When arson is suspected, officers will secure the scene and request a Fire Department investigator.

- If the incident involves a fire bomb (Molotov cocktail or similar item) that is still intact and has not detonated, the Bomb Squad will be contacted and will respond to render the device safe (the device will then be turned over to the fire investigator for processing).

(2) Fire investigators are certified peace officers with police powers only in arson-related matters.

(3) Fire investigators are on duty 24 hours a day and may be contacted through the Fire Alarm Dispatch at 602-262-7496.

(a) Fire investigators have portable radios with access to all precinct channels.

(b) Radio codes will not be used when communicating with fire investigators.

(4) Upon the fire investigator's arrival at the scene, officers will advise them on:

- Observations of smoke color
- Flame intensity
- Security of the property upon first officer's arrival
- Any personal knowledge of past activity at the premises

(5) All fire apparatus carry the yellow "FIRE LINE - DO NOT CROSS" tape, available to officers to aid in securing the scene.

(6) Arson of vehicles will only be investigated by the Fire Investigations Section when a suspect is in custody or immediate investigation is possible.

(a) The responding fire company is responsible for relaying all suspect information to the Fire Investigations Section and supplying the victim with necessary information.

(b) The Fire Investigations Section will conduct follow-up investigations.

(c) Victims' questions will be referred to the Fire Department.

(d) An engine company should be called to the scene of vehicle arsons where the fire has been extinguished or has burnt out so a report can be prepared for the Fire Investigations Section.

B. Arson and Reckless Burning Reports

(1) Disposition will be taken by a fire investigator.

(a) Fire investigators are authorized to complete arson and reckless burning IRs only.

(b) If another crime is involved, such as burglary or stolen/recovered vehicle, officers will investigate the incident and complete an Incident Supplement listing the additional crime/s in the Offense section of the IR.

(c) An Incident Supplement will also be completed to provide any additional pertinent information.

6. B. (2) Officers who must leave the scene prior to the arrival of the fire investigator will leave their name, serial number, and work unit telephone number with the officer remaining at the scene or with fire command for later follow-up.

C. Arson Evidence

(1) Fire investigators are responsible for the collection, preservation, and impounding of all arson evidence found at the scene.

(2) Officers or an LSB crime scene specialist will dust for latent fingerprints when possible.

(3) The fire investigator will take all necessary photographs, which may include those related to another crime at the arson scene.

(4) If the crime, other than arson, is of a serious nature, such as homicide, an LSB crime scene specialist should also photograph the scene.

7. **OPEN BURNING** - If neither reckless burning or arson apply, but a fire was willfully set, the City Fire Code prohibiting open burning without a permit (Ordinance G-2221, Section 28.1a) may be used.

A. An open burning permit may be obtained from the Fire Prevention Division of the Fire Department.

(1) Officers receiving complaints of open burning will contact the Fire Prevention Office to determine if a permit has been issued.

(2) If no permit exists, an engine company will be called to the scene so a report can be prepared for the Fire Investigations Section.

B. If the situation appears to be serious, the officer will call a Fire Department investigator to the scene for appropriate enforcement action.

8. **FIRE DEPARTMENT LIAISON**

A. The Intelligence and Investigations Unit lieutenant in the Homeland Defense Bureau is the Police Department's liaison with the Fire Department.

B. Questions or concerns about the Fire Department's operations should be forwarded in a memorandum to the Intelligence and Investigations Unit lieutenant.

1. **AID TO DESTITUTE PERSONS**

A. Agencies prepared to assist destitute persons in the Phoenix area are:

(1) American Red Cross - Assists victims of disasters (large or small) in meeting their food, clothing, and shelter needs and assists military personnel and/or dependents.

- 6135 North Black Canyon Freeway, Phoenix, Arizona 85015, 602-336-6660

(2) Southwest Behavioral Health Services - Provides a family stress team, walk-in clinic, a crisis stability unit facility, a Teen Suicide Hotline, and counseling.

- 1424 South Seventh Avenue, Phoenix, Arizona 85007, 602-258-3600
- 4420 South 32nd Street Phoenix, Arizona 85040,602-268-8748
- 2632 East Thomas Road #100, Phoenix, Arizona 85016, 602-957-2507
- 10220 North 31st Avenue #101, Phoenix, Arizona 85051, 602-997-2233

(3) Phoenix Workforce Connection (PWC) One-Stop Career Centers - Provides job seekers with job placement, skills assessments, job training, career counseling, resume development, and more.

- PWC North – 9801 North Seventh Street, Phoenix, Arizona 85020, 602-861-0208
- PWC West – 3406 North 51st Avenue, Phoenix, Arizona 85031, 623-245-6200
- PWC South (inside Travis L. Williams Family Service Center) – 4732 South Central Avenue, Phoenix, Arizona 85040, 602-771-0630
- Arizona Women's Education and Employment (AWEE) – 914 West Hatcher Street, Phoenix, Arizona 85021, 602-371-1216
- Friendly House –113 West Sherman Street, Phoenix, Arizona 85003, 602-257-1870
- Arizona Department of Economic Security (DES), Employment Services – 4635 South Central Avenue, Phoenix, Arizona 85040, 602-771-0630

(4) DES Family Assistance Administration - Provides:

- Medical assistance (Arizona Health Care Cost Containment System (AHCCCS) health insurance)
- Nutrition assistance
- Temporary cash assistance
- Employment assistance
- Child care assistance

  * Call 1-855-432-7587 to find the nearest DES office

(5) Salvation Army - Provides 24-hour food and lodging.

- 2707 East Van Buren Street, Phoenix, Arizona 85008, 602-267-4100

(6) St. Vincent de Paul - Provides food (families only)

- 420 West Watkins Road, Phoenix, Arizona 85003, 602-266-HOPE (4673)

2. **REFERRAL SOURCES FOR MENTAL HEALTH SERVICES** - Also see Operations Order 4.15, Individuals with Mental of Physical Disabilities.

A. Information on assistance for persons with a mental health need may be given to any member of the community as follows:

(1) Mercy Maricopa Integrated Care (Mercy Maricopa) is the Regional Behavioral Health Authority (RBHA) for Maricopa County.

2. A. (1) (a) Provides assistance to persons in Maricopa County who are having a mental health crisis and who may be dangerous to themselves or others

(b) Officers coming in contact with individuals in a mental health crisis may contact Mercy Maricopa.

- Officers and citizens may contact the Maricopa Crisis Line at 602-222-9444 or 1-800-631-1314 24 hours a day, seven (7) days a week.

  * The crisis line is staffed by trained crisis intervention specialists.

(c) If the crisis can be resolved by telephone, the intervention specialist will refer the individual for follow-up care.

(d) If immediate action is necessary, the intervention specialist will contact a mobile crisis team operated by TERROS or EMPACT who can respond to the scene.

3. **AID TO PERSONS WITH ALCOHOL OR DRUG ABUSE PROBLEMS**

A. Under Arizona Revised Statute (ARS) 36-2031, persons who are intoxicated in public are not committing a criminal offense by the fact that they are intoxicated.

B. Mobile Substance Abuse Outreach Teams (an emergency medical technician (EMT) and peer support specialist) will respond anywhere in the City, 24 hours a day, seven (7) days a week, to transport non-violent, voluntary, intoxicated individuals to a treatment facility and/or assist the individual with substance use needs, offer referrals/services, and provide engagement, etc.

- Call 623-643-9680 to request a team.

C. Per ARS 36-2026.B, officers who reasonably believe a person is incapacitated by alcohol, and has threatened, attempted, or inflicted physical harm on self or others, and is likely to inflict physical harm on self or others unless admitted to a local alcoholism reception center (LARC) for emergency evaluation and treatment, may transport that person to an approved LARC.

(1) Community Bridges, Inc.(CBI) - Serves as the Valley's LARC and has facilities which provide custodial, medical, and psychological care for adults experiencing mental health or substance abuse issues, 24 hours a day, seven days a week.

- Central City Addiction Recovery Center (CCARC) - 2770 East Van Buren Street, Phoenix, Arizona 85008, 602-273-9999
- West Valley - 824 North 99th Avenue, Avondale, Arizona 85323, 877-931-9142
- East Valley - 358 East Javelina Avenue, Mesa, Arizona 85210, 480-962-7711

(2) When transporting subjects to a CBI facility, the following procedures will be followed:

(a) Consent is not required for transportation.

(b) Subjects will be searched as with any prisoner.

(c) Prior to transporting the subject, officers will conduct a records check for any warrants.

(d) If the subject does not have any warrants, officers will make every effort to transport the intoxicated person to a CBI facility in lieu of making a misdemeanor arrest.

(e) CBI facilities maintain a medical staff 24 hours a day to handle minor injuries.

3. C. (2) (f) Should the CBI facilities be filled to capacity, officers should:

- Make every effort to place the intoxicated individual with a responsible adult, such as a relative or friend who is not intoxicated.
- Utilize other resources to locate a safe place for the intoxicated individual.

(3) Officers will complete a Field Interview (FI) thoroughly documenting the necessity to transport the intoxicated individual.

(4) When officers develop probable cause that a subject wanted on a valid arrest warrant is currently at a CBI facility, the following procedures will be followed in accordance with federal confidentiality regulations:

(a) Misdemeanor warrants for minor offenses should not be served at a CBI facility.

(b) Officers should identify the subject named on the warrant without the aid of CBI employees.

(c) The on-duty CBI supervisor will be contacted and advised of the situation.

- When requesting information regarding the wanted person, officers may only ask if the subject is on the premises.
- A subject's client status at such a facility cannot be disclosed without a court order.

(d) Officers will coordinate the arrest with the CBI supervisor to ensure the safety of all persons and a minimum amount of disruption to the facility.

(e) If any problems are encountered, a police supervisor will be called to the scene.

D. The New Foundation - Provides patient treatment, care, and therapy for teenagers with drug abuse problems.

- 1200 North 77th Street, Scottsdale, Arizona 85257, 480-945-3302

E. Teen Challenge Phoenix - An interdenominational, spiritually oriented organization providing halfway houses, vocational guidance, and educational programs.

- 1515 West Grand Avenue, Phoenix, Arizona 85007, 602-271-4084

F. Terros - Provides outpatient and residential drug and alcohol treatment services as well as mental health, crisis, and recovery services.

- Call 602-685-6000, Monday thru Friday, 8 a.m. to 5p.m., to schedule an appointment or to find the nearest Terros site.

G. Valle Del Sol - Administers an outpatient treatment designed to help adults learn healthy strategies for dealing with the difficulties and stress related to alcoholism and other drug addictions.

- 1209 South First Avenue, Phoenix, Arizona 85003
- 3807 North 7th Street, Phoenix, Arizona 85014
- 502 North 27th Avenue, Phoenix, Arizona 85014
- 4117 North 17th Street, Phoenix, Arizona 85016
- 8410 West Thomas Road, Suite 116, Phoenix, Arizona 85037

  * Call 602-258-6797 for more information or to schedule an appointment.

4. **LEGAL ADVICE** - Officers should refrain from giving citizens legal advice but may refer them to the following agencies:

- Better Business Bureau - 4428 North 12th Street, Phoenix, Arizona 85014, 602-200-0806
- Community Legal Services - 305 South Second Avenue, Phoenix, Arizona 85003, 602-258-3434
- Arizona Attorney General Consumer Fraud - 1275 West Washington Street, Phoenix, Arizona 85007, 602-542-5763
- Maricopa Medical Center Behavioral Health Annex - 2619 East Pierce Street, Phoenix, Arizona 85008, 480-344-2000.
- Family Service Agency - 2400 North Central Avenue, Suite 400, Phoenix, Arizona 85004, 602-264-9891
- Industrial Commission of Arizona Labor Department (wages) - 800 West Washington Street, Phoenix, Arizona 85007, 602-542-4515
- Lawyer Referral Service - 303 East Palm Lane, Phoenix, Arizona 85004, 602-257-4434
- Office of the Public Defender - 620 W. Jackson Street Suite 4015, Phoenix, Arizona 85003
- Arizona Registrar of Contractors - 1700 West Washington Street Suite 105, Phoenix, Arizona 85007, 602-542-1525
- Maricopa County Justice Courts (small claims), located in the district/precinct having jurisdiction
- Arizona Department of Insurance - 2910 North 44th Street, Suite 210, Phoenix, Arizona 85018, 602-364-2499
- Arizona Department of Real Estate - 2910 North 44th Street, Suite 100, Phoenix, Arizona 85018

5. **TELEPHONE NUMBERS**

A. Employees should utilize PolicePoint to obtain desired Department telephone numbers or the Seamless Service Directory to obtain other City department/employee telephone numbers (http://inside.one.phoenix.gov/SitePages/SSDv2.aspx).

- When it is necessary to contact other City departments for emergency assistance after business hours, officers may do so through the Communications Bureau.

B. Information on responsible parties may be obtained by contacting the Information Services Unit (ISU).

(1) ISU will check its responsible party listings and any other sources available.

(2) If a responsible party cannot be located, contact the Fire Department Alarm Room (602-262-6596).

(3) If a responsible party is still unknown, a shift two (2) or shift three (3) officer will write a short memorandum to the shift one (1) officer indicating the name of the business and the address.

- The shift one (1) officer should visit the business during business hours and obtain the name of two responsible parties and forward this information to ISU and the Fire Department Alarm Room.

6. **COMMUNITY INFORMATION AND REFERRAL SERVICES** - Provides telephone service only regarding referral services for emergency food, shelter, health and home care, employment, and legal services.

- 2200 North Central Avenue, Suite 211, Phoenix, Arizona 85004, dial 2-1-1, open 24 hours a day, 7 days a week to all Maricopa County residents.

7. **VALLEY CENTER FOR THE DEAF** - Provides 24-hour professional assistance when contacting subjects who are deaf and where communication has been unsuccessful.

   A. Interviewing/Interrogating Individuals With Disabilities - Employees will follow the guidelines established in Operations Order 4.15, Individuals with Mental or Physical Disabilities.

   B. Officers will contact the Valley Center for the Deaf at 602-267-1921 for assistance in criminal investigations involving victims and/or suspects who are deaf, if needed.

   C. In civil investigations, officers will attempt to arbitrate the dispute and may contact the Valley Center for the Deaf with the permission of a supervisor.

   D. To ensure the center receives the correct payment for this service, officers will submit a memorandum at the end of the shift to the Fiscal Management Bureau (FMB) containing the following information:

      - Name of the person (officer or victim/suspect) requesting the service
      - Brief narrative describing the incident
      - Incident Report (IR) number, if any
      - Name of the interpreter
      - Date and time the interpreter was used
      - Name of authorizing supervisor, if appropriate

8. **ADULT PROTECTIVE SERVICES (APS)** - Provides assistance and referral services for individuals 18 years and older who are unable to care for themselves and are the victims of abuse, neglect, or exploitation.

   - 1789 West Jefferson Avenue, Phoenix, Arizona 85007

     * The APS Central Intake Unit (CIU) may be contacted at 1-877-SOS ADULT (1-877-767-2385) Monday through Friday, 7 a.m. to 7 p.m., and Saturday and Sunday, 10 a.m. to 6 p.m.or online at www.azdes.gov/daas/aps/ 24 hours a day, 7 days a week

9. **NEIGHBORHOOD IMPROVEMENT AND HOUSING DEPARTMENT**

   A. Neighborhood Code Compliance of the City Neighborhood Services Department (NSD) handles zoning, property maintenance, and environmental safety violations.

      (1) Inspectors of this City department are empowered to issue Notices of Violation to property owners for such violations as allowing garbage, debris, or litter to accumulate on a property or allowing a principal structure to remain vacant and not secured.

      (2) The presence of abandoned vehicles on private property is also a violation.

      (3) Officers who receive complaints concerning these types of violations and other zoning violations should refer the complainant to the Neighborhood NSD Code Compliance at 602-262-7844.

10. **SHELTERS**

   A. The central contact point for area shelters is Central Arizona Shelter Services (CASS), 230 South 12th Avenue, Phoenix, Arizona 85007.

   B. The following is the procedure for Valley police to request shelter for homeless people at CASS:

      (1) To determine if shelter services are available for a single male/female, contact CASS 24 hours a day at 602-256-6945.

10. B. (2) If seeking shelter for a family, call 602-263-8900 or 602-870-1705.

(3) When space is available at CASS, officers will be asked the following:

(a) Person's name and social security number

(b) Whether person is violent (prohibited)

(c) Whether person is intoxicated (prohibited)

(4) It may be necessary for someone to appear before the Re-entry Committee if they were a former guest (the staff will explain).

- Officers will be placed on hold while status is checked.

(5) If the person is eligible, CASS will hold the bed for two hours.

(6) Officers are not responsible for the transportation of persons involved.

(7) When space is unavailable, officers will be told when to call back for possible space availability and given a list of other shelters that may have space available (see section 11.C of this order (below) for a partial list of shelters).

C. Additional shelters:

ORGANIZATION/SHELTER	TELEPHONE NUMBER
2-1-1 Shelter Hotline	2-1-1 or 877-211-8661
Ozanam Manor/St. Vincent de Paul (50+ and/or disabled adults)	602-850-6900
Community Housing Partnership	602-253-6905
The Salvation Army (Kaiser Family Crisis Center)	602-267-4130
The Salvation Army [Project HOPE (Homeless Outreach to Place and Empower)]	602-267-4100
Native American Adult and Youth Ministries	602-564-1891
Respite Shelter	602-870-4353
Community Information and Referral Services	602-263-8856
Tumbleweed Center for Youth Development (adolescents 10-17 only)	602-271-9904
Catholic Charities Community Services	602-997-6105
Crisis Nursery (children)	602-273-7363

11. **DOMESTIC VIOLENCE (DV) HOTELS/MOTELS IN PARTNERSHIP PROGRAM**

A. If a shelter is not available for a victim of domestic violence, a number of Valley hotels/motels have agreed to provide up to three (3) free nights of lodging to victims who meet the screening criteria [referred to as the Domestic Violence Safe Temporary Overflow Program (DV STOP)].

(1) Contact New Leaf Centralized Screening at 480-890-3039 for assistance in locating temporary shelter for victims of DV.

- If a hotel/motel is available, a Hotels/Motels in Partnership Form 80-557D will be completed and given to the victim as a confirmation of their reservation.

(2) The Family Advocacy Center Victim Services Unit can be contacted Monday through Friday from 8 a.m. to 5 p.m. at 602-534-2120 for additional information.

B. Refer to Operations Order 4.26, Domestic Violence, for investigative procedures.

1. **PURPOSE** - This policy provides guidelines to safeguard Department employees who may be exposed to a serious or life-threatening communicable disease during the course of their duty.

   A. The risk of contracting a communicable disease during the course of duty is minimal if proper safety precautions are followed in performance of job responsibilities.

   B. This does not relieve employees from the obligation of performing their duties.

   C. Work practice controls will be reviewed and updated annually as new information becomes available and/or when new employee positions with the potential for exposure are created.

2. **AT-RISK JOB CLASSIFICATIONS**

   A. The following Department employees have been identified as those reasonably anticipated having occupational exposure to communicable diseases:

   - All sworn employees and reserves
   - Recruits
   - Laboratory Services Bureau (LSB) employees and supervisors
   - Police assistants* special detail (detention officers)
   - Police assistants in an enforcement capacity (Transit Bureau and precincts)
   - Property Management Bureau (PMB) technicians
   - Employees involved in tasks and procedures where they may have a reasonable anticipation of occupational exposure to a communicable disease carried by infected persons, property, or evidence

   B. Employees are not considered to have occupational exposure merely because they have routine contact with the public.

3. **DEFINITIONS**

A. Blood	Human blood or blood components and products made from human blood
B. Blood-Borne Pathogens	Pathogenic microorganisms present in human blood and can cause disease in humans • These pathogens include, but are not limited, to Hepatitis B Virus (HBV), Hepatitis C Virus (HCV), and Human Immunodeficiency Virus (HIV).
C. Communicable/ Infectious Disease	Any disease capable of being transmitted from one person to another • For the purpose of this order, the term includes, but is not limited to, the diseases known as HIV, AIDS, HBV, HCV, TB, Meningitis, and Methicillin-resistant Staphylococcus aureus (MRSA).
D. Contaminated	The presence or the reasonably anticipated presence of blood or other potentially infectious material (OPIM) on an item or surface
E. Contaminated Sharps	Any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires
F. Conversion	A change in tuberculin skin test results from negative to positive, based upon current Centers for Disease Control and Prevention (CDC) guidelines
G. Decontamination	Use of physical or chemical means to remove, inactivate, or destroy blood borne pathogens on a surface or item until they are no longer capable of transmitting infectious particles and the surface or item is safe for handling, use, or disposal
H. Engineering Controls	Controls such as sharps containers or self-sheathing needles that isolate or remove the blood-borne pathogens hazard from the workplace
I. Exposure Incident	A specific eye, mouth, other mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties or an event in which an employee has been exposed to an individual with a confirmed infectious disease without benefit of applicable exposure control measures
J. Methicillin-resistant Staphylococcus-aureus (MRSA)	MRSA is a type of staff infection which is resistant to certain antibiotics. MSRA infections usually manifest as skin infections and transmit from person to person.

3. **DEFINITIONS**: (Continued)

K. Occupational Exposure	Reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials or other contact with an individual with a suspected or confirmed infectious disease or air that may contain aerosolized Mycobacterium Tuberculosis that may result from the performance of an employee's duties • This may include, but is not limited to, performing first aid, conducting forensic analysis, or handling of materials potentially contaminated with blood, body fluids, etc.
L. Other Potentially Infectious Materials (OPIM)	Human body fluids such as semen, or vaginal secretions, or body fluids visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids; also, any unfixed tissue or organ (other than intact skin) from a human, living or dead
M. Parenteral	Piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts, abrasions, and ECD probes after deployment
N. Personal Protective Equipment (PPE)	Specialized clothing or equipment worn by an employee for protection against a hazard • General work clothes such as uniforms, uniform items, pants, or shirts, not intended to function as protection against a hazard are not considered to be personal protective equipment.
O. Regulated Waste	Liquid or semi-liquid blood or OPIM; contaminated items that could release blood or OPIM in a liquid or semi-liquid state if compressed; items with dried blood or OPIM that are capable of releasing materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or OPIM
P. Respirator	A device worn by an individual and intended to provide the wearer with respiratory protection against inhalation of airborne contaminants
Q. Sharps Container	A puncture-resistant, leak-proof container with a one-way top used to dispose of sharps
R. Tuberculosis (TB)	The disease caused by the Mycobacterium Tuberculosis bacillus, the bacteria can attack any part of the body but usually attacks the lungs
S. Universal Precautions	An approach to infection control, according to the concept of universal precautions for HIV, HBV, HCV and other blood-borne pathogens

4. **HEPATITIS A and B VACCINATIONS** - Employees with occupational exposure will be offered the opportunity to be vaccinated against Hepatitis A and B at no cost.

A. Vaccines will be administered by a City-contracted occupational health service provider in accordance with manufacturers' recommendations and CDC guidelines.

- See Operations Order 4.9, Communicable Disease Control Plan Addendum A, for a complete listing of the City-contracted occupational health service providers.

B. Participation in the Hepatitis A and B Vaccination Program

(1) It is the employee's decision whether or not to participate in the Hepatitis A and B vaccination program.

NOTE: Documentation is required to reflect whether or not the employee participated in the vaccination program (see section 4.C of this order for documentation requirements).

(2) The employee has the option to participate in either the Twin RIX (Hepatitis A and B) vaccination series or the Hepatitis B vaccination series.

(3) Prior to receiving any vaccinations, the employee will be provided information regarding the vaccination serum, its effects, and the pros and cons of receiving the vaccinations.

(4) An employee who initially declines the vaccinations may receive the vaccinations at any future time if still employed with the Department at no cost to the employee.

4. C. Documentation of Vaccination Program

(1) Employees Who Participate in the Vaccination Program	• Employees will complete the Hepatitis B or Twin RIX A and B Vaccination Program Request Form 80-59D. • Employees will take the form to a City-contracted occupational health service provider and sign it in the presence of the provider's employee. • The original will be retained by the occupational health service provider for filing. • A copy will be forwarded through interdepartmental mail to the Police Safety Unit for placement in the vaccination record file.
(2) Employees Unsure of Immunity Status	• Employees who are unsure whether or not they have previously received the Hepatitis A/B vaccination may receive an Antibody Titer Blood Test from a City-contracted occupational health service provider to determine immunity status and if applicable, the need for vaccination. • Employees will complete the bottom portion ONLY of the Hepatitis B or Twin RIX A and B Vaccination Program Request Form 80-59D requesting an Antibody Titer Blood Test. • The original will be retained by the City-contracted occupational health service provider for filing. • A copy will be will be provided to the Police Safety Unit. • A copy will be given to the employee for his/her records, if desired.
(3) Employees Not Participating in the Vaccination Program	• Employees will complete the Hepatitis B or Twin RIX A and B Vaccination Program Refusal Form 80-59DA. • The original will be provided to the Police Safety Unit. • A copy will be given to the employee for his/her records, if desired.

5. **BLOOD-BORNE PATHOGENS EXPOSURE CONTROL PLAN** - In compliance with the Occupational Safety and Health Administration (OSHA) Regulation Standard 29 CFR 1910.1030(c)(1)(i), this plan is designed to eliminate or minimize employee exposure to blood borne pathogens.

DISEASE	DESCRIPTION	HOW CONTRACTED
A. Human Immuno-deficiency Virus/ Acquired Immune Deficiency Syndrome (HIV/AIDS)	• A virus that attacks a person's immune system and reduces the ability to fight other diseases making the infected person vulnerable to life-threatening illnesses such as pneumonia, meningitis, and cancer • At present, there is no known vaccine or cure for the HIV/AIDS virus.	• Transmitted from one person to another through sexual contact, sharing of intravenous drug needles, or by an open wound or rash or mucous membrane coming in contact with infected blood, semen, vaginal secretions, or OPIM • Although the HIV/AIDS virus has been found in tears and saliva, no instance of transmission from these body fluids has been reported. • The HIV/AIDS virus is not believed to be spread through casual social contact such as shaking hands, coughing, or sneezing. • HIV/AIDS is not reportedly spread by the routine processing of a prisoner known to have the disease.
B. Hepatitis B Virus (HBV) Hepatitis Virus (HCV)	• A viral infection that can result in jaundice, cirrhosis, or cancer of the liver • The incubation period is relatively long; six weeks to six months from exposure to onset of symptoms. Chronic carriers may appear well, yet can transmit the virus to others. • A preventive vaccination is available for Hepatitis B.	• Can be transmitted by open wounds, or mucous membrane coming into contact with contaminated needles or body fluids including blood, semen, vaginal secretion, or OPIM

6. **PREVENTATIVE MEASURES** - Precautions to be observed to prevent contact with blood or OPIM:

A. Hand Washing	• Frequent hand washing is an important safety precaution. • Soap and warm water is normally adequate. • Employees should utilize hand-washing facilities, if available or cleaning agents provided by the Department and on all Fire Department apparatus. • Employees will wash their hands immediately after removing gloves or other PPE and after physical contact with any person. • Employees should not eat, drink, or smoke until they have washed their hands.
B. Prohibited Workplace Activities	The following activities are prohibited in work areas where there is a reasonable likelihood for exposure to body fluids: • Eating and/or drinking • Smoking • Applying cosmetics or lip balm • Handling contact lenses
C. Needle Stick Prevention	• The use of needle devices should be eliminated whenever safe and effective alternatives are available. • Plan for the safe handling and disposal of needles before use • Never recap a needle or bend needles that may be contaminated • Place contaminated sharps/razors in appropriate sharps containers immediately after use ∗ Sharps containers will not be overfilled. ∗ Once sharps containers reach the pre-determined fill line, employees should ensure the sharps container is closed and locked and a new sharps container is made available. • Individual sharps containers should be maintained in the glove box/an internal storage compartment of any police vehicle used for routine contact with the public. • Any sharps collected for evidence or as a subject's personal property will be placed in an individual sharps container to avoid a potential sharps injury (see Operations Order 8.1, Evidence, Impounding, and Property, for more information).
D. Handling Biological Evidence	• See Operations Order 8.1, Evidence, Impounding, and Property.
E. Handling Blood or OPIM Samples	• Food or drink will not be kept in refrigerators or freezers, on shelves, in cabinets, or on countertops or bench tops where blood or OPIM may be present. • Employees should avoid stepping in any body fluids, as shoes and other clothing may become contaminated. • All procedures involving blood or OPIM will be performed in a manner to minimize splashing, spattering, spraying, or generating droplets of these substances. • Mouth pipetting or suctioning of blood or OPIM is prohibited. • Specimens of blood or OPIM will be placed in leak-proof containers. ∗ If containers leak, they must be placed in a second non-permeable container. ∗ Containers used for storage, shipping, or transporting must be properly labeled or color-coded (OSHA Standard 29CFR 1910.1030). • Equipment samples, waste, etc. will be examined before leaving the premises to ensure they are not contaminated. • Labels will be affixed to these materials to warn others of the hazard (OSHA Standard 29CFR 1910.1030g).
F. Regulated Waste	• Items which contain small amounts of dried blood or fluids, such as band-aids, gauze squares, and wipes, may be disposed of in normal trash. Sharp Objects • Sharp objects which may be contaminated (needles, razor blades, etc.) will be placed in a puncture-resistant container before impounding. ∗ These containers must meet the specifications of OSHA Standard 29CFR 1910.1030(d)(2)(viii). ∗ A warning of the presence of needles, etc., will be marked on the outside of the container and a biohazard-warning label affixed to the container.

6. **PREVENTATIVE MEASURES**: (Continued)

E. Regulated Waste (Continued)	Disposable PPE • Disposable PPE worn by employees which may be contaminated (applies only to items listed in the definition of "Regulated Waste") will be placed in a bag labeled or color coded in accordance with paragraph (g)(l)(i) of the blood-borne pathogen standard (OSHA 29CFR Standard 1910.1030). ∗ The bag will be placed in a contaminated material receptacle at each precinct, the Property Annex at 621 West Washington, or the main Property Room at 100 East Elwood. ∗ The Property Management Bureau (PMB) will pick up and arrange for incineration of these items on a routine basis in accordance with City, County Health Department, and State Department of Environmental Quality regulations. ∗ Receptacles are not to be used for contaminated items that are for evidence, prisoner's property, or for safekeeping. ∗ Contaminated material receptacles will be located in a secure area, with no public access. ∗ Contaminated material receptacles will be clearly marked FOR CONTAMINATED BIOHAZARD ITEMS ONLY. All Other Regulated Waste • This waste will be placed in leak-proof containers which are closable and labeled or color-coded in accordance with paragraph (g)(l)(i) of the blood-borne pathogen standard (OSHA 29CFR Standard 1910.1030).

7. **PERSONAL PROTECTIVE EQUIPMENT** - PPE will be supplied by the Department, in proper sizes, to protect employees from reasonable anticipated blood or OPIM exposure.

A. Specific PPE needs for each bureau or work group will be determined through consultation with the Police Safety Unit.

B. Employees will ensure PPE is used in areas where exposure to blood-borne pathogens is likely to occur; refer to the following chart:

(1) Masks, Eye Protection, and Face Shields	Whenever splashes, spray, spatter, or droplets of blood or OPIM may be generated, masks, in combination with eye protection devices such as goggles or glasses with side shields or chin-length face shields, will be worn.
(2) Gowns, Aprons, and Other Protective Body Clothing	Appropriate protective clothing will be used depending on the task and degree of exposure anticipated.
(3) One-Way Airways	Whenever mouth-to-mouth, cardiopulmonary resuscitation (CPR) is performed, one-way airway protective equipment should be used.
(4) Gloves or Other Protective Items	These items **will be** worn when it can be reasonably anticipated that the employee may have hand contact with blood or OPIM, mucous membranes, or broken skin, or when handling or touching contaminated items or surfaces. • Disposable (single-use) gloves will be replaced as soon as practical when contaminated, torn, punctured, or when their ability to function as a barrier is compromised. • Single-use gloves **will not** be washed.

C. Maintenance of PPE

- The Department will provide cleaning, laundering, or disposal of contaminated PPE at no cost to the employee.
- If an employee's PPE is damaged, the Department will replace or repair PPE to its original effectiveness.

7. C. Maintenance of PPE (Continued)

- If protective garments become saturated or penetrated by blood or OPIM, PPE will be removed immediately or as soon as feasible.
- Employees should be aware that items, such as pens, clipboards, and telephone receivers, might become contaminated if touched while wearing gloves contaminated with body fluids.
- All PPE will be removed prior to leaving the scene of a contaminated area.

D. Non-Use of PPE - Supervisors will ensure that in exposure situations where PPE was not used, the circumstances and reasons for non-use are documented on the Chemical/Biological Contamination Exposure Incident Form 80-28D and/or other industrial injury paperwork.

NOTE: It is essential for employees and supervisors to understand preventative measures to ensure similar exposure experiences are prevented.

8. **EMPLOYEE EXPOSURE TO BLOOD-BORNE PATHOGENS**

A. Employees who become aware they have had an exposure incident (as defined in section 3.I of this order) while on duty, will immediately notify their supervisor.

- The supervisor will **immediately** contact the Police Safety Unit duty pager at 602-201-1766 (available 24/7) to discuss the circumstances of the exposure and if applicable, initiate response for source blood draw and testing (see section 8.H of this order for more information).

B. Infection Control Care

(1) Employees who have an exposure incident only with no injuries, will report to a City-contracted occupational health service provider within two (2) hours of exposure, or as soon as practicable thereafter, for a baseline blood draw and to discuss preventative treatment measures.

(2) Employees who have an exposure incident with minor injuries, will report to a City-contracted occupational health service provider within two (2) hours of exposure, or as soon as practicable thereafter, for a baseline blood draw and to discuss preventative treatment measures as well as medical treatment for the minor injuries.

- When injuries require medical attention in excess of first-aid treatment but the need is not urgent, employees may choose to be treated by a private medical provider or a City-contracted occupational health service provider.

  NOTE: If employees seek medical attention from a private medical provider, they must still report to the City-contracted occupational health service provider for a baseline blood draw and to discuss preventative treatment measures.

(3) Employees who have been seriously injured will be treated at the nearest hospital.

- During the course of treatment while at the hospital, an Infection Control doctor should be consulted.

  * Employees who are unable to consult an Infection Control doctor for services, such as counseling, testing, and preventative treatment for the exposure to the blood-borne pathogen, should proceed **immediately** to a City-contracted occupational health service provider following release from the hospital.

C. Immediate Blood Draw/Preventative Treatment

(1) Preventative treatments are available for certain types of exposures.

8. C. (2) If there is an exposure incident, a post-exposure medical consultation and treatment **should** be started **within 2 hours** of the suspected exposure or as soon as practicable thereafter.

(3) The attending medical provider will recommend testing of the employee/s and the source if not already previously completed (see section 8.H of this order for more information).

(4) The attending medical provider may recommend and prescribe immediate preventative treatment regardless of the blood draw/test results of the employee/s or the source.

(5) When seen by a City-contracted occupational health service provider, the employee may be provided medication directly distributed from the health service provider.

- If the employee seeks medical attention at a location other than a City-contracted occupational health service provider, the employee may be given a prescription that will need to be filled at another location.

(6) Employees should understand the effectiveness of treatment is at its greatest within two (2) hours of exposure.

- After 48 hours from the exposure incident, the effectiveness of treatment is **greatly** diminished.

(7) If the preventative treatment causes illness or nausea which prevents the employee/s from coming to work and industrial leave is not authorized, the employee may be given administrative leave up to 40 hours depending on the severity of the symptoms.

(a) If the source is confirmed positive for HIV, administrative leave up to 40 hours may be granted.

- The administrative leave must be approved by the executive assistant chief.

  * To request administrative leave, a memorandum must be submitted through the chain of command to the Police Safety Unit.
  * The Police Safety Unit will confirm the HIV status of the source and coordinate with the executive assistant chief for determination.

(b) If the source is confirmed negative for HIV and the employee continues preventative treatment, any leave utilized must be taken from the employee's own leave banks.

D. Immediate Decontamination

- To be effective, disinfecting and decontamination must be accomplished as soon as possible after exposure to blood or OPIM.
- Soap and water should be used, along with a disinfecting agent.
- Common household bleach mixed with water (1:10 solution) is an acceptable decontaminate for cleaning surfaces which have become contaminated.
- Liquid alcohol cleaners evaporate rapidly and are not recommended for decontamination; alcohol foams or gels are acceptable decontaminates for surfaces or equipment.

E. Supervisor's Responsibilities

- **Immediately** contact the Police Safety Unit duty pager at 602-201-1766.
- Ensure immediate exposure consultation from a City-contracted occupational health service provider is obtained for the exposed employee/s.
- Ensure all clothing and equipment that was possibly contaminated are decontaminated.
- Notify any Department employee/s who may have been exposed to the disease; if those employees are off duty, they **will be** contacted at home.

8. E. Supervisor's Responsibilities (Continued)

- Notify any other agencies whose personnel had contact with the infected person; that agency will be responsible for notifying their employees.
- Ensure the exposed employee/s is aware of counseling services which are available, as outlined in Operations Order 3.8, Personnel Support Services.
- Ensure all necessary industrial and/or exposure forms/paperwork is properly routed (see Operations Order 3.7, Employee Benefits, for a list of required forms/paperwork).

F. Follow-Up Blood Draw/s for Exposed Employees - The Department is required by OSHA to provide a blood-draw opportunity to the exposed employee as soon as feasible.

NOTE: The effectiveness of treatment is at its greatest within two (2) hours of exposure and is **greatly** diminished after 48 hours from the exposure.

- To ensure Workers' Compensation coverage, a blood draw is required no later than 10 days after exposure.
- If employees have a blood draw, the blood draw will include an HBV, HCV, and HIV screen.
- If an employee is required to have (due to positive HIV result of source blood) or requests an HIV screen, the blood draw will be tested; additional blood draws will occur at 6 weeks, 3 months, 6 months, and 18 months.
- If exposed employees have not received the Hepatitis B vaccination, they will be offered the Hepatitis B gamma globulin inoculation.
- The employee will be offered a medical evaluation and consultation.
- All of the above will be provided at no cost to the employee and all test results will be confidential.

G. Required Documentation/Paperwork

- In exposure situations, employees will complete a Chemical/Biological Contamination Exposure form and any other necessary industrial forms/paperwork (see Operations Order 3.7, Employee Benefits, for a list of required forms/paperwork).

H. Blood Testing the Source of Employee Exposure - Will only be performed by the Police Safety Unit (available for response 24/7 by contacting the duty pager at 602-201-1766) or an authorized safety representative.

(1) The employee's bureau/precinct commander/administrator or the duty commander will be notified **immediately** if blood testing is required.

(2) Testing the Source Person

(b) When the source consents to a blood draw:

- A Consent/Source of Employee Exposure Blood Test Form 80-13D and Consent/Court Order Checklist Source of Employee Exposure Blood Test Form 80-12D will be completed.
- The Police Safety Unit will perform the requested service/blood draw in **two** tiger-striped topped vials.
- When an Uni-Gold™ Recombigen® HIV test is completed, the Uni-Gold™ Recombigen® HIV control sheet will also be completed.
- The completed original forms will be maintained by the Police Safety Unit and copies of the completed forms will be provided to the City-contracted occupational health provider when the blood vials are dropped off.

8. H. (2) (c) When the source refuses consent to a blood draw, the Police Safety Unit can obtain a court order in accordance with Arizona Revised Statute (ARS) 13-1210.

(i) Obtaining a Court Order	• The following information will be provided to the Police Safety Unit via email at PPD Safety@phoenix.gov: * Incident (IR) Report number * Date and time of incident * Location of incident * Source name and charges * Exposed employee/s name/s * Whether or not medical treatment was sought * Summary of the circumstances of the exposure (what type of bodily substance and how the substance was transmitted to the employee/s)

(3) The Police Safety Unit should also be contacted in cases where the Phoenix Fire Department or other police or fire agencies are involved in an exposure incident involving Phoenix subjects.

(4) Submitting Blood to the City-Contracted Health Care Provider:

(a) Protocol	• The Police Safety Unit (or authorized safety representative) is responsible for taking the vials to the 24-hour City-contracted occupational health care facility listed in Addendum A of this order within **two hours** of being drawn. * Vials **will not** be taken to **any** police facility and impounded. • The two vials of blood must be in a sealed tamper-proof container or envelope. * The source's name, telephone number, and date of birth should be printed on each vial. • The Consent Source of Employee Exposure Blood Test form, Consent/Court Order Checklist Source of Employee Exposure Blood Test form, Uni-Gold™ Recombigen® HIV control sheet (if applicable), and, when applicable, the court order, will be turned in with the vials. • Testing will be ordered for the following: * HIV * Hepatitis B surface antigen * Hepatitis B surface antibody * Hepatitis C antibody • The City-contracted health care provider will analyze the blood and the confidential results will be forwarded to the Police Safety Unit. • Upon receiving the results, the Police Safety Unit liaison will contact the employee/s and the source, upon their request.

9. **SPECIFIC DECONTAMINATION PROCEDURES** - See section 10 of this order for decontamination services. For clean up of large amounts of bodily fluids, the City contractor should be contacted. For small amounts of contamination, the following procedures should be used:

A. Disinfecting Hands, Skin, and Mucous Membranes	• Wash hands or other body parts that become directly contaminated with blood or body fluids immediately with soap and warm water • Scrub vigorously for a minimum of 20 seconds to properly rid contaminated skin areas of protein matter, blood, secretions, and other contaminants • Wash hands thoroughly with soap and warm water after removing latex gloves • If blood or body fluid/s make direct contact with the mouth or eyes, immediately flush the affected area thoroughly with water (10 to 15 minutes is standard for flushing eyes). * If flushing the mouth, ensure the liquid is not swallowed. • See section 8 of this order for exposure procedures

9. **SPECIFIC DECONTAMINATION PROCEDURES**: (Continued)

B. Cleaning Up Body Fluid Spills	• Wear latex gloves when cleaning up body fluid spills • If there is a potential splash hazard of body fluids during cleaning, latex gloves, safety goggles, and facemask will be worn. • Clean up such spills with Cavicide or a 1:10 solution of bleach and water ∗ Wet the spill with the decontaminate and let the solution sit for several minutes before wiping
C. Disinfecting Contaminated Equipment	• Wear latex gloves or other PPE when cleaning up body fluid spills • Disinfect non-disposable equipment items such as handcuffs, helmets, nightsticks, and flashlights, which become contaminated using a 1:10 solution of bleach and water before re-using
D. Disinfecting Contaminated Vehicle Seats, Door Handles, Floor Mats, etc.	• Wear latex gloves or other PPE when cleaning up body fluid spills • Scrub vehicle seats or areas exposed to blood, body fluids, or contaminated clothing with Cavicide or a 1:10 solution of bleach and water • Allow the area to soak in the bleach solution for five (5) to 10 minutes, then rinse thoroughly • If the interior of a vehicle becomes contaminated, no other persons will be transported in that vehicle until it is decontaminated.
E. Disinfecting Contaminated Clothing	• Clothing items contaminated with blood or OPIM may be cleaned by a City-contracted cleaning service at no cost to the employee. ∗ See the administrative sergeant in any precinct, Northern Command Station (NCS), Southern Command Station (SCS), or Police Headquarters for the drop off location and required paperwork • When a City-contracted cleaning service is not available, employees may take their contaminated clothing items to any dry cleaning/laundry vendor that will accept occupational laundry requests. ∗ Employees will be reimbursed for the cleaning of their contaminated clothing items by submitting the original receipt along with a completed Employee Expense Reimbursement Request Form 150-11D to the Fiscal Management Bureau (FMB). • Employees may, if they desire, clean their own contaminated clothing items by utilizing the below recommended procedures; however, it is recommended to use the City-contracted cleaning service to avoid possible contamination of other personal belongings. ∗ Wear latex gloves when washing contaminated clothing ∗ Clothing that has become contaminated with blood or OPIM will be changed and disinfected as soon as possible. ∗ Clothing items will be washed in soapy water. ∗ Contaminated clothing items will be stored and transported in a plastic bag marked with a contamination sticker. ∗ Clothing will be kept away from other persons and other clothing until disinfected. ∗ Scrub shoes, boots, and leather gear with soap and hot water to remove contamination

10. **DECONTAMINATION SERVICES**

A. The City maintains a contract for specific providers of services to clean and decontaminate large amounts of blood and/or body fluids; this includes, but is not limited to, crime scenes, vehicles, holding cells, etc.

B. Notification - Officers are required to notify a supervisor of any scene that is contaminated with blood or OPIM.

- A lieutenant or higher level will determine whether the scene meets the listed criteria and will be responsible for calling out the contractor.

10. C. Criteria for Contacting the Cleaning Contractor - The cleaning contractor will be contacted in the following circumstances:

- When large amounts of blood are involved or when City-contracted custodial personnel are not available at specific work sites for cleaning or decontaminating small amounts of blood
- When any area greater than 2 feet by 2 feet is visually contaminated with continuous smears of blood/infectious body fluids, including vomit, urine, or feces
- When blood/infectious body fluids or body fluids contaminated with visible amounts of blood have grossly contaminated equipment that requires disassembly of the equipment to properly decontaminate it, including any equipment that may have sharp or jagged edges

D. Contacting the Contractor

- Contact an Information Channel operator for a current list of approved contractors.
- Contractors can be contacted and are available for call-out 24 hours a day, 7 days a week.

  NOTE: The contractor with the lowest fees will be called first.

- The selected contractor must reply within 15 minutes of the initial call to provide an estimated time of arrival.
- The contractor must arrive on site within one (1) hour of the initial request for locations within the City limits and within two (2) hours of the initial request for locations outside City limits.
  - If the contractor does not arrive within the one (1) hour/two (2) hours time constraints, contact the Police Safety Unit's duty pager at 602-201-1766 for an alternative contractor to respond.
    - If an alternative contractor must be called, the initial contractor must be cancelled to avoid double billing/charges.
- For concerns related to the decontamination contract, contact the Police Safety Unit's duty pager at 602-201-1766.

E. Documentation of Clean-Up

- The contracted vendor will provide documentation for the cleanup upon completion of work.
  - The documentation must be signed by a Department employee verifying the work was completed satisfactorily.
  - The documentation should be retained by the facility requesting the cleanup.

11. **TUBERCULOSIS (MYCOBACTERIUM TUBERCULOSIS)**

A. The United States (U.S.) Department of Health and Human Services and the CDC in conjunction with OSHA, have developed guidelines for limiting occupational exposure to TB.

B. Transmission

(1) Transmission of this disease may occur when a person who has infectious pulmonary or laryngeal tuberculosis, sneezes, coughs, or speaks.

(2) These actions generate airborne material which, if inhaled by a non-infected person, can infect the non-infected person.

(3) A positive skin test for TB means only the individual has been exposed to (the same as infected with) the TB bacteria.

(3) Most people (approximately 90 percent) who become infected with the tuberculosis bacteria will not develop the disease, they will, however, test positive following a skin test for TB.

11. B. (5) Symptoms of TB Disease

- Persistent, productive cough (more than three weeks)
- Bloody sputum
- Chest pain
- Fever
- Night sweats
- Weight loss/loss of appetite
- Extreme fatigue

(6) Identification of Persons with TB

(a) Whenever employees come in contact with a person who they suspect may have TB, the employee should assume the person is infectious and take appropriate precautions.

(b) Employees must take into consideration that people infected are not always aware they have tuberculosis and must use good judgment, taking precaution as necessary.

(7) Precautionary Measures

(a) If an employee believes a person has or may have infectious TB, the employee should wear a full face APR (air purifying respirator) gas mask or, as an acceptable option, the N95 respirator, to prevent inhalation of infectious material.

(b) Employees contacting person/s known or suspected of having tuberculosis will move the person/s outside, if possible.

- If this is not possible, open doors and/or windows and ventilate the area if fans are available.

(c) When dealing with a person with a chronic cough, employees will minimize close contact whenever possible.

C. Transporting Prisoners - Employees transporting prisoners known or suspected of having TB will:

(1) Notify a supervisor prior to transporting.

(2) Transport prisoners directly to County Hospital for a medical release.

- Employees will then transport the prisoners to jail.

(3) Have the prisoners transported in the police wagon small compartment, when possible.

(4) Ensure prisoners are not transported with other prisoners.

(5) Wear a full face APR gas mask or, as an acceptable option, the N95 respirator.

(6) Operate their vehicle's heating/cooling systems at high speed and on the non-recirculating cycle and open all windows unless weather conditions do not permit.

D. Exposure to TB

(1) Notification

(a) Any time an employee comes in contact with a person known or suspected of having TB, the employee will immediately contact a supervisor.

11. D. (1) (b) Supervisors will be responsible for notifying other Department employees who may have been exposed to the disease.

(2) Documentation

(a) Employees will complete the Chemical/Biological Contamination Exposure Incident form.

(b) The form will be forwarded through the chain of command to the Police Safety Unit.

(c) Guidelines will be followed as listed in section 11.C.(2) of this order.

(3) Treatment

(a) All employees are required to seek medical evaluation, treatment, and counseling when they are exposed or suspect they have been exposed to TB.

- Employees should report to a City-contracted health care provider as soon as practicable for evaluation, testing, treatment, and counselling.

(b) A purified protein derivative (PPD) skin test will be administered to the exposed employee (two-step test if no previous baseline test result is on file).

- A retest will be conducted after three (3) months if the new baseline PPD was negative.

(c) Employees who have an initial positive skin test or conversions from a negative to a positive on the three-month retest, will have a chest X-ray and will be evaluated for preventive therapy according to the published CDC guidelines.

E. Employees with Active TB

(1) Employees who have infectious TB will:

- Immediately notify their supervisor by phone.
- Begin treatment and medication for the active TB.

(2) Employees will not return to work until the following criteria are met:

- They have been receiving adequate treatment for two to three weeks.
- Their symptoms have improved.
- They have three consecutive negative sputum smears collected on different days.
- The treating physician has released them to work.

(3) Supervisors will place employees infected with TB on industrial leave.

12. **MASTER NAME INDEX (MNI) INFORMATION ENTRY**

A. A person's MNI may be updated with information that the person has a communicable disease, such as Hepatitis HIV/AIDS, Meningitis, or TB, and poses a serious health risk to Department employees, under the following guidelines:

(1) Only health-risk information obtained from the following sources may be used to update a person's MNI:

- Doctor or medical facility
- Immediate family member of person involved
- Individuals with intimate knowledge of person involved such as a boyfriend/girlfriend
- Admitted by the person
- Information provided by another criminal justice agency

12. A. (2) For the person's MNI to be updated with the health-risk information, it must be documented by one of the following methods:

- Booking Record
- IR
- Incident Supplement
- Field Interview (FI)

(3) Documentation will include:

- How the information became known to them.
- Source of the information.
- Name of the physician, if the physician is the source.

B. After supervisor approval, employees will send the information, with a request that the person's MNI be updated, in an envelope marked "Health Risk Information" to the Central Booking Unit.

(1) The entry will be completed by the Central Booking Unit personnel after approval of the bureau commander/administrator.

- Information will be entered as "Blood/Body Fluid Warning," without reference to the specific disease.

(2) Since this information may not have been medically verified, it should be used by officers only as a precautionary measure in reducing the risk of exposure.

NOTE: All persons should be considered potential carriers of disease and PPE used accordingly.

(3) This information will not be released to persons other than those who may have been exposed, such as jail personnel, Central Booking Unit personnel, or other officers.

C. Once entered into the person's MNI, the involved individual can request removal of the entry with valid medical documentation stating the medical condition does not exist.

- This information must be routed to the Central Booking Unit commander/administrator who will authorize removal of the entry by Central Booking Unit personnel when appropriate.

13. **COMMUNICABLE DISEASE TRAINING**

A. The Police Safety Unit and/or Training Bureau will provide employees with information and training.

B. Training will be conducted in consultation with the Police Safety Unit and in compliance with OSHA (29CFR1910.1030 and .1035) and CDC regulations and guidelines.

C. Employee training records will be maintained in accordance with OSHA Regulations (29CFR1910.1030 and .1035), AzPOST requirements, and Training Bureau regulations.

CITY-CONTRACTED OCCUPATIONAL HEALTH CARE SERVICE PROVIDER	
Concentra Medical Centers All facilities are open from 0800 to1700, Monday thru Friday. Others have extended hours as noted*	Airport Facility Open **24 hours** a day* 1818 E. Sky Harbor Circle Phoenix, AZ 85034 (602) 244-9500 West Facility 8a.m.– 6p.m., M-F; 8a.m.– 12p.m., Sat 3532 W. Thomas Rd. Phoenix, AZ 85019 (602) 272-7662 Metro Facility 7a.m. – 7p.m., M-F 12808 N. Black Canyon Hwy. Phoenix, AZ 85029 (602) 375-1155 Southwest Facility 5340 W. Buckeye Rd., Suite 3 Phoenix, AZ 85043 (602) 233-2117 Northwest Facility 7a.m. – 6p.m., M-F 7400 W. Olive Ave. Peoria, AZ 85345 (623) 487-8598 Mesa Facility 8a.m.– 6p.m., M-F; 8a.m.– 12p.m., Sat 1710 W. Southern Ave. Mesa, AZ 85202 (480) 644-7900 Tempe Facility 950 W. Southern Ave Tempe, AZ 85282 (480) 968-7200 Scottsdale 14747 N. Northsight Blvd.,Suite #101-105 Scottsdale, AZ 85260 (480) 922-4776 Val Vista 1959 W. Val Vista Mesa, AZ 85204 (480) 926-5198 (480) 545-1398

CITY OF PHOENIX PERSONNEL DEPARTMENT	
Employee Safety Section	Industrial Hygienists 135 North 2nd Avenue Phoenix, AZ 85003 (602) 262-7555 Safety Supervisor 135 North 2nd Avenue Phoenix, AZ 85003 (602) 262-4663
INDUSTRIAL COMMISSION OF ARIZONA	
Arizona Division of Occupational Safety and Health	Compliance Office 800 West Washington Street Phoenix, AZ 85007 (602) 542-5795

1. **ESSENTIAL ELEMENTS OF ARREST** - Elements normally required to effect a lawful arrest:

- Intent on the part of the person making the arrest
- Authority that is lawful on the part of the person making the arrest
- Seizure or detention of the arrestee
- Understanding on the part of the arrestee that they have been arrested

2. **CITIZENSHIP QUESTIONS AND DOCUMENTATION AFTER ARREST**

A. All arrested persons shall be asked, "What country are you a citizen of?" and "What is your place of birth?"

(1) If the arrestee answers they are a citizen of a country other than the United States (U.S.), officers will ask the arrested person if they also have dual U.S. citizenship.

(a) Officers may not ask incriminating follow-up questions unless Miranda has been read and a valid waiver has been obtained.

(b) Officers/employees must follow the provisions of section 5 of this order in notifying the appropriate foreign consulate for persons who are identified as foreign citizens.

(2) If the arrestee states they are not a U.S. citizen, and Miranda has been read and a valid waiver obtained, officers should ask the following questions with the answers documented in the Incident Report (IR).

(a) Are you in the United States legally?

(b) Do you have any registration documents or other proof of lawful presence?

B. Arrests resulting in the booking of an adult suspect, or referral of a juvenile, will be processed in accordance with applicable Department policies.

3. **TYPES OF ARREST**

A. There are two basic types of arrest:

(1) Arrest with a warrant

(2) Arrest without a warrant based on probable cause

NOTE: Officers will check for and properly verify all warrants on arrested persons.

B. Arrest **With** a Warrant

(1) Felony and Misdemeanor Warrant Information	• Information on felony and misdemeanor warrants is available through the National Crime Information Center/Arizona Crime Information Center (NCIC/ACIC) by radio, Mobile Data Computer (MDC), desktop, or from the Information Services Unit (ISU). ARS 13-3842 lists the authority to arrest fugitives from other states. • When NCIC/ACIC is unavailable, officers will check the Maricopa County Sheriff's Office (MCSO) Records Section for local felony warrants. • When transporting an arrested subject to the issuing agency of a felony or misdemeanor From Other Jurisdiction (FOJ) warrant, the officer will change or create the incident type on the MDC to 511F for a felony warrant and 511M for a misdemeanor warrant.

3. B. Arrest **With** a Warrant: (Continued)

(2) Juvenile Warrants	• Officers will verify juvenile warrants by contacting both the Juvenile Court Center (JCC) Central Index **and** the MCSO Records Bureau. • Felony juvenile warrants will be served in the same fashion as adult felony warrants; however, juveniles will be detained at JCC. • Juveniles arrested on Remand Orders will be booked into the 4th Avenue Jail as an adult; see Operations Order 4.18, Juvenile Procedures. • Juvenile warrants are only valid until the juvenile reaches age 18.
(3) Subject Identification	• Prior to making any warrant arrest, officers will verify the existence of an outstanding warrant and the identity of the person to be arrested. • If it is necessary to establish identity before a person is booked into jail on a warrant, a fingerprint check should be made. • In cases where identification is inconclusive, the person will be released. ∗ A memorandum including the subject's personal description, address, vehicle description, etc., will be forwarded to the Fugitive Apprehension Investigations Detail (FAID).
(4) Warrant Verification Procedures	• Officers will call ISU to request a records check on any subject they believe has an outstanding warrant from the Phoenix Municipal Court. ∗ ISU personnel will advise the officer of any warrant and identification information available, as well as the phone numbers of the other agencies that may need to be notified/contacted. • Officers will telephone the requesting agency/s listed on warrants issued from other courts to request warrant verification. This includes contacting MCSO for felony warrants issued as a result of Department investigations. • Upon verification of the warrant and positive identification of the subject, the person will be arrested and booked into jail. **EXCEPTION**: If a cash bond is indicated, see Operations Order 7.4, Booking Procedures, for information on bondable releases. • The name and serial number of the person contacted for warrant verification will be documented in the "Remarks" section of the "Clear Call" dialog box in the MDC prior to transmitting the disposition. • It is not necessary to obtain a copy of an arrest warrant prior to serving it in on-view situations; however, if the suspect requests to see a copy, the arresting officer will secure a copy from MCSO and give it to the arrestee as soon as practicable.
(5) From Other Jurisdiction (FOJ) Warrant Verification (Outside Maricopa County)	• If the warrant is valid, but the issuing agency is unable to immediately confirm extradition, the suspect will be booked and this information will be included in the "Hold Comments" data field of the "Hold Information" panel in the Arrest section of the Booking Report. • If the warrant is valid but extradition is denied, or if the warrant is no longer valid, the suspect will be released if there are no other charges. ∗ A fingerprint check should be made prior to release, if possible. ∗ A notation with the warrant information and the person to be contacted for verification information will be made in the "Remarks" section of the "Clear Call" dialog box in the MDC prior to transmitting the disposition. • Officers will provide the jail with a faxed copy of the teletype NCIC hit or a faxed copy of the out-of-state warrant prior to acceptance of the prisoner into central intake for all FOJ arrests.
(6) Suspect Interview	• Prior to conducting in-custody interviews, the arresting officer will advise suspects of their Miranda Rights by reading the Adults Rights Card PPD #29 to adults or the Juvenile Arrest/Miranda Warnings Worksheet form 80-119D to juveniles. ∗ If suspects wish to waive their right to remain silent, officers will document any statements made in the IR. **NOTE**: Suspects do not need to be advised of their rights during the identification process

3. B. Arrest **With** a Warrant: (Continued)

(7) Documentation	• An Incident Supplement will be completed when officers effect any of the following: ∗ Interview of the suspect arrested on a Phoenix arrest warrant ∗ Book a juvenile into the 4th Avenue Jail on a Remand Order • The supplement will include the following information: ∗ Arrest number ∗ Any statements made by the suspect relative to knowledge of the warrant, summons, or offense charged **EXCEPTION**: No supplement is required when the warrant was issued subsequent to the conviction of the suspect, such as a probation violation, parole violation, or failure to pay fine. • Whether or not the arrest warrant is executed, an Incident Supplement will be completed indicating the efforts taken to serve the warrant.
(8) Obtaining An Arrest Warrant	• An arrest warrant may be obtained for a person's arrest. • The needs of the community will be considered when determining if an arrest warrant is needed. • Officers will have their request for an arrest warrant reviewed by their supervisor or the appropriate detail detective to determine if an arrest warrant is needed. ∗ Violent Crimes Bureau (VCB) personnel will be contacted for assistance in obtaining an arrest warrant after business hours. • Officers may enter the suspect's residence to affect the arrest with a felony arrest warrant if they have probable cause to believe it is the suspect's residence and reasonable belief the suspect is inside. • Officers lawfully on the premises for the purpose of making an arrest may search the premises for the purpose of finding the person to be arrested. ∗ When the person is known to be there and known to be armed, officers conducting the search may look into small places where a weapon might be hidden until the person has been located and arrested. ∗ Evidence found may be seized without a warrant if there is probable cause to believe the evidence is related to a crime.

C. Non-Service of Warrants

(1) At the officer's discretion, the warrant may not be served when a hazard to the health and well-being of the defendant exists.

(2) Officers will advise the defendant the warrant will remain active.

(3) If there is an IR associated with the warrant, an Incident Supplement will be completed to explain why the warrant was not served.

(4) If there is not an IR associated with the warrant, a Field Interview (FI) will be completed ensuring the appropriate bureau is selected for "Offense Element 1 and 2" for proper routing with an explanation why the warrant was not served.

D. Serving Warrants at Hospitals

- Warrants will not be served on patients being treated in medical facilities.

3. E. Disputed Warrants

(1) Prior to booking, officers will verbally review the details of the warrant with a sworn supervisor.

(2) When a subject claims to have taken care of a warrant either from being booked or having posted a cash bond, but does not have a receipt or receipt number in his/her possession, officers will attempt to verify the subject was booked or a bond was posted for the outstanding warrant.

(3) Officers will compare the reported date of booking or the bond receipt number and warrant information with ISU to verify the subject's claims.

(4) During Business Hours

(a) If the subject does or does not have a receipt, officers may contact the Judicial Process Detail ISU for assistance in contacting the City Court Warrant Section to ascertain the status of the warrant in court files.

(b) Officers must ensure the receipts retained or referred to by the subject correspond with the outstanding warrant numbers.

(5) After Business Hours

(a) When the subject's claims regarding the disputed warrant cannot be verified, but accurate identification of the subject and their home or business address has been obtained, the subject may be released with the approval of a supervisor.

(b) A memorandum will be forwarded to the Judicial Process Detail (JPD) (it will be the responsibility of JPD to re-contact the subject).

- The memorandum will include the following information:

  * Subject's identification
  * Subject's address
  * Bail receipt number
  * Alleged date of bail payment/booking

(c) If the arrested person has an "unknown if same MNI, verify with fingerprints" Master Name Index (MNI) Alert, the subject will be fingerprinted using LiveScan for a one-roll identification prior to booking.

F. Arrest **Without** A Warrant

(1) Officers may arrest without a warrant under the following conditions:

- In a public place, a place open to the public, or a place an officer has a legal right to be, with probable cause to believe a crime occurred and probable cause to believe the person to be arrested committed the crime
- When a felony or misdemeanor is being committed in the officer's presence
- At the scene of a traffic accident, based upon personal investigation, when the officer has probable cause to believe the person to be arrested has violated a criminal code of Arizona Revised Statutes (ARS) Title 28 the person will be released or booked per Department policy.

3. F. (2) A person arrested for misdemeanor charges only, may be eligible for release under ARS 13-3903 after being issued an Arizona Traffic Ticket and Complaint (ATTC).

- If the person to be arrested does not meet the criteria established in ARS 13-3903 and Operations Order 6.2, Arizona Traffic Ticket and Complaint, the person will be booked into jail.

(3) Prior to booking any adult prisoner into jail, officers will conduct an arrest review with a sworn supervisor.

(4) Absent lawful consent, officers will not enter a private residence in pursuit of misdemeanor suspects without a warrant to search the premises.

(5) When requested to assist probation or parole officers where a suspect has fled from home arrest, officers will only assist in the search for the suspect. See Operations Order 1.4, Mutual Aid and Jurisdiction, for additional information involving probationers.

- All paperwork and booking is to be done by the probation or parole officer.
- An IR is not required.
- When circumstances are such that **new** charges are sought against the probationer, such as drug offenses, assault, or disorderly conduct, Phoenix officers will take custody of the arrestee, complete all the necessary paperwork and impounding, and book the subject.

G. Terrorist Screening Center (TSC)

(1) NCIC checks will automatically include a check for any known or suspected links to terrorism and the hit will contain a handling code level 1 through 3.

(2) Procedures for Handling Codes 1 through 3

(a) Handling Code Level 1 - **Arrest this individual,** he/she is associated with terrorism.

- The TSC has access to supporting information behind the record and will work through the dispatcher to resolve the issue.
- The TSC will coordinate with the Federal Bureau of Investigation (FBI) Counterterrorism Watch to ensure appropriate actions are taken, whether or not the identity is confirmed or remains uncertain.

(b) Handling Code Level 2

- Detain this subject for a reasonable amount of time for questioning.
- This individual is of investigative interest to law enforcement for reasons associated with terrorism.
- Immediately contact the TSC for additional information and direction.

(c) Handling Code Level 3

- The person queried through this search may be an individual identified by intelligence information as having possible ties with terrorism.
- **Do not** alert this individual of this notice.
- Do not arrest this individual unless there is evidence of a criminal violation.
- Contact the TSC by phone or through the dispatcher using the phone number listed in the NCIC record to assist in the identification of the subject.
- Ask probing questions to determine if this individual is in fact the same individual on the hit.

4. **ARREST OF FEDERAL AND STATE EMPLOYEES** - With the exception of those persons immune from arrest, the following special notifications/procedures will be made when certain federal or state employees are arrested and booked:

A. Internal Revenue Service (IRS)	• The arresting officer will notify the IRS Security Office at 602-207-8300.
B. Postal Service	• The arresting officer will, at the time of the arrest, notify the Postal Inspection Service at 602-223-3660.
C. Department of Corrections (DOC)	• When a DOC employee is arrested **or** cited for a major traffic offense, the arresting officer will notify the DOC employee's supervisor. • The DOC supervisor is responsible for notifying the DOC's Internal Affairs Bureau at the Alhambra Facility at 602-255-1608.
D. Military Personnel	• When military personnel are arrested and booked on criminal charges, 4th Avenue Jail personnel will notify appropriate military authorities. Absent Without Leave (AWOL)/Desertion • Members of the military services of the U.S. cannot legally be held for being AWOL or desertion until verification of their status has been confirmed by military authorities. • Military holds **will only** be placed on military personnel arrested by officers of this Department in the following situations: ∗ When a Mandate or Process is issued by a Military Court directed to the Department instructing that a particular person be held for military authorities ∗ When a member of the Armed Forces is reported as being a deserter or AWOL (AWOL personnel are in violation of Title 50, Chapter 22, Article 86, of the Uniform Code of Military Justice.) ∗ When arrestees advise they are AWOL AWOL/Desertion Verification Procedures/Points of Contact • U.S. Army - U.S. Army Deserter Information Point 502-626-3711/3712/3713; NCIC Fax 502-626-3715; or Fort Huachuca Provost Marshal 520-533-3269. • U.S. Air Force - U.S. Air Force Military Personnel Center 800-531-5501 or Luke AFB Security Force Squadron 623-856-5979. • U.S. Navy - Navy Absentee Collection and Information Center 800-423-7633 or MCAS Yuma Military Police 928-269-2361. • U.S. Marine Corps - Commandant of the Marine Corps, Corrections Branch 703-614-3248/3376 or MCAS Yuma Military Police 928-269-2361. • U.S. Coast Guard - USCG Headquarters 202-267-2100 or USCG District 11 Command Center 510-437-3701. ∗ The officer will provide the subject's name, rank, social security number, date of birth, unit designation or station, and any other pertinent information available. ∗ If the branch of service is unknown and the subject claims to have been discharged, the place from which the subject alleges to have been discharged will be obtained. ∗ If the AWOL or desertion is verified and military authorities desire a "HOLD", the subject will be held at the 4th Avenue Jail. Documentation • The name and rank of the military person requesting the HOLD will be placed in the "Hold Comments" data field of the "Hold Information" panel in the Arrest section of the Booking Report. • The "Charge Description" will be entered as "Desertion" in violation of Article 86, Uniform Code of Military Justice. • The military unit requesting detention will be required to provide the Department with a written detainer as soon as practicable. • When a subject is arrested and subsequently discovered to be AWOL or a deserter, the same verification procedures as listed above will be followed. ∗ The subject will be held as though apprehended on the original AWOL or desertion charge.

5. **IMMUNITY FROM ARREST**

A. Specified persons are immune from arrest under certain conditions; however, officers will report the details of all offenses in applicable IRs.

B. Refer to the following chart for the specific application of immunity/non-immunity information:

(1) Diplomatic Agents	Includes ambassadors, foreign ministers, their families, servants, and staff • All are TOTALLY immune from arrest for ANY offense. ∗ Questions regarding immunity may be directed to the FBI.
(2) Legislators	If a Legislator invokes their privilege, they are privileged from arrest except in cases of treason, felonies, or misdemeanors amounting to a breach of the peace. • Additionally, State Legislators shall not be subject to any civil process, including civil traffic citations, during the following: ∗ While the Legislature is in session ∗ For 15 days prior to the start of the session (applies to Arizona State Legislators only) ∗ While traveling from their homes to attend a session (applies to Federal Legislators only) ∗ When returning to their homes at the end of a session (applies to Federal Legislators only) • Officers will make arrests for misdemeanors only in the following cases: ∗ An offense by violence ∗ An immediate disturbance of the public order ∗ A violation of driving while under the influence (DUI) within the guidelines of Operations Order 6.5, Driving Under the Influence **NOTE**: The interpretation of a breach of peace and the decision to arrest will be referred to a supervisor in all cases. • Per ARS 28-1591, civil traffic citations shall be treated as civil matters. • State Legislators are privileged from such processes if they wish to invoke their privilege for civil traffic citations. **NOTE**: If legislators (state or federal) choose to exercise their privilege, a memorandum detailing the offense will be forwarded to the Legal Unit.
(3) Foreign Consuls	Foreign consuls, their families, servants, and employees **are not** immune from arrest. **EXCEPTION**: The Mexican consul is immune from arrest for misdemeanor offenses, but deputy consuls are immune only if they are citizens of Mexico. • If either the consul or a deputy consul is involved in offenses, the matter will be referred to the patrol assistant chief or the duty commander after normal business hours. • Though immunity is not extended to families, servants, or employees of the consulate, they will be released on misdemeanor offenses when practical, in lieu of booking, pending the issuance of an ATTC (appropriate ATTC procedures will be followed). • Vehicles bearing any Consular Corps license plates will not be given parking citations, nor will drivers assigned to the Mexican Consulate be cited for traffic violations when operating a vehicle bearing consulate plates. • The Mexican Consulate will be notified by the investigating officer when a Mexican national dies, regardless of the cause, within the Department's jurisdiction. • Offenses committed by members, families, or employees of all other foreign consulates will be referred to a supervisor.

5. B. Refer to the following chart for the specific application of immunity/non-immunity information: (Continued)

(4) Federal Employees	• Federal employees operating federally owned vehicles are subject to the same enforcement policy as other citizens who are in violation of traffic ordinances, except that they will not be cited for driver license violations. • Arizona National Guard members, unless charged with a felony offense, are immune from arrest while enroute to and from an armory drill, encampment, formation, or while otherwise engaged in training activities but may be cited for traffic violations not demanding detention. ∗ If a guard member in immune status commits a misdemeanor, an investigation will be made so that a warrant or summons may be obtained for action after the period of immunity expires.
(5) Witnesses Under Subpoena	• A witness under subpoena is privileged from arrest while attending or traveling to and from court, except for treason, felony, or breach of the peace.

6. **ARREST OF FOREIGN NATIONALS**

A. Foreign Nationals	Due to treaties with foreign countries, when foreign nationals are arrested, the arresting officer **will** advise them of their right to have their government notified concerning the arrest. • This policy also applies to the arrest of undocumented persons. • A Consular Notification Form and Fax Sheet 80-11D will be completed and once signed, scanned and attached to the IR as a "Document". • If the foreign national asks that notification be made, the officer will inform the nearest consulate or embassy using the completed Consular Notification Form and Fax Sheet. • To obtain contact information for foreign consular offices in the United States and notification statements in foreign languages, log onto the U.S. Department of State-Bureau of Consular Affairs website travel.state.gov/cna or contact the Information Desk. • It will be noted in the IR whether the foreign national did or did not request his/her government be notified. • The foreign governments of the following countries **must** be notified regardless of whether the foreign national so wishes: ∗ Albania ∗ Algeria ∗ Antigua/Barbuda ∗ Armenia ∗ Azerbaijan ∗ Bahamas ∗ Barbados ∗ Belarus ∗ Belize ∗ Brunei ∗ Bulgaria ∗ China, Republic of[1] ∗ Costa Rica ∗ Cyprus ∗ Czech Republic ∗ Dominica ∗ Fiji ∗ Gambia ∗ Georgia ∗ Ghana ∗ Grenada ∗ Guyana ∗ Hong Kong ∗ Hungary ∗ Jamaica ∗ Kazakhstan ∗ Kiribati ∗ Kuwait ∗ Kyrgyzstan ∗ Macao ∗ Malaysia ∗ Malta ∗ Mauritius ∗ Moldova ∗ Mongolia ∗ Nigeria ∗ Philippines ∗ Poland[2] ∗ Romania ∗ Russia ∗ St. Kitts/Nevis ∗ St. Lucia ∗ St. Vincent/the Grenadines ∗ Seychelles ∗ Sierra Leone ∗ Singapore ∗ Slovakia ∗ Tajikistan ∗ Tanzania ∗ Tonga ∗ Trinidad/Tobago ∗ Tunisia ∗ Turkmenistan ∗ Tuvalu ∗ Ukraine ∗ United Kingdom[3] ∗ Uzbekistan ∗ Zambia ∗ Zimbabwe **NOTE**: [1]Notification is not mandatory for persons carrying "Republic of China" passports issued by Taiwan. The nearest office of the Taipei Economic and Cultural Representative Office (TECRO), the unofficial entity representing Taiwan's interests in the United States, should be notified without delay upon the national's request.

6. **ARREST OF FOREIGN NATIONALS** (Continued)

A. Foreign Nationals (Continued)	**NOTE**: [2]Mandatory only for foreign nationals who are not lawful permanent residents in the United States; for example, "green card" holders, otherwise, upon the national's request. [3]Includes British nationals from Great Britain (England, Wales, and Scotland); Northern Ireland; Crown Dependencies of Jersey, Guernsey, and the Isle of Man; and British Overseas Territories, including Anguilla, Bermuda, the British Virgin Islands, Cayman Islands, Gibraltar, Montserrat, and the Turks and Caicos Islands, along with other island territories. • Complete information relating to the obligations of federal, state, and local government officials to provide information to foreign consular officers and to permit foreign consular officers to assist their nationals in the U.S. is available in the Consular Notification and Access (CNA) Manual. ∗ For questions not addressed in the manual, contact the U.S. Department of State CNA by telephone: 202-485-7703, FAX: 202-485-6170, or email: consnot@state.gov. ∗ For urgent telephone inquiries outside normal business hours, call the Department of State Operations Center at 202-647-1512.

7. **CITIZEN ARREST**

A. All citizen arrests will have the following elements before officers accept a prisoner:

(1) The prisoner is in the custody of the citizen (either by actual physical restraint or the prisoner's voluntary submission to the arrest).

(2) The citizen making the arrest intends to prosecute.

(3) The citizen arrest is apparently lawful, being a misdemeanor amounting to a breach of the peace or a felony committed in the citizen's presence.

NOTE: Officers must inform suspects they are under arrest and the cause of the arrest.

B. Signing Complaints

(1) Arresting citizens will be advised they are not required to sign complaints; however, they will receive a subpoena to testify in court if the charge is contested by the suspect.

(2) If a citizen does not desire to make a citizen arrest, or is unable to make a citizen arrest, but desires prosecution, an IR will be completed.

(3) Officers will inform the citizen the report will be forwarded to the City Prosecutor for review and the City Prosecutor will advise of the case status by mail.

8. **FUGITIVE ARRESTS**

A. A fugitive is any person wanted by any law enforcement agency **outside the state of Arizona** on a verified **felony** warrant.

B. Demand for Arrest From a Law Enforcement Agency

(1) A demand for the arrest of a wanted subject will be honored if received from a law enforcement or correction agency, or other public authority with powers of prosecution and extradition.

8. B. (2) Copies of the complaint, warrant, and verification that extradition has been authorized should be on file before the arrest is made.

NOTE: In the case of a serious offense or probability the fugitive will escape, an arrest may be made on an electronically verified (fax, e-mail, etc.) or computerized warrant.

(3) Demands should contain the following information, regardless of how they are received:

• Subject's full name and date of birth • Charges • Statement that demanding agency will extradite • Physical description • Issuing agency name and judge's name • County where warrant was issued	• Warrant number • Court address • State where warrant was issued • Date of warrant • Bond amount, if any • Date, time, and name of officer placing hold

(4) Demands by electronic message with the above information should state that copies of the complaint and warrant will follow via fax or U.S. mail.

(5) Demands by letter from other agencies will be honored if accompanied by copies of the complaint, warrant, and a statement that extradition has been authorized.

(6) Demands by telephone will not be honored except in unusual or emergency cases.

(a) The demanding agency will be asked to fax the required warrant and extradition information immediately following the telephone call.

(b) Under these circumstances, a VCB supervisor or the duty commander must authorize the arrest before it can be made.

(7) The arresting officer will determine the person about to be arrested is the person named on the demanding agency's warrant and will also advise the subject of the following:

- Charge information
- Requesting agency name
- Fact that a warrant has been issued
- Bail amount

(8) When a telephone call is made to the demanding agency, the demanding agency will be notified of the following:

- The suspect is in custody
- Suspect will be held at the 4th Avenue Jail
- The MCSO Fugitive Detail will notify them whether or not the suspect signs a waiver of extradition.

C. Foreign Fugitives

(1) Information on subjects wanted by foreign countries is available in NCIC.

NOTE: Special inquiries into this file are not required as all wanted person file inquiries will be searched against the Foreign Fugitive File.

(2) If a positive response is received, the following procedures will be followed:

(a) A supervisor will be advised of the situation.

(b) The subject will be taken to a police facility for follow-up investigation.

8. C. (2) (c) INTERPOL will be contacted at 202-272-8283 and advised of the situation.

- INTERPOL will confirm or deny the warrant and attempt to estimate how long it will take to verify extradition.

  * If INTERPOL confirms the warrant and there are no other charges, the subject will be booked into jail with a **HOLD** for INTERPOL.
  * If INTERPOL cannot confirm the warrant and there are no other charges, the subject will be released and an FI will be completed ensuring *Tactical Support Bureau*/*Tactical Support Bureau, FAID* is selected as "Offense Element 1"/"Offense Element 2" for proper routing.

(3) If the subject is not a U.S. citizen, see Operations Order 4.48, Immigration Procedures.

(4) HOLDS may be placed for both INTERPOL and U.S. Immigration and Customs Enforcement (ICE).

D. Non-Support or Desertion - Warrants charging non-support or desertion from other states will be handled in the same manner as any other out-of-state warrant.

E. Fugitive From Justice Documentation

(1) An FI (select *Other/Non-Crime* for the "Offense Description") documenting a fugitive from justice will only be completed if any of the following conditions exist:

- There is a problem with the identification of the suspect
- An interview was conducted
- Incriminating statements were made by the suspect that may assist the originating agency

(2) Refer to the following chart for information to include in the FI:

(a) Suspect	• Include a clothing description and any scars, marks, tattoos, and aliases
(b) Narrative	Warrant information: • Name as shown on warrant • Charge as shown on warrant • Warrant number (some agencies do not use numbers) • Warrant issue date • Who issued the warrant (judge or issuing person, court or agency) • County, city, and state in which warrant was issued • Recommended bond (set by judge who issued warrant) • "Will extradite" • Suspect admissions or comments • Confirmation of person named on the warrant and/or knowledge of warrant, guilt, or innocence • Criminal activity or criminal involvement since arrival in Phoenix • Information on local associates • Disposition of children, vehicle, or property • Response to demanding agency

9. **FELONY WARRANT FOJ** - Any person arrested for a felony warrant issued by an Arizona law enforcement agency outside Maricopa County will be handled like a felony warrant listed in section 3.B of this order.

10. **REDUCED PROSECUTION OF SPECIFIC CLASS 6 FELONIES**

A. The prosecution of eligible adult first offenders for the following class 6 felonies will be handled as class 1 misdemeanors in City Court.

B. Designated Class 6 Felonies

(1) Criminal Trespass	• ARS 13-1504; first degree • When the residential structure is vacant
(2) Criminal Damage	• ARS 13-1602 • A class 6 felony when the value of the property damaged is more than $250 but less than $2,000.
(3) Theft	• ARS 13-1802 • A class 6 felony when the value of the property stolen is more than $1000 but less than $2,000, or when the property stolen is a firearm, a car (ARS 13-1803), or a dog taken for the purpose of dog-fighting.
(4) Unlawful Use Of Means Of Transportation	• ARS 13-1803A2 • Applies to passengers only.
(5) Shoplifting	• ARS 13-1805 • A class 6 felony when the value of the property stolen is more than $1000 but less than $2000, or the item stolen is a firearm.
(6) Unlawful Failure to Return Rental Property	• ARS 13-1806 • A class 1 misdemeanor regardless of value unless: ∗ The item is a rental car (ARS 13-1814.A.2.), which is a class 6 felony ∗ The item is a car and there is payment due (ARS 13-1813), also a class 6 felony
(7) Escape	• ARS 13-2502; third degree
(8) Resisting Arrest	• ARS 13-2508 • When the resistance is to a misdemeanor arrest, but in no cases where the defendant inflicts injury upon the police officer.

C. An eligible "adult first offender" is an individual 18 years of age or older who:

- Has no prior felony convictions
- Has no prior misdemeanor convictions for any of the eight class 6 felonies listed in section 10.B of this order
- Is not a Repeat Offender Program (ROP) target as determined by an ACIC/NCIC records check

D. Law Enforcement Justice Information Systems (LEJIS) Check

(1) Officers must request a LEJIS conviction check to obtain the proper conviction information.

- LEJIS is a countywide records check
- LEJIS conviction information may be obtained through ISU

(2) LEJIS information of prior convictions and who provided it must be noted in the Release Questionnaire (Form IV) Booking form and the IR, such as "Per Mary A1582, ISU, prior conviction for burglary, Maricopa County, 1985."

10. D. (3) If there is a question concerning the identity of the suspect/violator, a full set of fingerprints and a photograph will be taken, and an Automated Fingerprint Identification System (AFIS) search completed prior to release, or the suspect may be booked.

(4) If LEJIS information is not available, the offense will be handled as a felony.

E. Charging Designated Class 6 Felonies (See Operations Orders 7.4, Booking Procedures, for additional information)

(1) If the suspect does not meet the criteria outlined in section 10.C of this order, he/she is not eligible for the reduced prosecution and *Class 6 Felony* will be selected as the "Charge Class" in the Offense section of the Booking Report.

(2) When LEJIS information is not available, the offense will be handled as a felony.

- Follow-up investigators must obtain the needed conviction history to continue the case as a felony.

(3) If the suspect meets the criteria outlined in section 10.C of this order, they will be charged with the offense as a misdemeanor.

(a) *Class 1 Misdemeanor* will be selected as the "Charge Class" in the Offense section of the Booking Report.

- The following statutes will require a dollar amount (over $1,000, under $1,000, or unknown) to be selected form the "Property Value" drop-down box in the Offense section of the Booking Report for the property damaged or stolen:

  * ARS 13-1602, Criminal Damage
  * ARS 13-1802, Theft
  * ARS 13-1805, Shoplifting
  * ARS 13-1806, Failure to Return Rental Property

F. ATTCs

- Suspects eligible to be charged with a misdemeanor under the reduced prosecution may be cited in lieu of detention (CLD'd), with the issuance of an ATTC, as an alternative to incarceration.

11. **ARRESTS IN OUTSIDE JURISDICTIONS**

A. Officers must have a supervisor's permission before leaving City limits to make a probable cause or warrant arrest.

B. Unless exigent circumstances exist, officers must also notify the jurisdiction in which the arrest is to be made and request a local uniformed officer be present for felony arrests and arrests involving potentially violent subjects.

12. **ARRESTS BY UNDERCOVER OFFICERS**

A. When an undercover officer responds to a radio call or observes an incident requiring police action, the undercover officer will not immediately intervene in the situation or make an arrest.

EXCEPTION: Undercover officers will take immediate police action if it is likely serious bodily injury will result if the officers do not take action.

(1) The undercover officer's primary responsibility will be to maintain surveillance of the situation and await the arrival of marked units.

12. A. (2) The undercover officer should relay any pertinent information about the situation to responding marked units.

B. This policy will not apply under the following conditions:

(1) Those situations in which a pre-planned arrest is to occur, such as narcotics, "buy bust", or Human Exploitation and Trafficking (HEAT) Unit prostitution arrest.

(2) Any situation in which the element of surprise is necessary to maintain officer safety and an arrest contingency plan has been previously established, such as a Special Assignments Unit (SAU) "street jump".

C. The term "undercover" will include those officers working in a covert capacity or any officers whose appearance deviates from Department hair and grooming regulations to an extent that they would not be readily recognized as a police officer.

D. When practical, an undercover officer should wear a Rapid Response outer vest carrier or raid jacket when involved in an arrest situation (see Operations Order 3.15 Addendum N).

13. **PETTY OFFENSE ENFORCEMENT**

A. Officers will only enforce petty offenses upon complaint and will normally make an educational contact with the violator.

(1) In aggravated situations, an ATTC may be issued or the IR submitted for a complaint.

(2) Violators will NOT be booked.

B. Any attempted class 3 misdemeanor is processed as a petty offense.

14. **ARREST OF SWORN DEPARTMENT EMPLOYEES**

A. Notifications	• Officers will immediately notify a supervisor when they arrest a sworn Department employee. • When any supervisor is notified by Phoenix or another law enforcement agency a sworn employee has been arrested, the notified supervisor will be responsible for ensuring the arrestee's immediate supervisor and commander/administrator (duty commander after normal business hours) are promptly notified. ∗ The notified supervisor will also complete and forward a memorandum to his/her bureau/precinct commander/administrator by the end of shift. ∗ The bureau/precinct commander/administrator will promptly review and forward the supervisor's memorandum to his/her assistant chief. • The arrestee's bureau/precinct commander/administrator (duty commander during non-business hours) will ensure the Professional Standards Bureau (PSB), his/her assistant chief, and the City Manager Liaison commander is notified of the arrest.
B. Documentation	Memorandum • Arrested employee's name • Arrested employee's assignment • Nature of crime for which the employee was arrested or indicted • Attach copies of the applicable documentation listed below to the memorandum Related Paperwork • IR (including the Impaired Driver Report (IDR) when applicable) • Booking forms • Arizona Traffic Ticket Complaint (ATTC) Routing – Office of Administration, arrested employee's assistant chief

14. **ARREST OF SWORN DEPARTMENT EMPLOYEES** (Continued)

C. Management and Responsibility	Arrested/Indicted Employees Commander's Responsibility • Upon notification of a sworn employee being arrested or indicted, the affected employee's commander **will** immediately assign the employee to a minimal public contact non-enforcement position. • During the period of the non-enforcement assignment, the employee's commander will review the circumstances of the arrest or indictment to ensure the employee's return to his/her regular duty assignment will not endanger the public or further harm the Department's reputation. • Prior to the employee being returned to their normal duty assignment, the circumstances surrounding the arrest or indictment will be reviewed by the assistant chiefs including the executive officer. **NOTE**: This policy applies to the initial notification of an employee arrest and the immediate action required. For other employee disposition and reassignment options see Operations Orders 2.13, Administrative Procedures and Operations Order 3.19, Misconduct Investigation, for investigations and follow-up requirements.

15. **ARREST OF MUNICIPAL EMPLOYEES, AIRLINE PILOTS, MEDICAL DOCTORS, AND PHYSICIAN'S ASSISTANTS** - A supervisor **will be** contacted in all circumstances.

A. City of Phoenix Employees	
(1) Notifications	If it is necessary to arrest an on duty City employee, the arresting officer will adhere to the following steps prior to making the arrest unless exigent circumstances exist: • Advise a police supervisor of the circumstances of the impending arrest. • Advise and consult with the City employee's supervisor. • Make the arrest in a manner that minimizes undue disruption to the arrestee's workplace and does not jeopardize the safety of other City employees. • If exigent circumstances exist which prevent the officer from making notifications prior to making the arrest, they will be made as soon as possible after the arrest. • The arresting employee's supervisor will notify their bureau/precinct commander/administrator who will in turn notify the City Manager Liaison commander of the circumstances (24-hour a day notification). • Arrest procedures will be the same for off duty City employees as with any other citizen. Officers will complete the documentation listed below for all arrests of any City employee (on duty or off duty).
(2) Documentation	Memorandum • Arrested employee's name and serial number • Arrested employee's supervisor's name • Department name and location • Telephone extension • Attach copies of applicable documentation listed below to the memorandum Related Paperwork • IR (including the IDR when applicable) • Booking forms • ATTCs Routing - Office of Administration

15. **ARREST OF MUNICIPAL EMPLOYEES, AIRLINE PILOTS, MEDICAL DOCTORS, AND PHYSICIAN'S ASSISTANTS** (Continued)

B. Employees of Other Arizona Municipalities	
(1) Notifications	Law Enforcement Personnel • Officers will notify their chain of command when they arrest a sworn employee from another law enforcement agency. • Bureau/precinct duty commanders/administrators will be responsible for notifying the arrested person's agency. • First-line supervisors will complete and forward a station entry to their bureau/ precinct commander/administrator. Other Municipal Employees - Arrest procedures will be the same as with any other citizen, but the documentation procedures listed below will be complied with.
(2) Documentation	Memorandum • Arrested person's name • Arrested person's employer (agency name and address) • Agency telephone number • Attach applicable documentation listed below to the memorandum Related Paperwork • IR (including the IDR when applicable) • Booking forms • ATTCs Routing - Office of Administration
C. Airline Pilots, Medical Doctors (MD), or Physician's Assistants (PA)	
(1) Notifications	• Officers will complete the documentation listed below and route to the Office of Administration.
(2) Documentation	Memorandum • Subject's name • Location of arrest • Date and time of arrest • Charges • Attach applicable documentation listed below to the memorandum **EXCEPTION**: A memorandum is not necessary when the subject is cited only for driving on a suspended or revoked driver license. Related Paperwork • IR (including the IDR when applicable) • Booking forms • ATTCs

16. **OFF-DUTY OFFICERS FROM OUTSIDE AGENCIES** - Off-duty officers from outside agencies working as store security within the City will refer to their agency's internal policies and procedures when making arrests.

17. **CIVIL ARREST WARRANTS**

A. A civil arrest warrant is an order issued by a judge in a non-criminal matter directed to any peace officer in the State to arrest the individual named in the warrant and to bring such person before a court; this does not include child support arrest warrants (see section 17.B below).

(2) Civil arrest warrants are entered in ACIC.

17. A. (2) (a) If an officer gets a hit on a civil arrest warrant and the ACIC information indicates the warrant is valid at the time of contact, the subject will be arrested and verification procedures will be followed.

(b) If the warrant is not valid, the subject will not be arrested.

(3) Verification Procedures

(a) Contact the Maricopa County Operations Information Center (OIC) at 602-876-1061 and verify the following:

- Date of the warrant
- Date of expiration
- Whether or not the civil warrant can be served (based on the time of day specified by the court on the warrant)

(b) The subject will be booked if the warrant is valid.

(4) The charge will be Interfering with Judicial Proceedings (civil), ARS 13-2810.A, a class 1 misdemeanor.

B. Child Support Arrest Warrants

(1) A child support arrest warrant is an order issued by a judicial officer in a non-criminal matter involving child support which directs a peace officer in the State to arrest the individual named on the warrant and to bring such person before the court.

(2) Child support arrest warrants may be served 24 hours a day/seven (7) days a week and will be executed like any other arrest warrant.

(3) Verification Procedures

(a) Contact the Maricopa County OIC at 602-876-1061 and verify the following:

- Date of the warrant
- Issuing court and judge
- Release amount (the amount of money set by a Superior Court judge or commissioner that is a portion of the suspect's delinquent child support)

(b) If the warrant is valid, the subject will be booked into jail under ARS 25-6842, Civil Child Support Arrest Warrant.

- Even if a release amount is indicated, individuals arrested on this type of warrant will NOT be allowed to post a release amount until after they have been booked into jail.
- The release amount will be listed in the Offense section, "Bail Amount" data field of the Booking Report.
- After formal booking procedures, suspects may arrange with the 4th Avenue Jail Bonds and Fines Desk to post the release amount.

(4) Documentation

- Booking forms
- An IR is not required

17. B. (5) Child Support Warrants Issued **Outside** Maricopa County

- The warrant information will be entered in the Arrest section, Hold Information panel of the Booking Report with the pertinent information.
- Ensure the Form IV Booking form is also completed.

18. **TELEPHONE CALLS FOR ARRESTED PERSONS**

A. When a suspect is detained or arrested and transported to a police facility prior to being booked into jail, the suspect will be given the opportunity to make two telephone calls within two hours of the time the suspect was taken into custody.

(1) When extenuating circumstances exist, such as a search warrant is being drawn and contraband may be removed or destroyed if the suspect is allowed to make a call, officers may delay the use of the telephone beyond the two-hour limit.

(2) When use of the telephone is delayed beyond the two-hour limit, a memorandum documenting the circumstances will be forwarded through the chain of command to the Chief of Police.

(3) All long-distance telephone calls will be paid for by the suspect, by credit card, collect, or by charging to a third number.

(4) If the suspect requests to contact an attorney and is unable to do so, the reasons will be noted on the appropriate reports and the officer will discontinue questioning concerning the criminal investigation.

B. Procedures

(1) To ensure a suspect's right to confidential conversation with counsel, officers will dial the telephone numbers requested and place the suspect in the holding cell with the phone receiver.

(a) The cell door will be closed so as not to damage the phone cord.

(b) The officer will move far enough away so as not to overhear the conversation.

(2) Telephone numbers called should be documented in the IR or the arresting officer's Daily worksheet via the RT command using their MDC.

19. **BAIL BOND ENFORCEMENT** - In accordance with ARS 13-3885.A, a bail bond agent or bail recovery agent may arrest or apprehend a defendant whose bail has been revoked.

A. Definitions

(1) Bail Bond Agent - A person licensed by the Arizona Department of Insurance and appointed by an insurer through a power of attorney to execute or countersign bail bonds in connection with judicial proceedings.

(2) Bail Recovery Agent - A person who is employed or hired as an independent contractor or otherwise utilized by a bail bond agent to assist the bail bond agent in the presenting a defendant in court when required, in apprehending a defendant, surrendering the defendant to a court, or in keeping a defendant under necessary surveillance.

19 B. Assistance to bail bond agents or bail recovery agents

(1) Officers **will not** assist bail bond agents or bail recovery agents in arresting or apprehending subjects solely for the purpose of bail bond enforcement.

(2) Officers should obtain the name and date of birth of the subject the bail bond agent or bail recovery agent is attempting to arrest or apprehend.

(3) A warrant check on the subject should be made via the MDC/radio.

(a) If a valid warrant exists and the subject's location is known, officers must follow procedures outlined in Operations Order 4.11, Search and Seizure, regardless of **any** paperwork provided by the bail bond agent or bail recovery agent.

NOTE: Bail bond agents or bail recovery agents will not be utilized in the arrest of the subject other than for providing information on the current situation that may assist officers in developing their course of action/tactics.

(b) If the subject is ultimately arrested for a valid warrant, **officers** will maintain custody of the subject and complete the booking procedures.

(c) If no valid warrant exists, no further assistance will be provided other than to preserve the peace or to investigate alleged law violations.

C. Bail bond enforcement violations

(1) ARS 13-3885.B.1 - A bail bond agent or bail recovery agent cannot enter an occupied residence without the permission of all the occupants who are present at the time of the entry (preauthorized written consent for agents to enter does not preclude them from this requirement). Any violation is a class 5 felony.

(2) ARS 13-3885.E - A bail bond agent who is licensed in another state, but is not licensed in Arizona, shall contract with a bail bond agent licensed in the state to retain the services of a bail recovery agent in this state to conduct bail recovery or arrest. Failure to do so is a class 5 felony.

(3) ARS 13-3885.B.2 - Any person who conducts a bail recovery arrest or apprehension must have written authorization from a bail bond agent licensed in Arizona. Failure to do so is a class 5 felony.

(4) ARS 13-3885.B.4 - A bail bond agent or bail recovery agent cannot authorize or allow any third party bail recovery agent to undertake an apprehension or arrest if the bail recovery agent has been convicted in any jurisdiction of theft or of any felony or any crime involving carrying or the illegal use or possession of a deadly weapon or dangerous instrument. Any violation is a class 5 felony.

(5) ARS 13-3885.B.3 - A bail bond agent or bail recovery agent cannot wear, carry, or display any uniform, badge, shield or other insignia or emblem that implies that the bail recovery agent is an employee, officer, or agent of the state, a political subdivision of this state, or the federal government. A bail recovery agent may display identification that indicates the agent's status as a bail recovery agent only. Any violation is a class 5 felony.

1. **OVERVIEW OF SEARCH AND SEIZURE**

A. Orders and regulations concerning the subject of search and seizure are difficult to set forth as hard and fast rules.

B. The guidelines in this order address the basic rules of search and seizure; no attempt is made to address every conceivable search and seizure issue, because each situation involving search and seizure is different and must be judged on its own facts; the application of these guidelines must not be arbitrary.

C. Officers will adhere to these guidelines as closely as possible, keeping in mind the variations inherent in search and seizure and that court decisions frequently change their application.

(1) The Legal Unit is available to provide assistance concerning legal interpretation of search and seizure rules and procedures.

(2) Under emergency conditions and after business hours, a Department legal advisor may be contacted with the permission of a supervisor.

D. Definitions

(1) Criminal Profiling	An investigative method in which police officers, through observation of activities and environment, identify suspicious people and develop legal grounds to stop them for questioning.
(2) Bias-Based Profiling	Stopping an individual based on a common trait of the group; this includes, but is not limited to race, color, religion/creed, sex/gender, ethnic or national origin, age, sexual orientation, gender identity or expression, disability, or economic status; this is commonly referred to as “racial profiling.”
(3) Daytime	Any time between 6:31 a.m. and 9:59 p.m., inclusive.
(4) Frisk	Pat-down of person’s exterior clothing to check for weapons.
(5) Nighttime	Any time between 10 p.m. and 6:30 a.m., inclusive.
(6) Open View	A circumstance where an officer sees an item that he/she has probable cause to believe is crime related (evidence) from a vantage point outside a constitutionally protected area (a place where a person has a reasonable expectation of privacy); a search warrant is required for a lawful search and seizure unless exigent circumstances exist; under the open view doctrine, a seizure is not automatically allowed, without more, such as exigent circumstances.
(7) Plain View	A circumstance when the officer is lawfully positioned to the see object; the object’s incriminating character is immediately apparent; and the officer has a lawful right of access to the object.
(8) Probable Cause to Arrest	Facts and circumstances, and any rational inferences therefore, that would lead a reasonable and prudent police officer to believe a crime has been or is being committed, and the subject to be arrested committed the crime; an officer may arrest based on probable cause.
(9) Probable Cause to Search	Facts and circumstances, and any rational inferences therefore, that would lead a reasonable and prudent police officer to believe a crime has been committed and evidence thereof will be found in the place to be searched.
(10) Protective Sweep	A quick and cursory search for persons posing an immediate danger to officers or others at the scene of an arrest. The sweep should occur at the time of the arrest or shortly thereafter.
(11) Racial Profiling	The reliance on race, skin color, and/or ethnicity as an indication of criminality, including reasonable suspicion or probable cause, except when part of a suspect description.
(12) Reasonable Expectation of Privacy	Two necessary elements: (1) the person must have an actual expectation of privacy (subjective), and (2) the expectation of privacy must be one that society recognizes as reasonable (objective).

1. D. Definitions: (Continued)

(13) Reasonable Suspicion	Facts and circumstances, and any rational inferences therefore, that would lead a reasonable and prudent police officer to believe crime is/was afoot (has been, is being, or is about to be committed); the officer need not know the exact nature of the crime; an officer may stop or detain a person based on reasonable suspicion but may not arrest or search.
(14) Search	An infringement upon a person's reasonable expectation of privacy; usually involves a physical intrusion for the purpose of seeking evidence.
(15) Search Warrant	An order in writing issued in the name of the state, signed by a magistrate, and directed to peace officers, commanding them to search for personal property, persons, or items described therein Arizona Revised Statute (ARS) 13-3911.
(16) Seizure	A person has been seized if, under a totality of the circumstances, a reasonable person would believe that he/she was not free to go; property has been seized when there is some meaningful interference with an individual's/possessors interest in that property.
(17) Standing	A person has standing to object to a search or seizure if that person has a reasonable expectation of privacy in the place to be searched or item to be seized; some factors used to determine if a person has standing to object include whether the person owns, leases, controls, lawfully occupies, rightfully possesses, or has an interest in the premises or property.
(18) Stop	A temporary detention of a person for investigation (a temporary detention is considered a seizure of a person and is, therefore, governed by the Fourth Amendment); a stop occurs when a reasonable person under the circumstances would believe that he/she is not free to go; a stop must be based on at least reasonable suspicion; a person is stopped when such person submits to a show of authority or physical force.

2. **REASONABLE SEARCH AND SEIZURE**

A. The Fourth Amendment to the United States Constitution, the Arizona Constitution (Article 2, Section 8), and court decisions interpreting the constitutional provisions and statutes protect all persons and their property against unreasonable search and seizure.

B. The most common legal courses of action available to officers for conducting a reasonable search and seizure are listed below:

- A valid search warrant
- An arrest based on probable cause
- A valid arrest warrant
- Incidental to a lawful arrest
- Exigent circumstances (probable cause exists, but no time to obtain a warrant)
- Investigative detention/stop and frisk
- Vehicle exception
- Plain view
- Consent
- Protective sweep
- Inventory
- Curtilage/open fields
- Abandoned property

NOTE: Searches relating to prisoners or bookings are found in the orders relating to those issues.

3. **SEARCH WARRANTS**

A. A search warrant will be issued only on probable cause and must be supported by an affidavit describing particularly the property or person to be seized and the persons and/or premises to be searched.

- All searches and seizures conducted pursuant to a search warrant are presumed reasonable.

B. Administrative Guidelines Concerning Obtaining a Search Warrant

(1) Search Warrant	• A search warrant may be issued for the following purposes: ∗ To recover property that has been stolen ∗ To seize property used as a means of committing a public offense (instrumentalities) ∗ To seize property, the mere possession of which is a violation of law (contraband) ∗ To seize property in the possession of any person who intends to use it as a means to commit a public offense, or in the possession of another to whom it may have been delivered for the purpose of concealing or preventing it from being discovered ∗ To seize property or things that constitute any evidence that tends to show a particular offense has been committed, or tends to show a particular person has committed an offense (items of evidentiary value only) ∗ To search for the subject of an arrest warrant in a third party's residence (absent of consent or exigent circumstances) ∗ Valid administrative/inspection search • If the officer possesses a valid arrest warrant, a search warrant is not necessary to enter the suspect's own residence; however, the officer must have probable cause to believe the suspect may be in the residence. ∗ A suspect's residence is considered the place where the suspect resides (as opposed to being a temporary guest or visitor). • The knock and announce provisions of ARS 13-3891 must be complied with to give the suspect the opportunity to surrender.
(2) Affidavit for Search Warrant	• The affidavit for search warrant presented to a judge should be based on the following: ∗ Personal knowledge of the applicant ∗ Another peace officer ∗ Information received from a reliable informant whose reliability should be established prior to the time the warrant is issued • In rare cases, the judge may find probable cause based on the totality of the circumstances, even though the information source is anonymous or otherwise is not a past proven reliable informant. • Affidavits lacking sufficient facts for a magistrate to exercise the necessary judgment, even though the warrant is issued, will likely lead to the suppression of the evidence seized on the warrant. • Officers must be extremely careful to describe exactly those premises to be searched, especially those composed of apartments, duplexes, or any places where more than one family lives. • If a vehicle is to be searched, it will be described as accurately as possible. • Each item that is the object of the search will be specifically described. • A warrant to search premises does not automatically extend by itself to include the search of persons present. Independent probable cause must exist to search the person.

3. B. Administrative Guidelines Concerning Obtaining a Search Warrant: (Continued)

(2) Affidavit for Search Warrant (Continued)	• If probable cause exists to search the occupants of the premises prior to the issuance of the warrant, they will be described particularly in the affidavit and the search warrant. • When drafting an affidavit specifically requesting a nighttime search, the officer must be able to allege good cause for searching at night, rather than waiting until daytime. • The officer who completes the warrant affidavit need not be present during execution of the warrant. • Officers attempting to obtain a search warrant will submit the affidavit to their supervisor, or another supervisor in their unit, for review prior to contacting a magistrate.
(3) Obtaining a Search Warrant	• A search warrant may be obtained from any magistrate in the State of Arizona, including the following: ∗ Supreme Court ∗ Court of Appeals ∗ Superior Court judges ∗ Justices of the peace ∗ City and town magistrates • Officers will first attempt to obtain a search warrant from the justice of the peace where the search warrant is to be served. ∗ If this judge is not available, any other justice of the peace may be contacted. ∗ If no justice of the peace is available, a City magistrate may be contacted. • During non-business hours, if none of the above listed judges are available, a Superior Court judge, Criminal Department commissioner, or Initial Appearance (IA) Court commissioner (4th Avenue Jail) may be contacted, but only if one or more of the following criteria exist: ∗ Court of Record Requirement - The incident involves a federal case or Federal/State Task Force Investigation. City courts and justice courts are not courts of record. ∗ High-Profile Case - The incident involved a high-profile case, such as the Bolles Case or Temple Murders. ∗ A True Emergency Situation Exists - The individual is leaving the jurisdiction, loss or deterioration of evidence is imminent. • The Information Services Unit (ISU) may be contacted for the work and home phone numbers of individuals who can refer officers to the nearest available Superior Court judge.
(4) Presentation to The Judge	• A completed affidavit for search warrant and the completed two-page search warrant will be presented to the judge who, if satisfied probable cause exists, will sign the warrant. • In determining probable cause, the judge can only consider the facts as sworn to in the affidavit, and any sworn oral testimony, prior to the issuance of the warrant. • Any communication in support of the affidavit, whether verbal or written, must be made under oath. • The telephonic search warrant procedure is an authorized method for obtaining a warrant. The Violent Crimes Bureau (VCB) may be contacted to obtain procedures for a telephonic search warrant.
(5) Court Jurisdiction	• A search warrant may be served by a Phoenix police officer anywhere in the State of Arizona. • A search warrant may be obtained from any magistrate (town magistrate, city magistrate, justice of the peace, superior court judge, or higher). • Such magistrates have jurisdiction to issue search warrants for any location in the State.

3. B. Administrative Guidelines Concerning Obtaining a Search Warrant: (Continued)

(6) Returning A Search Warrant To The Judge	• A search warrant must be executed within five calendar days from its issuance and returned to a magistrate within three court business days after the warrant is executed. • Upon expiration of the five day period, the warrant is void unless the time is extended by a magistrate. • Any unnecessary delay in executing the warrant might weaken the credibility of the information source and render the search invalid. • A written list of all property seized as the result of the warrant will be returned to the issuing magistrate along with the warrant. • At the time the warrant is returned, the officer should indicate whether the warrant will be unsealed immediately or five days after the return. • If indefinite sealing is desired, the officer should contact the Department's legal advisor. • A copy of the search warrant, affidavit, and inventory of seized property, with the Incident Report (IR) number listed on each form, will be scanned and inserted into the records management system (RMS) Incident module using the "Doc" (document) viewer. ∗ An entry will be made by the investigator in the RMS Case Management module, "Activity" tab, indicating the search warrant has been scanned and inserted into the RMS. • Officers who submit cases for prosecution involving the execution of a search warrant must immediately forward a copy of the affidavit and search warrant to the appropriate investigative bureau's Court Liaison Detail.

4. **SEARCH WARRANT/SURVEILLANCE/INVESTIGATION NOTIFICATION REQUIREMENTS**

A. The Regional Information Sharing (RISSafe) is intended to improve communication between various law enforcement agencies when conducting investigations, surveillance, and search warrants in an attempt to prevent incidents of mistaken identity, doubt of credibility, or other situations of misunderstanding.

B. RISSafe is operated by the Drug Enforcement Bureau (DEB).

C. RISSafe will be used by officers during any investigation that involves:

- Undercover officers and confidential informants
- Service of a search warrant and knock and talks
- Surveillance and fugitive apprehension
- Seizure of large amounts of illegal drugs, precursor chemicals, and/or clandestine labs

D. RISSafe is available for contact 24-hours a day, seven days a week at 602-220-9958.

(1) Front desk personnel will operate the RISSafe number on weekends, holidays, and between 11 p.m. and 7 a.m.

(2) When involved in an investigation, and when possible, officers should contact RISSafe at least four hours prior to any operation.

(3) The following information **must be** provided to be assigned a RISSafe number:

- Officer information (name, serial number, squad, precinct, and contact number)
- Incident information (incident type, location, date, and start and end times)

(4) In the event of conflicting operations, RISSafe personnel will contact all of the conflicting officers and/or agencies.

4. D. (2) (a) If contact cannot be made, the next highest-ranking on-duty/call supervisor will be contacted to resolve the conflict.

(b) It will be the involved officer's and/or agency's responsibility to make contact with each other and resolve operational conflict.

(c) Once resolved, the officers will call RISSafe to report the details of the resolution.

(d) The officer will be assigned a RISSafe number and be advised to call the radio supervisor.

(5) The RISSafe coordinator in DEB will log this information with the Narcotic Information Network Joint Assistance System (NINJAS).

(6) The NINJAS program is a statewide automated system operated by the Tucson High Intensity Drug Trafficking Area (HIDTA) center; RISSafe representatives will notify Department personnel if there are any NINJAS conflicts.

E. Investigative Operation Notification Requirements

(1) During Normal Business Hours (Monday through Friday, 8 a.m. to 5 p.m.)	• The responsible supervisor for the service of a search warrant, buy bust, or reversal, will notify the Communications Bureau radio supervisor and shift commander of the precinct in which the investigation is to be executed. ∗ Notifications of the impending investigation/execution will be made on the day of service, prior to execution of the warrant, buy bust, or reversal. ∗ The shift commander will notify the precinct or duty commander on duty. ∗ The radio supervisor will again be notified at the actual time of the execution of the warrant, buy bust, or reversal. ∗ If the warrant, buy bust, or reversal is not executed, the radio supervisor will be notified of this as soon as practical. • The radio supervisor will be responsible for logging and reviewing the following information: ∗ Date and time of notification ∗ RISSafe number (if one has not been obtained, one will be required before the service of any investigative operation) ∗ Location of warrant service, buy bust, or reversal investigation ∗ Suspect information, name (if known), nature of the warrant or investigation, such as narcotics or property ∗ Time warrant is signed ∗ Date/time warrant served or buy bust or reversal executed ∗ Notification logs (to ensure there is not a conflict, such as two bureaus serving search warrants at the same address • The Communications Bureau will maintain search warrant logs for one year and make them available to other bureaus/precincts upon request.
(2) Other Than Normal Business Hours	• The supervisor responsible for service of the warrant, buy bust, or reversal investigation, will notify the radio supervisor as during normal business hours. • The radio supervisor will notify the duty commander and appropriate dispatcher. • The radio supervisor will log and review the same information as listed for normal business hours.
(3) Outside the City	• The jurisdiction in which the warrant, buy bust, or reversal investigation is to be served will be notified and a request will be made for the presence of a local officer at the execution of the warrant.

4. F. During normal working hours when an employee of the Department is advised by another law enforcement agency of that agency's intention to execute an investigative operation within the City, the employee will notify a supervisor.

   (1) The supervisor will then notify the shift commander and Communications Bureau radio supervisor.

   (2) After normal working hours, the radio supervisor will be notified and will, in turn, notify the duty commander.

   (3) If another law enforcement agency notifies the Communications Bureau of an investigative operation that fits RISSafe criteria, the radio supervisor will gather the required information and transfer that agency to the RISSafe system for entry of the incident and assignment of a RISSafe number.

5. **SEARCH WARRANT EXECUTION**

   A. A sworn supervisor will be in charge of all search warrant executions.

   (1) The supervisor is expected to be in attendance and in approved uniform or Department jumpsuit for the duration of the search warrant process.

   (2) If it is not possible for a plainclothes detail supervisor to be in uniform, any uniformed supervisor of the Department may be assigned to accompany the officers with the approval of the shift commander.

   - The uniformed supervisor and other officers may be used as situations dictate, but they will return to their regular duty assignments after the initial entry and contact of the person served has been made.

   (3) Supervisors in charge of search warrant service will consider using the Special Assignments Unit (SAU) to make entry when any of the following circumstances exist:

   - Occupants are known to be armed or evidence strongly suggests occupants are armed
   - Occupants are known or believed to be members of a street or prison gang
   - Occupants are suspects in a violent crime
   - Occupants are known to be a suicide risk
   - Location is fortified to the degree that special breaching equipment is needed
   - Manpower needs are extensive due to the size of the location
   - Manpower needs are not met with existing resources
   - Any other circumstances exist that would deem the entry as "high risk"

   (4) Search warrant locations known or believed to involve cooking drug labs (clandestine labs) will be referred to DEB who will request the Department of Public Safety (DPS) to serve the warrant.

   B. The supervisor in charge of search warrant execution will be responsible for the following:

   (1) All notifications

   (2) Warrant information review, procedure (including compliance with the applicable provisions of ARS 13-3911 through 13-3921), conduct, and security

   (3) Appropriate memoranda

   (4) Digital recordings of the procedure

5. B. (5) Other tactical or administrative procedural details

(6) Personally handing the search warrant to the person upon whom it is served and explaining its purpose

(7) Leaving the search warrant copy in a visible position if the location is unoccupied

(8) Coordinating with supervisors of other agencies, if any are involved, to ensure the directives of this chapter are met

C. Even though the first officer at the door of the house or building will be a supervisor in uniform, other officers present and in view should also be in uniform if circumstances so dictate (for instance surrounding the building or at the back door).

(1) Uniformed officers will be assigned as necessary to ensure that persons inside the building are aware that police officers are initiating the action.

(2) Officers who must be present to further the investigative process may enter the scene without imprinted jacket, vest, or cap after the on-scene supervisor has declared the scene non-hostile and has authorized the entry.

(3) Undercover officers whose dress and appearance are not conventional for law enforcement personnel will not be involved in the actual execution of a search warrant unless their particular training and knowledge is necessary for the execution of the search.

(a) In any event, they will not be among the first officers to enter the premises.

(b) These undercover officers will not be in view of any persons inside the premises until entry has been accomplished.

- Body armor will be worn by all officers involved in the initial entry.
- Supervisors may permit exceptions to this requirement.

D. If a search warrant execution involves plainclothes officers from another agency, the Department's on-site supervisor will:

(1) Meet with the on-site supervisor from the other agency before executing the search warrant to discuss assignments.

(2) Provide appropriate notifications.

(3) Ensure that all plainclothes officers involved will be wearing adequate apparel to provide immediate recognition as officers.

(4) Coordinate a group assembly of involved personnel to promote recognition between participants and review tactical considerations.

(a) Involved plainclothes personnel from other agencies are expected to wear garments that are conspicuously marked to provide immediate recognition as an officer.

(b) If the other agency's tactical event plan does not meet the reasonable expectations or requirements of Department policy (inadequate manpower, safety concerns, or absence of an agency supervisor on site), the Department supervisor will inform the other agency of the inadequacies.

- They will not allow further involvement by Department personnel until the inadequacies are corrected.

5. E. Audio Recording

(1) One officer will be assigned to record, as completely as possible, all conversations surrounding the execution of the warrant.

(2) Special attention should be given to the statement of authority and reason for the search.

(3) Officers will use a formatted digital media card to record a search warrant execution.

- The recording will be properly marked, sealed in an envelope, and impounded as evidence.

F. Building Entry

(1) The amount of force used to enter a building in compliance with the search and arrest laws and procedures must be reasonable under the circumstances.

(2) Officers and their supervisor may be held civilly liable when the use of unreasonable force results in the destruction of property.

(3) When the supervisor of the detail executing the search warrant anticipates forcing entry into an occupied structure and/or using force against the occupants, they will comply with the following:

(a) Determine and make provisions for communication and specialized equipment needs

(b) Coordinate required assistance from specialized support units

(c) Consider availability of medical resources

(d) Develop strategies and tactics for approaching, entering, securing and leaving the structure

(e) Discuss with all members of the entry and search teams the threat potential and anticipated necessity for using force and making arrests

(f) Review the plan of execution with the immediate superior to evaluate effectiveness and approve the necessary action if the potential for violence is imminent or considered significant

(4) Any deviation from the execution of search warrant procedures will be cleared through the highest ranking supervisor of the bureau/precinct involved in the investigation prior to notifying the precinct or duty commander.

(5) Photographs will be taken of any damage and a Report of Property Damage/Loss/Injury Form 80-511D will be completed.

G. Seizure of Property

(1) Although several officers may engage in the search, one officer should be designated the finder so that one officer is responsible for documenting the circumstances of the search and seizure of property.

(2) Officers executing a search warrant are not necessarily limited to seizing only the items described on the warrant.

5. G. (2) (a) During the execution of the warrant, officers may seize the following items even though such property is not named on the warrant:

- Contraband
- Items of property the officer has probable cause to believe are stolen
- Instrumentalities of a crime
- Items of evidentiary value

(b) The items listed above in 5.G.(2)(a) may be seized only if they have been found within the course and scope of a proper search under the warrant, such as plain view.

EXAMPLE: [1]A warrant for a stolen television set would not justify the seizure of a pistol found in a small dresser drawer.
[2]A warrant for marijuana would justify the seizure of the same pistol.

(c) When an officer seizes property during the execution of a search warrant, a detailed receipt for the property seized will be given to the person from whom it was taken or in whose possession it was found.

- If the property is seized when a person is not present, a receipt will be left in a conspicuous place at the location where the property was found.
- Any officer present and participating in the search may sign the receipt.

H. Information Sources

(1) When information leading to the request for a search warrant has been supplied by an information source, the underlying circumstances demonstrating the source is credible or reliable, and the underlying circumstances that led the source to conclude the items to be seized (contraband, fruits and instrumentalities of a crime, or items of evidentiary value) would be where it is claimed to be, must be stated in the affidavit.

(2) When informant information is used to establish probable cause and the informant must remain confidential, the reason will be substantiated in the affidavit.

(a) When possible, the officer who is using the informant should be the affiant for the search warrant.

(b) The officer will make certain the informant is not present when the search or undercover buy takes place; if the informant becomes a material witness to the crime charged, the court will order the informant's identity disclosed.

(3) Refer to Operations Order 4.22, Information Sources, for additional policies governing the use of information sources.

6. **OBTAINING PHYSICAL EVIDENCE FROM A PERSON** - The County Attorney has made the following recommendations regarding obtaining physical evidence, such as fingerprints, photographs, handwriting samples, blood samples, and urine samples.

A. Pre-Arrest	• ARS 13-3905 provides for the issuance of a court order for the temporary detention of a subject to obtain evidence of identifying physical characteristics when there is no probable cause to arrest. • Reasonable cause to believe a crime punishable by at least one year in prison has been committed is required to obtain this court order. • Must show that procurement of the evidence may contribute to the identification of the person who committed the crime. • A showing must be made that such evidence cannot otherwise be obtained by the investigating officer from the Department or DPS.

6. **OBTAINING PHYSICAL EVIDENCE FROM A PERSON** - (Continued)

A. Pre-Arrest (Continued)	• There must be a reasonable connection between the subject to be detained and the crime charged. • The person to be detained has the right to counsel during temporary detention; officers are not obligated to advise the person of this right. • This court order must be signed by a magistrate. • The court order is valid for 15 days maximum and must be returned to the magistrate within 30 days from the date of issue. • The subject may be detained for a maximum of three hours.
B. Post-Arrest/Pre-Indictment	• A search warrant may be used in accordance with ARS 13-3912 and ARS 13-3913 to obtain personal physical evidence so long as no unreasonable intrusion of the person's body occurs. • An officer must establish probable cause that the thing to be seized tends to show a crime has been committed, tends to show a particular person committed the crime, or is evidence of a crime. • The following is recommended: ∗ The defendant be allowed to contact an attorney, if requested. ∗ The attorney will be allowed to be present during the taking of the exemplar if this can be timely and reasonably accomplished without hindering the process.
C. Post-Indictment; Information or Complaint	• Rule 15.2(a) of the Rules of Criminal Procedure, permits the prosecutor, upon written request to the defendant, to obtain certain evidence (such as to appear in a line-up; physical characteristics evidence, handwriting exemplars, voice comparison, try on clothing, submit to reasonable physical or medical inspection of defendant's body). • Officers choosing not to use Rule 15.2(a) in post-indictment situations should consult with the case prosecutor prior to taking any action. • Defendants have the right to have their lawyer present when evidence is taken under Rule 15.2(a); the prosecutor should notify the defendant's attorney prior to obtaining evidence under this rule.

7. **SEARCH INCIDENT TO LAWFUL ARREST**

A. Warrantless searches incidental to a lawful arrest are valid for the following reasons:

(1) To seize weapons or other articles that might be used to attack the officer

(2) To seize the means suspects might use to affect their escape

(3) To prevent the destruction of fruits, instrumentalities, or evidence of any crime

B. The Person

(1) Immediately upon a full custody arrest, an officer may lawfully search the person of the arrestee, items under the arrestee's immediate control (such as a backpack or wallet and the area within the arrestee's reach).

(2) The officer needs no further justification for the search other than the lawful arrest.

NOTE: See section below if the subject is to be cited and released (not booked).

C. Within Reach

(1) Search beyond the person must be limited to those areas that remain within the reach of the arrestee.

(2) Reach is not confined to arm's length, but includes the area reachable by the person if a lunge or quick move were made to gain possession of a weapon or evidence.

7. C. (3) If it is necessary for the person arrested to move about after arrest to put on clothing or assemble belongings, those areas where the person still has access may also be searched for weapons or evidence.

D. Searching the Premises - Officers may not search the premises where an arrest is made simply based on the fact of the arrest.

- In extremely rare circumstances, officers may search the premises at the time of arrest without a search warrant if there are justifiable facts showing **all** the following circumstances:

  * There was probable cause for the search (sufficient grounds upon which a search warrant could have been obtained).
  * Special circumstances existed that would make it impossible to safeguard the premises while a search warrant was being obtained after the arrest.
  * Special circumstances existed that required making the arrest before a search warrant could be obtained.

  NOTE: If possible, officers should secure the location and obtain a search warrant.

E. Search Incident to Arrest When Issuing an Arizona Traffic Ticket and Complaint (ATTC)

(1) If an officer observes a criminal violation (including criminal traffic) and intends to cite and release the subject from the start of the incident, the suspect being issued the ATTC **will not** be searched incident to arrest.

- Officers **will not** search anyone incident to arrest unless they book the subject into jail or transport for further investigation.

(2) Officers may still conduct a limited frisk of the outer clothing of the suspect for the purpose of discovering weapons that might be used to assault the officers, if there is reasonable suspicion to believe the person is armed or a danger to officers or others.

(3) A search of the subject may also be conducted based on probable cause the subject possesses evidence, contraband, fruits of the crime, instrumentalities, and/or items subject to lawful seizure, on their person, even though they will be cited and released.

8. **SEARCH BASED ON EXIGENT CIRCUMSTANCES (NO WARRANT)**

A. A search warrant to enter is not required when exigent circumstances exist, these circumstances may include:

- Response to an emergency (such as medical, fire, or bomb scare)
- Hot pursuit of a felony suspect
- Possibility of violence (such as hostage/barricade, domestic violence, or sexual assault)
- Probability of destruction of evidence

B. Whenever there is a need to conduct a search of a place (even the location of an anticipated arrest) and if an arrest does not have to be made immediately, the proper procedure is to obtain a search warrant before the arrest so it may be executed at the time of arrest.

C. Whenever there is a need to conduct a search of premises for which a search warrant is ordinarily required, but it becomes necessary to make an arrest before the search warrant can be obtained to preclude the suspect's escape or the loss of evidence, or prevent harm to persons, officers may be left to secure the premises from the outside while another obtains the search warrant.

8. C. (1) Officers may enter the premises without a search warrant to secure it from within (protective sweep) if exigent circumstances are present.

(2) The following factors shall be considered in establishing exigent circumstances:

(a) Whether probable cause existed to search

(b) Whether probable cause existed to believe someone was inside the premises who was aware of the items to be seized, and the person inside was aware of the imminent police search, and the person inside was involved in the criminal activities to the extent the person would have destroyed the evidence

(c) Whether the officer's tactics or conduct created the exigent circumstances

D. When reporting facts in an IR pertaining to a search and seizure based upon exigent circumstances, officers should articulate the specific circumstances that caused them to take immediate action, for example:

(1) The reliable information that caused the officer to believe the suspect was armed

(2) The exact nature of the emergency, such as a fire or medical emergency

(3) Seriousness of the offense

(4) The likelihood of evidence being destroyed or removed

9. **SEARCH AND SEIZURE OF A VEHICLE WITHOUT A WARRANT**

A. A vehicle may be stopped for investigation if the officer has a reasonable suspicion to believe the driver or occupants are involved in criminal activity or committed a traffic offense.

(1) The driver and passengers may be ordered out of the vehicle or to remain within the vehicle.

(2) The passenger compartment of the vehicle may be searched for weapons if the officer has reasonable suspicion the person associated with the vehicle is dangerous and the person may gain immediate access to weapons in the vehicle; the search is limited to areas where a weapon might be placed or hidden.

(3) The trunk may be searched only pursuant to probable cause, by vehicle inventory prior to release or tow, or by consent with authority or by apparent authority.

B. Vehicles and other conveyances (cars, trucks, RVs, or airplanes) may be completely searched without a search warrant when there is probable cause to believe the vehicle contains items that may be seized and the vehicle is mobile or readily capable of becoming mobile.

(1) The warrantless search may extend anywhere in the vehicle, including closed and locked containers, where the items being searched for may be found.

(2) If probable cause exists to search a vehicle that was in a mobile condition when it came into the custody of an officer, the vehicle may be moved to another location, such as the police station, out of the rain, and searched without a warrant.

C. If probable cause exists to search a container that is in a vehicle in a mobile condition, a search warrant is not necessary to search the container, even though there is no probable cause to search the entire vehicle.

9. D. Search Incidental to Arrest Made from a Vehicle

(1) Vehicle searches incidental to arrest are governed by *Arizona v. Gant*

(2) When an officer has made a lawful custodial arrest of an occupant of a vehicle, a search incident to arrest can only be conducted in one of two circumstances:

(a) When the arrestee is unsecured and within reaching distance of the passenger compartment at the time of the search

(b) When it is reasonable to believe evidence relevant to the crime of arrest may be found in the vehicle

(3) The search incident to arrest should commence while the arrestee is still at the scene.

(4) This search does not extend to the trunk.

(5) If an arrest is made as a result of a stolen vehicle stop, and a search incident to arrest is completed, the vehicle will be inventoried (including the trunk) prior to tow, release to owner, or if the vehicle is locked and left legally parked at the owner's request.

- An inventory search will be conducted as listed below in section 9.E. of this order.

E. Vehicle Inventories

(1) All vehicles that are to be towed that come under the control of officers will be inventoried prior to the tow.

(a) The purpose of an inventory is to protect the owner's property while it remains in police custody, to protect the officers against claims or disputes over lost or stolen property, and to protect the officer and others from potential danger.

(b) The purpose is not to find evidence.

(c) Officers will look in all areas where valuables or dangerous items could reasonably be located.

(d) Closed containers will be opened for the purposes of an inventory when the contents cannot be determined from examining the container's exterior.

(2) Officers will document the results of the inventory in the following manner:

(a) If an IR is completed, the procedures for documenting property in this order will be followed.

(b) If nothing of value was located, this will also be documented in the IR.

(c) Officers will document the search of a vehicle and the inventory of a vehicle as separate events in the IR.

(3) When an owner/driver of a vehicle requests the vehicle be locked and left legally parked, officers will inventory the vehicle.

(a) Officers will inform the owner/driver the vehicle will be inventoried for the protection of the owner/driver as well as the Department.

9. E. (3) (b) If the vehicle cannot be locked, and the owner/driver insists it be left at the scene, officers will discuss the potential for loss or damage with the owner/driver, such as a high crime area or potential for thefts.

(c) If the owner/driver acknowledges responsibility and still insists the vehicle be left at the scene, the vehicle will be legally parked and left.

(d) Officers will document the following information in the IR (if completed) or Field Interview (FI).

- Disposition of the vehicle
- Owner/driver's knowledge of potential for loss or damage
- Owner/driver's acknowledgment of responsibility for the vehicle

(4) If a responsible party is present who is willing (with the owner/driver's permission) to take responsibility for the vehicle, no inventory will be conducted.

10. **PERSONAL INVENTORY**

A. The purpose of an inventory is to protect the owner's property while it remains in police custody, to protect the officers against claims or disputes over lost of stolen property, and to protect the officer and others from potential danger.

- The purpose is not to find evidence.

B. Personal Effects

(1) Upon the full custody arrest of a subject, officers shall inventory all personal effects in the person's possession prior to booking.

(2) As part of the inventory, officers shall look inside all containers, locked or unlocked.

11. **PLAIN VIEW AND OPEN VIEW**

A. Officers may lawfully seize items in plain view.

(1) If during a valid frisk or pat down, an officer feels something the officer immediately recognizes as being crime-related, the officer may seize the item without a warrant.

(2) The officer must be able to articulate the probable cause to believe the item was contraband or otherwise seizable as being crime-related, such as training or experience.

B. Officers may not immediately seize items they see in "open view," unless exigent circumstances develop, or another exception to the warrant requirement applies, officers must obtain a search warrant before they seize items in "open view."

12. **CONSENT TO SEARCH (WITHOUT A WARRANT)**

A. Any consent search must be voluntary, without force, threats, or promises.

(1) The voluntariness of a person's consent is determined by the totality of the circumstances, using a reasonable person standard.

(2) A person who gives consent for the search waives the requirement for both a warrant and probable cause.

B. The person giving consent must have the authority to give such consent.

12. B. (1) A person has authority to consent if such person has common access or control over the area to be searched.

(2) If under the circumstances, the officer reasonably believes the person granting consent has such authority, the consent will be valid, even if later it is found the person lacked the authority to consent.

(3) Examples of persons who may have authority to consent are:

- Spouse
- Parent
- Host
- Employer
- Roommate (common areas)
- Child of suitable age and discretion (determined on a case by case basis)

C. If persons against whom the search is directed consent to the search of their persons or property, a search may be made and any fruits of a crime, instrumentalities of a crime, or contraband articles may be seized.

EXCEPTION: Officers **will not** conduct a search for evidence if a person that has joint access and control is **present** and refuses to consent to the search, even if another person with joint access and control is present and consents to the search.

- This does not mean officers cannot enter and search pursuant to a search warrant or under exigent circumstances: for example, domestic violence situations where police are entering to protect the possible victim and are not searching for evidence of an unrelated crime.

D. The scope of a consent search is determined under the reasonable person standard.

(1) An officer may search based upon consent only in places a reasonable person under the circumstances would have believed were included in the consent.

(2) When the officer's presence on the premises is based solely on lawful consent, the officer may not search the entire premises unless the search is within the scope of the consent: for example, officers may have consent to search the basement but not the bedroom.

E. Consent may be withdrawn at any time and, should this occur, the search must be terminated, unless probable cause has been developed.

F. If challenged, the officer has the burden to show the consent was purely voluntary and not the **product of coercion**.

G. Knock and Talks – A special type of consent search with additional procedures that must be followed to ensure the admissibility of any evidence obtained.

- For guidance and information concerning "Knock and Talks" contact DEB.

13. **PROTECTIVE SWEEP**

A. The purpose of a protective sweep is to protect the officers and others on the scene of an arrest from an immediate danger. Officers may look in places where a person could hide.

B. Officers may look in closets, under beds, and other places a person could hide in the immediate room where the arrest occurs. No reasonable suspicion or probable cause is necessary.

13. C. To go beyond the immediate room or location of the arrest, officers must be able to articulate facts which, taken together with rational inferences from those facts, would warrant a reasonably prudent police officer in believing the area to be searched harbors an individual posing a danger to those on the arrest scene.

14. **CURTILAGE AND OPEN FIELDS**

A. Curtilage - Although curtilage is difficult to define, it generally is the area around the home a person would reasonably expect to remain private.

B. A person has a reasonable expectation of privacy in the curtilage of the home.

C. The following are four factors to consider when determining whether the area to be searched or entered is part of the curtilage:

- The area's proximity to the home
- Whether the area is included within an enclosure surrounding the home
- Whether the area is being used for the intimate activities of the home
- The steps taken by the resident to protect the area from observation by passersby

D. Open Fields - Defined as any unoccupied or undeveloped area outside of the curtilage of the home.

(1) A person has no reasonable expectation of privacy in an open field.

(2) "Open field" is not to be taken literally; it could be a forest, desert area, or field.

(3) An officer may enter an "open field" without a search warrant and seize any evidence in plain view.

NOTE: A person may have a reasonable expectation of privacy in buildings, structures, or other property located in an "open field" and a search warrant or an exception thereto may be required before officers may search or seize evidence.

15. **ABANDONED PROPERTY**

A. Abandonment is the voluntary relinquishment of control of property.

B. A person who abandons property does not have an expectation of privacy in the property and there is no Fourth Amendment violation if the property is seized and searched.

C. Examples of Abandoning Property

- Subject throws a paper bag down and walks away from it
- Trash that is set out on curb for garbage collection
- Subject denies luggage checked in at the airport
- Subject checks out of hotel

16. **FIELD INTERVIEW AND INVESTIGATIVE DETENTION (STOP AND FRISK)**

A. The decision to detain and question a person will be determined by the individual situation.

(1) Officers must be able to articulate specific facts to show the detention was based upon a founded suspicion and was not done arbitrarily or for the purpose of harassment.

- Officers **will not** stop an individual based on race, color, religion/creed, sex/gender, ethnic or national origin, age, sexual orientation, gender identity or expression, disability, or economic status, unless part of a suspect description.

16 A. (2) What is suspicious cannot be set forth in these orders.

(3) Each officer must use personal knowledge, experience, training, and observations to determine what situations appear suspicious.

(4) Officers will be courteous and use a professional demeanor when questioning a person.

(5) If satisfied the subject is not involved in any suspicious or illegal activity, or is of no concern to any Department detail, an FI will not be required.

(6) Officers are not prohibited from contacting persons and engaging them in conversation.

(a) The person need not cooperate with the officer.

(b) If officers lack a reasonable suspicion to detain the person, officers shall not stop or detain the person merely based on their desire to speak with the person.

(c) When questioning individuals for personal information, the Federal Privacy Act of 1974 requires officers to advise persons that providing their social security number is voluntary and used for keeping and collecting accurate records and identification.

B. Warrant checks will be made during the detention and interrogation, via the Mobile Data Computer (MDC), police radio, or telephone whenever possible.

NOTE: Officers will not wait until the end of shift to make records checks.

(1) If a City of Phoenix warrant hit is received, officers will telephone ISU as soon as possible to verify the warrant.

- All other warrants will need to be verified by the issuing agency.

(2) If the Arizona Crime Information Center (ACIC) or the National Crime Information Center (NCIC) system is down, officers will contact the Maricopa County Sheriff's Office (MCSO) to verify local felony warrants.

(3) When a warrant check reveals a BOLO (Be On Look Out), officers will call ISU for further information

- If a telephone is unavailable, officers will ask the Communications operator to obtain the information from ISU and relay it to them.

C. The subject's name and physical description, vehicle description, and purpose of the contact will be entered via the MDC screen and routed to the detail most concerned with the subject, such as Robbery or Auto Theft.

D. An officer may stop a person for investigative detention if the officer has a reasonable suspicion to believe that crime is afoot (suspicious circumstances indicating criminal activity).

(1) The stop is limited to such period of time as is reasonably necessary for the accomplishment of the purpose of the stop.

(a) This will be determined on a case-by-case basis.

(b) Officers must diligently pursue their investigation to confirm or dispel their suspicion.

(2) Twenty minutes is the rule of thumb for determining the reasonable amount of time necessary to investigate.

16. D. (2) (a) Under the circumstances, a reasonable amount of time could be more or less than 20 minutes.

(b) The longer the detention, the greater the need for compelling circumstances.

E. During an investigative detention, an officer may frisk or pat down the person's outer clothing if the officer has a reasonable, articulable belief the person is armed or dangerous.

(1) The following should be considered:

(a) The frisk is to check for weapons.

(b) The purpose of the frisk is to protect the officer.

(c) Suspicious activity alone will not allow a frisk for weapons, contraband, or other evidence.

(2) Persons Carrying Objects

(a) If the person is carrying an object (a purse, shopping bag, or briefcase), an officer may remove such object from the person's control if the officer reasonably believes under the circumstances the object may contain a weapon or dangerous instrument.

(b) If the officer cannot determine whether such object contains a weapon without opening it, the officer may look inside the object and briefly examine its contents.

F. Generally, a person detained for investigation should not be handcuffed, confined in a police car, or transported from the location of the stop without their consent.

(1) If the person presents an articulable safety or escape risk, the officer may restrain or confine the person during the stop.

(2) A person detained for investigation may be transported a few blocks for identification by witnesses. The better practice is to bring the witnesses to the person's location.

G. If, during an investigative detention, probable cause is developed to arrest the person detained, the person may be handcuffed, confined in a police car, or transported from the scene.

1. **ABANDONED REFRIGERATORS**

A. It is a misdemeanor for any person to keep an abandoned refrigerator, icebox, or similar container in a place accessible to children without removing the door, hinges, lid, and/or latches per Arizona Revised Statutes 36-1651.

(1) Officers will advise the owner or person in charge to eliminate the hazard immediately.

(2) If it appears it would be physically impossible for the violator to remove the door (old age, physical handicap, lack of tools, etc.), the violator may be advised to contact the local fire station for assistance in removing the door, hinges, etc.

(3) Officers will complete an Incident Report (IR) for such violations.

B. A follow-up check will be made by resource bureau detectives; if uncorrected, the procedure for obtaining a complaint will be followed.

2. **ALARMS**

A. When responding to silent or audible alarms, officers will treat the alarm as valid until the premises, vehicle, or person has been checked.

B. False Alarms

(1) When it is determined an alarm is false, officers will complete the Mobile Data Computer (MDC) False Alarm Mask and include the following information:

- Area (as specifically as possible) in which the alarm was activated and the cause of the activation.
- Name of the representative at the premises if one responds.
- Reason for the activation and whether or not the representative knows the reason for the activation (list representative's response).

(2) If, after checking the premises or mobile device, the alarm is found to be false, officers should complete the False Alarm Notification Form 80-304.D and leave it at the premises or with the responsible party.

C. Alarm Devices

- If the alarm activation involves a smoke or fogging device for the interior of the building, entry will not be made until a responsible party verifies the system has been turned off and the substance has dissipated.

  * Officers will take perimeter positions to cover building exits.

D. Responsible Party

(1) Officers can access information on responsible parties from the "call information" section of the "My Calls" screen on the MDC, or contact the Communications Bureau supervisor, who can access the False Alarm Tracking System.

(2) Officers responding to audible alarms where a responsible party cannot be located should not trip breaker boxes or otherwise cause the alarm to become inoperable.

(3) The Alarm Unit office can be contacted at 602-534-0322 during normal business hours if officers encounter problems with any alarm company or subscriber.

2. E. The following disposition codes will be used for alarm calls:

- N (No Additional Action) - For alarms that cannot be located
- O (Other) - For false alarms by completing the False Alarm Mask on the MDC
- R (Reports) – For valid alarms where an IR is completed

F. This policy does not apply to vehicle alarms.

3. **CRITICALLY INJURED POLICE SERVICE ANIMAL** - The following policy is intended to serve as a guide when a police service animal is critically injured/killed in the line of duty.

A. The first supervisor to arrive at the animal hospital will assess the location, prepare for the police service animal's arrival if the animal has not already arrived, and assume control of the police response.

B. Only members of the injured police service animal's unit/detail will be granted access to the trauma room/animal hospital waiting room once cleared for access by hospital staff.

C. Memorial Service

(1) In the event a police service animal succumbs to his/her injuries, the memorial service location will be determined by the police service animal's unit/detail and should be a place of significance to the unit/detail (park, training area, etc.).

(2) The memorial service is intended to be private and only for the police service animal's unit/detail.

- The Employee Assistant Unit (EAU) will work with the Public Affairs Bureau (PAB) to provide an avenue for employees and the public to view the memorial service.

(3) The police service animal's handler and unit/detail will have the option to accept:

- An urn for the police service animal's remains (if not donated, will be paid for by the unit/detail)
- A symbol of remembrance (tree, plaque, etc.) to be placed at the memorial service location
- A flag presentation by the Honor Guard to the service animal's handler
- Taps played by the Honor Guard
- To have the police service animal's handler speak during the memorial service

D. For any cards/letters and/or donations received on behalf of the injured/deceased police service animal and/or his/her handler, follow the cards/letters and donations procedures as outlined in Operations Order 9.10, Critically Injured Employee Hospital Response.

4. **DECOY ASSIGNMENTS** - In order to minimize the potential hazard to officers making arrests in decoy situations, the officers designated to make the physical apprehension will be in uniform unless exempted from this requirement by the bureau/precinct commander/administrator.

5. **EMERGENCY RESPONSE TO CORRECTIONAL FACILITIES**

A. In the event a correctional facility located within the City experiences an emergency situation, the Department will provide immediate assistance.

(1) The Department's function will be limited to that of support for the responsible agency.

(2) Phoenix officers will return to normal service as soon as the situation has stabilized or the responsible agency is able to bring in manpower reserves to relieve Phoenix officers.

5. B. Correctional Facilities Holding Prisoners Within the City Limits

(1) Arizona Department of Corrections (ADC)	• Adobe Mountain Juvenile Facility, 2800 West Pinnacle Peak Road • Arizona State Prison Complex (ASPC)-Phoenix (Alhambra), 2500 East Van Buren Street • Special Programs Unit, 2500 East Van Buren Street • Federal Correctional Institution, 37900 North 45th Avenue • Flamingo Facility, 2500 East Van Buren • Triumph Unit of the Arizona Department of Corrections, 2500 East Van Buren
(2) Maricopa County Sheriff's Office (MCSO)	• 4th Avenue Jail, 201 South 4th Avenue • Towers Jail, 3127 West Durango • Jail Annex (males), 3001 East Watkins
(3) Juvenile Court Center	• 3131 West Durango Street (Court Facility) • 3129 West Durango Street (Juvenile Detention Facility) • Adobe Mountain Correctional Facility, 2800 West Pinnacle Peak Road

C. Emergency Response Procedures

(1) This guideline is purposely general and flexible due to the number of variables in location, type of emergency, number of participants, etc.

(2) Refer to the following chart for procedures:

(a) The person initially receiving the request for assistance will:
• Obtain a specific location to meet an on-duty supervisor of the requesting agency. • Ensure a Phoenix police supervisor is notified of the request for assistance.
(b) The first Phoenix officer on the scene will:
• Contact the requesting agency supervisor at the specified location and determine the following: ∗ Exact nature of the call or emergency ∗ Approximate number of inmates and guards involved ∗ Requested scope of the Department's response ∗ Necessity of a perimeter (if one is needed, perimeter positions will be immediately provided for responding units) ∗ Any unusual hazards or conditions, such as inmates with weapons, hostages, or toxic fumes
(c) The first sergeant on the scene will:
• Ensure a liaison with the responsible agency has been established. • Assume responsibility for the perimeter and location of units. • Evaluate the need for police response into the interior of the facility. • Evaluate manpower and support services needed. • Determine a staging area for responding units.
(d) The first lieutenant on the scene will:
• Establish a command post if an extended operation is expected. • Reassess manpower and equipment needs. • Ensure a log is established and confirm unit locations. • Clear a radio channel for the operation and begin preparations for an extended operation, such as officer relief, additional supplies, or media liaison.

(3) The duration of an extended operation will be the decision of the duty commander or the highest ranking command officer on the scene.

6. **FIREWORKS**

A. The sale and possession of permissible consumer fireworks is legal in the City, with the below exceptions:

6. A. (1) Pursuant to PCC 23-44.2, it is unlawful for any person to use, discharge, or ignite consumer and permissible consumer fireworks within the City (firecrackers, Roman candles, torpedoes, skyrockets, etc.).

NOTE: This prohibition does not apply to novelty items as defined in ARS 36-1601 (snappers, snap caps, party poppers, glow worms, snakes, toy smoke devices, and sparklers) or the occurrence of a supervised public display of fireworks with a permit from the Fire Marshal or designee.

(2) Pursuant to PCC 23-44.3, it is unlawful to sell fireworks to anyone under the age of 16.

(3) Pursuant to PCC 23-44.4, it is unlawful to sell fireworks unless signs are prominently displayed at each cash register and in each area where fireworks are displayed for sale.

(4) The penalty for violating these codes is a class 1 misdemeanor (PCC 23-44.6).

B. In situations where small quantities of fireworks are sold, stored, or possessed, officers shall seize the fireworks pursuant to ARS 36-1607.

- If the subject is cited for any of the above PCC violations, an IR will be completed and any fireworks seized will be listed as *Evidence* in the Evidence section of the IR and impounded at the Bomb Squad's explosive bunkers (see Operations Order 8.1, Evidence, Impounding, and Property for more information on impounding).

  * If the subject is **not** cited, a Field Interview (FI) will be completed and any fireworks seized will be listed as *Found* in the Evidence section of the FI and impounded in the flammable storage area at 100 E. Elwood.

C. In situations where large quantities of fireworks are confiscated or when sales or other mitigating circumstances exist, officers will call a Phoenix Fire Department fire prevention specialist to the scene.

(1) The fire prevention specialist will be responsible for the original IR, if necessary, and will take possession of the fireworks.

(2) Fire prevention specialists can be contacted through the Fire Department's Alarm Room.

D. Technicians and/or K-9 handlers with the Department's Bomb Squad can be contacted for assistance at any time through the Communications supervisor.

7. **GANG ACTIVITY**

A. Definitions

(1) Criminal Street Gang ARS 13-105.8	An ongoing formal or informal association of persons whose members or associates individually or collectively engage in the commission, attempted commission, facilitation, or solicitation of any felony act, and who has at least one individual who is a criminal street gang member.
(2) Gang Activity	Any activity in which known or suspected gang members or associates engage to promote their gang status or personal status in the gang.
(3) Gang-Related Crime Incident	Any criminal act committed for the purpose of promoting gang status or personal status in a gang.

B. The Violent Crimes Bureau (VCB) Street Gang Investigation Unit has follow-up responsibilities on gang-related simple assaults, aggravated assaults, reckless endangerment, and threats.

- All other gang-related crime reports will be assigned to the appropriate investigative details.

7. C. Gang-Related Criminal Investigations

(1) Officers should be aware the mere presence of gang members at a scene, or criminal acts committed by known gang members or associates alone, does not make it a gang-related incident.

(2) During the initial stages of an investigation, officers should look for factors to establish gang motivation: for example:

- Was the event caused by or did the proclamation or use of gang signs, slogans, or colors contribute to the cause of the offense?
- Was the act committed to intimidate someone to join the gang?
- Was the act committed to intimidate a victim/witness from reporting gang-related incidents or testifying in a gang-related case?
- Was the act committed as disrespect for another gang's territory (graffiti placements or cross-outs etc.)?
- Was the act retaliation for a real or perceived offense or insult against the gang?
- Was the act related to a gang's effort to gain tribute or establish status of the gang or gang member?
- Was it the opinion of the witnesses/victims the act was gang-related?
- Does the physical evidence suggest gang activity?

D. Documentation

(1) The following information will be included in reports whenever possible:

- Identity of gang members, including physical and clothing descriptions
- Names of gang member associates, including nicknames and aliases
- Vehicles used by gang members or their associates
- Locations frequented by gang members

(2) It is important officers justify identification of an individual as a gang member by following the definition of a criminal street gang member as listed in ARS 13-105.8.

(3) Officers should document the criterion were met to indicate gang membership by using the following:

(a) Self Proclamation	Care must be used to determine if this is bragging or the truth
(b) Witness Testimony/ Official Statement	Statements made in court and recorded
(c) Written/Electronic Correspondence	Gang graffiti; gang literature; gang constitution, rules, or instructions; gang roster, etc.
(d) Paraphernalia/ Photographs	Gang business cards, stickers, clubs, and/or photographs showing gang hand signs
(e) Tattoos	Specific to particular gang, such as initials of gang (photo recommended)
(f) Clothing or Colors	Specific to a particular gang, such as name or initials of gang on clothing, hats, shoes (photograph recommended)
(g) Other Gang Indicia	Association with other known gang member and any article or item that would indicate gang membership

E. Outlaw Motorcycle Gangs

(1) IRs involving outlaw motorcycle gang members should be assigned to VCB.

(2) Any other information regarding members or associate members of outlaw motorcycle gangs should be noted in a memorandum and forwarded to VCB.

8. **HATE CRIMES**

A. Definitions

(1) Hate Crimes	A criminal offense committed against a person or property which is motivated in whole or in part by the offender's bias against a race, color, religion, sex/gender, national origin, sexual orientation, or disability group: also known as "bias crime"
(2) Bias	A pre-formed negative opinion or attitude toward a group of persons based on their real or perceived race, color, religion, sex/gender, national origin, sexual orientation, or disability
(3) Bias Motivation	Indicators to ascertain whether the offender was motivated to commit the offense because of bias against a person's race, color, religion, sex/gender, national origin, sexual orientation, or disability • Because of the difficulty in ascertaining the offenders' subjective motivation, bias is to be reported only if investigation reveals sufficient objective facts to lead a reasonable and prudent person to conclude the offender's actions were motivated in whole or in part by bias. • Employees are strongly encouraged to contact the Bias Crimes Squad for guidance and specialized assistance.
(4) Bias Incident	An incident fitting the description of a hate crime, but lacking any criminal element, such as racial slurs • Bias incidents will be reported in an FI.

B. The following procedures will be used when responding to an incident suspected of being a hate crime:

(1) Responding Officer	• Evaluate the situation and take the necessary action dictated by the circumstances • Determine if a hate/bias crime exists; this may be determined by the following factors: * Were words or symbols used to indicate the crime was hate motivated? * Is there any indication that the incident was perpetrated by an organized hate group? * Has the victim been connected with public activities associated with race, color, religion, sex/gender, national origin, sexual orientation, or disability? • Request a patrol supervisor to respond to the scene • Ensure the proper bias code is selected from the "Bias 1" drop-down box in the Offense section of the IR in order for it to be assigned to the Bias Crimes Squad
(2) Responding Supervisors	• Determine if a hate crime exist. • Determine if additional personnel are required to stabilize the incident • Request specialized units if necessary, such as the Bias Crimes Squad, Community Response Squad, or Violent Crimes Bureau (VCB) • Direct the initial investigation of a serious felony to the Bias Crimes Squad for disposition • The Homicide Unit and Sex Crimes Detail will continue to have primary disposition on those types of crimes; the Bias Crimes Squad will assist other investigative units as needed or upon request • Ensure the precinct or duty commander is apprised of the incident

C. Investigative Procedures

(1) Ensure photographs are taken if appropriate.

(2) Collect and impound items of evidentiary value.

(3) **Do not** ask victims if they believe they are a victim of a hate/bias crime.

(4) Officers are strongly encouraged to allow free narrative and enable victims to use their own words.

8. C. (5) Officers may ask the following questions:

- Why do you believe this occurred?
- Have you had any recent problems with anyone?
- Have you had any recent problems at work, home, school?

D. Follow-up investigations **will be** completed on all hate crimes.

(1) Due to their specialized nature and training, the Bias Crimes Squad will have ultimate responsibility for determining if a hate crime exists.

(2) Bias crimes investigators will keep their supervisor advised of the status and progress of all investigations.

(3) At the conclusion of the investigation, the investigator will ensure the appropriate bias box has been marked and will make any required changes.

- Bias fields can be updated or changed with an Incident Supplement.
- Final bias selections are utilized for the National Incident Based Reporting System (NIBRS) and for mandatory data reporting purposes.

E. All hate crime investigators will receive training in hate crime investigation through the Training Bureau.

9. **HAZARDS TO OFFICERS**

A. When a hazard to officers has been determined or suspected, officers will take appropriate action to communicate this information to an appropriate level of authority in a timely and effective manner.

B. Methods employed will be dictated by circumstances and addressed by a supervisor to ensure effectiveness.

C. Information will be canceled when hazardous circumstances no longer exist.

10. **INJURED, SICK, OR UNCONSCIOUS PERSONS**

A. The Fire Department will be the primary emergency medical provider for medical emergencies occurring in the City.

- Employees may provide medical assistance to injured, sick, or unconscious persons if trained to do so and if the assistance will not cause an unsafe condition to employees or the public.

B. If the Fire Department is not already responding/on scene, employees will request the Fire Department to respond to any/all medical emergencies.

- Once on scene, employees will inform Fire Department personnel of any symptoms the person displayed in the employee's presence.

  * Employees will also inform Fire Department personnel of any unusual situations the person has been involved in, such as hobbled or wrestled/fought with officers (this information is crucial for Fire Department personnel to provide appropriate medical treatment).

C. If the Fire Department is the first on scene of a medical emergency, they should notify the Police Department when:

- It appears an offense or traffic accident is involved.
- A death is involved.
- Injury was self-inflicted or inflicted by another person.

10. C. If the Fire Department is the first on scene of a medical emergency, they should notify the Police Department when: (Continued)

- There is a possible City liability.
- Assistance is needed for crowd or traffic control.

D. Suspected Opioid/Opiate Drug Overdose and Naloxone Use

(1) The Department is committed to training and supporting its employees regarding medical interventions for suspected opioid/opiate drug overdoses and will maintain a program to enable employees to assist persons suspected of an opioid/opiate overdose.

- The program will follow the standards set by Arizona Revised Statute (ARS) 36-2228 and the Department's contracted medical director (the Department will not create a standard of care or duty to act that contradicts ARS 36-2228).

(2) Definitions

(a) ARS 36-2228	• State law governing the use of naloxone for law enforcement • Requires a standing order issued by a licensed physician or nurse practitioner • Outlines training requirements • Provides immunity from civil, professional, and criminal liability • Does not create a duty to act or standard of care
(b) Naloxone	• Brand name of Narcan • A prescription medication that is used to reverse the effects of an opioid/opiate drug overdose
(c) Medical Director	• A licensed doctor, in the State of Arizona, designated by the contracted base hospital to provide medical oversight
(d) Opioid/Opiate	• Classification of drug that includes, but is not limited to, heroin, morphine, oxycodone, methadone, hydrocodone, and codeine

(3) Administration of Naloxone

(a) Only employees who have been certified through Arizona Peace Officers Standards and Training Board (AzPOST) approved training will be authorized to carry and administer naloxone.

- Training will follow the standard set in ARS 36-2228 and by the Department's contracted medical director.
- Certification will be valid for two (2) years and refresher training is required for recertification.

(b) Only persons suspected of an opioid/opiate overdose will be given naloxone.

(c) Indications of an opioid/opiate overdose are:

- Altered level of consciousness (LOC)
- Respiratory depression or apnea (not breathing)
  - Shallow, slow (<8-10 breaths per minute), or inadequate breathing
- Unable to wake up with painful stimuli
- Constricted pupils (miosis)
- Needle track marks
- Profuse sweating (diaphoresis)
- Cardiac arrest

NOTE: The Naloxone Reference Card PPD #96 may be also be used as a reference to help determine if a person is suffering from an opioid/opiate overdose.

10. D. (3) (d) Employees will:

- Ensure the scene is safe for both the public and other responders before administering naloxone.
- Request the Fire Department to respond.
- Ensure the procedures outlined in the certification training are followed when administering naloxone.
- Inform the responding emergency medical personnel of the amount of naloxone given to the person.

(4) Notifications to be Made When Naloxone is Administered - When naloxone is administered, employees will notify:

(a) A supervisor.

(b) The Safety Unit to have the naloxone replenished and its use documented.

- The Safety Unit will be provided with the below information to meet the Arizona Department of Health Services and the Department's contracted medical director reporting requirements:

  * Patient name & DOB
  * Location of incident
  * Indications for use
  * Dose & route naloxone administered
  * Patient's response to the use of naloxone
  * Patient disposition (EMS, 901H, etc.)

(5) Employees will complete an FI to document the suspected opioid/opiate drug overdose and Naloxone use.

(6) Employees will be responsible for ensuring their issued naloxone does not expire by requesting a replacement from the Safety Unit prior to the expiration date.

(7) Lost or damaged naloxone will follow the procedures as outlined Operations Order 3.13, Rules and Regulations, section titled, City and Personally-Owned Equipment.

E. Stimulant Psychosis

(1) A person who uses/abuses certain stimulants, such as cocaine, amphetamines, and methylphenidate (active ingredient in Ritalin), may exhibit delusions, auditory and visual hallucinations, and aggressive or suicidal behavior, including shouting, panic, paranoia, and violence toward others.

- This behavior may be followed by a period of quiet, and then respiratory arrest and sudden death.

(2) When bizarre behavior is observed and stimulant use/overdose is suspected, employees:

- Will request the Fire Department to respond
- May provide medical assistance if trained to do so
- Will notify a supervisor
- Will complete an FI to document the suspected overdose

F. Unconscious Persons

(1) Since many physical problems (diabetes, overindulgence in alcoholic beverages, drugs, etc.) may cause unconsciousness, employees will ensure the Fire Department is requested for any unconscious person unable to be awakened with painful stimuli.

- An intoxicated person who cannot be awakened will be handled as an unconscious person.

10. F. (2) Unconscious Military Personnel

(a) Employees will notify the appropriate local military agency when military personnel are unconscious or seriously injured as the result of an accident.

- If seriously injured military personnel are able to communicate, they will be responsible for such notifications.

(b) The Communications Bureau maintains a list of telephone numbers for local military facilities.

G. Identification of Injured/Sick/Unconscious Persons

(1) When a person is seriously injured, suffers from an unknown illness, or is unconscious and is transported to the hospital, employees will attempt to locate and forward to the hospital appropriate identification for the person and any drug containers found at the scene.

(a) Such information is important to prevent delays in treating patients who may be juveniles, may be allergic to certain medicines, suffer from heart trouble or diabetes, etc.

(b) In cases of overdoses or attempted suicides by drugs, identification of the drug taken is extremely important for proper treatment.

H. Required Documentation

(1) Injured, sick, or unconscious persons will be reported in the following manner:

(a) Serious Injury/ Unknown Illness	• An FI will be completed if hospitalization or death may result from the serious injury/unknown illness, such as possible poisoning or a suicide attempt.
(b) Unconscious Person/ Suspected Drug Overdose	• An FI will be completed. • VCB will take the initial investigation if the person dies.
(c) City Liability Incidents	• An IR/FI will be completed. ∗ Whenever possible, photographs will be taken of the location where the injury occurred, of the condition alleged to have caused the injury, and of the injury itself. ∗ A copy of an IR/FI reporting any incident occurring on Police Department property, regardless of the extent of injury, will be forwarded to the Fiscal Management Bureau (FMB) project manager. ∗ A copy of the IR/FI and a completed Report of Property Damage/Loss/Injury Form 80-511D will be forwarded to the Incident Review Unit (IRU).

(2) A separate IR/FI will be completed for each serious injury/unknown illness, or unconscious persons which may require follow-up, such as a suicide attempt, gunshot or knife wounds, poisoning, or asphyxiation.

- When more than one person is injured/sick/unconscious due to the same approximate cause and at the same approximate time, all injured, sick, or unconscious persons will be listed in the same IR/FI.

11. **NOISE COMPLAINTS**

A. Officers will handle all noise complaints under Phoenix City Codes (PCC) 23-14 through 23-17 in the following manner:

11. A. (1) Contact the complainant and obtain a complete history on the violation.

(2) Determine if it is a problem that cannot be resolved without police enforcement.

(3) Contact the source of the noise and request the noise be terminated.

(a) For first-time incidents, complete an FI ensuring the appropriate bureau is selected for "Offense Element 1" for proper routing.

(b) If this is an ongoing problem, complete an IR.

(c) If the problem is serious enough and the violator will not cooperate, an Arizona Traffic Ticket and Complaint (ATTC) will be issued.

B. Refer to Operations Orders 4.16, Party Enforcement Complaints, for response procedures to loud parties.

C. Street Construction or Machinery Noise

(1) Construction noise is permitted during the following hours:

6 a.m. to 7 p.m.	May 1 through September 30, weekdays
7 a.m. to 7 p.m.	October 1 through April 30, weekdays

(2) If the noise is at other than the listed hours, ask to see an exemption permit.

(3) If the violator does not have or cannot produce an exception permit, the following procedures will be followed:

(a) Contact a Zoning Enforcement representative through the Communications Bureau to advise of the situation and the enforcement being taken.

(b) Advise the violator the construction or machinery noise must stop until 6 a.m. or 7 a.m., depending on the time of year.

12. **OFFICERS IN CIVILIAN ATTIRE**

A. Officers in civilian attire are responsible for identifying themselves to other officers at police incidents.

B. Officers will identify themselves to one another to avoid confusion or violent confrontation.

(1) Officers will be conscious of their appearance, keeping in mind officers do not always recognize each other.

(2) Officers will display their badge and commission card prominently and identify themselves verbally.

(3) Officers may utilize a clip-on badge carrier or reverse the flaps on the flat badge case and display the badge from a front shirt pocket or waistband.

(4) When a non-uniformed unit arrives at the scene of a call where uniformed units are responding, the non-uniformed unit will advise "10-23 IN PLAINCLOTHES."

- The Communications operator will acknowledge the arrival.

C. When practical, officers will not display their weapons without first identifying themselves as Phoenix police officers.

13. **POSSESSION OF WEAPONS IN PHOENIX TRANSIT SYSTEM VEHICLES OR FACILITIES**

A. If a Phoenix Transit System employee reports a subject with a weapon while on a transit vehicle or within a transit facility, officers will respond and provide appropriate assistance.

B. Officers are reminded the act of carrying a weapon under these circumstances does not alone constitute a crime.

(1) Our goal will be to remove the armed subject and prevent re-boarding in accordance with the Phoenix Transit System policy.

(2) Officers are strongly cautioned that approaching armed persons inside a bus is extremely hazardous and should be avoided.

C. Response Procedures

(1) Subject Threatening with a Weapon	• Officers will respond as to any other potentially hazardous call for service. • Established procedures regarding potential hostage/barricade situations should be followed. • If possible, officers should: ∗ Immobilize the bus ∗ Determine which passenger is the suspect ∗ Evacuate the passengers ∗ Instruct the armed subject to exit the bus ∗ Maintain a position of cover while negotiating with the subject • If the subject refuses to exit the bus, a supervisor will contact the Special Assignments Unit (SAU) for assistance.
(2) Unwanted Guest/ Trespassing, Subject Armed	The Phoenix Transit System policy calls for drivers to feign a mechanical breakdown and park their vehicle in these situations and not to proceed until the armed subject is removed or leaves without police contact. • Operators will maintain contact via transit radio and will be requested to meet officers outside the vehicle when possible. • Officers will contact the Phoenix Transit System operator or the responsible person requesting police service, meeting the operator OFF THE BUS. If the subject with the weapon is still inside the bus, officers may use the public address (PA) loudspeaker in their patrol car or the portable PA from a supervisor's vehicle to advise the subject to exit the bus. • If the subject refuses to exit, officers will continue to attempt to persuade the subject by use of the PA system. • The individual should be advised that he is trespassing and subject to arrest. • If the subject still refuses to exit the bus, a supervisor will contact SAU. If the subject exits the bus without incident, officers will accompany the transit system representative when contacting the subject of the call outside the bus and away from other passengers. • The transit system representative will inform the subject of the no-weapons policy of the Phoenix Transit System and state the subject will be arrested for trespassing if boarding the bus with a weapon. • If the subject complies with the request to stay off the bus while armed, the subject will be released. • An FI will be completed. If the subject does not heed the reasonable request to exit or attempts to re-board the bus, the transit system representative may proceed with a citizen's arrest for trespassing. • Officers may utilize an ATTC, if appropriate, release the subject, and complete an IR. ∗ In aggravated circumstances, the subject may be booked.
NOTE: Refunding bus fare is the responsibility of the Phoenix Transit System.	

14. **PUBLIC HAZARDS**

A. The following policy will govern any problem endangering the life or property of a citizen which an officer observes, such as a malfunctioning or inoperative traffic signal.

(1) Officers will notify the Communications operator immediately of the hazardous condition and stand by, taking whatever action is necessary to protect the public safety until conditions are returned to normal.

(2) Hazardous Conditions at Construction Sites

(a) Officers will take immediate action to protect the public.

(b) Officers will advise the Field Engineering Inspector's Office immediately.

- The field engineer's staff will contact the contractor to ensure proper corrective action is taken.

(3) If the hazard requires the response of public utility personnel (Salt River Project, etc.), officers will advise the Communications operator on an Information Channel.

(4) The Communications operator will contact the appropriate public utility to request their response to the hazard location.

B. Officers will ensure their supervisor is notified if they believe they will be at the hazard location for an extended period of time.

15. **RAILROADS**

A. If an officer observes an emergency situation in the area of any railroad track within the City which could be hazardous to the safe passage of trains, the officer will notify the Communications operator.

(1) ARS 40-856 grants railroad police the powers of peace officers while protecting railroad property, passengers, and passengers' property.

(2) Railroad police, special agents, etc., will be extended the same privileges and cooperation by the Department as are extended to any other law enforcement agency.

B. ARS 40-852 prohibits an engineer, conductor, or other employee or officer of a railroad company to permit a locomotive or cars to be or remain upon the crossing of a public highway so as to obstruct travel over the crossing for periods exceeding 15 minutes, except in cases of accidents.

(1) Violations are a class 2 misdemeanor.

(2) Officers will contact the train crew and inform them of their obligation under this statute to move the train.

(a) A five minute grace period will be granted; therefore, the train must be blocking the crossing for 20 minutes before enforcement action will be taken.

- If warning gates alone are causing the delay, no offense has been committed.

(3) In aggravated circumstances or when the train crew refuses to comply, an ATTC may be issued with a supervisor's approval.

(4) If an ATTC is issued, the conductor, engineer, or other railroad officer responsible for the movement of the train will be cited.

15. B. (5) Photographs of the crossing and vehicular traffic should be taken and processed/impounded following the procedures as outlined in Operations Order 8.1, Evidence, Impounding, and Property.

(6) Estimates as to the number of vehicles being delayed should be included in the IR.

16. **SECURITY GATE PASS KEYS**

A. Many gated communities require special keys to access an override switch to open gates.

B. These keys are to be used **only** for official Department use.

C. Types of gate keys:

(1) Knox Box Keys – Are the most common type of lock and utilizes a regular key.

- Lock boxes are generally black in color with an on/off position identified on the box.
- To use, insert key, turn to the right overriding the lock allowing the gate to open; take the key after the gate is open; upon completion of call, return to the box and insert the key to activate gate closure.

(2) Supra Keys - Utilize a cylindrical key and face plate on the lock box.

- To use, open the box and activate the toggle switch to open the gate; secure the face plate during call; and re-attach it to the box activating the gate closure upon completion of the call.

D. Police Supply will be responsible for maintaining an inventory of security gate pass keys.

(1) When additional keys are needed, Supply will request keys from the Knox Company by sending a memorandum through the Fire Department.

(2) Keys will be issued by Police Supply to individual officers who will sign for their keys.

(3) Each key has a serial/inventory number for accountability purposes which will be recorded on the employee's Equipment Receipt Form 80-41D.

(4) All keys **will** be turned into Police Supply when an employee leaves the Department or retires.

E. Accountability

(1) Lost, stolen, or damaged keys will be immediately reported to the officer's supervisor by memorandum.

(2) The memorandum will be forwarded through the employee's lieutenant to Police Supply.

(3) Once approved by a supervisor having the rank of lieutenant or above, the item may be replaced by completing a requisition form.

17. **STOPPING PERSONS/VEHICLE FOR OTHER OFFICERS**

A. There are circumstances when an officer may need another officer to stop and make contact with a person, either on foot or in a vehicle, to affect an arrest or further an investigation.

B. Any officer requesting a person or vehicle be stopped will clearly communicate the legal authority to justify the stop, such as probable cause or reasonable suspicion.

17. B. (1) If there is probable cause to make the stop, the requesting officer will state there is probable cause (PC) when making the request for the stop.

EXAMPLE: "I have probable cause to arrest for _____"

(2) If there is reasonable suspicion the person to be stopped has committed a crime, the requesting officer will state there is reasonable suspicion when making the request for the stop.

EXAMPLE: "I have reasonable suspicion to stop and detain the subject for____"

(3) If there is no legal authority for a stop other than the requesting officer's desire to identify the person, a stop will not be made unless the officer making the stop observes a violation (or behavior that amounts to reasonable suspicion of criminal activity) to justify the stop.

- The requesting officer will clearly state the reason for the stop is to identify the subject, and a violation will have to be observed in order to initiate the stop.

C. Documentation

(1) The officer making the stop will document the reason using the "Remark" section of the "Clear Call" dialog box in the MDC prior to transmitting the disposition.

(2) The officer requesting the stop will be responsible for documenting the legality of the stop.

(a) This will usually be done in an IR.

(b) However, if a stop is made based on reasonable suspicion and probable cause is not developed, the requesting employee will complete an FI to document the justification for the stop.

18. **ULTRALIGHT AIRCRAFT**

A. Refer to the following chart details regarding ultralight aircraft (motorized hang gliders):

(1) Aircraft/ Pilots	• Ultralight aircraft and pilots are included in the definitions of "Aircraft" and "Aeronaut" in ARS 28-8201.
(2) Low/ Reckless Flying	• Airborne ultralight aircraft are subject to the restrictions in ARS 28-8277.1 and ARS 28-8279. * The flight of any ultralight aircraft below the Federal Aviation Administration (FAA) minimum safe altitude of 1,000 feet above populated areas, less than 500 feet above unpopulated areas, or within five miles of an airport is classified as reckless flying in FAA regulations referenced in ARS 28-8280. * The altitude can be estimated by witnesses for later court presentation by using power poles or other tall objects as a reference.
(3) Unauthorized Landing	• Ultralight aircraft cannot make a non-emergency landing on private property without the owner's consent per ARS 28-8278A.
(4) Noise Complaints	• PCC 23-14(g) may be used for enforcement of noise violations from un-mufflered engines while the aircraft are on the ground.

B. Enforcement

(1) Officers may make an educational contact or take enforcement action at their discretion.

- Educational contacts will be documented in an FI ensuring the appropriate bureau is selected for "Offense Element 1" for proper routing.

(2) Enforcement action may consist of completing an IR and either submitting the IR for a complaint or issuing an ATTC for ARS 28-8279.

18. B. (2) (a) The IR will include:

- All details of the pilot's actions
- Identity of complainants

(b) Violators will be booked only in extremely aggravated cases and with a supervisor's approval.

(c) If a violator is booked, preference will be given to releasing the aircraft to a responsible person of the pilot's choice to reduce handling and storage problems.

- Aircraft impounded for safekeeping will be transported by a contract wrecker on a flatbed vehicle.
- Aircraft will be stored at the Police Impound Lot, 100 East Elwood.
- The Communications Bureau maintains a list of qualified persons to assist officers in dismantling ultralight aircraft.
- The aircraft will be listed in the Vehicle section of the IR.

C. Police aircraft may be used for observing and locating violators, but will not be used in close proximity to other aircraft because of potential safety hazards.

D. Notifications

(1) When aircraft or hang gliders crash, officers will notify: the Federal Aviation Administration (FAA) Regional Office Duty Officer in Los Angeles, California, at 310-725-3300.

(2) The FAA may also be contacted for assistance in taking enforcement action on chronic aircraft violations.

- The FAA office at the Scottsdale Airport may be contacted as well at 480-419-0111.

19. **UNDERCOVER OFFICER SUBJECT OF SUSPICIOUS PERSON CALL**

A. When an officer is dispatched to investigate a suspicious subject call involving undercover officers, the uniformed officer will contact the complainant **only** when requested to do so.

(1) When contacting the complainant, the uniformed officer will advise the complainant the subjects in question have been identified and their presence is legitimate.

(2) Under no circumstances will the complainant be informed the situation involves undercover officers.

(3) Officers will not disclose the presence of undercover units via the police radio.

(4) Undercover officers' supervisors will be notified of the complainant's call.

B. To promote officer safety and avoid confusion between patrol and undercover units, precinct/shift commanders will be notified of undercover surveillance or decoy operations planned to occur within their precincts when those operations are likely to result in interaction between the undercover and patrol units.

- A Communications supervisor will also be notified.

1. **DEFINITION** – For purposes of this policy "animal" is defined as any animal of a species that is susceptible to rabies, except man, and includes mammal, bird, reptile, or amphibian but excludes rodents which may be controlled as otherwise allowed by law.

2. **LAW REFERENCES**

   A. Phoenix City Codes (PCC) 8-1 through 8-24 contains animal regulations for the City.

   B. State codes may be found in Arizona Revised Statutes (ARS) 13-2910 through 13-2910.04.

   C. The Maricopa County Animal Care and Control (MCACC) and the City share an intergovernmental agreement for animal control services to include responding to, and impounding if necessary, loose aggressive/vicious dogs, dog bites, and uninjured stray dogs.

   D. The Arizona Humane Society (AHS) is under written agreement with the City to provide housing and care for animals seized by a peace officer pursuant to PCC 8-3, PCC 8-15, and injured stray animals.

   NOTE: AHS personnel do not have the authority to seize animals.

3. **ANIMAL COMPLAINTS/INCIDENTS** – When on scene and dealing with an animal complaint/incident, refer to the below table for the appropriate contact information and documentation/paperwork [Notice of Animal Seizure Form 80-103D or Notice of Animal Welfare Seizure Form 80-104D and an Incident Report (IR) or Field Interview (FI)].

TYPE OF INCIDENT	CONTACT	DOCUMENTATION/PAPERWORK:	
		IR OR FI	ANIMAL SEIZURE FORM[2 or 3]
A. Abandoned or Displaced Animals	Animals left on private property: Land lord/property owner and/or animal owner for permission to enter the property.	IR[1]	Yes[2]
	• Once permission granted: Arizona Humane Society (AHS)	If permission is not granted, a search warrant is required	
	Animals left in a hot vehicle: Arizona Humane Society	IR[1]	Yes[2]
	Animals in a car involved in an automobile crash, animal owner arrested, admitted, or deceased: AHS	FI[4]	Yes[3]
B. Animal Bites	Dog, cat, and ferret bites: Maricopa County Animal Care & Control (MCACC) (see section 4.A for dog bites)	FI[4]	No
	Bat, skunk, fox, bobcat, coyote, or raccoon bites: Maricopa County Public Health Department at 602-747-7500	FI[4]	No
	See section 5 of this order for more information on animal bites.		
C. Bees	On public property and/or attacking: Fire Department	Attacking: Officer discretion	No
	Not attacking on private property: Advise property owner to contact a bee removal specialist	No	No
D. Dead Animals	Non-cruelty cases: Public Works Department at 602-262-6791. Dead animal **must** be on a City street/curb for removal.	No	No
	Cruelty/neglect cases: AHS	IR[1]	Yes[2]
E. Dogs (Barking)	Barking Dog Hotline at 602-262-6466 or Barking Dog Information Center at https://www.phoenix.gov/law/prosecutor/barking-dogs/information-for-the-complainant	No	No
F. Dogs (Fighting)	Involved in organized dog fighting: AHS	IR[1]	Yes[2]

3. **ANIMAL COMPLAINTS/INCIDENTS** (Continued)

TYPE OF INCIDENT	CONTACT	DOCUMENTATION/PAPERWORK:	
		IR OR FI	ANIMAL SEIZURE FORM[2 or 3]
G. Dogs (Loose/ Stray, Vicious/ Rabid)	Loose aggressive/vicious[5] or uninjured stray dogs* on public or private property: MCACC. See section 4.A for more information. **NOTE**: If loose on a municipal golf course/park, the dog must be contained before MCACC will respond. *See 3.J below for injured stray dogs.	Dog at large: IR[6] Uninjured stray dog: No	No
H. Exotic Animals	Communications Bureau for a list of animal handlers who may assist in handling birds, reptiles, or other exotic animals.	No[7]	No[7]
I. Feral Cats	Communications Bureau for a list of rescue agencies and referrals.	No[7]	No[7]
J. Injured/Sick Animals	AHS and a Department/precinct Animal Cruelty liaison officer.	Cruelty/neglect cases: IR[1] Non-cruelty cases: FI[4]	Cruelty/neglect cases: Yes[2] Non-cruelty cases: Yes[3]
K. Loose Livestock	The Arizona Department of Agriculture Animal Services Division at 602-542-0799. See section 9 of this order for more information.	No[7]	No[7]
L. Wildlife	Arizona Game and Fish at 602-942-3000	No[7]	No[7]

1. ARS 13-2910 (see section 6 of this order for cruelty to animal investigation procedures)
2. Pursuant to PCC 8-3.01 (see section 7 of this order for information/procedures on seizing animals)
3. Pursuant to PCC 8-15 (see section 9 of this order for information/procedures on seizing displaced animals)
4. Select "200" (Black Mountain Precinct) as "Offense Element 1" to ensure proper routing to the Animal Cruelty Investigations Detail
5. See section 5.B for information on vicious animal attacks.
6. If the dog owner/custodian is in violation of or will not comply with applicable laws or ordinances, an IR will be completed (PCC 8-14).
7. If cruelty/neglect is suspected, refer to section 3.J for cruelty/neglect cases.

4. **ANIMAL RESOURCE AGENCIES**

AGENCY	BUSINESS HOURS, SPECIAL INSTRUCTIONS
A. Maricopa County Animal Care & Control (MCACC)	2500 South 27th Avenue, Phoenix – 602-506-PETS (7387) or pets.maricopa.gov Tuesday, Thursday, and Friday, 9 a.m. to 6 p.m. (closed Wednesdays) Saturday, Sunday, and Monday, 11 a.m. to 5:30 p.m. Officers Only - Contact the Communications Bureau for the police only MCACC phone number MCACC Response Times when Police is On Scene or En Route • From 7 a.m. to 9 p.m., MCACC has up to a one (1) hour response time to any dog incident when police are on scene or en route. • From 9 p.m. to 7 a.m., MCACC will **only** respond to an imminent danger dog situation (stray dog bite or loose dog in process of attacking people) and has up to a three (3) hour response time. Loose Aggressive/Vicious Dogs, Dog Bites, and Rabid Animals – MCACC will be requested to respond and impound (if necessary) loose aggressive/vicious dogs, dogs that have bitten someone, and/or rabid animals. • Owner information can be provided if a dog has a valid license tag or microchip. • If an owned dog has bitten someone who lives in the home, the dog should be confined to the owner's property and MCACC will be notified. • If a dog owner suspects their own dog is rabid or vicious, they must bring the dog to MCACC or a veterinarian. • When disagreements arise between MCACC officers and dog owners regarding the impounding of a dog, officers will assist in obtaining the owner's identity. • If the owner objects to the impounding, dogs will not be removed from a dwelling.

4. **ANIMAL RESOURCE AGENCIES**: (continued)

AGENCY	BUSINESS HOURS, SPECIAL INSTRUCTIONS
A. Maricopa County Animal Care & Control (MCACC) (Continued)	Stray Dogs or Cats • From 7 a.m. to 9 p.m., officers may request MCACC to respond to the scene • Officers (or citizens) may also drop off stray dogs or cats that pose no danger to the public from 11 a.m. to 5:30 p.m. daily except Wednesdays (closed). ∗ Officers should proceed to the main entrance of MCACC and notify an MCACC employee they have a dog/cat in their police vehicle. ∗ The MCACC employee will either retrieve the dog/cat from the vehicle or allow the officer to drive to the back of the shelter. ∗ There is **NO** after hour service for dropping off animals. MCACC Will **Not** Respond For: • Owned dogs confined to property in dog fight. • Stand by support on a search warrant or police investigation of a crime scene.
B. Arizona Humane Society (AHS)	602-997-7585, extension 2073, 8 a.m. to 7 p.m., 7 days a week. Officers Only - Contact the Communications Bureau for the police only AHS phone number • During regular business hours, AHS is contractually obligated to provide assistance and transportation for injured and/or mistreated animals (animal cruelty or neglect) • An experienced emergency animal medical technician (EAMT) is available for assistance with transportation and expert advice in animal cruelty/neglect investigations.
NOTE: The below clinics are alternate providers that may be utilized in after-hour situations. These clinics do not transport animals but will care for seized animals. AHS is contractually obligated to arrange pick up of animals from alternate providers on the next available business day.	
C. Blue Pearl Emergency Vet	Open 24 hours 3110 East Indian School Road, Phoenix – 602-910-3816 9875 West Peoria Avenue, Peoria – 623-499-9045 225925 North Scottsdale Road, Scottsdale – 480-887-4109 13034 West Rancho Santa Fe Boulevard, Avondale – 623-499-9046
D. 1st Pet Veterinary Centers-North Valley	Open 24 hours 18453 North 7th Avenue, Phoenix – 623-849-0700

5. **ANIMAL BITES**

A. A physician should be consulted immediately in the case of **any** animal bite that breaks the skin.

(1) The bite area should be washed thoroughly with running water and soap for at least 20 minutes.

(2) Anyone bitten by a bat, skunk, fox, bobcat, coyote, or raccoon is considered to have been exposed to rabies and should receive immediate medical treatment because rabies is considered a potentially fatal disease.

- Bats should never be picked up with bare hands, but may be captured by dropping a wet towel or other heavy cloth over the bat and wrapping it securely

(3) All dog, cat, and ferret bites **will** be reported to MCACC.

(a) An MCACC officer may impound unlicensed biting dogs for observation as authorized by PCC 8-16.

(b) If a dog with a current license bites a person, the MCACC officer has the option of leaving the dog with the owner and requiring the owner to secure the dog for a ten (10) day period from the date of the bite.

5. B. Vicious Animal Attack

(1) An IR will be completed on any vicious animal attack as defined in ARS 13-1208.

- Select "Aggravated Assault" as "Offense Element 1" and "Assault by Vicious Animal/s" as "Offense Element 2"

(2) In situations where the animal has severely injured and/or caused hospitalization of the victim/s, contact the Violent Crimes Bureau (VCB) Assaults Detail for assistance.

6. **ANIMAL CRUELTY INVESTIGATION PROCEDURES**

A. Responding patrol officers **will** complete a criminal investigation any time animal cruelty, such as neglect, abandonment, or mistreatment/poisoning, as defined in ARS 13-2910, is suspected.

(1) An on duty supervisor will be contacted if there are questions regarding the need for an investigation.

(2) Officers will contact AHS at 602-997-7585, extension 2073, for assistance 8 a.m. to 7 p.m., 7 days a week, in all suspected cases of animal cruelty or neglect (for the law enforcement only number, contact the Communications Bureau).

- In the event animal cruelty or neglect results in death or injury to the animal, the animal will be seized and, during business hours, AHS will be requested to take disposition of the animal (after business hours, officers should transport the animal to any EAC and request deceased animals to be refrigerated).

  * AHS will conduct veterinary examinations and necropsies to determine the extent of injury or cause of death to the animal
  * AHS will also provide expert witnesses if needed at court.

B. Photographs **will** be taken by a digital camera certified employee in all animal cruelty investigations.

C. Enforcement

(1) When officers have probable cause and know the extent of the injury to the animal, officers may issue an Arizona Traffic Ticket and Complaint (ATTC) in lieu of detention or book on misdemeanor charges, or book on felony charges.
.

(a) Officers should keep in mind that animals are very resilient and severe injuries such as broken bones or internal bleeding may not be detected until a veterinary examination is conducted.

(b) Felony charges pursuant to ARS 13-2910 may be appropriate when death is due to cruelty or obvious severe injury such as broken bones or gunshot wounds.

(2) When uncertain about the extent of injury, officers should:

(a) Complete the initial investigation to be documented in an IR which will be assigned to the Animal Cruelty Investigations Detail.

- The Animal Cruelty Investigations Detail will evaluate the veterinary reports and photographs to determine the need for misdemeanor or felony charges

(b) Seize the animal (see procedures outlined in section 7 of this order) and turn it over to AHS.

7. **SEIZING ANIMALS FOR CRUELTY OR NEGLECT UNDER EXIGENT CIRCUMSTANCES**

A. In the event prompt action is required to protect the health and safety of an animal, or the health and safety of other animals, officers will immediately seize the animal in accordance with PCC 8-3.01.

NOTE: Only peace officers have the authority to seize or impound animals.

- The seizing officer will request AHS to take disposition of the animal/s.
  - The only other role of AHS personnel in animal neglect/abuse cases is to make recommendations to the Department/officers.

B. Officers **will** complete an IR on all animal seizures for cruelty or neglect.

- When completing the IR, officers will ensure the seized animal is listed in the **property** section.
  - The description of the property item should indicate disposition of the animal: for example, Yellow male dog photographed and released to the Arizona Humane Society.

C. A Notice of Animal Seizure Form 80-103D will also be completed by officers with the below distribution (**do not impound** any copies).

- Original – Owner/keeper of the animal
- Copy – Upload (or scan and upload if the owner/keeper's signature has been obtained) the completed form to the IR as an attachment
- Copy – Interoffice to the City Prosecutor's Office
- Copy – Interoffice to City Court

(1) If the owner/keeper is not present, the original copy of the form will be affixed to a conspicuous place where the animal was located.

- Officers will document in the IR where the Notice of Animal Seizure form was posted.

(2) If the owner/keeper is present, officers will ensure the owner/keeper of the animal is informed of their right to request a post-seizure hearing within ten (10) days (including weekends and City holidays) from the date of the notice to determine the validity of the seizure/impoundment.

(a) If the animal owner requests a post-seizure hearing within the ten (10) day period, City Court will conduct the hearing within 48 hours of the Court's receipt of the request (excluding weekends and City holidays).

(b) The animal owner's failure to request or attend a scheduled hearing will result in a forfeiture of the right to a post-seizure hearing and forfeiture of the animal to the City.

(3) The animal owner must post a bond with the City Court in the amount of $500 per animal seized.

- If the animal owner fails to post bond within ten (10) days of the seizure or five (5) days after conclusion of the post-seizure hearing, whichever is later (excluding weekends and City holidays), the animal will be deemed abandoned and disposed of by the City.

(4) Once a post-seizure hearing is scheduled by City Court, the seizing officer will be notified through the Court Services Detail.

- It will be the responsibility of the seizing officer to attend the scheduled post-seizure hearing to determine the validity of the seizure.

(5) If the seizure is upheld during the post-seizure hearing, the seizing officer **will** request a disposition/forfeiture hearing before the City magistrate to determine whether the animal has suffered cruel mistreatment or cruel neglect and should be forfeited to the City (PCC 8-3.03).

7. C. (5) (Continued)

NOTE: The City magistrate will set the hearing within 15 business days after the request; however, to avoid having to come back to City Court within the 15 business days, the seizing officer should request the disposition/forfeiture hearing be conducted immediately following the conclusion of the post-seizure hearing.

8. **ANIMAL PRE-SEIZURE FOR SUSPECTED CRUELTY OR NEGLECT**

A. In the event a responding patrol officer feels animal cruelty or neglect may exist, but is not sure if there is enough reason to immediately seize the animal, the following procedures should be followed:

(1) Contact AHS for assistance in determining if a pre-seizure notice is appropriate.

(2) Complete an Animal Pre-Seizure Form 80-102D, leave the original copy with the owner, and distribute copies as indicated in section 7.C of this order.

- This gives the owner the opportunity to contact City Court to have a hearing scheduled.
- At this hearing, the final decision to seize the animal/s will be made by the court.

(3) Officers will complete an IR on all animal pre-seizures.

(4) The officer who completed the original IR will be responsible for attending scheduled hearings when properly notified.

- If the decision made by the court is to seize the animal/s, the officer will seize the animal/s following the procedures in section 7.C of this order

9. **SEIZING DISPLACED OR INJURED STRAY ANIMALS**

A. A displaced animal is any animal that is seized under circumstances not amounting to animal cruelty pursuant to PCC 8-3, and where no person is immediately available, capable, and willing to provide shelter and care for the animal.

EXAMPLE: Animal owner arrested, admitted to the hospital, or deceased.

B. In the event no person is immediately available, capable, and willing to provide shelter and care for the animal/s, officers will seize the animal in accordance with PCC 8-15.

NOTE: Only peace officers have the authority to seize or impound animals.

- The seizing officer will request AHS to take disposition of the animal/s.

C. Officers **will** document the seizing of the displaced/injured animal in an IR or FI.

- If an IR is to be completed regarding the arrest, death, etc. of the animal owner, the seizing of the displaced/injured animal will be included in the IR (select PCC 8-15 (non-crime) as an additional "Offense"); otherwise an FI will be completed.
- Officers will ensure the seized animal is listed in the **property** section.

  * The description of the property item should indicate disposition of the animal; for example, Yellow male dog photographed and released to the Arizona Humane Society.

D. A Notice of Animal Welfare Seizure Form 80-104D will also be completed by officers with the below distribution (**do not impound** any copies).

- Original – Owner/keeper of the animal (if known)
- Copy – Upload (or scan and upload if the owner/keeper's signature has been obtained) the completed form to the IR/FI as an attachment
- Copy – AHS or other animal welfare organization

9. D. (1) If the owner/keeper is unknown, there is no duty to find or contact the owner prior to seizing the animal/s.

- Officers will document this in the FI.

(2) If the owner/keeper is known, officers will ensure the owner/keeper of the animal is informed that if they fail to contact the sheltering entity within three days (72 hours) of the service of the notice, the animal/s may be placed for adoption through an animal welfare organization or disposed of according to law.

10. **LOOSE LIVESTOCK**

A. Loose livestock will be corralled and tied, whenever practical.

B. If the owner is unavailable to take possession of the animals, the Arizona Department of Agriculture Animal Services Division will be notified at 602-542-0799.

C. If a large animal cannot be corralled or tied, officers will attempt to keep the animal in an area where it will not create a hazard.

(1) Most large animals can be controlled or contained in an area if officers remain calm, keep noise to a minimum, and avoid sudden movements.

(2) Red lights and sirens should not be used in the presence of large animals.

(3) Communications should be notified of the type and number of animals.

- Communications personnel will call the Department of Agriculture Animal Services Division which has the necessary equipment and personnel to capture and remove animals.

11. **DISPATCHING ANIMALS**

A. Officers will only dispatch animals (including cats and dogs) when they are posing an immediate danger to the public.

B. Cattle

(1) Whenever possible, officers should contain the animals until the arrival of Department of Agriculture Animal Services Division officers, who will normally be the only ones to dispatch livestock.

(2) Cattle should not be shot any further back on the body than the front shoulder kill area (see Addendum A of this order for diagram).

(3) Handgun

- Only Department authorized handguns will be used for a dispatch shot to the head

  * Frontal Dispatch Shot (1) - Line of fire should be perpendicular to the animal's forehead or a ricochet may occur.
  * Behind the Ear Shot (2) - Line of fire should be from left ear in the direction of the right eye; or right ear to left eye.

(4) Shotgun or Rifle

(a) Heart shots will be made with slugs (no 00 buck) when using a shotgun and Department issued rifle ammunition when using a rifle.

- The area in the line of fire must be clear in the event the bullet exits the animal's body.

11. B. (4) (b) Head shots and ear shots will be made as described for handguns.

C. Horses

(1) Horses should not be shot; even when the owner gives permission to dispatch the animal and the horse is not presenting a danger to the public.

- Many horses are insured, and the insurance policy becomes void if the animal is destroyed without consent of an on-scene veterinarian.

(2) A private person, or someone contracted by a private person, is generally not privileged to dispatch an injured horse within City limits to end its suffering.

- The proper course of action is for the private person to call a veterinarian to the scene to make the determination to euthanize the horse in the most humane way possible by using lethal doses of medication.

(3) If shooting is necessary, the procedures for shooting cattle will be followed.

12. **SEIZURE OF HORSES IN POOR PHYSICAL CONDITION, ARS 3-1721** – Any person or peace officer who believes a horse is in poor physical condition because of willful neglect or cruel treatment may petition, upon affidavit, a justice of the peace or a city magistrate of the city in which the horse is found, an order authorizing the Department of Agriculture Animal Services Division to take possession of and provide care for such horse for a 15-day period.

13. **VICIOUS DOG ORDERS**

A. Officers serving vicious dog orders are not permitted, based exclusively on the order or over the objections of the respondent, to enter a residential structure, residential yard, or commercial business for the sole purpose of taking custody of the animal.

B. If the respondent refuses to release custody of the animal after being served the order, officers will take no further enforcement action and will notify a supervisor immediately.

C. An IR will be completed with ARS 13-2810.A.2, Interference with Judicial Proceedings, being selected as the offense, which will be assigned to the Assaults Detail as well as the Judicial Process Detail (JPD).

14. **NOTICE OF HEARINGS FOR VICIOUS ANIMAL COMPLAINTS**

A. Officers will serve the defendant a Phoenix Municipal Court Notice of Hearing for a Vicious Animal complaint when the plaintiff supplies a certified copy of the notice.

(1) The Notice of Hearing informs the defendant of the date, time, and courtroom assignment of the hearing.

(2) Notice of Hearings issued out of any court other than the Phoenix Municipal Court will not be served and the plaintiff will be advised to return to the court of issuance for further instructions.

(3) If the defendant cannot be served, the notice will be returned to the plaintiff.

(4) The Declaration of Service, included with the Notice of Hearing, will be completed and forwarded to the JPD.

15. **SERVICE ANIMALS; RIGHTS OF INDIVIDUALS WITH DISABILITIES**

A. In accordance with ARS 11-1024, it is unlawful for persons who operate a public place to discriminate against people with disabilities that require service animals, such as a Seeing Eye dog.

(1) The City does not have jurisdiction over this statute and officers do not have the authority to enforce this code.

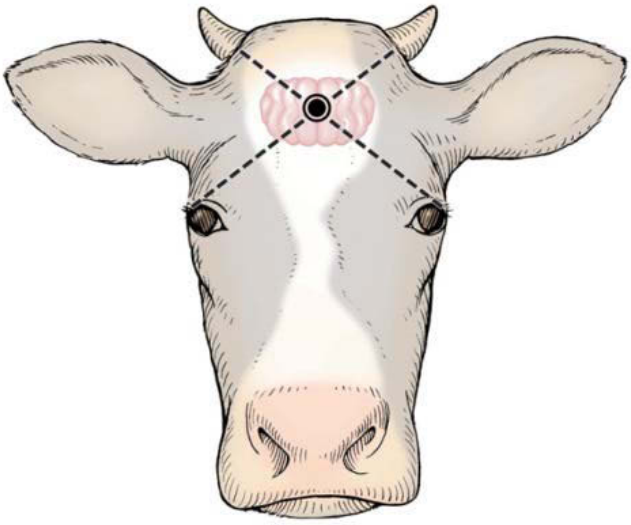
(2) If officers believe there is a violation of this statute, they will contact or advise the victim to contact MCACC.

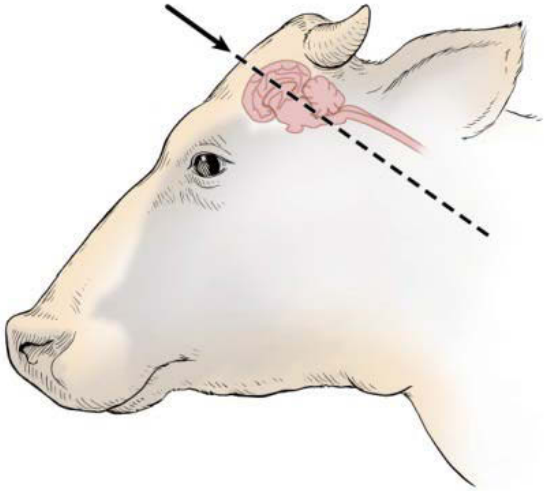
- No further police action is necessary.

ANATOMICAL LANDMARKS FOR EUTHANASIA BY GUNSHOT

The point of entry of the projectile should be at (or slightly above) the intersection of two imaginary lines, each drawn from the outside corner of the eye to the center of the base of the opposite horn (or to a point slightly above the opposite ear). To avoid ricochet, the firearm should be held two (2) – ten (10) inches from the intended point of impact and positioned so the muzzle is perpendicular to the skull (90 degrees) and aimed down the neck of the animal.

Not between the eyes but **above** the eyes as illustrated below.





1. **GENERAL PROCEDURES**

A. In civil disputes, officers will first determine if a criminal offense has occurred.

(1) If no offense has been committed, officers will attempt to arbitrate the dispute.

(2) Officers may offer suggestions and inform the participants of various service agencies equipped to assist them.

B. Civil Standbys

(1) Non-exigent civil matters will be dispatched between 7 a.m. and 3 p.m. only.

(2) In non-exigent civil matters where the potential for violence is not apparent and where no violence is foreseen, officers may standby for a maximum of fifteen minutes.

(3) Standbys lasting longer than fifteen minutes will be at the discretion of the officer.

- Supervisors will be advised of unusual situations requiring extended officer presence.

(4) When exigent circumstances exist (argument in progress, weapons observed, etc.), officers will respond and the fifteen minute time limit does not apply.

2. **SPECIFIC CIVIL MATTER PROCEDURES**

A. Landlord and Tenant Act **Arizona Revised Statute (ARS) Title 33, Chapter 10**	• A landlord cannot take personal property of a tenant for non-payment of rent. • A landlord cannot lock out a tenant for non-payment of rent unless the landlord possesses a Writ of Restitution or similar court order. • When officers observe violations of this act, they will not take enforcement action. ∗ If the officer feels criminal intent was present, an Incident Report (IR) will be completed and submitted for review. ∗ In aggravated cases where only civil actions are involved, the officer may complete a Field Interview (FI). • Many lease agreements contain a right of entry clause, which allows a landlord to inspect the tenant's premises for a number of reasons. ∗ When disagreements regarding entry occur, officers should advise the tenant to check the lease for such a clause. ∗ If this does not resolve the difficulty, participants will be advised to consult an attorney for civil remedies. • The Landlord and Tenant Act does not include transient occupancy in hotels or motels. Innkeepers may utilize such techniques as lock out, seizure of personal property, etc. • Citizens may be referred to the City of Phoenix Neighborhood Services Department (602-262-7210, the landlord/tenant message line).
B. Civil Court Orders and Evictions	• Officers **will not** arrest a person who refuses to obey a Writ of Restitution. • If constables of the justice courts request aid in service of a Writ of Restitution, and the subject refuses to obey the writ, the constable will be referred back to the issuing court for an arrest warrant to be issued in the name of the violating party. • Officers will not enforce a civil Writ of Restitution. • Parties requesting enforcement of a Writ of Restitution will be advised to contact the Maricopa County Sheriff's Office (MCSO) Civil Division at 602-256-1834 for enforcement action.

2. **SPECIFIC CIVIL MATTER PROCEDURES**: (Continued)

C. Boundary Disputes	• No arrests will be made for boundary disputes. • If a criminal violation has occurred, an IR will be completed. • Parties to a dispute will be advised that any physical violence or criminal damage by either party may result in criminal charges, regardless of which party originally committed the civil wrong. • Disputing parties may be: ∗ Referred to local real estate offices for reliable tract maps and advice as to property limits. ∗ Referred to civil engineering firms who will survey property for a fee to determine boundary lines. ∗ Advised to contact an attorney.
D. Damage by Children or Dogs	• While some elements of a criminal violation may be present in damage to property by small children or dogs, the department will not act as a collection agency to recover damages. • Parents may be liable for up to $10,000 for each tort (civil wrong) by their children. • Arrangements for restitution may be made through either juvenile authorities or Superior Court. • If a dog is involved, the owner will be reminded of the licensing and leash laws. • If the problem is aggravated or recurring, the complainant will be advised to contact the Maricopa County Animal Care and Control.
E. Restraining Orders	• Restraining orders are issued by a court to prohibit persons or businesses from taking specified actions. • Complainants will be advised to contact the issuing court judge who signed the document in order that a summons may be issued. • Officers will not take on-view enforcement action on violations of restraining orders unless a separate criminal offense occurs. • Action will then be taken on the separate offense only. • Persons inquiring about the procedure for obtaining restraining orders will be advised of: ∗ Restraining orders concern civil matters in which no police action is required. ∗ A crime need not be committed before a restraining order can be issued. ∗ The complainant will be advised to contact a private attorney.
F. Consumer/ Business Disputes	• Citizens may call the Consumer Information Section of the Attorney General's Office at 602-542-5763.
G. Material & Labor Liens on Personal Property ARS 33-1021	• When an item of personal property (except a motor vehicle) is repaired or cleaned, glazed or washed by the labor of a carpenter, mechanic, artisan, or other workman, such person has a lien on the property and may retain possession of the property until the amount, including materials, is fully paid. • No enforcement action will be taken except to preserve the peace.
H. Garage Liens ARS 33-1022	• When the owner of a vehicle and the owner of a vehicle repair business have entered into an agreement regarding the fee to be charged for repairs to a vehicle, the owner of the business shall hold a lien on the vehicle. • The repair business can hold the vehicle until the charge for services performed on the vehicle has been paid. ∗ This includes fees for parts, labor, and storage. ∗ Verbal agreements are binding. ∗ If the business owner gives up possession of the vehicle, the business owner also gives up the lien. ∗ Garage liens do not apply to towing situations where the owner of the car has not given consent for the tow. ∗ Officers will take no enforcement action except to preserve the peace.

2. **SPECIFIC CIVIL MATTER PROCEDURES**: (Continued)

I. Self-Service Storage Lockers ARS 33-1703	• Owners of self-service storage lockers facilities have the right to withhold personal property stored in locker spaces if rent is unpaid and due. • If rent payments are 30 days past due, the storage locker owner may sell the property. • These rights **only** apply if the rental agreement contains warnings to the tenant that the storage locker owner has these rights. • Violation of this statute is not a crime. • Complainants should be advised to contact a private attorney.
J. Repossession of Property	• When a person borrows money or receives credit to purchase an item of property such as a piece of furniture, an appliance, or an automobile which establishes a certain payment plan, the party lending money or extending credit to the borrower/debtor for the purchase is considered a lien holder who retains a security interest in the item of property until the loan or credit terms are repaid. • If the borrower/debtor defaults on his or her obligation to pay the lienholder when payment is due, the lien holder has the statutory right under ARS 47-9609, to reclaim the property through repossession: for example, "self-help" without court action, if it can be done without a breach of the peace. Lien holders typically engage repossession companies ("repossessors") to accomplish this task for them. ∗ The statute does not define the term "breach of the peace" and it does not proscribe certain or specific acts. It is a legal term that gives the borrower/debtor or other private individuals the right to assert a civil cause of action against the lienholder or repossessor. ∗ Property has been legally repossessed and the lien holder's lien has been perfected when the lienholder or repossessor gains entry to the property or when it becomes connected to a tow truck. ∗ A lienholder or repossessor may lawfully enter onto the real property of the borrower/debtor for the purposes of repossession. However, the lienholder or repossessor may not enter into any portion of the curtilage of the real property, including an outbuilding or enclosed structure: for example, garage, or any area secured by a lock or fence, without the consent of the owner of the real property or the person in legal possession of the personal property subject to the debt: for example, borrower/debtor. • Officers will take no enforcement action in these cases except to preserve the peace. ∗ Officers may not advance or hinder repossessions under "color of State law." Officers will not force a lienholder or repossessor to give up possession of the borrower/debtor's property. Doing so may subject the Department to civil liability. ∗ Officers will not accompany a lienholder or repossessor in repossessing the borrower/debtor's property. This may be construed as "color of law" and subject the Department to civil liability. ∗ To the extent any party (debtor/borrower, lienholder or repossessor) commits an offense punishable under ARS Title 13, such as trespassing into borrower/debtor's home, threatening violence, or committing an act of violence against another party, officers may take appropriate law enforcement action.
K. Neighborhood Disputes	• The City Prosecutor's Mediation Program provides mediation and conciliation services to neighborhood residents involved in disputes that are non-criminal and non-violent in nature (noise complaints, animal complaints, problems between families, etc.) • Residents can call Community Mediation Services at 602-256-4309 directly to schedule an appointment.

2. **SPECIFIC CIVIL MATTER PROCEDURES**: (Continued)

L. Crime Abatement, Rental Property Registration, and Sign Enforcement	• When officers believe a building or a place is used regularly in commission of a crime, in violation of ARS 12-991 through ARS 12-999, they should forward a memorandum to the crime abatement detective in the precinct in which the property is located. • Include the address of the property, any known suspect information, and the reason the location is in violation. ∗ Crime abatement detectives will complete the original IR when appropriate. ∗ Officers may be asked to complete an Incident Supplement of their investigation and experience with the location. • Any property used solely as a rental property must be registered as a rental property with the County Assessor's Office in the county in which the property is located (ARS 33-1902). ∗ Officers will refer the complainant to the Rental Property Registration Hotline at 602-262-7844 when they receive a complaint about an unregistered property in the City. ∗ Crime abatement detectives are responsible for follow-up on cases forwarded to the Department for prosecution. • Posting, placing, tacking, or displaying any sign within any street right of way (Phoenix City Code (PCC) 3-6) is prohibited. ∗ Officers will refer violations to the Neighborhood Services Department Hotline at 602-534-7100 for the initial investigation. ∗ Crime abatement detectives are responsible for follow-up investigation.
M. Child Custody Disputes	• Custody of children generally rests with either of the natural parents. ∗ In out-of-wedlock situations, and in the absence of a court order stating otherwise, the custody of a child rests solely with the mother. ∗ Only a Court of Record can take a child from the custody of a natural parent except in child abuse cases. ∗ When a court orders a child into the custody of one parent and the other seizes the child, the violation is generally contempt of civil court, however, charges of Custodial Interference ARS 13-1302 may be filed in aggravated cases. ∗ If in doubt as to custody, an IR may be completed. • If it appears a child is in no danger as to health and morals, the complaining party will be advised to contact an attorney to commence a civil contempt action. ∗ No force will be used to remove a child in non-dangerous, non-violent situations. • Officers will be dispatched and take necessary protective enforcement action as well as preserve the peace for the following situations: ∗ Threat or use of physical violence ∗ When the non-custodial parent is present or en route to the victim's location
N. Court Orders from Other States	• Court orders from other states are not enforceable in Arizona until they have been registered with the Superior Court of Arizona. **NOTE**: This does not include protection orders as covered by ARS 13-3602.R.2. • Officers who are presented with an out-of-state court order accompanied by a court order from the Superior Court of Arizona showing the out-of-state court order is properly registered should handle the order in the same way they would if the order was issued in Arizona.

1. **GENERAL INFORMATION**

A. The Department is committed to providing holistic service options to all members of our community, including persons with mental or physical disabilities, in a manner consistent with our obligation to ensure the protection of constitutional rights and the safety of all.

B. Mercy Maricopa Integrated Care (Mercy Maricopa) is the Regional Behavioral Health Authority (RBHA) for Maricopa County and contracts with a variety of community agencies to provide both crisis services and longer-term outpatient services for behavioral and physical health needs.

- Law-enforcement and community members may contact the Maricopa Crisis Line at 602-222-9444 or 1-800-631-1314, 24 hours a day/7 days a week, for assistance with persons in a behavioral health crisis and locating resources.

2. **RECOGNIZING PERSONS WITH MENTAL ILLNESSES**

A. Persons who demonstrate unusual behavior or actions may lead a reasonable individual to believe that those persons have a mental illness or a history of mental illness.

- Mental illness is a substantial disorder of a person's emotional processes, thought, cognition, or memory.

B. Mental illness behavior characteristics cover a wide range of emotions/behaviors including:

- Depression
- Violence
- Withdrawal
- Suicidal acts
- Homicidal acts
- Paranoia
- Unorganized conversation

C. Mental illness should be distinguished from:

- Drug abuse, alcoholism, or mental retardation
- Declining mental abilities that directly accompany impending death
- Character and personality disorders characterized by life-long and deeply ingrained antisocial behavior patterns
- Sexual behaviors that are abnormal and prohibited by statute

D. When interacting with mentally ill subjects, officers should be aware the individual may be a danger to themselves and/or others.

E. Urgent Psychiatric Care Centers in Maricopa County - Facilities that screen and evaluate adult mental health patients.

(1) The Urgent Psychiatric Care Center (UPC) located at 1201 South 7th Avenue, Phoenix, Arizona, 85007, 602-416-7600.

(2) The Recovery Innovations Recovery Center (RRC) located at 11361 North 99th Avenue, Suite 402, Peoria, Arizona, 85345, 602-650-1212.

(3) The Community Psychiatric Emergency Center (CPEC) located at 358 East Javelina Avenue, Mesa, Arizona, 85210, 877-931-9142.

(4) UPC, RRC, and CREC accept voluntary and involuntary patients.

2. E. (4) (a) Voluntary Patients: - Those who willingly present themselves and sign in to the facility.

(b) Involuntary Patients: - Those who are either brought in for treatment by another person or who have an emergency mental health order of detention requested for them by someone else who has knowledge they are a danger to themselves or others.

- A person requesting an emergency mental health order of detention for someone else must sign an application for emergency admission and swear to its truthfulness (Arizona Revised Statute (ARS) 36-524).

  * The application must be reviewed by a mental health admitting officer who decides if there is cause to have the individual brought to an urgent psychiatric care center.

(5) Mental Health Admitting Officer - A psychiatrist or other physician or psychiatric and mental health nurse practitioner with experience in performing psychiatric examinations who has been designated as an admitting officer of the evaluation agency by the person in charge of the evaluation agency.

- Per ARS 36-524, **only** a mental health admitting officer of an evaluation agency has the authority to order a police officer to pick up and detain an individual for an emergency evaluation.

  * A supervisor from an urgent psychiatric care center is not authorized to order the pick-up.

F. Emergency Mental Health Order of Detention - A mental health pick-up order issued by a mental health admitting officer based upon the review of the application for emergency admission.

(1) Procedures/responsibilities for applications for emergency admission submitted by someone other than an on-scene police officer:

(a) Mental Health Admitting Officer	• Will telephone and then email the emergency mental health pick-up order to the Communications Bureau
(b) Communications Bureau	• Upon receiving a request for an emergency mental health pick-up order, a mental health transport call (918T) will be created and dispatched. • The emergency mental health pick-up order will be emailed to the responding officer's and their supervisor's City email.
(c) Supervisors	• A supervisor **will** respond to all emergency mental health pick-up orders being served within the City. **EXCEPTION**: A supervisor will not be required to respond if the mental health pick-up order is being served in a hospital or by the Crisis Intervention Team (CIT).
(d) Police Officers	• Prior to picking up the named individual, officers will validate the emergency mental health pick-up order by reviewing the order emailed to the officer. • Officers will request any available information regarding violence potential, weapons, patient history, what has worked in the past, and any other circumstances. • **Prior** to any attempt to apprehend and transport the named individual, officers will ensure a supervisor is on-scene. **EXCEPTION**: A supervisor will not be required to be on-scene if the mental health pick-up order is being served in a hospital or by the CIT.

2. F. (1) Procedures/responsibilities for applications for emergency admission submitted by someone other than an on-scene police officer: (Continued)

(d) Police Officers (Continued)	• Emergency mental health orders will be treated like an arrest warrant. • After verification of the order, officers will make a reasonable effort to apprehend and transport the individual to the nearest urgent psychiatric care center. • To ensure the officers' and individual's safety, if officers are denied entry and the officers have reasonable grounds to believe the person is inside the residence, officers will treat the situation as a barricade and will follow the guidelines listed in Operations Order 9.2, Barricade/Hostage Negotiation Plan. • If the order does not contain an address or contains the address of a third party and entry is denied, a search warrant is required and may be written based on the information specified in the order. • Forcing entry into a person's residence or third party residence should be <u>considered a last resort</u> and officers are encouraged to communicate with the person in order to reach a successful outcome. • Officers will complete a Field Interview (FI) noting whether or not the contact was successful, summarizing the details, and noting the name of the admitting officer and the doctor (if one was involved). ∗ Select FI as the "Offense Description" and Comm Relations Bureau for "Offense Element 1" and FI, Community Relations Bureau, Crisis Intervention for "Offense Element 2." • Officers will not provide additional security for the individual once at the urgent psychiatric care center. • Officers will provide accessible services to qualified persons with disabilities.
(e) Hospital Requested Emergency Mental Health Detention	• A doctor or nurse at a hospital who examines a patient whom he believes to be a danger to himself or others may telephone an admitting officer at an urgent psychiatric care center to discuss the specific case. • If the admitting officer believes the individual should be detained and transported to an urgent psychiatric care center, the admitting officer may so order the detention. • The conversations between the admitting officer and the doctor or nurse requesting the detention **MUST BE CONDUCTED IN THE PRESENCE OF A POLICE OFFICER** in lieu of having the written and/or telephonic application for emergency admission to transport (ARS 36-524D). • The police officer speaking with the admitting officer on the phone will verify the: ∗ Identity of the admitting officer. ∗ Admitting officer is authorizing the detention. ∗ Admitting officer is ordering the officer to transport the individual to an urgent psychiatric care center.

(2) Procedures/responsibilities for applications for emergency admission submitted by an on-scene police officer:

(a) On-Scene Police Officer	These are situations where an officer has probable cause to believe the person is: 1. An adult 2. A danger to self or others (DTO/DTS) due to a mental disorder 3. Unwilling or unable to accept voluntary treatment

2. F. (2) Procedures/responsibilities for applications for emergency admission submitted by an on-scene police officer: (Continued)

(a) On-Scene Police Officer (Continued)	• Due to the emergent nature of this situation, if officers are able to articulate <u>all three</u> of the above elements, they may detain and transport the individual directly to an urgent psychiatric care center and complete the application for emergency admission at that location to initiate the evaluation process. ∗ Officers may include witness/family statements, in addition to their own observations. ∗ The officer must sign the application for emergency admission and swear to its truthfulness.
(b) Urgent Psychiatric Care Center	• The mental health admitting officer will review the application and determine if the individual will be accepted on an involuntary basis. • Once the application has been reviewed and accepted, the urgent psychiatric care center will take responsibility of the individual.

G. <u>Non-Emergency Mental Health Orders (NEMHO) of Detention</u> - Are from Superior Court, signed by a judge, authorizing the detention of an individual for mental health care/evaluation.

(1) Procedures/responsibilities for non-emergency mental health orders (NEMHOs):

(a) Urgent Psychiatric Care Center Court Coordinator	• Will email the NEMHO to the Communications Bureau • Ensure the petitionee (subject named on the NEMHO) is still non-compliant with treatment • Has <u>current information</u> (within the last 20 minutes) on the location of the petitionee • Will call Crime Stop with the above information and request a call for service • Deliver the original NEMHO to the urgent psychiatric care center listed on the NEMHO
(b) Communications Bureau	• Upon receiving a NEMHO call for service, a Communications supervisor will verify the: ∗ NEMHO has been received ∗ NEMHO has not expired ∗ Name of the petitionee is the same as the subject named on the call for service • Create a mental health transport call (918T), add notes to the call detailing the NEMHO was received, and dispatch the call to the first available precinct patrol officer or CIT officer • The NEMHO will be emailed to the responding officer's and a supervisor's City email.
(c) Police Officers	• Prior to contacting the named petitionee, officers will review the NEMHO and verify the: ∗ Date of petition ∗ Date of the court ordered treatment has not expired ∗ NEMHO is signed by a judge • After verification of the NEMHO, officers will make a reasonable effort to take the petitionee into custody and transport him/her to the urgent psychiatric care center listed on the NEMHO. ∗ Officers are authorized to take the petitionee of an NEMHO into custody against his or her will; however, if officers are denied entry, the situation will <u>not</u> be treated as a barricade and officers will go back into service.

2. G. (1) Procedures/responsibilities for non-emergency mental health orders: (Continued)

(c) Police Officers (Continued)	• Upon delivery of the petitionee to the urgent psychiatric care center, officers will sign the original Return of Order as the "detaining officer", to include the date and time the NEMHO was served. • The completed Return of Order will be left with the urgent psychiatric care center. • Will advise Communications if the NEMHO was served • Will complete an FI noting whether or not the contact was successful and summarizing the details. ∗ Select FI as the "Offense Description" and Comm Relations Bureau for "Offense Element 1" and FI, Community Relations Bureau, Crisis Intervention for "Offense Element 2."

H. State Hospital Patients:

(1) State Hospital Patients - Escapees	• A mentally ill person who has escaped from the State Hospital may be returned directly to the State Hospital. ∗ Recommitment proceedings are not necessary ∗ This includes intoxicated patients • When the escapee is located, State Hospital staff should be notified at 602-220-6100 so they can make proper transportation arrangements. Serious Crime • A State Hospital escapee who has committed a serious crime will be booked directly into jail. **EXCEPTION**: If the escapee has violent or suicidal tendencies, they **will be** returned to the State Hospital. • The arresting officer will be responsible for notifying the State Hospital of the custody. • Information regarding the person's leave status from the State Hospital will be placed in the arrest record. • If a missing person report has been filed, an Incident Supplement will be completed.

I. Voluntary Patients:

(1) Non-Violent Adults	• In the absence of a Mental Health Order of Detention or emergency requirements, adults who are in a behavioral crisis may **voluntarily** submit to an evaluation by: ∗ Mobile Crisis Teams (available to respond to non-violent situations by calling the Maricopa Crisis Line) ∗ UPC, RRC, or CPEC ∗ Community Bridges 24/7 Access Points and Transition Points - 1-877-931-9142 o West Valley - 824 North 99th Avenue, Avondale, Arizona o East Valley - 358 East Javelina Avenue, Mesa, Arizona
(2) Intoxicated Adults	• Intoxicated non-violent adults may **voluntarily** submit to an evaluation by a/the: ∗ Mobile Substance Abuse Outreach Team (available to respond to non-violent situations by calling 623-643-9680) ∗ Community Bridges Central City Addiction Recovery Center (CCARC), 2770 East Van Buren Street, Phoenix, Arizona, 85008, 602-273-9999 ∗ Community Bridges 24/7 West Valley or East Valley Access Point and Transition Point

2. I. Voluntary Patients: (Continued)

(3) Juveniles	• Officers may call the Maricopa Crisis Line to request assistance for juveniles who appear to have a mental illness.
NOTE: See section 2.M of this order if valid criminal charges or warrants are present.	

J. Additional Resources - Refer to Operations Order 4.8, Referral Agencies.

K. Emergency Calls To Mercy Maricopa Case Management Offices

(1) Several case management offices are staffed with psychologists and social workers who may request officers respond to keep the peace and/or transport an individual to UPC.

(a) Officers will perform peacekeeping duties as needed.

(b) Officers responding to these locations will handle the transport in the same manner as an involuntary detention listed in section F.(1) of this order.

(c) **Only** an admitting officer can authorize transportation under emergency conditions.

(d) Psychologists at the case management offices are not presently designated as admitting officers and have no authority to order the police to take custody of a mental health patient.

(2) Mercy Maricopa Halfway Houses

(a) Several halfway houses are located throughout the City where patients reside under the supervision of a social worker.

(b) If officers are requested to respond to these locations, they will attempt to locate a caseworker on the premises and inform them of the circumstances of the call.

L. Documentation/Reporting

(1) An Incident Report (IR) will be completed if a crime has occurred.

* Ensure "Mental Problem" is selected from the "VP" (violence potential) drop-down box in the Suspect section.
* Pertinent facts regarding the person's behavior will be described in the IR Narrative.

(2) If no crime has occurred, an FI will be completed.

- Select FI as the "Offense Description" and Comm Relations Bureau for "Offense Element 1" and FI, Community Relations Bureau, Crisis Intervention for "Offense Element 2."

  * The subject's behavior, potential for violence, or any other factor that would serve as investigative intelligence should be documented in the FI Narrative.

NOTE: Complainants will be informed at the time of the request that the report is for information only and no follow-up will be provided by the Department.

M. Criminal Charges

(1) When valid criminal charges or warrants are present, officers may book an adult individual into jail.

* Juveniles will be detained at the Juvenile Court Center (JCC) detention facility **if** they have committed an offense and there is no reasonable person to care for them.

2. M. (2) Officers will advise jail personnel of the subject's unstable mental health condition.

(3) The Maricopa County Sheriff's Office (MSCO) jail is an evaluation agency with psychologists on staff.

3. See Operations Order 7.2, Transporting Prisoners, for information on transporting prisoners in wheelchairs.

4. **COMMUNICATING WITH HEARING/SPEAKING IMPAIRED**

A. Employees must furnish appropriate auxiliary aids and services: for example, note pads, written materials, and qualified interpreters, when necessary to ensure effective communication.

(1) If the employee is unable to communicate with the individual using a note pad or other means of communication, then a qualified interpreter is required.

(2) In situations where a report is taken, and the employee communicates with the individual in writing, the written communication shall be treated as evidence, scanned and attached to the IR as a "Document", and then impounded.

B. Individuals with an impairment have the right to choose the auxiliary aid of his or her choice, unless the means chosen would result in a fundamental alteration in the service, program, or activity, or create an undue financial burden on the Department.

C. When the services of a qualified interpreter are necessary, but the employee cannot wait for a qualified interpreter to arrive, a clear, accurate, and through investigation will be conducted and an IR will be submitted.

(1) Officers may proceed with the interrogation using a notepad when:

- Exigent circumstances do not permit a delay in the interrogation of the suspect.
- An interpreter cannot be located within a reasonable period of time.
- Written communications between officer and the subject were effective in conveying and understanding the Miranda rights and the suspect specifically declines the opportunity to communicate through an interpreter.

D. If an in-custody suspect cannot effectively be advised of their Miranda rights using written communication, a qualified interpreter shall be called to the scene prior to any interrogation.

(1) If the suspect cannot be effectively advised of their Miranda rights, even after a qualified interpreter is called to the scene, officers **should not** question the suspect.

(2) The name of the interpreter and that assistance was requested will be documented.

1. **PARTY ENFORCEMENT**

A. Recovery of Costs at Events Ordinance (Phoenix City Code Art. I. Sec. 2-22) was established to assist in deterring police response to quell parties, gatherings, or events held on private or public property when such activity is determined to be a threat to the peace, health, safety, or general welfare of the public.

- The ordinance will also assist in recouping some of the costs of providing police service.

B. Definitions

(1) Event	• Includes parties, gatherings, or events involving five or more persons who have assembled or are assembling in a manner which constitutes a substantial disturbance of the quiet enjoyment of private or public property.
(2) Person Responsible (RP) for the Event	• Can be owners, lessees, renters, managers, or others in charge of or otherwise controlling the property who have knowledge of the event and are present. ∗ Additionally, organizer/s of the event assume the same degree of responsibility. ∗ If the RP is determined to be a minor, parent/s or legal guardian/s will also be liable for costs incurred under the Recovery of Costs at Events Ordinance.
(3) Police Services	• Includes salaries in effect for any responding sworn employee and appropriate overhead used for that response.
(4) Police Services Fee	• A Police Service Fee may be waived if any RP/s requested the police for assistance in eliminating the threat. • Based upon the time spent responding to a location, to the nearest 15 minutes. ∗ This fee will not exceed $1000 ∗ This fee may include any medical treatment for injured sworn employees or repair of damage to City equipment or property incurred as a result of providing any police service; however, this fee does not preclude other civil liability.

2. **ENFORCEMENT PROCEDURES**

A. Officers will evaluate the situation and determine if it meets the criteria established in this policy.

B. Police Response

(1) RP/s will be advised the event meets the criteria established in the Recovery of Costs at Events and they may be charged up to $1000 as prescribed by the ordinance. Officers will not tell the RP/s the fee will be waived.

(2) Officers will ensure the radio code for the incident related to the party is a 415P radio call. Officers will complete the Loud Party Mask embedded within the 415P radio call on the MDC and document the following information:

- Accurate RP information and type of identification presented
- Whether RP is a renter or a property owner
- Apartment, building, or suite number if applicable
- RP/s home telephone number and alternate number
- Approximate number of people and vehicles
- If there is alcohol present
- If there are minors present
- Any other pertinent information to substantiate a party is in effect and to assist with the enforcement of the ordinance and issuance of the fee

2. B. (3) Long term failure of the CAD/MDC for more than 10 hours will require officers to utilize contingency procedures found in Operations Orders 8.3.17.A.

3. **SECOND OR SUBSEQUENT RESPONSES**

A. Officers will follow the same procedures for second or subsequent responses for enforcement including filling out the Loud Party MDC documentation mask. Officer will not tell the RP/s the fee will be waived.

B. Officers should consider citing for the following violations in conjunction with filling out the Loud Party MDC mask.

- Disorderly Conduct A.R.S. 13-2904
- Unreasonable Noise P.C.C. 23-12
- Public Nuisance A.R.S. 13-2917
- Liquor Violations A.R.S. 4-244
- Under Aged Drinking on Premises A.R.S. 4-241
- Public Urination P.C.C. 23-48
- Obstructing Streets or Sidewalks P.C.C. 23-9

Phoenix Police Department's Operations Orders Section 4.17 is restricted, and is not available for dissemination to the general public.

1. **GENERAL INFORMATION**

A. The Department is committed to the development and perpetuation of programs designed to prevent and control juvenile delinquency, abuse, and neglect, and where possible, to encourage the rehabilitation of delinquent juveniles.

(1) Juveniles have the same legal rights as adults in all matters of interview, searches, etc.

(2) Officers dealing with juvenile offenders will use the least coercive actions among reasonable alternatives while preserving public safety and order.

B. Definitions

(1) Juvenile/ Child/Youth	A person under the age of 18 years of age.
(2) Adjudicated	A judge has decided a juvenile is a delinquent, incorrigible, or dependant youth. **NOTE**: A juvenile who is eight years of age or older may be delinquent or incorrigible. A juvenile under the age of eight years of age can only be dependent and cannot be delinquent or incorrigible.
(3) Delinquent Juvenile	A juvenile who is adjudicated to have committed an act which, if committed by an adult, would be a criminal or petty offense. • This includes violations of laws and ordinances of the City, County, State, or Federal government. • Violations of Arizona Revised Statute (ARS) Title 4, Liquor, are not included.
(4) Dependent Youth	A child under eight years of age who is adjudicated to have committed a delinquent or incorrigible act.
(5) Incorrigible Child	A child who is adjudicated to have: • Been habitually truant from school. • Committed a status offense. • Habitually behave in such a manner as to injure or endanger the morals or health of themselves or others. • Failed to obey any lawful order of the Juvenile Court given in a non-criminal action. • Refused to obey reasonable and proper orders of a parent or guardian and are beyond the control of that person. • Violated ARS 4-244.9, Underage Possession or Consumption of Spirituous Liquor and ARS 4-244.41, Person under 21 with Spirituous Liquor in Their Body.
(6) Status Offense	An offense committed by a juvenile that would not be an offense if committed by an adult: for example, curfew, truancy, and runaway.

2. **JUVENILE JUDICIAL BRANCH**

A. Juvenile Court Center (JCC), 3131 West Durango Street in Phoenix or 1810 South Lewis in Mesa - A division of Superior Court which holds formal proceedings to determine what action will be taken against juveniles accused of committing offenses.

B. Juvenile Probation, 3125 West Durango Street - Juvenile probation officers evaluate circumstances surrounding a juvenile offense and recommend what action should be taken by the court.

- Durango Juvenile Detention Facility, 3129 West Durango Street - A holding facility which provides a safe and secure living place for juveniles who must be detained (see section 8.C of this order for criteria JCC uses to hold a juvenile) to help maintain the safety of the community.

  * JCC Intake operates on a 24-hour basis. The Phoenix location may be contacted at 602-506-4284 and the Mesa location at 602-506-2619.

3. **JUVENILE REPORTS/PAPERWORK**

A. The following documents may be used when dealing with a juvenile: Incident Report (IR) to include the Juvenile Arrest/Referral Worksheet section, with a notarized Juvenile Affidavit, Form IV for felonies, Field Interview (FI), Arizona Traffic Ticket and Complaint (ATTC), Booking Report, and, if applicable, a Form IV(C) Release Questionnaire Intimate Partner Risk Assessment Form 80-597D (see Operations Order 4.26, Domestic Violence, for more information).

B. Due to the fact both the ATTC and the Juvenile Arrest/Referral Worksheet are charging documents, **only one** will be completed for the same juvenile on the same date and time.

EXAMPLE: A vehicle is pulled over for going 25 miles over the speed limit at 0200 hours. Upon contact with the sole occupant, a 17 year old driver, a strong odor of marijuana emanates from the driver's open window and in a subsequent search, a small baggie of marijuana is found. Do not issue an ATTC for the criminal speeding and/or curfew violation. The **Juvenile Arrest/Referral Worksheet** section of the IR and a notarized Juvenile Affidavit must be completed to include the possession of marijuana **and** the criminal speeding and curfew violations.

C. IRs will contain:

(1) The juvenile's name, address, telephone number, school attended, grade level, and grade-point average whenever possible.

(2) The name, address, and telephone number of the juvenile's parents or guardians.

(3) In the "Suspect Type" box in the Suspect section, if the juvenile is known or unknown, and if known, if arrested.

- If the juvenile is arrested, either "Detained" or "Referral" will be selected in the Arrest Details panel of the Suspect section.

(4) Juvenile Arrest/Referral Worksheet section and a notarized Juvenile Affidavit - Will be completed whenever a complaint is being sought against a juvenile who is being charged with a Title 13 offense or when an ATTC is not issued for a criminal traffic, status, or liquor offense.

(a) The notarized Juvenile Affidavit will be scanned and attached to the IR as a "Document" when a juvenile is detained.

NOTE: The Juvenile Affidavit should be completed by the investigating officer who actually participated in the completion of the report and who has personal knowledge of the investigation.

(b) Officers need to ensure all the required fields are completed in the Juvenile Arrest/Referral Worksheet section.

(c) Juveniles will not be accepted at JCC Intake unless a completed IR (including the Juvenile Arrest/Referral Worksheet section and any Incident Supplements) and the original notarized Juvenile Affidavit is provided at the time of the detention.

- When the Field Based Reporting (FRB) system is offline, officers must provide JCC with a "Draft" copy of the IR and the original notarized Juvenile Affidavit. A Superior Court Juvenile Referral form (available from JCC Intake) must also be completed.

  * Refer to the Field Based Reporting User Manual for procedures when the FBR system is offline.

3. C. (4) (d) In all cases for which a complaint is sought (except when an ATTC has been issued), and where the juvenile has not been detained, officers will ensure the Juvenile Arrest/Referral Worksheet section of the IR is completed, omitting only the date of complaint, for each juvenile suspect involved in the offense.

(i) The IR, including the Juvenile Arrest/Referral Worksheet section, and the original notarized Juvenile Affidavit will be completed by the end of the shift.

(ii) Follow-up investigators will ensure the appropriate "associated charge" and "complaint date" data fields are entered at the time the report is sent to JCC for disposition.

(iii) Once a Juvenile Arrest/Referral Worksheet has been sent to JCC for specific charges, an additional Juvenile Arrest/Referral Worksheet will not be sent to JCC when providing Incident Supplements unless there are additional charges.

D. Form IV – Will be completed if the juvenile is 14 years or older and charged with a felony (it is the **arresting officer's** responsibility to complete the Form IV).

E. FI - Will be completed for non-criminal contacts such as interviews or record-only situations (all foster/shelter placements, etc.).

F. ATTCs - May be issued for civil and criminal traffic offenses, Title 4 liquor violations, and status offenses.

NOTE: ATTCs **will not** be issued if juveniles are being charged with ANY Title 13 offense other than status offense ARS 13-3622.

(1) Civil Traffic Offenses - When **only** civil traffic violations are involved, select the Phoenix IA/K Court from the "Court" drop-down box in the Violation section of the ATTC.

NOTE: Court dates and times will be automatically generated based on the guidelines outlined in Operations Order 6.2, Arizona Traffic Ticket and Complaint.

(2) Criminal Traffic Offenses, Title 4 Liquor Violations, and Status Offenses - Select Juvenile Court Center-Durango from the "Court" drop-down box in the Violation section of the ATTC.

- See Operations Order 4.44, Liquor, for more information on liquor violations and section 4 of this order for more information on status offenses.

NOTE: Court dates and times will be automatically generated based on the guidelines outlined below in section 3.E.(3) of this order:

(3) JCC Court Dates - Officers will use the 21- to 28-Day Rule on a Tuesday or Thursday from the date of issuance of the criminal ATTC as listed in the table below:

- A juvenile cited into JCC must be under 18 years of age as of the day of arraignment; if on the violation date the defendant is 17 but will turn 18 on, or prior to, the court date, the juvenile will be cited into City Court using the 10-Day Rule listed in Operations Order 6.2, Arizona Traffic Ticket and Complaint.

The Next to the Last Digit of the Officer's Serial Number is:	The Day Will Be:
0 ,1, 2, 3, or 4	Tuesday
5, 6, 7, 8, or 9	Thursday

3. F. (4) JCC Court Times - The time of arraignment will be determined as follows:

The Last Digit of the Officer's Serial Number is:	The Time Be:
0 or 1	8:30 a.m.
2 or 3	9:30 a.m.
4 or 5	10:30 a.m.
6 or 7	1:30 p.m.
8 or 9	2:00 p.m.

NOTE: Juveniles must bring at least one parent to JCC.

(5) Refusal to Sign an ATTC

(a) Juveniles refusing to sign a ticket issued for a civil traffic offense will be handled in the same manner as adults who refuse to sign, see Operations Order 6.2, Arizona Traffic Ticket and Complaint.

(b) If a juvenile refuses to sign a ticket for criminal and/or criminal traffic offense/s; officers will re-explain the reason for requiring a signature.

(c) If the juvenile again refuses to sign, they will be taken to the nearest police facility, where the juvenile's parent/s will be contacted.

(d) Juveniles may speak to their parents at this time if they wish.

(e) If the parents cannot be contacted or the parent advises the juvenile not to sign the ticket or the juvenile still refuses to sign the ticket, the officer will delete the FBR ATTC or void the handwritten ATTC (following the procedures listed in Operations Order 6.2, Arizona Traffic Ticket and Complaint) and complete an IR to include the Juvenile Arrest/Referral Worksheet section, a notarized Juvenile Affidavit, and, if applicable, a Form IV.

- Officers should detain the juvenile at JCC with a supervisor's approval or the juvenile may be released to his/her parent/guardian.

4. **ENFORCEMENT**

A. Any peace officer may arrest a juvenile who is a fugitive from justice or found violating a law or an ordinance, or may take any juvenile into temporary custody who is reasonably believed to be a runaway or whose surroundings are such as to endanger health, morals, or welfare unless immediate action is taken.

(1) Officers will run a juvenile's name through the records management system (RMS) to check for outstanding warrants, runaway status, or previous police contacts.

- This information may also be obtained by contacting JCC Intake at 602-506-4284 or 602-506-4285.

(2) For offenses not requiring detention (see section 8.C.(1) of this order), enforcement action may be taken at the officer's discretion and a FI completed in lieu of an IR when officers believe a warning without court action is sufficient. Prior to any enforcement action, officers should consider:

- The nature of the offense.
- The age and circumstances of the juvenile.
- Prior delinquent activity.
- Contacting the parents.

4. B. Drug Offenses/Title 13 Offenses - When a juvenile is involved in **ANY** Title 13 offense/s (other than ARS 13-3622 listed below in section 4.D of this order), an IR to include the Juvenile Arrest/Referral Worksheet section, a notarized Juvenile Affidavit, and, if applicable, a Form IV, must be completed if court action is sought.

(1) When parents turn over, or have their child turn over, suspected drugs, officers will be cooperative and will obtain as much information as possible about the source of the suspected drugs and an FI will be completed.

(a) If there is insufficient evidence to substantiate a charge, an FI will be completed for record purposes only, and will not be forwarded to JCC

(b) Suspected drugs turned over to an officer will be impounded.

C. Liquor Violations - ARS 4-244.9 and 4-244.41 (see Operations 4.44, Liquor, for more information).

(1) A juvenile who is 13 years of age or older may be arrested for Title 4 violations.

(2) The arrest of juveniles who are 12 years of age or younger will require the approval of a supervisor.

(3) An IR will be completed for all liquor violations with either an ATTC being issued or the Juvenile Arrest/Referral section of the IR and a Juvenile Affidavit being completed.

(3) When a juvenile is issued an ATTC, the decision to notify the parents will be made by the arresting officer predicated on the total facts of the incident: for example, juvenile ran from the officer, large amount of liquor involved, or amount of intoxication.

- An impaired juvenile's parents should be notified in all cases.
- If a relative or guardian is contacted but refuses to take custody of the child, the child may be fostered or detained.

(4) A juvenile being detained at JCC for a liquor violation will not be issued an ATTC.

- The Juvenile Arrest/Referral Worksheet section of the IR, a notarized Juvenile Affidavit, and, if applicable, a Form IV must be completed.

D. Status Offenses

(1) Status offenses (and Title 4 liquor violations) are the only non-traffic criminal offenses for which a juvenile may be issued an ATTC in lieu of the Juvenile Arrest/Referral Worksheet section of the IR and the Juvenile Affidavit.

(a) An IR must also be completed.

(b) If a juvenile commits multiple status offenses on the same date and time, all the offenses will be listed on the same charging document (ATTC or Juvenile Arrest/Referral Worksheet and Juvenile Affidavit).

NOTE: Any related criminal traffic and/or liquor violations will be listed on the same charging document (see Operations Order 6.2, Arizona Traffic Ticket and Complaint).

(2) Curfew - Phoenix City Codes (PCC) 22-1 and 22-2

(a) The juvenile should be transported to the closest facility being used as a juvenile disposition center (JDC).

4. D. (2) (b) If one of the following circumstances exists or a JDC is not available, the juvenile will be taken to the nearest police facility for processing.

- The juvenile is combative and/or uncooperative.
- The juvenile is believed to be under the influence of drugs and/or alcohol.
- The juvenile has committed another criminal offense.

(c) Officers processing juveniles for curfew violations will:

- Complete a charging document (ATTC **or** the Juvenile Arrest/Referral section of the IR and the notarized Juvenile Affidavit).
- Request the parent or legal guardian to come to the JDC/police facility.
- Fill out and have the parent/guardian sign the Instruction for Juvenile Diversion Program Form 80-554D.
- Give the signed Instruction for Juvenile Diversion Program form to the parent/guardian.
- Note in the IR the parent/guardian was made aware of the Juvenile Diversion Program and given the form.

(d) If a relative or guardian is contacted but refuses to take custody of the child, the child may be fostered or detained at JCC.

- When an officer believes detention is necessary, authorization will be obtained from a supervisor prior to detention.
- If there is an obvious lack of parental responsibility, parents may be issued an ATTC for violation of PCC 22-3, Curfew Responsibility.

(3) Minor Accepting or Receiving Tobacco, ARS 13-3622 and Tobacco Possession on School Grounds, ARS 36-798.03

(a) An ATTC may be issued in aggravated situations only.

- See Operations Order 4.10, Arrest, for petty offense enforcement.

(b) If an ATTC is issued, the juvenile's parent/s or legal guardian will be notified (the school administration will also be notified for violations of ARS 36-798.03)

(c) An educational contact is preferred when possible (officers will notify the school administration of the contact for violations of ARS 36-798.03).

(4) Truancy - ARS 15-802.E and ARS 15-803.A

(a) Court Unified Truancy Suppression (C.U.T.S.) Program

(i) Under the CUTS program, the school CUTS administrator/school administrator will notify the parent/legal guardian of truancy problems prior to the officer being called to issue an ATTC.

(ii) In order for an officer to cite a juvenile for truancy under ARS 15-803.A, the juvenile must be considered "habitually truant" with 6 unexcused absences.

(iii) Upon discovery of the parent/legal guardians' failure to ensure a child in their custody is attending school, the investigating officer will cite the parent/legal guardian into City Court for violation of ARS 15-802.E.

(b) School attendance officers/clerks do not have the authority to cite the parent or legal guardian; however, they may cite the involved juvenile.

4. D. (4) (c) When a school does not have a school resource officer (SRO) assigned to the school, the school may contact Crime Stop to assist with the enforcement of truancy violations.

- The responding officer should make a reasonable attempt to contact the parent or legal guardian and cite them for ARS 15-802.E.

(d) Officers will complete an IR or criminal prosecution of a parent/legal guardian, documenting the contact/interview (if any) with the parent/legal guardian and any information regarding the juvenile being cited for truancy.

- An IR will be completed whether or not the officer was able to contact the parent/legal guardian.

(e) School personnel reporting the truancy will be listed as witnesses.

(f) The following required documentation must be scanned and attached to the IR as a "Document":

- Attendance records, with the key to attendance record codes
- Documentation of correspondence, home visits, or any other contact with the family regarding absentee issues

(g) Additional documentation may include (not required):

- Copies of the letters sent to the home
- School or district attendance policy
- Any information regarding prior judicial hearings pertaining to the juvenile

E. Traffic Offenses - Traffic offenses committed by juveniles will be enforced according to the guidelines in Operations Orders 6.2, Arizona Traffic Ticket and Complaint, unless otherwise noted in this section.

(1) Bicycle Riders

(a) Officers may either issue an ATTC or complete an FI on non-accident traffic violations by juvenile bicycle riders.

(b) Bicycle riders 14 years of age or under who are involved in traffic accidents as violators will not be cited **except** with the approval of a supervisor when it is obvious the juveniles have knowledge of the wrongfulness of their actions.

(c) Bicycle riders 15 years of age or older who are involved in traffic accidents as violators will be cited into City Court.

(2) Civil Traffic Offenses **Only** - An ATTC may be issued which will be cited into City Court.

(a) Juveniles are not required to bring one parent when cited for a civil traffic violation.

(b) Juvenile civil traffic offenders may mail in their fine without appearing before a hearing officer by using the pay-by-mail envelope provided by the officer.

(3) Criminal Traffic Offenses - An ATTC **or** the Juvenile Arrest/Referral Worksheet section of the IR and the Juvenile Affidavit may be completed.

- Juveniles are required to bring one parent to any JCC proceeding.

(4) Driving Under the Influence (DUI) - (See Operations Order 6.4, Driving Under the Influence Investigations, for more information)

4. E. (4) (a) When juveniles are suspected of DUI and **do not** have a driver license, officers will need to either have a parent or legal guardian sign the blood draw consent form or obtain a search warrant following the procedures outlined in Operations Order 6.4, Driving Under the Influence Investigations.

NOTE: Juveniles who are of suitable age and maturity to sign the blood draw consent form and/or there is a strong possibility the juvenile will turn 18 before the DUI case goes to court, will not need to have a parent/guardian's signature on the blood draw consent form.

(b) After a full set of fingerprints are obtained (per Operations Order 7.4, Booking Procedures), appropriate ATTCs will be issued and the juveniles released to their parents or guardian unless there are other reasons for their detention.

- Per ARS 13-3903C3, a person arrested for a DUI must provide, at a minimum, a right index fingerplint and sign the Mandatory Fingerprint Compliance Form 80-360D, in order to be released.

  * If a juvenile refuses to provide a right index fingerprint and/or sign the Mandatory Fingerprint Compliance form, he/she must be detained at JCC.

(c) If juveniles are to be detained at JCC, **NO** ATTCs will be issued; the Juvenile Arrest/Referral Worksheet section of the IR, a notarized Juvenile Affidavit, and, if applicable, a Form IV will be completed.

- If an ATTC was fully or partially completed, it must be deleted/voided following the procedures outlined in Operations Order 6.2, Arizona Traffic Ticket and Complaint.

(d) Officers will ensure the Impaired Driver Report (IDR) is completed by selecting the "Arrested" panel for the suspect and the "Add DUI" panel to the Suspect-IDR section of the IR.

(e) In addition to the basic facts required, the juvenile's attitude, statements, etc., will be included in the Narrative.

F. Warrants

(1) If a juvenile has an outstanding warrant, officers will contact JCC Intake, Department of Corrections (DOC), Adobe Mountain Juvenile Center, and/or the Maricopa County Sheriff's Office (MCSO) Records Bureau to verify the warrant before detention.

(2) Juvenile warrants are valid ONLY UNTIL THE AGE OF 18.

5. **INVESTIGATIVE PROCEDURES**

A. The following procedures will apply to investigations involving juveniles:

(1) Juveniles will be advised of their rights whenever they are arrested and charged with a crime, it appears likely they will be detained for a criminal offense, or there is a possibility of a Remand Order to adult court or commitment to a correctional institution.

(a) Officers will ensure the Juvenile Miranda Warnings are completed within the Arrest section/Arrest Details panel of the IR each time juveniles are advised of their rights.

(b) If possible, officers will notify parents or guardians of the arrest of a juvenile and advise them of the juvenile's rights prior to questioning.

- The admonition of rights to parents is not required.

5. A. (1) (c) If a juvenile's parent or legal guardian requests an attorney on behalf of the juvenile, it will be the officer's option to grant the request.

- Serious consideration should be given to the request.

(d) If an officer believes the juvenile is incapable of intelligently understanding his/her rights due to age or mental condition, he/she will not be questioned.

(2) When circumstances indicate the possibility of a Remand Order because of a serious crime, the County Attorney's Office will be notified as soon as possible.

- A deputy county attorney may be assigned to be present during interviews.

(3) When a juvenile is in custody and requests to call an attorney or a parent, the juvenile will be allowed to do so.

(4) Officers may legally interview a juvenile without contacting a juvenile probation officer.

(5) Officers must be able to show the Juvenile Court confessions or admissions made by a juvenile were obtained without force, fear, threat, or promise of any kind.

(6) Officers will limit the duration of the interview to a reasonable period of time and will take into consideration the juvenile's age, maturity, education level, and emotional state when conducting interviews.

- Officers will notify a supervisor if the interview is going to extend or has extended beyond two hours.

  * This notification will be made as soon as practical without impairing the integrity of the investigation.

(7) Under normal circumstances, no more than two officers will conduct an interview at one time.

(8) Officers who desire to interview a student in school (regardless if the student is a suspect, witness, or victim) will notify school authorities in person or by telephone prior to the interview.

(a) Officers will notify parents so they may be present at the interview if they desire, unless the parent is a suspect or contact with the parent will jeopardize the investigation.

(b) Officers may request the parents, guardians, principal, and/or representative of the school be present at interviews conducted at schools.

(c) Firearms and handcuffs may be worn by on duty officers in plain clothes while on school grounds.

(d) When a specific request is made by school authorities to not wear a weapon, the firearm and handcuffs may be placed in a briefcase or worn concealed.

(e) This order in no way prohibits an officer from making a legal arrest of any student on a campus regardless of whether or not the parents or school authorities have given permission to do so.

(9) The case detective may use a State Department of Economic Security (DES) Temporary Custody Notice Form CPS-1000A to affect an investigative detention for temporary custody in order to conduct an interview off school grounds should circumstances present difficulties in conducting the interview on school grounds.

5. B. Information concerning juveniles involved in offenses, or offenses involving juveniles, may be released to valid members of the news media upon inquiry, within the boundaries set forth in Operations Order 4.6, Release of Records.

6. **JUVENILE PRISONERS** - Juvenile prisoners will be transported and handled according to the following guidelines:

   A. Temporary Detention of Juveniles at a Police Facility

      (1) Juveniles under arrest for committing a delinquent act may be secured in a locked holding room or other lockable secure area for up to two hours until transportation to JCC is arranged or until they are released to parents, a guardian, or a responsible party.

      (2) Juveniles in custody for status offenses will be released to a parent or guardian whenever possible in lieu of being transported to a police facility.

      (3) Juveniles who are dependent or in custody for status offenses will only be detained at a police facility in an unlocked, non-securable interview room or holding area under continuous supervision of a police employee.

      (4) Juveniles may be kept in custody for up to six hours to allow for identification, investigation, release to parents, and/or transportation to a shelter or other appropriate place.

      (5) Sight and sound contact between juveniles and adults shall be limited to incidental/accidental or haphazard contact only.

      (6) Juveniles in an adult holding area, such as for the use of a prisoner toilet, must be under the supervision of an officer.

      (7) Juveniles, if by their conduct, endanger their safety or the safety of other juveniles in custody, will be separated from the other juveniles.

   B. Legitimate personal property belonging to a juvenile will be returned when the juvenile is released, or it will be turned over to JCC personnel if the juvenile is detained.

      - Any contraband, such as illegal guns or narcotics, will be confiscated by officers for disposition in accordance with Department policies and listed in the IR.

7. **JUVENILE FINGERPRINTING AND PHOTOGRAPHS**

   A. When a juvenile is arrested, a check will be made with the Centralized Booking Detail to determine if the juvenile has prints on file.

      (1) The Automated Fingerprint Identification System (AFIS) policy requires fingerprints each time a juvenile is to be detained at JCC.

      (2) Rationale for this policy is that a juvenile's appearance can change quickly during the rapid growth years; therefore, a similar requirement for photographs exists.

   B. Procedures

      (1) Juveniles who have been arrested for a felony, sex offense, DUI, or domestic violence will be transported to the closest police facility to be photographed and fingerprinted by an officer or other LiveScan trained employee.

7. B. (2) Juveniles who are arrested on minor charges: for example, curfew and liquor, will be fingerprinted and photographed at a JDC (when available), precinct, or command station prior to detention or release if:

- The juvenile has a prior record of the same or similar type charges on file.
- In the judgment of the officer, the current crime or the juvenile's attitude or demeanor indicates the juvenile could potentially participate in future conduct of a more serious nature.

(3) Juveniles who are first-time status offenders will not be fingerprinted or photographed unless one of the following criteria is present:

- The juvenile has been charged with an additional crime.
- The juvenile is identified as a gang affiliate, using approved identification criteria.
- There is a significant doubt as to the juvenile's identity.
- The juvenile has a previous curfew arrest.

(4) The LiveScan system, using code 07 for a juvenile, should be used to obtain prints and the ImageWare Systems (IWS) should be used for photographs.

(a) If the LiveScan system is down and the juvenile <u>needs</u> to be immediately identified for detention purposes, contact the Centralized Booking Detail Fingerprint Unit, at 602-495-3612, for further instructions.

(b) If the LiveScan system is down and the juvenile <u>does not</u> need to be immediately identified, officers should obtain the juvenile's fingerprints by using the Federal Bureau of Investigation (FBI) criminal fingerprint card (FD-249) ensuring:

- All spaces are completely filled in.
- Card is clearly marked "JUVENILE".
- Each print is a clear, usable impression.

(5) Any photographs not taken in IWS will be clearly marked JUVENILE.

(6) Fingerprints and photographs not captured in the LiveScan system and IWS will be forwarded to the Centralized Booking Detail Fingerprint Unit prior to the end of the officer's shift.

(7) Officers will document in the IR what procedures (fingerprint/photograph) were used to establish the juvenile's identity.

8. **<u>DISPOSITION OF JUVENILES</u>**

A. Whenever an officer takes a child into custody, unless it is impractical or detention has been ordered by the court, preference will be given to the release of the child to a parent or guardian, and an IR will be completed.

B. <u>Release</u>

(1) Juveniles should be released even when the offense committed is serious enough to warrant court action if the juvenile can be safely released pending action by the court

(a) This may be done without notifying a probation officer.

(b) In cases of violent offenses or large monetary losses, officers will consult their supervisor before releasing juveniles.

(c) Parents will be advised a complaint <u>may</u> be filed with JCC.

8. B. (1) (d) Officers will include in the IR, the name, address, and telephone number of the person to whom the juvenile was released.

C. Detention

(1) A juvenile will be detained at JCC when one or more of the following criteria exist:

(a) Arrested for a domestic violence offense

(b) Arrested for an outstanding warrant

(c) Unlikely to appear at a court hearing

(d) Likely to commit an offense injurious to self or others

(e) Must be held for another jurisdiction

(f) Interests of the juvenile or the public require custodial protection

(g) May be charged as an adult for a serious offense, such as first or second degree murder, armed robbery, or sexual assault

* Prosecutors will decide if the juvenile will be remanded to adult court.

(2) JCC will only hold a juvenile in detention based on criteria listed above in (d) through (g).

(3) Prior to detaining juveniles at a JCC intake facility, officers will verbally review the circumstances of the arrest with a sworn supervisor, except for arrests involving subjects with undisputed warrants.

(4) All necessary paperwork (completed IR to include the Juvenile Arrest/Referral Worksheet section, a notarized Juvenile Affidavit, and, if applicable, a Form IV) **must** be completed **before** the juvenile will be accepted at a JCC intake facility.

NOTE: If the juvenile is being charged with a felony, Booking forms must also be completed and submitted to the Centralized Booking Detail.

(5) Officers will include facts in the IR to support the allegation that a juvenile should be held in detention rather than released to a parent.

(6) Officers will transport arrested juveniles to a JCC intake facility within a reasonable time after arrest.

(7) When a juvenile is detained at JCC, it will be the responsibility of the detaining officer to notify the juvenile's parents or guardian of the detention and request the parent call JCC to determine the date and time of the juvenile's hearing.

(a) The fact that notification was made will be included in the IR as required by ARS Title 8.

(b) When this is not possible, the reason for not notifying the parents/guardian will be indicated in the IR.

(c) If parents/guardians are unavailable, a note explaining the detention and a request that the parents/guardian call JCC will be left at the juvenile's residence.

- The fact that a note was left will be documented in the IR.

8. C. (8) Officers holding juveniles at a police facility will enter information regarding the juvenile into the RMS Jail Management/Inmate Tracking module in the "Detained Persons Log" tab as required in Operations Order 7.4, Booking Procedures.

(9) Juveniles who are under the jurisdiction of DES's Department of Child Safety (DCS) and are taken into custody for status offenses will be transported to a police facility.

- The time and name of the DCS employee notified will be documented.
- DCS will be notified and requested to respond to this facility.
- If DCS personnel cannot respond within one hour from the time of notification, the juvenile will be taken to and detained at JCC.
- DCS will be advised to pick up the juvenile at JCC.
- A copy of the original IR must accompany juveniles taken to JCC in order for JCC to accept them.

D. Foster Home/Shelter Placement - All emergency placement of abused, neglected, and dependent children will be handled as follows:

(1) DCS will handle placement of abused, neglected, and emergency dependent children.

- The 24-hour statewide Child Abuse Hotline is 1-888-767-2445 (1-888-SOS-CHILD) (contact the Violent Crimes Bureau (VCB) desk sergeant for the law enforcement only number).

(2) Officers will contact DCS for approval to have a child placed in a foster home or shelter.

(a) If approved, officers will be advised where to take the child (usually a DCS office).

(b) Officers will complete a DES Temporary Custody Notice (TCN) Form CPS-1000A which will be distributed as follows:

- The original will be delivered to the juvenile's parents, guardian, or custodian for signature.
  - If the party refuses to sign, officers will write, "Refuses to Sign" on the signature line and give the original to the party.
  - If no one is home, officers will leave the original at the residence.
  - If it is determined the party resides out of the City or State, officers will contact the DCS caseworker for further instructions.
- A copy will be marked with the IR number and routed to the Crimes Against Children Unit (CAUCU) for follow-up.
- A copy will be given to a DCS caseworker.

NOTE: Officers will ensure a DCS worker is available to take custodial control of any child approved by DCS to be placed in a foster home or shelter.

(3) Questions regarding children placed in a foster home or shelter will be referred to DCS.

- Officers **will not** inform parents of the location of their children.

(4) The VCB desk sergeant will be notified immediately by telephone of hospital admissions resulting from sexual or physical abuse.

(5) Before transporting juveniles for a foster home or shelter placement, officers will seek voluntary permission to search juveniles.

- If permission is denied by the juvenile, a weapons pat down will be made.

8. D. (6) An IR will be required when juveniles are fostered or placed in a shelter as victims resulting from criminal violations, such as child abuse.

(a) The IR will include the name and work telephone number of the DCS caseworker who authorized the placement.

(b) The IR will not include the names of the foster parents or the address of the foster home.

(7) An FI will be required when the foster home/shelter placement of the juvenile is not a result of, or related to, a criminal violation.

(8) When a DCS worker requests assistance in removing a child from a home, officers will cooperate with the worker to achieve that purpose.

(a) The DCS worker will be advised officers will not remove a child from a home unless a worker is present at the scene.

(b) Permission will be obtained from the precinct/bureau/duty commander before a child is forcibly removed from a home.

9. **RUNAWAY JUVENILES**

A. City of Phoenix Runaway

(1) Found runaway juveniles will normally be returned home and released to a parent who has legal custody or to a responsible party 18 years of age or older.

(2) An Incident Supplement is required.

(3) When in the best interest of the juvenile, the following alternatives may be applied:

(a) If the custodial parent or responsible party cannot be located or refuses to accept the child, DCS will be contacted to provide temporary shelter placement.

- DCS may be contacted 24 hours a day at 1-888-767-2445 (1-888-SOS-CHILD) (contact the VCB desk sergeant for the law enforcement only number).
  - ∗ See section 8.C of this order for foster placement procedure.
- JCC will not accept a runaway juvenile unless other criminal charges are present or the juvenile is a runaway from a jurisdiction outside the Valley.

(4) Juveniles who are seeking alternatives to their home environment may be referred to Tumbleweed's Open Hands program, by calling 602-841-5799.

(a) Tumbleweed offers shelter for runaways and crisis counseling by telephone or appointment.

(b) Contact Tumbleweed prior to transporting to ensure the juvenile meets acceptance criteria and there is space available.

(c) The juvenile must be willing to stay at Tumbleweed and must have parental approval.

B. Runaway From Surrounding Phoenix Area

(1) When a runaway juvenile who was reported missing from a surrounding Phoenix area jurisdiction (Tempe, Glendale, etc.) is found in Phoenix, officers will do the following:

9. B. (1) (a) Arrange to meet an officer from the reporting jurisdiction to transfer the juvenile to their custody.

(b) Complete an FI.

C. Runaway From Other Jurisdiction (FOJ)

(1) When a runaway juvenile from a jurisdiction beyond the communities surrounding Phoenix is located in Phoenix, officers will take the juvenile to JCC.

(2) An IR, to include the Juvenile Arrest/Referral Worksheet section, and a notarized Juvenile Affidavit, will be completed.

- Check “Primary Offense” and select Runaway Juvenile (ARS 08-03) as the “Offense Description”, Runaway Juvenile as “Offense Element 1”, and Runaway Juvenile 8-303C2 as “Offense Element 2.”
- List the juvenile as “Known” and “Arrested” and add 08-303C2 Runaway Juvenile as a “Charge” in the “Associated Charge” panel in the Suspect section of the IR.

(3) A Missing/Found Person or Juvenile Easy Form will also be completed and submitted to the Centralized Automated Records Support (CARS) Unit following the guidelines outlined in Operations Order 8.4, Reports.

(4) Prior to transporting the juvenile, officers should check with JCC Intake to ensure all required paperwork for detaining the juvenile is present.

D. Department of Corrections (DOC) Wards - Juvenile parole violators or escapees from a JCC facility, Adobe Mountain, Arizona State Hospital, or Department of Corrections (DOC) halfway houses, will be processed in the following manner:

(1) The information will be broadcast.

(2) Officers may assist in searches when requested.

(3) The report will normally be completed by the DOC employee who is the chief of security for that facility.

- The DOC employee will forward a copy of the report to the County Attorney's Office.

(4) When an escapee is located, the facility from which the juvenile escaped will be contacted.

(5) Normally the juvenile will be returned to the facility; however, JCC may be recommended if the juvenile committed a crime while free.

(6) An IR will be completed if the juvenile committed a crime within the City.

10. **SICK, INJURED, OR INTOXICATED JUVENILES**

A. Parents or guardians are responsible for medical expenses of juveniles who are sick or injured prior to arrest.

10. B. When a juvenile is injured as the result of an accident or criminal offense and the parents or guardian cannot be contacted, the hospitals listed below will provide treatment in emergency and/or life or death situations:

Good Samaritan Regional Medical Center	1111 East McDowell Road
Maryvale Samaritan Medical Center	5102 West Campbell Avenue
John C. Lincoln Hospital and Health Center	250 East Dunlap Avenue
St. Joseph's Hospital and Medical Center	350 West Thomas Road
Thunderbird Samaritan Medical Center	5555 West Thunderbird Road

C. If there is any indication a juvenile has been abused physically, sexually, or emotionally as the result of criminal acts, the juvenile will be taken to the nearest available hospital and the parents or guardian notified.

(1) When the person suspected of the offense is the juvenile's parent or guardian, officers should consider placing the victim in a foster care facility by contacting DCS.

(2) An IR will be completed whether the suspect is an adult or another juvenile.

- When the cause of the injuries is undetermined but abuse is suspected, an IR will still be completed.

(3) Officers having disposition of a suspected child abuse incident **will** have digital photographs of the injuries taken by a certified camera operator at the time the original report is taken.

D. Arresting officers will be responsible for obtaining a medical release for any juvenile who is sick, injured, intoxicated, or under the influence of drugs prior to detention and who is charged with committing a delinquent act.

(1) A Medical Examination Report Form 80-22D will be completed by a doctor.

(2) If parental consent cannot be obtained, officers will contact a JCC Intake officer, who will make arrangements for authorization to treat the juvenile at Maricopa County Hospital.

E. Juveniles injured after arrest will be handled in accordance with Operations Order 7.1, Prisoners

11. **COUNSELING SERVICES**

A. JCC Family Crisis Counseling	• 3125 West Durango, Phoenix, 602-506-4308 • Counseling is available by telephone or appointment for juveniles and their parents. • JCC prefers juveniles and their parents both are present for counseling. • Officers may transport the juvenile to JCC when a potentially violent situation exists.
B. TERROS	• 602-685-6000 • TERROS provides counseling and a detox center.
C. Crisis Response Network, Inc.	• 1-800-631-1314 or 602-222-9444 • Crisis Intervention provides drug, alcohol, and mental health related crisis counseling.
D. Tumbleweed Center for Youth Development	• 602-841-5799 • Short-term crisis counseling is available for individuals, groups, and families, as is short-term and emergency residence for juveniles. • Services for current runaways, status offenders, abused, abandoned, and neglected youth or personal/family crisis is also available.
E. Support Through Other Parents (S.T.O.P.)	• 623-846-5464 (leave message on the answering machine and the call will be returned within 48-hours) • This is a support group for parents with troubled children. • Groups meet at various locations.

12. **REMAND ORDERS**

A. When a juvenile has been remanded to adult court and is being detained at JCC, the following applies:

(1) The officer will proceed to JCC to transport the juvenile to the 4th Avenue Jail and book the juvenile as an adult.

(2) JCC detention officers will assist the officer by having a packet ready containing:

- Booking forms
- Form IV
- Final Disposition Report
- Transfer and Bond Order
- Two copies of the Remand Order signed by a judge
- Copy of the original IR

(3) Officers will inquire about the juvenile's escape and suicide risk potential and ensure appropriate comments are reflected on the Form IV.

B. When a juvenile has been remanded to adult court and is being detained at the Adobe Mountain Detention Center, the following applies:

(1) The officer will respond to Adobe Mountain, sign a body release slip (provided by Adobe Mountain), and transport the juvenile to JCC to pick up the required paperwork packet supplied by JCC, see section 12.A, above.

(2) The officer will then transport the juvenile to the 4th Avenue Jail to be booked as an adult.

(3) The officer will return the second copy of the Remand Order to Adobe Mountain prior to end of shift to complete the juvenile Remand Order.

C. Officers will complete an Incident Supplement when booking a juvenile into the 4th Avenue Jail on a Remand Order, see Operations Order 4.10, Arrest.

1. **INITIAL INVESTIGATION**

A. Patrol officers are responsible for the initial response and initial investigation of most crimes.

B. Exceptions may occur when circumstances make it necessary for an investigative detail, such as the Bias Crimes Detail, Family Investigations Bureau (FIB), Property Crimes Bureau (PCB), or the Violent Crimes Bureau (VCB), to respond and assume the initial investigation.

Investigation Exceptions		
	• Aggravated Assault, 4.30 • Child Sexual Abuse, 4.34 • Child Physical Abuse, 4.35 • Child Molestation, 4.34 • Death, 4.27 • Embezzlement, 4.31 • Extortion, 4.28 • Hate crimes, 4.12 • Kidnapping, 4.32	• Robbery, 4.28 • Stolen Aircraft, 4.17 • Sexual Assault, 4.33 • Safe Burglary, 4.37 • Complex scenes • Numerous witnesses • Numerous suspects • Serious Injury Cases

(1) Refer to the Operations Orders listed above to determine specific circumstances requiring contact of an investigative detail for assuming the initial investigation.

(2) Patrol supervisors requiring investigative assistance, or who feel it is in the best interest of the Department to have a detective respond, will contact the appropriate bureau supervisor during normal business hours, or the VCB desk sergeant and/or Communications Bureau after normal business hours, to request detectives assume the initial investigation.

- The bureau/detail supervisor will determine the appropriate response and field officers may be required to assist investigators as needed.

(3) Employees responsible for the initial investigation of any incident will take charge of the investigation in the absence of a supervisor and ensure the scene is properly and thoroughly processed.

(4) While employees responsible for the initial investigation may delegate the actual execution of an activity, the responsibility to ensure the scene, or any portion thereof, is thoroughly and properly processed may not be delegated.

C. Initial Investigation Procedures

(1) The first officer on the scene of a crime as the result of emergency traffic will:

(a) Render the scene safe.

(b) Ensure victims receive medical attention.

(c) Determine if a crime has been committed.

(d) Interview victims and witnesses.

(e) Immediately relay the following information to the Communications operator:

- Type of crime committed or reason for pick-up of a subject
- Mode and direction of travel of suspect or vehicle
- Description of suspect and suspect vehicle
- Type of weapon involved
- Time elapsed since the crime was committed

1. C. (2) Officers assigned responsibility for the **initial investigation** of a crime will:

(a) Secure the crime scene and protect all evidence.

(b) Observe all conditions, events, and remarks.

(c) Locate and identify witnesses and investigate leads.

(d) Interview the complainant, witnesses, and investigative leads.

(e) Take steps to locate and arrest the suspect.

(f) Interrogate the suspect, if apprehended.

(g) Collect, or arrange for the collection of, and impound all evidence.

(h) Report the incident fully and accurately.

(i) In motor vehicle accident cases, determine the time of driving and list witnesses or evidence of the same.

(j) For major crime scenes, initiate a Critical Incident Crime Scene Worksheet Form 80-56.1D

- The worksheet will be delivered personally or emailed to the detective who assumes the initial investigation.
- For the purposes of this order, major crime scenes are defined as those scenes where it is anticipated detectives will respond and assume the initial investigation.

(3) When a series of related offenses occur, such as eight (8) or 10 burglaries in a concentrated area, officers will complete the Incident Reports (IRs) and notify the appropriate investigative unit.

2. **FOLLOW-UP INVESTIGATIONS**

A. Officers assigned to investigate police incidents that are not the specific responsibility of a detective bureau may initiate a follow-up investigation when any of the following are true:

(1) A criminal or traffic event occurs requiring immediate action for the procurement of significant evidentiary information pertaining to the incident.

(2) It does not require a prolonged separation of the officer from an assigned area.

(3) It does not require officers to be unavailable for service calls without supervisor evaluation and approval.

B. General Follow-up Investigation Procedures

(1) Review and analyze all previous reports prepared in the initial phase.

(a) Review Department records.

(b) Review results from laboratory examinations.

(c) Check suspect histories.

2. B. (1) (d) Determine involvement of suspects in other crimes.

(e) Determine if there is audio/video evidence.

(2) Conduct additional interviews and interrogations.

(a) Each victim, witness, investigative lead, etc., should be re-contacted after the lapse of several days to determine if the person has remembered or learned additional information.

(b) Seek additional information from patrol officers, informants, and county, state, and federal resources, etc.

(3) Arrange for distribution of information to patrol units, other jurisdictions, etc.

(4) Plan, organize, and conduct searches.

(5) Collect physical evidence.

(6) Identify and apprehend suspects.

(7) Assist in preparation of cases for court presentation.

(8) Assist in prosecution.

C. To prevent a series of related criminal events from being investigated by different details, the investigative detail with primary responsibility for the investigation/follow-up of the original crime will assume responsibility for consolidating all known reports.

(1) Investigative detail supervisors will ensure multiple criminal events are consolidated and duplication of effort will be minimized.

(2) The assigned case agent will be responsible for submitting the case in totality for prosecution.

(3) The involved investigative details will work together to resolve issues to ensure a thorough investigation.

D. Information Development

(1) Investigators will pursue all applicable resources in order to bring cases to a successful conclusion.

(2) Information resources include, but are not limited to:

(a) Detective Bureaus and the VCB Desk Sergeant	Have access to: • Records management system (RMS) • Law Enforcement Judicial Information System (LEJIS) - booking, probation, Department of Corrections (DOC), Department of Public Safety (DPS), Federal Bureau of Investigation (FBI), Motor Vehicle Division (MVD) information, computer systems, and pawnshop information
(b) Strategic Information Bureau	Has access to: • Suspect and victim information, photographs, IRs • Driving under the influence (DUI)/Impaired Driver Report (IDR) records • Court Management System (CMS) – information on criminal and civil cases referred to City Court • RMS, LEJIS, and MVD microfiche

2. D. (2) (Continued)

(c) Other Resources	• United States Postal Service • Telephone communications companies (cellular and land line) • Other city, county, state, federal, and private agencies/organizations • Bureau manuals • Homeland Defense Bureau (HDB)/Criminal Intelligence Detail (CID)

3. **INTERVIEW AND INTERROGATION**

A. Interviews - An interview is normally conducted with a victim or witness and is an attempt to collect any and all facts relating to an incident.

B. The ability to conduct successful interviews and interrogations is an acquired skill.

(1) Conduct the interview as soon as possible while the person's memory is fresh.

(2) Interview **every** witness and victim.

(3) Attempt to schedule interviews at the convenience of the victim/witness.

(4) Document everything said by each victim/witness.

C. Interrogations - Interrogation, within the meaning of Miranda, is defined as whether, under all of the circumstances involved in a given case, the questions are reasonably likely to elicit an incriminating response from the suspect.

(1) See the section 4 of this order for Miranda warning information.

(2) If the suspect does not request an attorney or to remain silent, attempt to interrogate them.

(a) All suspects should be interrogated, even if the suspects were caught during the commission of a crime.

(b) Document everything said by the suspect.

(c) Suspects may make contradicting statements that will help impeach later testimony.

(d) Officers should keep an open mind and allow for the possibility the suspect did not commit the crime.

(3) The suspect's statement must be voluntarily given; the interrogation will not include force, threats, promises, or undue psychological plots to obtain a statement.

- An undue psychological plot is one that is reasonably likely to cause an innocent person to confess to a crime.

D. Audio Recordings

(1) When officers audio record an interrogation or interview with a suspect, witness, or victim in the course of an investigation, the audio recordings will processed/stored following the procedures outlined in Operations Order 8.1, Evidence, Impounding, and Property.

- Audio recordings will be processed/stored even if the contents were transcribed.

(3) The IR will make reference to the use of the recorder, the substance of the information, and where/how the audio recording was processed/stored.

3. E. Interviewing/Interrogating Individuals With Disabilities - Employees will follow the guidelines established in Operations Order 4.15, Individuals with Disabilities.

4. **ADMONITION OF RIGHTS (MIRANDA WARNINGS/RIGHTS)**

A. When officers wish to question in-custody suspects for the purpose of gaining incriminating information against the suspect for presentation in court, they will do the following prior to advising the suspect of his rights:

- Identify themselves as Phoenix police officers
- Give their name
- Inform the suspect of the offense about which they wish to ask questions; officers do not need to inform the suspect of every offense at issue.

B. For purposes of this order, a person is considered to be in custody when a reasonable person in the suspect's position would believe he/she is under arrest or is otherwise deprived of his/her freedom of action in a significant way.

(1) This does not usually include:

- Civil traffic stops
- "Terry" stops (investigative detention based on reasonable suspicion)

(2) Persons will be advised of their Miranda rights when they are in custody or otherwise deprived of their freedom of movement in a significant way **and** officers wish to question the person.

C. General guidelines pertaining to the admonition of rights during certain situations

(1) At the Scene of a Crime	• General, on-the-scene questioning regarding facts surrounding a crime or other general questioning of citizens in the fact-finding process is permitted without the need to advise those questioned about their rights. ∗ If after general, on-the-scene questioning a person who was questioned is placed in custody, then the admonition of rights will be given prior to further questioning.
(2) Field Interview	• Field interview (the temporary questioning of persons) does not require the rights admonition prior to interrogation as long as questions are limited to a request for name, address, and explanation of actions. ∗ If the person is placed in custody during the field interview, the officer will advise the person of their rights when questioned further about the crime for which they are placed in custody.
(3) Stopping a Vehicle	• An officer may stop a vehicle and question its operator with regard to the enforcement of vehicle and traffic laws without the necessity of the admonition of rights until the person is taken into custody. ∗ Persons in custody will be advised of their rights when questioned concerning a criminal traffic charge, including a charge of driving a vehicle while under the influence of intoxicating liquor.
(4) Volunteered Statements	• Volunteered or spontaneous statements of any kind are admissible as evidence, even though no admonition of rights is given. ∗ Care must be taken with regard to questioning initiated by an officer thereafter in clarification or amplification of the volunteered or spontaneous statements (only if under the circumstance a reasonable person would believe he is in custody). ∗ The best procedure in this instance is for the officer to give the warnings after the initial unsolicited statement is made and before requesting further details.

4. C. (Continued)

(5) At a Police Facility	• There is no requirement that persons who enter a station, approach an officer, or telephone stating they wish to confess or make any other statement, be advised of their Miranda rights.
(6) Handwriting, Voice Samples, and/or Other Physical Evidence	• Officers need not advise suspects of their rights prior to asking for a handwriting sample for use in determining whether or not a forged or bogus document was written or signed by the suspect.

D. Admonition of rights will be read verbatim from the Notification of Rights Card PPD #29 distributed by the Department.

(1) When a person wishes to remain silent or have an attorney present during questioning, interrogation must cease immediately.

(a) In such cases, if an investigation would apparently be furthered by continuing the interrogation, the Department's legal advisors may be contacted for assistance with a supervisor's approval.

(b) If an attorney wishes to speak (in person or by phone) to a prisoner who is in custody **and** the prisoner expresses a desire to speak with the attorney, a reasonable effort will be made to accommodate the contact and ensure privacy during their consultation.

- Officers **do not** have to stop questioning a prisoner until the suspect asserts his rights.
- The only person who can assert the right to an attorney is the suspect, not the suspect's family, attorney, etc.
- For exceptions, see Operations Order 4.18, Juvenile Procedures.

(2) If a suspect invokes his/her right to an attorney, officers must honor that invocation and not initiate further custodial interrogation.

- If the suspect simply indicates they wish to remain silent, officers may initiate further interrogation after a reasonable amount of time has passed, such as 2 hours.

(3) When suspects are advised of their rights, the date, time, location, response as to understanding their rights, officer's name, and the name of other persons present, will be included in appropriate reports.

- A suspect may waive his/her Miranda rights simply by answering questions after the admonition.

(4) If the suspect has had his/her initial appearance following an arrest, indictment, or has been formally charged, and has invoked his/her right to counsel, the suspect will not be contacted or questioned without the permission of the suspect's attorney.

- If the suspect has not invoked his/her right to counsel, he/she may be questioned after being advised of his/her Miranda rights and waiving those rights.

5. **IDENTIFICATION OF SUSPECTS BY WITNESSES**

A. Officers must remember eyewitness identifications must be reliable and fair to be valid.

(1) Police procedures suggesting the guilt of a suspect to a victim or to an eyewitness are improper and must be avoided, even when there is other evidence to connect the suspect with the crime.

5. A. (2) The witness's recollection, unaided by outside influences, must govern the identification.

(3) The following general rules will apply:

(a) A suspect or likeness of the suspect (photograph, composite drawing, or sketch) should not be deliberately displayed to more than one witness at a time.

(b) A witness who has taken part in an identification procedure must not be permitted to state a conclusion within hearing range of another person who is about to be or has been a viewer.

(c) Officers will not, by word or gesture, suggest their opinion regarding the guilt or innocence of a suspect to a witness. Witnesses making inquiries about an officer's opinion will be informed of this restriction.

(4) Supervisor approval must be obtained to deviate from the procedures or restrictions contained in this order.

(5) The Legal Unit or appropriate prosecuting official may be contacted for advice.

B. Documentation

(1) A complete record of each identification procedure will be made.

(a) The date, time, location, and identity of those present (including those viewed other than the suspect) will be noted.

(b) Statements made by a witness viewing the suspect will be recorded as well as any significant remarks made by an officer, attorney, or suspect.

(2) Photographic and audio recording devices may be used whenever practical.

6. **CONFRONTATION OF SUSPECTS AND WITNESSES**

A. A confrontation is an identification procedure in which a subject is presented singularly to the witness.

(1) A confrontation may be arranged whenever the suspect is arrested or temporarily detained within a reasonable time of the offense, and the witnesses are cooperative and state they might recognize the person who committed the offense.

(2) As a general rule, confrontations should occur within two hours of the time of the crime.

(3) Officers should consider many witnesses involved in a confrontation procedure fear retaliation from a suspect.

(4) Requests from witnesses to conceal themselves during the confrontation, or to conduct the confrontation away from their place of residence or business, should be honored whenever practical.

(5) No person has a right to have a lawyer present at any pre-indictment confrontation procedure.

B. General Procedures

(1) If there is probable cause to arrest a suspect who is located within a reasonable time after the commission of an offense, the suspect will be taken into custody and a confrontation accomplished as soon as practical.

6. B. (2) If an officer reasonably suspects a person who has been located within a reasonable length of time after an offense has been committed did actually commit the offense, but probable cause to arrest the person is not present, the officer may detain the suspect for a reasonable amount of time under the circumstances.

(a) Twenty minutes is a general guideline for detaining individuals for investigative purposes.

(b) The amount of time may be extended or reduced dependent upon the development of information.

(c) The circumstances that lead to holding an individual longer than 20 minutes must be thoroughly explained in the IR.

(3) Witnesses should be brought to the scene of the detention as soon as possible.

(4) Suspects who are not under arrest should not be taken to the witness's location unless the suspect consents to being moved or extenuating circumstances exist.

(5) Suspects should not be detained longer than 20 minutes unless any of the following are true:

(a) Information that could link the individual to the crime is still being freshly developed.

(b) Probable cause to believe the individual committed the offense has been developed.

(c) The suspects, after being clearly informed they need not cooperate, consent to take part in the confrontation.

(d) In emergency circumstances, such as when a victim/witness is in danger of death or blindness, or the suspect is in danger of dying, an immediate confrontation may be arranged if medical authorities permit.

NOTE: If the suspect will be hospitalized for a lengthy period of time, but is not in danger of death, standard procedures will be followed.

(6) Releasing Suspects

(a) If suspects are not identified, they will be released under appropriate Department procedures unless probable cause still exists to believe they committed the offense.

(b) The suspect's name, date of birth, description, address, and circumstances of the confrontation will be included in the IR, even when the suspect is not identified and is released.

(7) Witnesses may be transported in police vehicles to search the general area in which a crime has occurred in hopes of locating the suspect and arranging a confrontation.

NOTE: In such cases, officers must avoid implicating anyone on the street or suggesting a certain person looks suspicious.

7. **INFORMAL IDENTIFICATION PROCEDURES**

A. An informal identification procedure occurs when an officer arranges to take a witness to observe suspects in a non-custodial setting.

(1) Generally, suspects are unaware they are under observation.

7. A. (2) The informal identification procedure may be used under the following conditions:

(a) A suspect is not in custody and has not been charged with the offense under investigation and when a court order to compel cooperation of the suspect in appearing in a line-up is not appropriate.

(b) A suspect has been charged with the offense under investigation, but will be hospitalized for an extended period and prompt identification is essential, and the victim can be taken to several hospital rooms, including the suspect's, to determine if the victim recognizes the suspect.

(c) A suspect has been charged with the offense under investigation, but was released on bond or recognizance before a line-up could be held, and a live identification procedure is desirable.

B. General Procedures

(1) Single Locale	• A witness may be taken to a single locale where the suspect is likely to appear, providing that the locale is a place where a large number of people of physical characteristics roughly similar to the suspect are likely to be or pass by at random. • This technique can be used when the suspect is known or unknown, but is believed to frequent the locale chosen for the viewing. • Good locales would be a large shopping center, a campus, a theater, etc. • Prohibited locales would be the home of the suspect or a relative, the suspect's private office, or a little-patronized bar in which the suspect is one of a few customers.
(2) Multiple Locales	• When no single locale is likely to meet the requirements of the above paragraph, the witness may be taken to five or more similar locations, one of which is where the suspect is believed to be: for example, the suspect is believed to be employed on the night shift at a service station, and the victim is transported to six all-night stations, each of which employs attendants with physical characteristics roughly similar to those of the suspect.

C. Documentation - A detailed record of any informal identification procedures will be made and will include:

- The precise locations observed
- The approximate number of people, similar in description to the suspect, who were viewed
- The time period during which the identifications were made
- The suspect's reaction when made aware of being observed
- The witness's reaction upon seeing the suspect

8. **ONE-ROLLS**

A. Subjects who are required to be fingerprinted or photographed to aid in a criminal investigation may be taken to any LiveScan location (Information Services Unit (ISU), any precinct, or Centralized Booking).

(1) Subjects may only be transported to a police facility to be fingerprinted or photographed when **one** of the following conditions exists:

(a) Probable cause exists that an offense has been committed and the subject is under arrest for that offense.

(b) The subject is being detained under the authority of a court order for identification as defined by Arizona Revised Statute (ARS) 13-3905.

(c) The subject **voluntarily** consents to be fingerprinted and/or photographed by the Department.

8. A. (1) (d) Officers should consider the following in establishing the voluntariness of the subject:

- The subject's free choice to go to a police facility
- No restriction on the freedom to leave the police facility
- Not under arrest or in custody
- Detained for only a brief period of time at the police facility
- Actually leaves after providing fingerprints and/or photograph
- Juveniles understand they are not being compelled to consent
  - ∗ If officers have any doubt regarding the juvenile's ability to understand the right to refuse, officers will obtain parental permission to conduct the one-roll.

(2) A subject to be fingerprinted and/or photographed, when **immediate** identification is necessary, such as when an alias is suspected or the subject has no valid identification, must be taken to a LiveScan location.

B. Procedures - The officer will escort the subject to ISU, any precinct, or Centralized Booking to obtain the subject's fingerprints.

(1) LiveScan System Available	• If the LiveScan system is available, obtain the subject's fingerprints, and once completed, obtain a Process Control Number (PCN). • A photograph of the individual should be taken in the ImageWare Systems (IWS) using the PCN obtained from the LiveScan. • Upon completion of the one-roll, officers will contact the Centralized Booking Detail Fingerprint Unit, at 602-495-3612, and advise them of the one-roll by giving them the PCN. • The Centralized Booking Detail Fingerprint Unit will classify and search all fingerprints to establish the subject's identity immediately and notify the officer of the results. • One-roll information will remain on file in the Optical Print and Photo Image System (OPPIS) indefinitely.
(2) LiveScan System Unavailable	• If the LiveScan system is down City-wide, the Federal Bureau of Investigation (FBI) criminal fingerprint card (FD-249) (full 10 prints) may be used. ∗ All spaces should be completely filled in. ∗ Each print must be a clear, usable impression. • If IWS is available, a photograph of the individual should be taken (a PCN can be generated in IWS, which will be written on the fingerprint card). ∗ If IWS is unavailable, contact ISU for possible options for obtaining the subject's photograph. • Forward the inked fingerprint card, with the PCN generated from the IWS photograph, to the Centralized Booking Detail Fingerprint Unit before the end of shift.

9. **LINE-UPS** - An identification procedure in which a suspect is placed in a live group setting and is presented to a witness.

- Live group line-ups are rarely practiced therefore any requests for a live group line-up will be approved and coordinated with the Legal Unit.

10. **PHOTOGRAPHIC LINE-UPS, COMPOSITES, AND SKETCHES**

A. The use of photographs, composites, and sketches to identify criminal suspects is permissible when the suspect cannot be found, when a suspect or witness refuses to cooperate, when a suspect is in custody some distance from the victim/witness, or when a suspicion about a person needs to be confirmed before the suspect is arrested.

10. B. When a photographic line-up is used to possibly identify a suspect, the photo line-up will be impounded as evidence even if there is not a positive identification.

C. When a photographic line-up depicting a definite suspect is displayed to a victim or eyewitness, it will be arranged at random, if possible, with four or more photographs of different persons.

(1) The persons depicted in the photographic display must be of similar general appearance.

(2) An adequate record of each photograph shown in each photographic display will be made and the photographs preserved so the display can be reconstructed at a trial

D The use of a mug book is appropriate when there is no specific suspect.

(1) To ensure an accurate identification by this procedure, a reasonable number of photographs should be shown to a victim/witness even if the suspect is selected almost immediately.

(2) Whenever a suspect is selected by this method, a record of the mug book will be made and the photographs preserved so the display can be reconstructed at a trial.

E. When there is not a suspect and the use of a mug book has been or is likely to be unsuccessful, a non-photographic pictorial representation (free-hand sketch, Identi-Kit, etc.) may be used.

(1) Showing a single sketch or composite to any number of witnesses is proper until a person is definitely identified as a suspect.

- At that time, if there is probable cause to make an arrest, no other sketch, composite, or photograph will be displayed to any other witness.

(2) If probable cause for an arrest still does not exist after this type of identification, a photograph of the suspect should be obtained and the procedures as outlined in section 10.C, should be followed.

11. **BOLO (BE ON LOOK OUT)**

A. General Information

(1) BOLOs are not an authority to arrest but only a request to obtain specific information on a subject or vehicle, or to notify officers of an Order of Protection, Mental Health Order, or other cautions.

(2) BOLOs may be initiated by any officer but are generally limited to investigative details.

(3) BOLOs should contain specific directions for action to be taken in the Synopsis section: for example:

- Field Interview (FI) needed
- Contact Detective John Doe at 602-262-XXXX
- Contact XYZ Police Department at 520-456-XXXX
- Call the Data Integrity Unit (DIU) for further details

(4) BOLOs are available through the Mobil Data Computer (MDC)/Computer Aided Dispatch (CAD) link and RMS, and will be displayed when a subject or a vehicle is run through these sources.

B. Entering a BOLO

(1) BOLOs may be entered directly into RMS or by using the BOLO form.

11. B. (2) It is the initiating officer's responsibility to maintain or cancel the BOLO from the RMS BOLO module as appropriate.

C. Vehicle BOLOs

(1) A vehicle BOLO alone does not provide officers with the authority to arrest occupants, seize evidence, transport occupants for fingerprinting, or tow and impound the vehicle.

(2) Vehicle BOLOs may be used to obtain information on vehicles and occupants.

(3) Prior to entering a vehicle BOLO, all means used to obtain current owner information will be documented in the appropriate IR.

(a) Vehicle BOLOs may be entered for any vehicle involved in a crime, when there is reasonable suspicion the vehicle has been involved in a crime*, or when the occupant/s may be a hazard to officers, and there is a valid vehicle license plate.

- *Employees who enter a vehicle BOLO for tracking and informational purposes will use the "Tracking Only BOLO" template to ensure the following is included on the top line of the Synopsis:

  * "FOR TRACKING PUPOSES ONLY, DO NOT DETAIN OR STOP SOLELY BASED ON THIS BOLO."

(b) In addition to the vehicle license plate, the BOLO shall also include:

- Description of the vehicle
- Suspect description
- IR number
- Any other pertinent information

(4) Once a vehicle owner has been contacted and the needed information is obtained, the officer who issued the BOLO will immediately cancel the BOLO and make a notation in RMS Case Management module.

D. Person BOLOs

(1) Person BOLOs are used for the following purposes:

- To locate a person who is a subject of or witness in an investigation
- To track a known suspect, such as a Repeat Offender Program (ROP) offender or Burglary Reduction tracking
- To give notice of Orders of Protection involving a subject
- To give notice of Mental Health Orders involving a subject

(2) BOLOs for persons do not require probable cause or reasonable suspicion, only a legitimate law enforcement need to acquire information on or locate a person.

(3) A BOLO may be entered requesting the arrest of a person based on probable cause prior to a warrant being issued.

- Under these circumstances, hold the subject for investigative detention only and verify the information with the officer entering the BOLO, or by checking the IR prior to transporting to jail.

11. E. Outside Agency BOLOs - To support cross-organizational information sharing and officer safety.

(1) Outside agencies may request to have a BOLO entered in RMS by completing the External Agency BOLO Request Form 80-589D.

- Officers may provide the form to outside agencies for completion.
- Completed forms will be forwarded to DIU for entry.

NOTE: Officers **will not** enter outside agency BOLO requests.

(2) Outside agencies with authorization will be able to view BOLOs from the RMS Explorer.

F. BOLO Procedures

- Officers contacting subjects/vehicles with a BOLO will make reasonable attempts to satisfy the request/s of the BOLO and complete an FI, to include:

  * If the requesting officer was contacted
  * If photograph/s were taken
  * Subject information for follow-up by the requesting officer
  * The outcome of the contact, such as arrest or citation
  * The appropriate "Offense Element 1" and "Offense Element 2" in the Offense section to ensure proper routing to the detail of the officer requesting the information

NOTE: Outside agency BOLOS will be routed to DIU.

12. **WIRE INTERCEPTS, GLOBAL POSITIONING SYSTEM (GPS) PHONE LOCATIONS/PINGS, PEN REGISTER/TRAP AND TRACE DEVICES, AND SIGNAL INFORMATION COLLECTION SYSTEMS (SICSs)**

A. Questions on procedures will be referred to the Drug Enforcement Bureau (DEB) Investigations Unit lieutenant who is responsible for supervising all Wire Intercept, GPS Phone Location/Ping, Pen Register/Trap and Trace device, and SICS investigations conducted on DEB equipment.

(1) All employees who participate in a Wire Intercept, GPS Phone Location/Ping, Pen Register/Trap and Trace device, and SICS investigation conducted by any law enforcement agency must receive approval from their chain of command, the Legal Unit, and the Police Chief or designee.

(2) Requests to obtain the GPS location of/ping a phone will be directed to one of the below bureau/unit lieutenants based on the crime or incident being investigated:

- DEB
- FIB
- HDB
- PCB
- VCB
- Special Assignments Unit (SAU)

(3) Emergency requests to obtain the GPS location of/ping a phone based on exigent criminal circumstances (kidnappings, etc.) must be approved by one of the above listed lieutenants, a precinct shift commander, or the duty commander.

- After approval, the Communications supervisor may be contacted to assist in requesting an exigent ping request from the service provider.

(4) When it is necessary to obtain the GPS location of/ping a phone in exigent non-criminal circumstances (missing or suicidal person, etc.), a supervisor may contact the Communications supervisor who can assist in requesting an exigent ping request from the service provider.

12. A. (5) If DEB equipment is to be utilized to locate a phone based on exigent circumstances and prior to obtaining Legal authorization as outlined in this order, the DEB Technical Investigations Unit (TIU) will be provided with an email notification documenting the approval of the emergency request.

B. Search Warrants and/or Court Orders for GPS Phone Locations/Pings, Pen Register/Trap and Trace Devices, and SICSs

(1) Approval Procedures

(a) When employing a Pen Register/Trap and Trace device for call data and switch information, the investigating officer/case agent will submit the following documents through their chain of command to the Legal Unit and Police Chief or designee:

- An affidavit and court order certifying the information to be obtained is relevant to an ongoing criminal investigation
- Appropriate service provider order/s
- Pen/CWT Cover Sheet Form 80-126N (or email equivalent in exigent circumstances)

(b) When employing the use of the SICS, obtaining a GPS phone location/ping, and/or requesting cell-site and sector information, the investigating officer/case agent will submit the following through their chain of command to the Legal Unit and Police Chief or designee:

- An affidavit and search warrant certifying facts are sufficient to establish probable cause
- Appropriate service provider order/s
- Pen/CWT Cover Sheet form (or email equivalent in exigent circumstances)

(c) The investigating officer/case agent will maintain the following documents:

- A copy of the affidavit or search warrant submitted to the court
- A copy of the signed court order or search warrant
- Applicable service provider order/s
- Pen/CWT Cover Sheet form (or email equivalent in exigent circumstances)

(2) Installing and Removing the Pen Register/Trap and Trace Device

(a) Upon receiving a signed court order, or as soon as practical, the investigating officer/case agent will provide the TIU with the following information for the completion of the service provider's Communications Assistance for Law Enforcement Act (CALEA) worksheet.

- A copy of the signed service provider order/s
- The Incident Report (IR) number or DEB Case Management number
- Billing information for the precinct/bureau and unit to be billed

(b) The DEB Investigations Unit lieutenant or designee will set up the connections needed to establish the Pen Register/Trap and Trace device.

(c) It is the primary responsibility of TIU to create the case and line set-up within the interception system.

(d) It is also the responsibility of TIU to enable and terminate the interception of data pursuant to the Pen Register/Trap and Trace device.

(e) Upon completion of the Pen Register/Trap and Trace device, TIU will provide electronic copies of the evidence gathered to the investigating officer/case agent upon request.

12. B. (3) Extending a Pen Register/Trap and Trace Device

(a) Authorization to extend shall be submitted to the Legal Unit seven (7) days prior to the expiration of the court order.

(b) The approval of an extended Pen Register/Trap and Trace device will follow the same procedures as set forth in section 12.B (1) of this order.

(4) Implementation of the Signal Information Collection System (SICS)

(a) Once the search warrant has been verified and an Electronic Surveillance Request Form 80-569D is received, the DEB Investigations Unit lieutenant or designee will approve the implementation of the SICS.

(b) It is the primary responsibility of the DEB Investigations Unit lieutenant or designee to utilize and monitor the SICS.

(c) Upon completion of the SICS, TIU will provide the investigating officer/case agent with copies of all information/evidence gathered.

- It will be the responsibility of the investigating officer/case agent to meet the legal requirements regarding the service of a copy of the search warrant as specified in ARS 13-4294.

C. Thirty-Day Interception of a Wire, Stored Wire, Electronic, or Oral Communication

(1) Approval Procedures for a Thirty-Day Interception

(a) The investigating officer/case agent will submit the following through their chain of command to the Legal Unit and the Police Chief or designee:

- Probable cause statement by way of an affidavit
- Pen/CWT Cover Sheet form

(b) The Legal Unit will determine if the affidavit complies with all applicable state and federal laws and then present the approved affidavit to the Police Chief or designee.

(c) After the Police Chief or designee approves the request, the investigating officer/case agent will submit the affidavit to the state or county prosecuting attorney/agency for review.

(d) The prosecuting agency will then submit an application, Findings and Orders, and service provider order/s to a judge of the Superior Court for review.

(e) The investigating officer/case agent will maintain the following documents

- A copy of the affidavit submitted to the court
- A copy of the original signed court order
- Applicable service provider order/s
- Service provider's CALEA worksheet

(2) Installing and Removing the Interception

(a) Upon receiving a signed court order, or as soon as practical, the investigating officer/case agent will provide TIU with the following information for the completion of the service provider's CALEA worksheet.

12. C. (2) (a) (Continued)

- A copy of the signed service provider order/s
- The Incident Report (IR) number or DEB Case Management number
- Billing information for the precinct/bureau and unit to be billed

(b) The DEB Investigations Unit lieutenant or designee shall determine the type of connection needed for the interception, have the primary responsibility of contacting the service provider to set up the connections, and ensure this connection is maintained.

(c) It is the primary responsibility of TIU to create the case and line set-up within the interception system and to enable and terminate the applicable interception/s.

- This will include maintaining the evidence copies of all audio and data communications intercepted.
- TIU will keep a working copy of each interception within the system administrator's office at DEB.

(d) Upon completion of the wiretap, it will be the responsibility of TIU to provide the investigating officer/case agent with the electronic copies of the evidence gathered.

(3) Extending an Interception of a Wire, Electronic or Oral Communication

- The approval of an extended interception will follow the same procedures as set forth in section 12.C. (1) of this order.

D. Emergency Interception of a Wire, Stored Wire, Electronic, or Oral Communication

(1) Facts that an emergency situation exists will be presented to either a specially designated prosecutor from the Attorney General's Office or the County Attorney's Office.

(2) The Attorney General, County Attorney, or a specially designated prosecutor will determine if an emergency situation exists.

(3) If an emergency interception is authorized, the Attorney General, County Attorney, or a specially designated prosecutor will draft the appropriate documents and those documents will be signed by the Attorney General or County Attorney.

(4) After the emergency documents have been signed, the investigating officer or specially designated prosecutor will serve those documents to the appropriate service provider.

(5) The investigating officer/case agent will provide copies of the emergency documents to the DEB Investigations Unit lieutenant or designee.

(6) Once the emergency documentation has been verified and served, TIU will be responsible for contacting the service provider to set-up the connections needed to establish the emergency interception.

(7) After the exigent letter has been served to the applicable service provider, the investigating officer/case agent will follow the approval procedures as outlined in section 12.C.(1) of this order.

(8) As soon as practicable, and no later than 48 hours after the commencement of the emergency interception, the specially designated prosecutor will apply to a judge of the Superior Court for an affidavit authorizing the interception, in accordance with the provisions of ARS 13-3010.

12. D. (8) (Continued)

- If the prosecuting attorney fails to obtain court authorization within 48 hours after commencement of the emergency interception, or if court authorization is denied, the interception will be immediately terminated.

E. Wire Intercept, GPS Phone Location/Ping, and PEN Register/Trap and Trace Device Investigations, and SICS Deployments for Other Agencies

- An Electronic Surveillance Request form signed by the requesting agency will be forwarded through the DEB chain of command to the Legal Unit along with all signed court orders and/or search warrants and appropriate service provider orders and will be subject to the same approval guidelines as outlined in section 12.B.(1) of this order.

1. **GENERAL INFORMATION** – The Department's repeat offender programs include the Repeat Offender Program (ROP) and the Misdemeanor Repeat Offender Program (MROP).

   A. Repeat Offender Program (ROP) – Designed to identify offenders who are highly violent or have a high-rate of committing felony property crimes.

      (1) Once the offender is identified as a target, ROP concentrates on post-arrest case enhancement with police/prosecutor teams to ensure appropriate follow-up corrective action within the justice system.

      (2) Officers should be reminded to exercise caution when dealing with ROP targets due to their heightened violence potential.

   B. Misdemeanor Repeat Offender Program (MROP) – Designed to identify offenders who have established a pattern of committing "quality-of-life" and misdemeanor property crimes (MROP targets violent offenders within that population).

      (1) Once the offender is identified as a candidate, the MROP concentrates on post-arrest case enhancement with police, prosecutor, and community teams to ensure appropriate follow-up corrective action within the justice system.

      (2) Consideration will be given to provide benefit assistance to offenders rather than criminal prosecution.

   C. Both internal and external resources will be used to identify those offenders who repeatedly commit felony and misdemeanor crimes within the City.

   D. ROP and MROP uses proven recidivism evaluation criteria based on factors that indicate a propensity for re-offending.

2. **ROP CANDIDATE CRITERIA**

   A. The following may be indicators that merit recommending a subject to the ROP Program:

      - Candidate is an adult or remanded juvenile
      - Current criminal activity is at a rate of five (5) or more crimes per week
      - Substance abuse that could not be supported by the individual's current financial means
      - Rate of unemployment
      - High-violence potential

   B. Officers should keep in mind that a suspect who has a high rate of recidivism in one type of crime: for example, robbery~~,~~ or burglary, may also be a repeat offender of other crimes.

   C. Other criteria can be established by a ROP detective at the time of his/her involvement with the case.

   D. ROP does not routinely target sex offenders or drug offenders exclusively because the Maricopa County Attorney's Office has trial groups specializing in those two categories.

3. **ROP CANDIDACY PROCEDURES**

   A. If officers believe they have a ROP target or a potential ROP candidate in custody, they should contact the ROP Detail.

      (1) ROP detectives are available 24 hours a day, 7 days a week.

         - ROP detectives' phone numbers are posted in the prisoner processing area and front desk of all precincts.

3. B. If officers know of a potential candidate who is not in custody, they should complete a Repeat Offender Candidate Nomination form and forward it to the ROP Detail.

   C. A targeted ROP offender may not be used as an information source without the approval of an assistant chief.

4. **FLASH WARNING - CRIMINAL INFORMATION**

   A. When a records check is run on a subject who is a ROP target, a flash warning will appear on the Arizona Criminal Information Center (ACIC) record.

      (1) If the subject is in custody on a **felony** arrest, the ROP Detail should be called.

      (2) This warning will list the phone number and instruct the officer to call the detective in charge of that ROP case.

      (3) The detective will advise the officer of procedures to be completed at that time: for example, photograph, Field Interview (FI), or hold subject for detective's arrival for an interview.

   B. If the subject is in custody for a **misdemeanor**, the ROP Detail does not need to be called.

5. **ROP DETECTIVE RESPONSE**

   A. If ROP detectives respond, they will ensure the proper paperwork is completed to forward the case to the proper ROP prosecutor.

   B. ROP detectives will not normally take disposition of a criminal scene or a criminal investigation to avoid conflicts of interest.

6 **ROP SURVEILLANCE SQUAD**

   A. Detectives assigned to this squad will assist ROP detectives by coordinating the surveillance of new ROP offenders.

      - Emphasis will be placed on establishing and investigating the strongest, prosecutable new felony, class 4 or higher, cases.

   B. These detectives will coordinate with other Department units in the apprehension of repeat offenders with outstanding felony warrants.

7. **MROP CANDIDATE CRITERIA**

   A. The following may be indicators that merit recommending a subject to the MROP:

      - Candidate has criminal history attributed to quality-of-life issues, including but not limited to; trespassing, soliciting from the roadway, urinating in public, public sexual indecency, indecent exposure, drinking in public, sitting or lying on public right-of-way, and violating court ordered travel restrictions
      - Current criminal activity is at a rate of five (5) or more arrests in the last 12 months
      - Specific complaint/s from neighborhood groups, the business community, or general public

   B. Officers should keep in mind that a suspect who has a high rate of recidivism in quality-of-life crimes may also be a repeat offender of other crimes.

   C. Other criteria can be established by MROP liaisons at the time of their involvement with the case.

8. **MROP CANDIDACY PROCEDURES**

A. If officers believe they have an MROP suspect or potential MROP candidate in custody, they should contact their precinct/bureau MROP liaison or supervisor.

- MROP liaisons telephone numbers are posted in the prisoner processing area and the front desk of all precincts/bureau.

B. If officers know of a potential candidate who is not in custody, they should complete an FI or send a City e-mail to their precinct/bureau MROP liaison.

9. **MROP LIAISON RESPONSIBILITIES**

A. Each precinct will have a minimum of one officer/detective assigned to the MROP. The liaison is the information source and care taker of eligible MROP candidates in his/her respective precincts.

B. The liaison must maintain the list of MROP candidates in his/her precincts in an intelligence file located in the records management system (RMS) and:

- Maintain booking photographs.
- Update file stop/RMS BOLO (Be On Look Out) information.
- Maintain current Judgment and Sentence Orders.
- Maintain letters from the community regarding the impact the suspect has/is having on the area.
- Review all precinct nominations of MROP candidates to ensure they meet the induction criteria.
- Review all Incident Reports (IRs) on MROP suspects to ensure all program criteria are met.
- Attempt to obtain community presence at MROP sentence hearings.
- Attend all regularly scheduled MROP committee meetings.
- Nominate MROP candidates to the committee and defend their nomination.
- Provide training on the MROP as deemed appropriate by the precinct/bureau commander.
- Actively work cases involving priority MROP suspects assigned to them and any other responsibilities assigned by the commander.

1. **ENFORCEMENT POLICY**

A. All City, State, and Federal criminal codes will be uniformly enforced by officers of the Department.

- Officers will not investigate crimes or civil complaints in which they have a personal or business interest, unless otherwise authorized.

B. Many crimes officers investigate are addressed in detail in other chapters of the Operations Orders; **always** check the Index for additional references to specific criminal investigations or enforcement procedures.

2. **CITY CRIMINAL CODE**

A. Burning Regulations - Open burning is prohibited in the City without a permit from the Fire Prevention Division of the Fire Department.

(1) Officers receiving complaints of open burning will contact the Fire Prevention Office to determine if a permit has been issued.

(2) If no permit exists, an engine company will be called to the scene so a report can be prepared for the Fire Investigations Section.

(3) If the situation appears to be serious, the officer will call a Fire Department investigator to the scene for appropriate enforcement action.

B. Civil Rights Violations - Complaints of alleged civil rights violations (Phoenix City Code (PCC), Chapter 18) made to the Department during normal business hours will be referred directly to the City's Equal Opportunity Department.

(1) During the hours when the Equal Opportunity Department is not open, officers will conduct a preliminary investigation.

- Officers will display impartiality to all persons involved.
- Officers will preserve the peace, protect life and property, and suppress criminal acts.
- No on-view arrests will be made for violations of this chapter.

(2) Civilian employees will refer all complaints of this nature to an officer for disposition.

- Information may be taken by telephone if an officer is not needed to maintain the peace.

(3) Complaints of violations of this nature will be recorded on a memorandum:

- Subject: Civil Rights Violation
- Route to the Office of Administration (OOA)
- Advise the complainant to contact the City's Equal Opportunity Department to file a sworn grievance.

(4) Officers will complete the necessary reports in addition to the civil rights violation memorandum.

(5) The Human Relations Commission, within the Equal Opportunity Department, is responsible for follow-up of all civil rights complaints.

(6) Inquiries regarding the status of a civil rights complaint will be referred to the City's Equal Opportunity Department.

2. C. Fire Bombs

(1) Under PCC 23-43 - It is a misdemeanor for a person to possess fire bomb components with intent to burn buildings or property and to dispose of a fire bomb.

(2) This code does not apply to the military, Fire Department personnel, or police officers acting in the performance of their duties, or when the device is used solely for lawful burning.

(3) Any person observed illegally possessing, making, or disposing of a fire bomb will be arrested and an Incident Report (IR) completed.

(4) Incendiary bombs are prohibited weapons under ARS 13-3102, and possession or manufacturing is a felony.

(5) Possession of a destructive device, which includes fire bombs, can be a felony under United States (U.S.) Code Title 26, Section 5861 (a-1).

- If felony charges are warranted, contact the Bureau of Alcohol, Tobacco and Firearms (ATF) for arrest and prosecution assistance.

(6) When such a violation occurs, but an immediate arrest cannot be made, an IR will be completed and submitted for a complaint.

(7) Evidence will be impounded as detailed in Operations Order 8.1, Evidence, Impounding, and Property.

D. Sidewalk Vending and Zoning Violations, PCC 31-25

(1) Prohibits sidewalk vending and designates a violation of the ordinance as a class 1 misdemeanor.

(2) Primary responsibility for the investigation of violations of this ordinance rests with the City zoning inspectors.

- Officers will issue an Arizona Traffic Ticket and Complaint (ATTC) if requested to do so by a zoning inspector.

  * Officers will complete an IR with only a synopsis of the violation in the Narrative section.
  * The zoning inspector's report will be scanned and attached to the IR as a "Document".

(3) Officers may, when no zoning inspector is available, investigate public property violations of this ordinance but will only submit an IR detailing the circumstances of the violation.

(4) For other zoning violations (PCC section 41), such as building without a permit or improperly maintained abandoned buildings, advise complainants to call the Zoning Violation Hotline at 262-7844.

- In exceptional cases and as approved by a supervisor, officers may take action as described in this order.

E. Handbills and Signs

(1) Chapter 3 of the PCC lists the prohibitions on distribution of handbills and makes a violation of the ordinance a class 1 misdemeanor.

- Distribution of non-commercial handbills is permitted to any person willing to accept the material.

2. E. (2) Officers will take action only upon complaint of violations of this ordinance.

- Under extraordinary circumstances (suspect refuses to cooperate), suspects may be arrested with supervisor approval.
- An IR will be completed.

(3) Posting of Signs Within the Public Right of Way, PCC 3-6 - Sets forth the provisions of the sign ordinance.

(a) Upon receipt of a complaint, officers will advise the complainant to call the Sign Enforcement Hotline at 602-534-7100.

(b) In aggravated circumstances officers may remove illegal signs if they are able to do so safely.

- Document the location and content of the sign.
- Photograph the sign in place, if possible.
- Forward the information to the precinct abatement detective.

(c) If contacting a person putting up illegal signs, officers will advise the person of the law and complete a Field Interview (FI) ensuring the correct precinct is selected as "Offense Element 1" for proper routing to the precinct abatement detective.

F. City Parks and Recreation Areas - Officer's are encouraged to make educational contacts when violations of the codes in sections 2.F(1) through 2.F(7) occur.

NOTE: In aggravated circumstances enforcement action may be taken; however an ATTC is preferred where appropriate.

(1) Emergency Closure, PCC 24-41 - City parks, playgrounds, or recreational areas may be closed by the City Manager, Police Chief, or the Parks and Recreation director if an emergency situation exists.

(a) Unauthorized persons must not enter into or fail to vacate the premises when adequate notice of the emergency closure is given.

(b) Enforcement action may be taken only after the premises have been closed.

(2) Glass Containers in Parks - Class 1 misdemeanor

(a) PCC 24-39.A - It is unlawful for any person to have a glass beverage container in their possession in any City park with the following exceptions:

- Heritage Square
- Encanto Clubhouse
- Shemer Art Center and Museum

(b) PCC 24-39.B - It is unlawful to throw or break any glass object in a City park.

(3) Spirituous Liquor in Parks, PCC 24-38 - Class 1 misdemeanor

(a) It is unlawful for any person to consume or have in their possession any spirituous liquor in a City park except for the following locations:

- City golf course during normal hours of operation
- Phoenix Municipal Stadium
- Phoenix Zoo
- Desert Botanical Garden
- Park food concession facilities with permits

2. F. (3) (b) This code does not apply to individuals or members of groups with valid permits from the Parks and Recreation Board.

(c) Permits may be obtained at the following locations:

(i) Parks and Recreation Office	200 West Washington Street (Municipal Building, 16th floor)
(ii) City Park District Offices	1346 East South Mountain Avenue 3901 West Glendale Avenue 1001 North 52nd Street 17642 North 40th Street 4020 West Glenrosa Avenue 2700 North 15th Avenue

(d) When charging suspects with violations of this ordinance, the IR must state the violator did not have a permit allowing them to have spirituous liquor in the park.

(4) Loitering, PCC 23-8(b) - Class 1 misdemeanor

(a) It is unlawful for unauthorized persons to be in a City park, playground, or recreation area when that premises is closed.

(b) To enforce this ordinance the hours of closure must be sufficiently posted

(5) Reserved Areas - The Parks and Recreation Department issues a Special Use Permit which reserves specific areas of some City parks for the bearer of the permit.

(a) If a permit holder complains a reserved area is occupied by person(s) who do not have a reservation for the area, enforcement will be as follows:

- A Parks and Recreation Department staff member must confirm the validity of the permit.
- Officers will advise the violating party the permit holder has the sole legal right to use the area.
- Persons who do not have reservations will be directed to move.

(b) Violators will be charged with Trespassing using ARS 13-1502A.1, a class 3 misdemeanor.

- A supervisor must approve arrests made under these circumstances.

(6) Entering Park Area Closed to Public Use, PCC 24-36 - Class 1 misdemeanor

- It is a violation for unauthorized persons to knowingly enter or remain in any park except in those areas designated as open to public use as established by the Parks and Recreation Board.

(7) Unauthorized Swimming, PCC 24-23 - Class 1 misdemeanor

- It is a violation to enter a swimming pool or other body of water in a City park after hours or where swimming is not authorized at any time.

G. Water Control, PCC 23-33 - Prohibits the intentional release of water from irrigation overflow, swimming pool backwash, etc., onto City streets and alleys; class 1 misdemeanor.

- PCC 31-8 makes provisions to obtain permission to discharge water into the streets.

2. G. (1) Officers should make educational contacts for violations of these codes and complete a Special Service Report (SSR) Form 150-40 to the attention of the Water Services Department.

(a) If known, the following information will be included on the SSR:

- Name and address of the violator
- Date and time of the violation
- Reason for the violation

(b) The problem will be described on the reverse side of the report or on a handwritten memorandum attached to the SSR.

(c) An IR may be submitted for chronic violations.

(d) If the situation is an emergency, such as a broken water main or water gushing from the middle of the street, call the Water Services Department's 24/7 hotline at 602-261-8000.

H. Morals and Conduct - Officers will use discretion when enforcing the provisions of these codes.

TITLE/CODE	COMMON DESCRIPTION	ENFORCEMENT ACTION
(1) Prohibited Public Activities PCC 23-48	Urinating or defecating in public	Persons arrested for violations of this ordinance will be booked or cited in lieu of detention (CLD'd) in accordance with the provisions of Operations Order 6.2, Arizona Traffic Ticket and Complaint.
(2) Prohibited Use of Public Right of Way PPC 23-48.01	Lying, sleeping, or sitting in a public right of way (except for an emergency).	Arrest only in those cases when it is necessary to remove the violator to ensure compliance.

3. **ARIZONA REVISED STATUTES**

A. Escape

(1) Escape Third Degree, ARS 13-2502 - The charge will be designated a class 1 misdemeanor if the offender is eligible for reduced prosecution.

(2) Home Arrest - When a person who is under home arrest (whether pre-trial or probation) leaves the residence without permission or fails to return to the residence after having been granted permission to leave, that person can be charged with Escape under ARS 13-2503A, a class 5 felony.

(a) Charge ARS 13-2504A if force was used or threatened or if a dangerous instrument was used or threatened to be used; this is a class 4 felony.

(b) If a monitoring device is damaged or the person walks away with it, criminal damage or theft may be charged as appropriate.

B. Criminal Nuisance, ARS 13-2908 - Class 3 misdemeanor

(1) On-view arrests will not be made.

EXCEPTION: An ATTC may be issued in aggravated circumstances with a supervisor's approval.

3. B. (2) The statute may be applied:

- When premises are used on an ongoing basis for criminal purposes, such as gambling, drug offenses, or prostitution.
- When the health and/or welfare of the community is endangered, such as an unsecured refrigerator or unsanitary or unsafe conditions.

C. Dumping Trash on Highways or Airports, ARS 28-7056 - Class 3 misdemeanor

- Enforcement code for littering on highways, roads, and airports.

D. Disorderly Conduct, ARS 13-2904

(1) Arrests may be made on public or private property.

(a) The suspect's intent or knowledge of disturbing the peace or quiet of a neighborhood, family, or person **must** be documented in the IR (prior warning, signage, etc.).

(b) A victim (neighborhood, family, or person) must also be listed in the IR.

EXAMPLE: The neighborhood between 1900 West Topeka and 2100 West Topeka, the family living at 1936 West Topeka, the patrons of a business, or an individual.

- **Do not** use "State of Arizona" as a victim.
- Citizen arrests may be made under this statute.
- Persons who verbally abuse officers, in aggravated cases, may be arrested under this statute with a supervisor's approval and only if absolutely necessary.

E. False Reporting, ARS 13-2907.01

(1) The false information must be serious enough to actually disrupt an investigation or other official duties in which the officer was engaged.

(2) This statute does not apply when the suspect's false information is a transparent lie that caused little serious interruption to an officer's duties, such as a routine interrogation situation.

(3) All IRs documenting false reporting should include the following information:

- Reason for contact
- Location of contact and arrest
- Location where false report was given
- Specific false report or information given (false name, date of birth, etc.)
- To whom the information was given
- How information was determined to be false
- Total time used to investigate the suspect's identity, or other disruption to police service that occurred because of the false reporting

(4) Identification of suspect/s may be proven by any one of the following:

- Arizona driver license (valid or suspended)
- Out-of-state driver license
- Relative other than a spouse, friend, or acquaintance who knows the suspect, is residing locally, and is available to testify

3. E. (5) If fingerprint analysis is used, the IR must also contain the following information for a charge to be filed:

- Name and serial number of the person who printed the suspect on the date of the violation
- Source of prints used to make the comparison
- Name and serial number of the fingerprint technician who made the comparison

F. False Reporting of Child Abuse or Neglect, ARS 13-2907.02

- All IRs documenting false reporting of child abuse or neglect must be thoroughly detailed and contain the following information:

  * Reason for initial contact
  * Location of contact and arrest
  * Location where false reporting was given
  * Specific false report or information given (type of neglect, abuse, evidence, etc.)
  * To whom the information was given
  * How information was determined to be false
  * If coercion was used to force a person to make false report cases, and how the person was coerced
  * List all resources used in the investigation (Department of Child Safety (DCS), ChildHelp, school nurse, relatives, etc.)
  * Total time spent on the investigation

G. Loitering in or About a School, ARS 13-2905A5

(1) Adults and juveniles will be warned and ordered to leave.

- An FI will be completed ensuring Property Crimes is selected as “Offense Element 1” for proper routing.
- An IR will be completed on repeat offenders.

(2) If the violator refuses to leave they will be arrested (adult) or detained (juvenile).

(3) In aggravated circumstances where the suspect is knowingly on the property of the educational institution, and in violation of the institution’s rules, for the purpose of interfering with the use or normal conduct of the school, “Interference With the Peaceful Conduct of an Educational Institution,” ARS 13-2911, should be used.

H. Minors Prohibited from Carrying or Possessing Firearms, PCC 22-8

(1) Lists specific criteria for the determination of whether the law has been violated.

(2) Firearms may be seized and impounded as evidence or for safekeeping for violations of this code.

- Firearms impounded for safekeeping may be reclaimed by the parent or guardian.

I. Misconduct Involving Weapons, ARS 13-3102

(1) A deadly weapon is anything designed for lethal use and includes:

- Pistols
- Revolvers
- Rifles
- Shotguns
- Other weapons which can be readily assembled into a firearm

3. I. (2) It does not include a firearm in a permanently inoperable condition.

(3) Subject Stop (terry stop) and Motor Vehicle Stop

- When a person or occupant/s fail/s to accurately answer the officer's question "Are you carrying a concealed deadly weapon?", the officer can charge that person/s with Misconduct Involving Weapons ARS 13-3102.A.1.(b) if the officer subsequently finds a concealed deadly weapon through a lawful search.

NOTE A person under the age of twenty one cannot carry a concealed weapon either on his person or within his immediate control in a means of transportation (ARS 13-3102.A.2).

J. Prohibited Possessor of Weapons

(1) Persons prohibited from possessing weapons are defined in ARS 13-3101.7

(2) Prohibited weapons are listed in ARS 13-3101.8.

(3) The person violating the statute does not have to be the owner of the firearm.

(4) If the offense involves a concealed weapon that is also a prohibited weapon, the suspect will only be charged with possessing the prohibited weapon.

(6) If the offense involves a concealed knife (except a pocket knife), the charge will be "Misconduct Involving Weapons" only.

K. Concealed Carry Weapon (CCW) Permit, ARS 13-3112

(1) A CCW permit allows a person to carry concealed any legal weapon as defined in ARS Title 13.

(a) A person with a U.S. Code Title 2 weapon must also have an ATF class 3 stamp for that weapon.

(b) Both the CCW permit and the ATF stamp (copy or original) must be in the person's possession and presented when requested by an officer.

L. Resisting Arrest, ARS 13-2508

(1) Use this statute when the suspect intentionally prevents, or attempts to prevent a person, reasonably known to the suspect as a police officer, from affecting an arrest.

(2) When the suspect is resisting a misdemeanor arrest, the charge will be designated a class 1 misdemeanor if the suspect is eligible for reduced prosecution.

- A person who has spat upon or struck the officer is not eligible for reduced prosecution.

M. Protected Native Plants - Enforcement guidelines:

ARS CODE	STATUTE REQUIREMENTS
(1) ARS 3-906A	Illegal for a person to dig, attempt to dig, take, transport, possess, or remove protected native plants from their native habitat without a valid permit and tag.
(2) ARS 3-907C	Illegal to take, transport, or possess wood of the Palo Verde, Mesquite, Ironwood, or Crucifixion Thorn in the amount of more than two cords from private land or State/public land without a permit and wood receipts. For amounts less than two cords the possessor must have written consent of the landowner.

3. M. Protected Native Plants - Enforcement guidelines: (Continued)

ARS CODE	STATUTE REQUIREMENTS
(3) ARS 3-908A	Illegal to dig, attempt to dig, remove, or transport protected native plants from areas other than those listed on the permit, **OR** to destroy or mutilate protected native plants by: • Driving over • Knocking down by vehicle or device • Chopping with ax, hatchet, or similar object • Shooting with firearm, archery equipment, or other weapon
(4) ARS 3-908D	Illegal to possess protected native plants that are tagged but which the tag numbers do not correspond to the permit numbers or the permit is misused in any manner.

(1) Violations of the listed statutes may be misdemeanors or felonies depending on the value of the plant/s or previous convictions of the violator.

(a) Each plant involved is considered a separate violation of the statutes.

(b) Theft of Protected Native Plants, ARS 3-932 - Is a separate charge based on the value of the plants removed or destroyed

(c) Officers will complete an IR and either submit the IR for prosecution for misdemeanors or felonies or issue an ATTC for misdemeanors.

(2) Plants will be confiscated and may be delivered to any Arizona Department of Transportation (ADOT) maintenance or county service yard.

- Assistance and previous conviction information may be obtained from the Arizona Department of Agriculture by calling Mr. Zeke Austin at 602- 364-0907 (office phone) or 602-908-3396 (cell phone), or emailing him at zaustin@azda.gov (preferred).

(3) IRs should be forwarded to the Native Plant Law Investigator at 1688 W. Adams, Phoenix, AZ 85007.

(4) Private landowners or their agents are not prevented from destroying protected native plants or clearing land that is privately owned as long as the intact native plants are not transported from the land or offered for sale.

(a) The landowner or agent must have notified the Arizona Department of Agriculture of their intentions to remove the protected native plants.

(b) Native plants in a clearly destroyed condition (cut or chopped) may be transported to a dump without a permit.

N. No Smoking Law, ARS 36-601.01 - Officers will enforce the provisions of the Phoenix City Code where both the City Code and State Law apply.

O. Hunting and Control of Firearms Within the City, ARS 13-3107.

(1) Officers will not make arrests for this offense but will submit an IR.

- ATTCs may be issued in aggravated circumstances.

(2) Officers will take on-view action for violations of ARS 17-301A (hunting allowed during daylight hours only) and ARS 17-301B (hunting not permitted from a vehicle).

- This includes shooting firearms upon, from, across, or into a public highway or railway.

3. P. Possession or Sale of Cloned Cellular or Wireless Phones, ARS 13-4802.

(1) Contraband and evidentiary items will be seized including, but not limited to:

- ESN (electronic serial number) readers
- Cloned telephones
- Computers, documentation, and software used to further the crime

(2) Officers will submit an IR relating all details with special attention to the identification of suspects.

(3) This type of investigation will normally require extensive follow-up by detectives; arrests will be made only in aggravated circumstances with the approval of a supervisor.

Q. Counterfeit Marks, ARS 44-1453

(1) This law covers sale and possession for sale of counterfeit merchandise, such as:

- Fake “Rolex” watches
- Fake “Louis Vitton” luggage
- Fake “Oakley” sunglasses
- Any item of merchandise that displays a counterfeit mark

(2) Officers should seize any item that bears a counterfeit mark and all other property or items involved in violating this statute.

(3) An IR will be completed including the specific circumstances of the violation with particular attention to the identification of suspects for follow-up.

(4) This type of investigation will normally require extensive follow-up by detectives; arrests will be made only in aggravated circumstances with the approval of a supervisor.

R. Crime Abatement, ARS 12-991 through 12-999 - A building or place regularly used in the commission of a crime is a nuisance, and the criminal activity causing the nuisance shall be enjoined, abated, and prevented.

- When officers believe a location is in violation of this statute, they should forward a memorandum to the abatement detective in the precinct in which the property is located.

  - Officers should include the address of the property, any known suspect information, and the reason they believe the location is in violation of this statute.
  - Officers **will not** complete the original IR.
  - Abatement detectives **will** complete the original IR when appropriate.
  - Officers may be asked to write an Incident Supplement of their investigation and experience with the location.
  - The original officer may be asked to testify in court.

S. Rental Property Registration, ARS 33-1902 - Any property used solely as rental property must be registered as such with the County Assessor’s Office in the county in which the property is located.

(1) Upon receiving a complaint about an unregistered property located in the City, officers will refer the complainant to the Neighborhood Services Department Rental Property Registration Hotline at 602-262-7844.

3. S. (2) Precinct abatement detectives will be responsible for follow-up on cases referred to the Department for prosecution as well as issuing the necessary citations.

- Due to the nature of the violations and need for follow up, patrol officers will not normally cite property owners but may do so when requested by an abatement detective.

T. Interference with Monitoring Devices, ARS 13-3725 – Class 4 felony

(1) A person commits Interference with Monitoring Devices by:

(a) Being required to be on electronic monitoring or global position system (GPS) monitoring and removing or bypassing any device or equipment that is necessary for the electronic monitoring or GPS monitoring.

(b) Assisting any person who is required to be on electronic monitoring of GPS monitoring in removing or bypassing any device or equipment that is necessary for the electronic monitoring or GPS monitoring.

(2) ARS 41-1604.08 governs the following agencies the authority to assign subjects to a GPS monitoring.

- Department of Corrections – Community Supervision (parole)
- Adult Probation Department
- Any court deeming the need to monitor subjects' movements

(3) Subjects can be assigned to GPS monitoring based on several reasons depending on what agency is responsible for their community supervision.

(a) Officers will complete an IR and include the following information:

- What crime the suspect is on GPS for
- What agency assigned the GPS
- When the suspect was assigned GPS
- Reporting person's agency, name, identification number, and contact information
- How the agency found out the suspect committed the violation of removing the device
- Suspect's whereabouts if known
- Is the subject in custody or not

(b) Ensure the original crime (the one the suspect is being monitored for) is selected as the Primary Offense in order for the IR to be routed to the appropriate bureau (Violent Crimes Bureau, Property Crimes Bureau, Family Investigations Bureau, etc.)

Phoenix Police Department's Operations Orders Section 4.22 is restricted, and is not available for dissemination to the general public.

1. This policy applies to all employees assigned to investigate crimes that may involve the seizure of property subject to forfeiture.

   - All seizures for forfeiture will be reviewed/processed through the Drug Enforcement Bureau (DEB), Asset Forfeiture Unit.

2. The Department utilizes the civil asset forfeiture procedure as a tool to combat illegal drug trafficking and organized crime.

   A. Forfeitures initiated by the Department will not be punitive in nature but will be remedial and an economic deterrent to criminal activity.

   B. Officers **will not** seize property subject to forfeiture for the sole purpose of monetary gain for the City.

   C. Seizure for Forfeiture - Per Arizona Revised Statute (ARS) 13-4301.9, seizure for forfeiture means seizure of property by a peace officer coupled with an assertion (verbal or written) by the seizing agency, or by an attorney for the state, that the property is subject to forfeiture.

3. **GROUNDS FOR SEIZURE OF PROPERTY SUBJECT TO FORFEITURE**

   A. By Virtue Of Court Process

   - Pursuant to the rules of civil procedure or the provisions of ARS Title 13, including the sections of the search warrant statutes, ARS 13-3911 through 13-3915

   B. Without A Court Process If Any Of The Following Is True

   - Property subject to forfeiture is seized incident to an arrest or a search for a crime
   - The peace officer has probable cause to believe the property is subject to forfeiture
   - Property has been the subject of a prior judgment in favor of the State of Arizona, any other state, or the federal government

   C. A supervisor's approval is required on all seizures for forfeiture.

4. **ITEMS SUBJECT TO SEIZURE FOR FORFEITURE**

   A. Vehicles, currency, negotiable instruments (money orders, cashier's checks, etc.), and weapons are subject to seizure for forfeiture if a crime is committed for financial gain and is a chargeable drug offense, indictable felony racketeering offense, or is a vehicle used during a drive-by shooting, regardless of whether such is actually charged or indicted, **and** any of the following criteria is met:

   - The item is a proceed of a racketeering offense.
   - The item is used to facilitate a racketeering offense.
   - The item is a vehicle used during a drive-by shooting.

   NOTE: Officers should call the Asset Forfeiture Unit with **any** questions regarding **any** phase of the investigation.

(1) Racketeering Offenses	• Bribery • Child pornography • Drug offenses • Extortion • Extortionate extensions of credit • Forgery • Gambling • Homicide	• Human smuggling • Kidnapping • Money laundering • Obscenity • Prostitution • Robbery • Terrorism • Theft

4. A. (1) Racketeering Offenses: (Continued)

(1) Racketeering Offenses (Continued)	• Usury • Participating in a criminal syndicate • Asserting false claims, including fraud and arson • Intentional or reckless fraud in the purchase or sale of securities • Intentional or reckless sale of unregistered securities or real property securities • Intentional or reckless false statements or publications concerning land for sale or lease, or sale of subdivided lands, or sale and mortgaging of un-subdivided lands • Obstructing or hindering criminal investigations • Obscene or indecent telephone communications to minors for commercial purposes • Restraint of trade or commerce in violation of ARS 34-252 • Resale of realty with intent to defraud • Scheme or artifice to defraud • Trafficking in explosives, weapons, or stolen property **NOTE**: Burglary is **NOT** a racketeering offense.

5. **ITEMS TO BE SEIZED**

A. Vehicles

(1) Must have an estimated value of $5,000 or more

EXCEPTION: Vehicles used during a drive-by shooting (ARS 13-1209B) are subject to seizure and shall not be restricted to a dollar value amount.

(2) Should not be seized if in an obvious state of disrepair

(3) Will be seized regardless of the lien amount

(4) A vehicle worth less than the required amount of $5,000, in addition to currency at or above the minimum of $1,000, would satisfy the seizure requirements.

(5) All attempts will be made to establish a controlling interest of the vehicle to avoid seizure from innocent parties.

(6) When seizing a vehicle for a drug related offense, the suspect must be able to be charged with one of the following or the facilitation of such:

- Possession of illegal drugs for sale
- Sale of or offer to sell illegal drugs
- Transporting illegal drugs for sale

(7) Leased vehicles can be seized.

(8) Rental vehicles will not routinely be seized for forfeiture.

(a) Rental agencies will be contacted to pick up the vehicle at the scene of the arrest or incident.

(b) Impounding or disposition other than return to a rental agency will require the approval of a supervisor.

B. Currency

(1) Currency may be seized if they are the proceeds of, or were used for or intended to be used to facilitate the commission of the offenses listed in section 4.A of this order.

5. B. (2) The Department requires a minimum amount of $1,000 be seized in order to initiate forfeiture proceedings on cash. See the following examples:

- $350 each from three suspects would satisfy the minimum
- A vehicle worth the required $5,000 in addition to any amount of cash would also satisfy the minimum

(3) If the seized currency totals $5,000 or more or is a large number of small bills, the officer may contact the Asset Forfeiture Unit supervisor during normal business hours or the on-call DEB supervisor after normal business hours for assistance with counting the currency.

NOTE: The initiating officer is responsible for transporting and impounding all currency.

(a) A DEB Money Count Worksheet will be completed and placed in the evidence bag with the currency.

(b) Two officers must always be present during the count and both will put their initials and serial number on the bag.

C. Negotiable Instruments, Weapons, or Other Items

- Any employee contemplating the seizure of property other than vehicles, currency, negotiable instruments, or weapons, must contact the Asset Forfeiture Unit supervisor prior to seizing.

6. **PROCESSING EVIDENCE**

A. All items subject to forfeiture will be packaged and impounded separately from all other types of impounded items.

B. Items subject to forfeiture will be impounded as **Evidence**.

C. Vehicles and currency will be impounded with established impound procedures.

7. **REQUIRED DOCUMENTATION**

A. Incident Reports (IRs)

(1) Probable cause substantiating the seizure for forfeiture will be included in the IR.

ITEM TYPE	SPECIAL INSTRUCTIONS
(a) Vehicles	• Forward copies of any receipts, titles, or proofs of ownership to the Asset Forfeiture Unit • Remove all property **except** insurance, registration, and title paperwork, which should be left in glove box • List in the Vehicle section of the IR
(b) Currency	• List a breakdown of the denominations and amounts in the Evidence section of the IR
(c) Negotiable Instruments, Weapons, & Other Items	• Forward copies of receipts, proofs of ownership, and any related documentation which may prove or disprove control of the items to the Asset Forfeiture Unit • List in the Evidence section of the IR

(2) The IR will include any information that links the items to the offense including:

- When and where the items were seized
- Statements made by the suspect/s reference the ownership or acquisition of the items

1. **DEFINITION** - A philosophy and process by which the Department, in partnership with other City departments, citizens, the public sector, and private enterprises, assists the community in enhancing the quality of life

2. **GENERAL INFORMATION** - The following should be accomplished as part of community-based policing:

- We must continue to deliver a high quality of basic services.
- Our concerns must include the quality of life for citizens in our neighborhoods.
- We must not assume the entire responsibility for solving problems; instead, we must build partnerships and mobilize citizens, businesses, and other government agencies to actively participate.
- The Department must allocate time and provide sufficient line-level authority to identify and solve neighborhood problems using the Enlightened S.A.R.A. (scanning, analysis, response, assessment) model.
- We must continue to invest in the development of innovative approaches and personnel resources to enhance the support provided to line functions.
- The Department must maintain our guiding values at all levels while empowering employees.

3. **PROGRAMS**

A. Citizen Observer Program

(1) This program is designed to provide concerned citizens with an insight into police activities and functions by riding with a police officer during a normal shift.

- Due to the liability potential, this program is limited to concerned individuals who, due to their community involvement, would benefit the Department from riding with a police officer (please see section 3.A.7 of this order for eligible participants).

(2) Employees who desire to have a citizen ride with an officer/supervisor will complete a Citizen Observer Request Form 80-575D, for **prior** approval, **to include**:

- Applicant's signature on the front of the form.
- A Triple I to be completed on the applicant/participant by contacting the Records and Identification Bureau (R&I) and noting the results on the form.
- Applicant's signature on the back of the form to be witnessed and signed by a Department employee.

(3) Forward the completed Citizen Observer Request form through the chain of command to the employee's bureau/precinct commander.

(4) The bureau/precinct commander/administrator will forward the signed completed Citizen Observer Request form to the immediate supervisor of the intended ride-along officer **before** any citizen participates.

(5) Once the ride-along is completed, the ride-along officer's immediate supervisor will forward the Citizen Observer Request form to the administrative sergeant to be filed in a secure location at the precinct/bureau.

(6) The following limitations and guidelines will apply to the Citizen Observer Program, but may be waived by the affected precinct commander:

(a) No more than two persons may ride with an officer/supervisor at any one time.

(b) Citizens will not be assigned to ride with an officer who is on probation.

3. A. (6) (c) A person of the opposite sex of the ride-along officer must be accompanied by another adult (unless otherwise approved by the affected precinct commander).

(d) Persons with an extensive police record (prior felony arrest or a misdemeanor arrest within the last two years), an unsavory reputation, or unacceptable appearance will not be permitted to ride.

(e) Persons under the age of 18 will normally not be allowed to ride as citizen observers; however, exceptions may include children of the affected officer.

(f) Sworn employees participating in the Citizen Observer Program will do so on a volunteer basis.

(g) Any individual who participates in the Citizen Observer Program will be limited to four rides in any calendar year.

(h) Precinct commanders will set a limit on the number of citizen observers allowed per shift.

(7) Citizen observers must meet one or more of the following criteria:

(a) Bona fide potential applicants as determined by the Employment Services Bureau (ESB)

- ESB will schedule these citizen observer rides with the approval of the affected precinct commander.

(b) Immediate family members, friends, significant other, or parent substitute of the affected officer

(c) Criminal justice employees (law enforcement officers, prosecuting attorneys, judges, corrections officials, civilian employees, etc.)

(d) Politicians, community leaders, etc. with final approval by the precinct commander

(e) Registered members of Explorer Post 906 (regardless of age) provided their Citizen Observer Request form is signed by a sworn post advisor (<u>and</u> a parent/guardian if under the age of 18) and with final approval by the precinct commander.

- Explorers will only be allowed to ride once per month.

(f) <u>Civilian Employees</u>

- On duty civilian employees who wish to ride with an officer/supervisor may do so providing there is a clearly defined reason (training, orientation, etc.) for the ride.
- Employees will request permission to ride from their supervisor and, if approved, the supervisor will schedule the ride.
- The date, time and reason for the ride will be documented in the supervisor's notes.
- <u>Off duty</u> civilian employees who wish to ride with an officer/supervisor on their own time and who have depleted their four-ride limit, as stated in paragraph 3.A.(6)(g), may do so in accordance with paragraph 3.A.(6).

3. A. (8) Officers who have a citizen observer assigned to ride will:

(a) Explain their job as fully as possible and attempt to create a favorable impression of the Department.

- The observer will not be taken on a specific tour but only where duties direct.

(b) Instruct the observer to return to the police vehicle if a situation arises where the observer will be in danger or when the observer's presence would hamper an investigation.

(c) Immediately report to a supervisor any time the observer interferes with the officer's duties or willfully does not comply with rules and regulations.

- A supervisor may direct the termination of the observer's ride at any time at either the request of the officer or the citizen.

(d) Not allow participants to accompany an officer into a jail or into the prisoner processing area of a precinct or main station at any time.

(e) Not allow participants into a home or onto private property during the execution of a search warrant, arrest warrant, or other legitimate law enforcement function when the presence of the participant is not in aid of the execution of the warrant or other legitimate law enforcement function (Fourth Amendment violation).

(9) Citizen observers will not be permitted to take any photographs when participating in this program unless prior permission has been obtained from the Police Chief.

- This order does not supersede Operations Order 5.2, Media Relations, regarding the news media.

B. Operation Identification - Designed to prevent thefts and burglaries by assisting citizens in marking personal items of value for positive identification by using an engraver borrowed from the Department.

(1) When the engraver is returned, the citizen will receive Operation Identification decals to place around their home to warn potential burglars household items have been marked for positive identification.

(2) Each precinct will have responsibility for the program in their area.

(3) Citizens who participate in this program should be encouraged to engrave their valuables with their current Arizona driver license number followed by the year in which it expires: for example, AZ B330708-94.

(4) All precinct stations and the Community Relations Bureau (CRB) will issue equipment to implement this program as follows:

(a) Each engraver number will be placed on a file card and kept in a card file box.

(b) Engravers will be loaned to citizens for a period not to exceed three days.

3. B. (4) (c) Employees issuing equipment will adhere to the following procedures:

- Complete the borrower's card and obtain adequate identification, including a current address and driver's license number.
- Check the engraver to be sure it works properly.
- Give the borrower the engraver and two inventory sheets to be completed and retained by the borrower.
- File the borrower's card in the file card box behind the appropriate engraver inventory card.

(d) When engravers are returned, the borrower's card will be taken from the card file box and completed.

- The card will then be placed in the back of the file box.
- The engraver will be checked to determine if it is in good working condition and ready to be loaned again.
- Borrowers will not be held responsible for the condition of engravers.

(e) The card file will be checked weekly for overdue engravers.

- The bureau/precinct will be responsible for the initial contact with citizens having overdue engravers.

(f) When an engraver is lost or stolen, an Incident Report (IR) will be completed and the IR number written on the inventory card.

(g) Additional supplies may be obtained from CRB.

C. MedReturn Drug Collection Program - A program designed to provide the community and law enforcement agencies a safe, sustainable, and secure way to collect and dispose of unwanted or expired prescription medications or household medicines, to include over-the-counter medications and vitamins.

(1) MedReturn boxes are designed for the following:

ACCEPTED ITEMS	NOT ACCEPTED ITEMS
• Prescriptions	• Hydrogen peroxide
• Prescription patches	• Inhalers
• Prescription medications	• Aerosol cans
• Prescription ointments	• Non-prescription ointments
• Over-the-counter medications	• Lotions or liquids
• Vitamins	• Medications from businesses or clinics
• Samples	• Needles (sharps)
• Medications for pets	• Thermometers

(2) MedReturn boxes are located in the lobby of each precinct and Police Headquarters.

- The keys for each MedReturn box will be maintained by the precinct administrative sergeant or Police Headquarters' Front Desk sergeant.

(3) MedReturn boxes will be checked and emptied at least once a month, or more often if needed, with two (2) sworn employees present.

(4) To prevent possible exposure/injury, caution should be used when emptying the MedReturn boxes in the event items "not-accepted", such as pipes, hypodermic needles, syringes, or razor blades, have been deposited.

(a) Employees will not reach into the MedReturn box's inner container; it will be removed and the contents will be unloaded onto a table/flat surface to be reviewed prior to packaging.

3. C. (4) (b) Disposable nitrile or latex gloves (two pairs are recommended) will be worn at all times while handling any items deposited in a MedReturn box.

(c) If an employee is exposed to any contaminated item (needle stick, medication patch touched bare skin, etc.), immediately contact the Police Safety Unit duty pager at 602-201-1766 (available 24/7) to determine the proper exposure protocols (see Operations Order 4.9, Communicable Disease Control Plan for more information).

(5) A Field Interview (FI) will be completed to document **each** time a MedReturn box is unlocked (even if no items are present) with the following information in the Narrative:

- Who unlocked the MedReturn box
- Date and time the MedReturn box was unlocked
- Names and serial numbers of the employees present
- Date and time the MedReturn box was relocked

(6) Any removed items will be impounded for destruction, listing the items in the Evidence section of the FI and selecting *Found* as the "Action."

(a) Describe the items in general, non-specific terms: for example, "Multiple prescription type bottles containing misc. medication for destruction."

(b) The items may be packaged together and will be impounded in accordance with procedures outlined in Operations Order 8.1, Evidence, Impounding, and Property.

- Prior to packaging, plastic puncture resistant containers will be used for any sharps, such as hypodermic needles (needles will not be recapped), syringes, or razor blades.

D. Silent Witness Program

(1) This program uses donated rewards to involve the community in the fight against crime.

(a) Cash rewards of up to $1,000 are offered to citizens for information on unsolved felony crimes which result in an arrest or indictment.

(b) The Silent Witness telephone number is 602-261-8600 or toll free 1-800-343-TIPS (1-800-343-8477).

(c) All callers to Silent Witness are guaranteed anonymity through use of a code number.

- The caller will be instructed to re-contact Silent Witness at 602-262-7667 at a future date and time to clarify the information, if necessary.

(2) Each investigator receiving information from the program will omit all references to the identity of the Silent Witness caller from all reports.

(a) Any questions arising during the investigation concerning the identity of the silent witness should be directed to the Silent Witness staff.

(b) No references indicating any information was received through the Silent Witness Program will be made in reports.

(c) Investigators will receive a Silent Witness fact sheet which must be completed and returned to the Public Affairs Bureau (PAB) within 30 calendar days.

3. D. (2) (d) Investigators must provide an update on the status of the case every 30 calendar days thereafter through the use of the status sheet.

(e) The fact sheet will not be duplicated and must be returned in its entirety to the Silent Witness office upon completion of the investigation.

(3) Accountability of Silent Witness Fact Sheets

(a) Only Information Desk personnel or members of the Silent Witness staff will fill out the fact sheets.

(b) The Silent Witness coordinator is the **only** person authorized to remove fact sheets from the Information Desk.

(c) Transmittal of fact sheets between Silent Witness and other details should only be done with the sheets placed in envelopes to maintain confidentiality.

(d) Each detail (homicide, robbery, etc.) receiving fact sheets will establish and maintain a Silent Witness log book.

(e) The detail's supervisor or designee will ensure all fact sheets received from Silent Witness are logged.

(4) Rewards

(a) Rewards and their amounts are determined by the Silent Witness Board.

- Officers and detectives will not promise specific rewards for information.

(b) Reward posters or fliers marked "Silent Witness" will only be disseminated after approval by the Silent Witness supervisor and will be generated by the Silent Witness Detail with proper logos and phone numbers.

(5) Confidential Informants

(a) Officers wishing to use the Silent Witness Program for informants must contact the Silent Witness coordinator in PAB **before** discussing the program with informants.

- Each request by an officer to use the program will be evaluated on an individual basis.

(b) The confidential informant must call Silent Witness, and the call must be made prior to an arrest.

(c) Officers will not request nor will they be given Silent Witness numbers for their confidential informants.

(d) Officers will not obtain any Silent Witness reward money for a confidential informant.

(e) For more information regarding confidential informants see Operations Order 4.22, Information Sources.

E. Special Watch Programs - Designed to keep officers advised of property locations which require intensive patrol.

(1) Patrol Watches - Designed to advise a beat officer of locations in their assigned beat which are experiencing particular problems requiring police attention, such as vandalism during the night or expensive equipment left loosely secured.

3. E. (2) Vacation Watches - Designed to encourage citizens to advise the Department when they will be absent from their homes due to a vacation, or for an extended period of time, so the beat officer can periodically check the property.

(3) Special Watch/Building Check Information

(a) The Special Watch Card Form 80-162D may be used to obtain pertinent information which will be entered in the RMS Miscellaneous Services module by precinct desk personnel.

(b) Precinct desk personnel will email a Building Check Report, to include the miscellaneous service numbers and locations, to beat supervisors as necessary.

(c) Each beat supervisor will provide the special watches/building checks to the affected beat officers.

(d) Officers will make every attempt to check the properties listed and document the check in the FBR Building Check form.

(e) Requests for and cancellations of special watches may be made at any police facility, either by telephone or in person.

F. Crime Prevention Programs

(1) Presentations of crime prevention programs to the community will be the responsibility of the precinct in which the event will occur.

(2) Further information on these programs and a list of available presentations can be obtained by contacting the precinct.

(3) Programs which may be available:

PROGRAM	INFORMATION
(a) Home/Business Security Survey	• Designed to provide citizens and businesses with a variety of crime prevention presentations based on their needs or requests. • Topics include effective door and window locks, adequate exterior lighting, landscaping, and proven security habits.
(b) Block Watch	• A crime prevention program which enlists the active participation of citizens in cooperation with the Department and the community. • This program shows concerned residents how to recognize and report suspicious activity in their neighborhood.
(c) Phoenix Neighborhood Patrol (PNP)	• Allows concerned citizens a more active role in the prevention and reporting of suspicious activity in their neighborhood. • Participants are provided communications equipment to immediately report information to the Department.
(d) Crime Fair Displays	• Provides an opportunity for citizens to become acquainted with patrol officers in their precinct and to learn what programs and information the Department offers.
(e) Community Effort to Abate Street Violence (CEAS)	• Fights youth and gang violence by coordinating enforcement efforts with community action and awareness.
(f) Crime Free Multi-Housing	• Provides training and certification for rental properties regarding safety and security measures for tenants.
(g) Crime Prevention Through Environmental Design (CPTED)	• Reduces opportunities for crime and improves the quality of life through urban planning and design. • Benefits residential and commercial sites and public facilities by reviewing site plans, landscaping and other physical designs to remove opportunities for criminal activity and to deter criminal behavior. • Administered by CRB.

G. **YOUTH PROGRAMS** - Established to provide awareness and education on various issues facing today's youth which are administered by CRB unless otherwise noted.

PROGRAM	INFORMATION
(1) Gang Resistance Education and Training (G.R.E.A.T.)	• School gang prevention program targeting seventh grade students aimed at educating young people about the consequences of being in a gang and providing them with the skills to avoid gang membership and activity.
(2) School Resource Officer Program (SRO)	• Provides participating school districts with a resource to enforce truancy laws and to investigate reports of child abuse and neglect. • Respond to incidents of violence, drug and alcohol abuse, and student-related property crimes on and around assigned campuses.
(3) Child Safety/ Stranger Danger	• Designed to teach children how to recognize and stay away from strangers as well as remind them of traffic safety, community helpers, and when to use 9-1-1.
(4) Wake Up!	• Designed to encourage young people to make good choices and provide a support network of peers and adults for youths. • Promotes an awareness of civic responsibilities and establishes partnerships among youths, the police and the community.
(5) Bike Safety	• Designed to teach bicycle and pedestrian safety to grade school children. • Administered by the Traffic Enforcement Support Unit (TESU) in the Traffic Bureau.

1. **GENERAL GUIDELINES**

A. For purposes of this order, the term "employee" refers to sworn personnel unless otherwise noted.

B. Employees and firearms certified detention officers will not loan their City-owned firearm to another employee without authorization.

C. Civilian employees will not carry firearms, either displayed or concealed, while on duty, on City property, or in City vehicles.

(1) This applies even if the employee has a concealed weapons permit.

(2) This does not apply to firearms certified detention officers who will carry their City-owned firearm only while transporting prisoners.

- Firearms certified detention officers will be required to attend quarterly handgun training and pass annual qualification and an annual decision making test (see the Central Booking Unit Manual for more information).

(3) This does not apply to Laboratory Services Bureau, Property Management Unit (PMU), or Crime Gun Intelligence Unit (CGIU) personnel who handle weapons during the course of their official duties.

D. **Only** Department authorized handguns which employees are qualified on, will be carried on duty, off duty, or working off duty in a police capacity (see section 4 of this order for Department authorized handguns).

(1) Having a concealed weapons permit does not relieve employees from this responsibility.

(2) **EXCEPTION**: Employees may carry non-authorized firearms for the purpose of participating in sporting/leisure activities, such as hunting or shooting competitions.

- Non-authorized firearms will not be carried concealed.

(3) All Department authorized handguns, whether carried on duty, off duty, or working off duty in a police capacity, are governed by the same provisions of this policy relating to the use and handling of firearms.

- Discharging a firearm during a police incident while off duty or working off duty in a police capacity involves the same liability as if on duty.

E. Definitions

(1) Duty Handgun - The primary handgun an employee must carry while working on duty or working off duty in a police capacity.

(2) Backup Handgun - A second handgun an employee may choose to carry in case of an emergency situation while working on duty or working off duty in a police capacity (**must be carried concealed**).

(3) Off Duty Handgun - The handgun an employee carries while off duty (**must be carried concealed**).

F. City-owned equipment, **to include** firearms, magazines, etc., will not be sold to any City employee and must be disposed of according to Phoenix City Code (PCC) 43-22, Disposition of Surplus Property.

EXCEPTION: Upon retirement, employees may purchase their Department-issued service weapon and other equipment as outlined in Operations Order 3.7, Employee Benefits.

2. **FIREARMS SAFETY AND SECURITY**

A. All firearms will be considered loaded by each employee handling the firearm.

B. All firearms will be handled in a safe manner and stored in a safe and secure location while on and off duty, in police facilities, private residences, and in City and personal vehicles.

- See Operations Order 3.13, Rules and Regulations, for information on equipment storage.
- This includes personally-owned as well as City-owned firearms.

C. Firearms safety/security practices include, but are not limited to, the following:

- Keep firearms out of view and secured in a safe location at all times.
- Keep firearms out of the reach of children and others.

D. Employees should avoid going hands-on with a firearm in their hand unless exigent circumstances exists.

- Handguns should be holstered prior to going hands-on.
- Rifles and shotguns should be placed on safe and securely slung prior to going hands-on.

E. Handling Revolvers

(1) Revolvers will not be cocked while pursuing, subduing, arresting, or searching a suspect.

(2) Revolvers may be manually cocked if the employee has decided to fire and extreme precision is required.

- Employees will not manually cock a revolver when the possibility of physical contact with the suspect exists.
- Any cocked revolver must be de-cocked as soon as the hazardous situation has ended.
- Revolvers will not be holstered when cocked.

F. Employees will not clean, repair, or load firearms in police buildings, except at police ranges or when ordered to do so by a supervisor.

(1) Firearms will be unloaded and loaded using a Department bullet trap located at facilities so equipped.

- Stunbag shotguns may be loaded and unloaded at the trunk of police vehicles.
- When bullet traps are not available or utilized, officers will use extreme caution when loading and unloading firearms.

(2) Firearms will never be unnecessarily handled or displayed.

G. Employees will immediately inspect and unload all firearms coming into their possession unless a particular circumstance prohibits it.

(1) Only employees trained in firearms use and safety requirements will handle firearms.

(2) If an employee is unsure about a proper unloading procedure, a Firearms Training Detail (FTD) instructor or armorer will be contacted.

H. Firearms that have been checked out for an emergency will be safety inspected by an FTD instructor before being returned to storage.

I. All firearms will be unloaded and cleaned prior to being placed in storage.

2. J. Turning in Firearms at the Property Management Bureau (PMB)/Police Supply

(1) Any firearm that is turned in to Police Supply for any reason **will be** rendered safe.

(2) A bullet trap is located adjacent to the Police Supply service counter.

3. **HANDGUN QUALIFICATION**

A. Per Arizona Peace Officer Standards and Training (AzPOST) Rule R13-4-111.C, to maintain state certification as a peace officer, all employees, including reserve officers, must:

(1) Qualify (84 percent or above) annually with all handguns they are authorized to carry or are normally equipped with during the course of their duties.

- Employees may qualify with a maximum of four (4) Department authorized handguns (one (1) of which **must** be a duty handgun).

NOTE: Employees must qualify **every** calendar year with **each** handgun in order to carry the handgun on duty, off duty, or working off duty in a police capacity.

(2) Successfully pass a decision making test conducted by an instructor assigned to the FTD (or authorized designee) on an annual basis.

B. Employees who do not attend or who fail to qualify with a duty handgun at the annual qualification (AQ) (see section 3.E for more information) or complete the decision making test, will not be authorized to carry a firearm in a police capacity.

NOTE: Vacation leave is not an acceptable excuse for non-attendance.

C. Employees who are excused from AQ while on transitional duty, approved sick/industrial leave, or military leave, must qualify prior to returning to duty if they have not qualified for the calendar year.

NOTE: Employees will **NOT** carry a firearm in a police capacity into a new calendar year when their AzPOST certifications have lapsed.

D. Qualification Requirements:

(1) Annual Qualification (AQ)	• All employees will shoot on duty and at the time of their designated qualification, unless excused by their bureau/precinct commander/administrator. • AQ will be conducted by a firearms instructor assigned to the FTD. • Employees will have two (2) opportunities to shoot the course during AQ. ∗ The first attempt to qualify will be with a duty handgun ∗ If the employee passes the first time, the employee may shoot again with another handgun. ∗ If the employee wishes to qualify with a third/fourth handgun, the employee must come back to another AQ to qualify with the third/fourth handgun (overtime is not authorized). • Service ammunition will be exchanged at this time.
(2) Quarterly Handgun Training	• Employees will attend quarterly handgun training a minimum of four (4) times per year, one (1) time per quarter, in addition to AQ. • The quarterly handgun training may take place at either the outdoor range or an indoor range. • Overtime is not authorized for quarterly handgun training. • Indoor range schedules will be determined, and records will be maintained by, each bureau/precinct commander/administrator.

3. E. Qualification with Revolvers

- If an employee chooses to carry a revolver off duty or as a backup handgun, and has never qualified with the revolver or has not qualified with a revolver within three (3) years, the employee will attend a mandatory Revolver Development Course hosted by the FTD.

F. Failure to Qualify During Annual Qualification

(1) Employees who fail to qualify with a duty handgun on their first attempt during AQ will immediately try again.

(a) Employees who fail to qualify on the second attempt will:

- Complete additional handgun training (remediation) with the FTD the same day they fail to qualify.
- **NOT** carry a firearm in a police capacity until they do qualify.
- **NOT** operate a marked police vehicle until they do qualify.
- **NOT** be subject to callout for investigations until they do qualify.
- **NOT** work off-duty in a police capacity until they do qualify.
- Be assigned to administrative duties until they do qualify.

(b) Employees will be required to return to the range on their next scheduled workday when the range is open, to attempt to qualify again.

(c) If the employee fails to qualify after the third attempt, the employee will be required to attend Skill Builder Handgun training conducted by the FTD.

NOTE: If the employee passes the third attempt, the employee will be required to attend an approved minimum three (3) hour training class within 30 days of failing the second attempt.

(2) Notification

- The Training Bureau will notify the employee's supervisor and bureau/precinct commander/administrator when an employee has not qualified or has failed to report to the range for qualification or mandated training.

  * The employee's supervisor will be immediately notified by telephone when the employee fails to qualify after the first two (2) AQ attempts.
  * The employee's bureau/precinct commander/administrator will be notified by memorandum.

(3) Skill Builder Handgun Training

(a) This training will consist of up to 15 hours of customized training within 30 days of the failed attempt to qualify.

- Employees will be assigned to an administrative/non-enforcement position until they qualify at the range.

(b) After completing the Skill Builder/Handgun training, the employee will attend mandatory practice sessions every other week (see section 3.F.(3) below for further information).

3. F. (3) (c) An employee who fails to qualify at the end of the Skill Builder Handgun training will be referred to the Police Chief or designee to determine if the employee qualifies to participate in the Individualized Firearms Assessment and Development (IFAD) Program.

- The Police Chief or designee will review the employment status of employees who fail the IFAD Program.

(d) Employees who are required to attend Skill Builder Handgun training two (2) years in a row and qualify at the end of the training, will be referred to the FTD for additional firearms training, beyond Skill Builder Handgun training.

(4) Mandatory Practice Sessions

(a) Practice sessions will be conducted at the Training Bureau, unless the employee is firearms instructor approved by the FTD.

(b) After the first quarter, a proficiency test will be conducted at the Training Bureau under the guidance of the FTD.

- If the employee has a first quarter proficiency score less than 220, the employee will continue the mandatory practice sessions every other week.
- If the employee has a first quarter proficiency score of 220 or greater, the employee will attend a mandatory monthly practice session.

(c) If an employee's shift precludes attending practice sessions on City-time, the employee's duty hours will be temporarily changed to permit attendance.

G. Expert Shooter Badge

(1) Employees who qualify with a minimum score of 96 percent on their first attempt with their duty handgun for three (3) consecutive annual qualifications, in the most recent three (3) year period, may earn an Expert Shooters Badge.

(2) Employees must submit a memorandum to the FTD sergeant requesting a review of their scores to determine whether an Expert Shooters Badge was earned.

(3) The FTD will forward a memorandum to the affected employee for issuance of the badge from Police Supply.

4. **HANDGUN SPECIFICATIONS**

A. Authorized Handguns

- Unless otherwise noted, the handguns listed in this section (4.A) may be carried as a duty handgun, backup handgun, or off duty handgun.
- All Glock models will only be approved in the color black.
- Approval of the Generation 4 (Gen4) Modular Optic System (MOS) does not mean optic sights are approved (see section 4.E of this order for authorized handgun accessories).

MODEL	DESCRIPTION	GUIDELINES
Glock 17** & 17C*	9mm caliber 4 ½" barrel 17 round magazine	• Generation 3 (Gen3) and Gen4 for the Glock 17 and 17C and Gen4 MOS and Gen 5 for the Glock 17 are approved
Glock 19* & 19C*	9mm caliber 4" barrel 15 round magazine	• Gen3 and Gen4 for the Glock 19 and 19C and Gen4 MOS and Gen 5 for the Glock 19 are approved

4. A. Authorized Handguns - (Continued)

MODEL	DESCRIPTION	GUIDELINES
Glock 26*	9mm caliber 3 ½" barrel 10 round magazine	• Gen3 and Gen4 are approved
Glock 34*	9mm caliber 5 ½" barrel 17 round magazine	• Gen3, Gen4, and Gen4 MOS are approved • Prior to qualification, the handgun will be examined by the FTD to ensure the firearm contains only authorized parts.
Glock 43*	9mm caliber 3.39" barrel 6 round magazine	• May only be carried as a backup or off duty handgun by all sworn employees
Glock 22 & Glock 22C*	.40 caliber 4 ½" barrel 15 round magazine	• Gen3 and Gen4 are approved
Glock 23 & Glock 23C*	.40 caliber 4" barrel 13 round magazine	• Gen3 and Gen4 are approved
Glock 24C*	.40 caliber 6" compensated barrel 15 round magazine	• Gen3 and Gen4 are approved • Prior to qualification, the handgun will be examined by the FTD to ensure the firearm contains only authorized parts.
Glock 27	.40 caliber 3 ½" barrel 9 round magazine	• Gen3 and Gen4 are approved
Glock 35*	.40 caliber 5 ½" barrel 15 round magazine	• Gen3, Gen4, and Gen4 MOS are approved • Prior to qualification, the handgun will be examined by the FTD to ensure the firearm contains only authorized parts.
Glock 21 & Glock 21C*	.45 caliber 4 ½" barrel 13 round magazine	• Gen3 and Gen4 are approved
Glock 30	.45 caliber 3 ¾" barrel 10 round magazine	• Gen3 is the only approved version • The Glock 30SF and 30S versions are not approved
Glock 36*	.45 caliber 3 ¾" barrel 6 round magazine	• Gen3 is the only approved version • May be carried as a duty handgun by plainclothes officers and detectives • May **only** be carried as a backup handgun by uniformed officers • May be carried as an off duty handgun by all sworn employees
Glock 41*	.45 caliber 5.31" barrel 13 round magazine	• Gen4 and Gen4 MOS are approved
Smith and Wesson Revolver*	9mm, .38, .357, & .45 ACP caliber 2" to 4" barrels or factory compensated 2" to 4" barrels	• May only be carried as a backup or off duty handgun by all sworn employees
Ruger Revolver*	9mm, .38 & .357 caliber 2" to 4" barrels	• May only be carried as a backup or off duty handgun by all sworn employees
* Must be personally purchased. ** The Glock 17 will be issued to new recruits only; otherwise, must be personally purchased.		

B. Carrying Handguns - Employees on duty may only carry, on their person, one (1) handgun as a duty handgun and one (1) handgun as a backup handgun.

(1) Uniformed Employees	• All uniformed employees wearing the standard-issued gun belt or equivalent, will carry their duty handgun in a belt holster. • Air Support Unit pilots will carry their duty handgun in a suitable shoulder holster configuration outside their flight suit or in an ankle holster. • Members of the Honor Guard will wear their dress uniform and duty belt as authorized.

4. B. Carrying Handguns (Continued)

(2) Plainclothes Employees	• Employees in plain clothes will carry their duty handgun either on their person or in such a fashion the firearm is readily accessible.
(3) Undercover Employees	• Upon approval of their assistant chief or designee, and with the approval of the FTD supervisor, undercover employees may carry two (2) different duty handguns. • The intent of this provision is to permit employees to have one type of firearm available for covert use and another type available for tactical use. • The employee must qualify with each firearm carried.

C. Handgun Ammunition and Magazines

(1) Once a year, employees will be provided with sufficient ammunition for the handguns they are qualified to carry.

(2) Only Department-issued ammunition will be carried.

(3) Employees will be required to carry high capacity magazines in handguns that are designed for them.

(4) All handguns will be carried with a round in the chamber and magazines fully loaded, however;

- Employees may choose to carry magazines loaded with one (1) round less than full capacity (downloaded by one (1) round).
- Employees choosing to carry magazines loaded with one (1) round less than capacity must submit a memorandum to their supervisor which will be placed in their division file.

(5) City-owned magazines which are damaged or stolen will be exchanged/replaced through Police Supply.

- Personally-owned magazines which are damaged, lost, or stolen will be handled in accordance with Operations Order 3.15, Uniform Policy.

(6) Employees who are off duty and desire to engage in firearms practice/training with a City-owned firearm at other than a police range will:

(a) Use only commercially produced factory new or factory reload ammunition.

(b) Immediately notify an on-duty supervisor in the event of an accidental discharge involving injury or property damage.

D. Firearms Modifications - This order applies to both City-owned and personally-owned firearms.

(1) All firearms carried on duty or off duty in a police capacity will be unmodified from their original factory condition, except as listed in this order.

- Modifications to Tactical Support Bureau (TSB) specialty firearms will be at the discretion of the TSB commander or assistant chief and will be outlined in the TSB manual.

(2) The FTD supervisor may prohibit any modification or accessory (weapon mounted light, optical sights, etc.) if it is found to interfere with the operation of the firearm.

(3) Employees may have new products and/or modifications considered for approval by submitting a memorandum to the FTD supervisor.

(a) The FTD will test and/or evaluate new products and modifications.

4. D. (3) (b) The FTD will present their findings to the Firearms Committee, which will make a recommendation to the Police Chief or designee.

EXCEPTION: For handgun accessories only, once tested and approved by the FTD, the FTD will follow the procedures as outlined in Operations Order 2.5, Written Directives, to request the accessory be added to this order.

E. Handgun Modifications and Authorized Accessories

TYPES OF MODIFICATIONS AND AUTHORIZED ACCESSORIES FOR HANDGUNS	APPROVED FOR CITY- OR PERSONALLY-OWNED HANDGUNS	INSTALLATION OR INSPECTION BY THE FTD
Aftermarket iron sights designed for the Glock handgun	City or personal	Yes
Beavertail and grip reductions – completed only by Robar, Inc.	Personal	No
Extended slide stop levers – Glock manufactured part only	City or personal	Yes
Glock cavity plug	City or personal	No
Grip Force beavertail grip adapter for Generation 1-3 Glock handguns	City or personal	Yes
Handgun tactical light (also see section 4.G of this order)	City or personal	Yes
Miniature red dot sights (MRDS) (also see section 4.F of this order)	City* or personal	Yes
Pierce mag floorplate & plus 1 floor plate for Glock 26 and 27	City or personal	No
* Only City-owned models with MOS		

F. Miniature Red Dot Sights (MRDS)

(1) Employees who desire to attach MRDS to an authorized handgun for duty use must, prior to use:

- Attend a mandatory training and certification program instructed by the FTD.
- Have the MRDS installed by the FTD during the mandatory training.

EXCEPTION: If the MRDS has already been installed prior to the training, the MRDS must pass an inspection by the FTD.

(2) A complete list of the approved equipment and accessories will be maintained by the FTD.

G. Handgun Tactical Lights

(1) Employees who desire to attach a tactical light to an authorized handgun for duty use must:

- Have the firearm inspected by the FTD due to the fact the tactical light will only function on late model Glocks.
- Attend a two (2)-hour familiarization class instructed by the FTD.
- Wear a duty holster designed so the handgun can be holstered with the light attached to the handgun.

(2) The FTD has tested and approved the following tactical handgun lights:

- Blackhawk Night-Ops Xiphos NTX weapon mounted light
- Glock Tactical Light GTL10
- Inforce APL
- Insight M3 or M3X weapon mounted light
- Streamlight TLR-1 weapon mounted light
- Surefire X200 and X300 weapon mounted light
- Surefire XC1-A Ultra-Compact light-emitting diode (LED) handgun light (only approved for backup and/or off duty handguns)

5. **SHOTGUN SPECIFICATIONS**

A. Authorization to Carry Shotguns - Only employees who have successfully completed the 10-hour Shotgun Certification and Qualification course (90 percent or above) conducted by the FTD will be allowed to carry a City-owned or a personally-owned Department-authorized shotgun while on duty.

EXCEPTION: Because of the nature of their assignment, TSB **will be** exempt from provisions of this policy and will maintain a shotgun policy within their bureau manual.

- All training and qualification records for TSB personnel will be maintained by TSB training staff.

B. Shotgun Certification

(1) Employees who have attended the shotgun certification course must be re-certified semi-annually by the FTD.

(a) Employees who fail to attend the semi-annual training and qualification will be de-certified until they attend the next semi-annual training session.

(b) Failure to attend and qualify in two consecutive semi-annual training sessions will require the employee to attend the 10-hour certification course.

(2) Employees who fail two attempts to pass the qualification course will return another day for a third attempt.

(a) If employees fail the third attempt, they will be required to attend a four (4)-hour block of remedial training to become re-certified on the shotgun.

(b) If employees fail to qualify at the completion of this remedial training, they will be required to attend the 10-hour shotgun certification class to become re-certified on the shotgun.

(c) Employees who do not qualify will not be authorized to carry any City-owned or personally-owned Department-authorized shotgun on duty.

(3) Authorization to carry a shotgun on duty will be contingent upon the needs of the Department.

C. Handling Shotguns - Shotguns will remain on “safe” until the need to discharge the firearm is imminent.

(1) Employees who are deployed with a shotgun at any scene **will not**:

- Handle prisoners or make a hands-on arrest unless exigent circumstances exist (employees will make every attempt to secure the shotgun so it is not readily accessible to the suspect or general public; it should be secured in a locked trunk or turned over to another employee).
- Chase suspects on foot while carrying a shotgun unless the shotgun is safely slung.
- Initiate any physical hand-to-hand confrontation.
- Use the shotgun where innocent persons or other employees are in the line of fire.
- Recklessly display or handle shotguns.

D. Issuing City-Owned Shotguns

(1) City-owned shotguns will be issued to bureaus/precincts/units by the FTD.

5. D. (2) Inventory control and records for City-owned shotguns will be maintained by the Firearms coordinator and each bureau/precinct/unit.

(3) Each bureau/precinct/unit will ensure only shotgun-certified employees are issued a shotgun.

(4) The Firearms coordinator will conduct annual inventories to verify records of City-owned shotguns.

E. Personally-Owned Shotguns

(1) Authorized Models - Only the listed shotguns are authorized for duty use:

- Remington 870 Police Magnum with 18 or 20 inch barrels equipped with rifle or ghost ring sights and an authorized sling.

(2) Authorization to Carry Personally-Owned Shotguns - An employee wishing to carry a personally-owned shotgun must:

- Be shotgun certified.
- Have the shotgun inspected by the FTD.
- Qualify at the Training Bureau with the personally-owned shotgun.

F. Shotgun Maintenance, Inspection, and Repair

(1) Guidelines	• Only FTD employees will repair, re-blue, or modify a City-owned shotgun. • Employees who are shotgun certified are responsible for maintaining their City-owned or personally-owned Department-authorized firearm in a clean and serviceable condition. • Damage sustained to personally-owned shotguns while on duty will be repaired, if possible, by the FTD unless negligence on the part of the employee contributed to the damage. • Employees who sustain loss, theft, or damage beyond repair to their personally-owned shotguns or cases while on duty will be reimbursed up to the cost of a City-owned shotgun or case unless negligence on the part of the employee caused the damage.
(2) Inspection	• All shotguns carried on duty will be inspected annually by the FTD to ensure the firearm is clean and serviceable. • Any personally-owned shotgun that has been repaired must be inspected by the FTD prior to being carried on duty.

G. Shotgun Modifications and Accessories

TYPES OF MODIFICATIONS AND ACCESSORIES AUTHORIZED FOR SHOTGUNS	APPROVAL FOR CITY- OR PERSONALLY-OWNED SHOTGUNS	INSTALLATION OR INSPECTION BY THE FTD
Butt-stock ammunition carriers	City or personal	No
Flashlights that do not interfere with the operation of the shotgun	City or personal	Installation
Iron sights designed to fit the shotgun without modification	City or personal	Installation
Magazine extension (one (1) or two (two) round) by: • Choate Parkerized • Remington • Scattergun • TacStar • Vang Comp	City or personal	Installation
Magazine extension (three (3) round) for a 20" barrel by: • Choate Parkerized • Remington	City or personal	Installation

5. G. Shotgun Modifications and Accessories (Continued)

TYPES OF MODIFICATIONS AND ACCESSORIES AUTHORIZED FOR SHOTGUNS	APPROVAL FOR CITY- OR PERSONALLY-OWNED SHOTGUNS	INSTALLATION OR INSPECTION BY THE FTD
Oversize/extended trigger safety by: • Remington • Wilson Combat/Scattergun • Vang Comp	Personal	Installation
Remington left-handed trigger group	City or personal	Installation
Shotgun stock (black only): • Choate fiberglass MK5 pistol grip or MK5 youth model • Davis Speedfeed Models I, II, 870-L, Tac III, Tac IV, or Tac IV-S • Fixed Mesa Tactical • Magpul USA • Remington • Urbino Tactical	City or personal	Installation
Side saddle ammunition carrier by: • Mesa Tactical • TacStar • Vang Comp	City or personal	Installation
Single point slings	City or personal	Installation
Two (2) or three (3) point sling made from nylon webbing	City or personal	Inspection
Vang Comp Systems bore/barrel modifications	Personal	Inspection
NOTE: All shotguns must be equipped with a sling.		

H. Shotgun Ammunition

(1) Only Department-issued ammunition will be carried on duty.

(2) Each shotgun-certified employee will be issued 10 rounds of slug loads and 10 rounds of buckshot.

(3) Shotguns carried on duty will be cruiser ready: loaded with four (4) rounds of buckshot or slug in the magazine tube, action closed, safety on, and the chamber empty.

- Ammunition types will not be mixed in the shotgun while the gun is in cruiser ready condition.

(4) Slugs will be used only when the tactical situation calls for an accurate, precise shot.

- Care must be exercised when using slugs, particularly concerning the backdrop, because of the likelihood of over penetration.

(5) SAU personnel may load ammunition as authorized by their bureau commander.

6. **DEPARTMENT RIFLE PROGRAMS** - Patrol and Downtown Operations Unit (DOU) Rifle programs.

A. This policy applies to all precincts/bureaus that deploy rifles.

EXCEPTION: Because of the nature of their assignment, TSB **will be** exempt from provisions of this policy and will maintain a rifle policy within their bureau manual.

- All training and qualification records for TSB personnel will be maintained by TSB training staff.

6. A. (1) The FTD Rifle Training Squad operates the Patrol Rifle Program and the DOU Training Squad operates the DOU Rifle Program.

- Rifle operators must work with their respective rifle program training squad for all rifle-related issues.

(2) Any reference to personally-owned rifles shall be exclusive to the Patrol Rifle Program.

B. Authorization to Carry Rifles - Authorization to carry a rifle on duty will be contingent upon the needs of the Department.

(1) Only employees who meet **all** the below criteria will be eligible to carry an authorized rifle on duty.

- Must have successfully completed a 10-hour Rifle Re-Certification course and/or 40-hour Rifle Certification course conducted by the FTD Rifle Training Squad or DOU Training Squad
- Must be currently authorized by their respective precinct/bureau commander/ administrator to carry a rifle on duty
- Must meet all the other requirements outlined in this policy

(2) The precinct/bureau rifle coordinator will be responsible for notifying the Department's Firearms coordinator of employees who are authorized to carry a rifle on duty.

(3) Employees will not carry a rifle they are not currently qualified with.

C. Authorized Rifles

(1) City-owned and issued Colt AR15 .223 caliber rifles.

(2) Personally-owned Colt AR15 .223 caliber rifles, Models 6920, 6940, and 6721 only.

- All personally-owned rifles will be inspected and registered with the FTD Rifle Training Squad prior to attending a qualification session.
- Only Department-issued rifle ammunition will be utilized on duty (see section 6.L of this order for more information).

NOTE: All rifles (City-owned and personally-owned) must be equipped with an authorized sling (see the FTD Rifle Training Squad for a list of authorized slings).

D. Rifle Certification - Once approved by the precinct/bureau commander/administrator:

(1) An employee must attend the 40-hour Rifle Certification course if:

- He/she is a first time rifle operator
- He/she has not qualified on a rifle in three (3) or more years
- He/she has double failed the 10-hour Rifle Re-Certification course

(2) An employee must attend the 10-hour Rifle Re-Certification course if:

- He/she has missed two (2) consecutive quarterly qualifications
- He/she has triple failed a quarterly qualification
- He/she has double failed a quarterly qualification and failed to return for a third attempt within 14 days
- He/she was removed from the rifle program due to a "pattern of failure" (see section 6.G.(7) of this order for information)

6. E. Issuing City-Owned Rifles

(1) PMB will issue City-owned rifles to precincts/bureaus

(2) The precinct/bureau rifle coordinator will assign City-owned rifles to selected employees according to criteria established by each respective precinct/bureau commander.

- Consideration will be given to the individual employee's prior performance, Performance Management Guides (PMGs), firearms scores, supervisor recommendations, history of decision making, and any other relevant information deemed plausible by the chain-of-command.
- Rifles will not be shared between operators; only one operator will be assigned to each rifle.

(3) Inventory control and records on all assigned City-owned rifles will be maintained by each precinct/bureau.

(4) Each precinct/bureau commander/administrator will ensure only rifle-certified employees are authorized to carry a rifle on duty.

(5) No precinct/bureau will purchase rifles without prior authorization by the executive assistant chief.

F. Personally-Owned Rifles - Personally-owned rifles will only be considered when there is a need for more rifle coverage and there are no City-owned rifles available for distribution.

(1) All issues concerning authorization to carry personally-owned rifles will be based on the operational needs of the Department and will require the approval of the affected precinct commander.

(2) **Only** rifle-certified employees assigned to **patrol** will be authorized to carry a personally-owned rifle on duty.

(a) Employees should refrain from purchasing a rifle in anticipation of carrying it on duty unless they are contacted by their precinct rifle coordinator for placement in the Patrol Rifle Program and authorization to carry the personally-owned rifle has been granted by the precinct commander.

(b) Immediately upon permanent transfer from patrol, employees will no longer be authorized to carry the personally-owned rifle on duty.

(3) Each precinct will be responsible for ensuring all personally-owned rifles authorized to be carried on duty are registered with the FTD Rifle Training Squad.

G. Qualification

(1) Rifle operators will qualify once per quarter using an approved qualification course during a scheduled training session as designed by their respective rifle program training squad.

(2) Employees who fail the first qualification attempt will immediately be given a second attempt.

(3) Employees who fail the second qualification attempt will not be authorized to deploy with the rifle and will relinquish their Department-issued rifle ammunition to the FTD Rifle Training Squad or DOU Training Squad. A third qualification attempt will be completed within 15 business days.

6. G. (4) An employee who fails to attend or pass the third qualification attempt will be removed from all rifle programs and will not be authorized to carry or possess an authorized rifle (City-owned or personally-owned) while on duty or in any police capacity.

- City-owned rifles will be relinquished immediately to the respective precinct/bureau rifle coordinator.
- Rifle operators who utilize a personally-owned rifle will be required to sign a form acknowledging they are not authorized to carry their rifle.
- Upon approval of the chain-of-command, the employee may attend the 10-hour Rifle Re-Certification course to become re-certified

(5) An employee who fails to attend and satisfactorily complete any <u>two consecutive</u> quarterly qualification courses will be removed from the rifle program.

- Upon approval of the chain-of-command, the employee may attend the 10-hour Rifle Re-Certification course to become re-certified.

(6) An employee who has not qualified on a rifle in over three (3) years will be required to attend the 40-hour Rifle Certification course again.

(7) A "pattern of failure" exists when an employee fails 50 percent or more of their qualification attempts over an established period of time, thus creating a noticeable trend in performance.

(a) The following circumstances are "patterns of failure" and will result in immediate removal from the rifle program:

- An employee who double fails yet passes the third attempt during two (2) <u>consecutive</u> quarterly qualification courses. The end result is failing four (4) out of six (6) attempts, or a 66 percent failure rate.
- An employee who fails the first attempt but passes the second attempt during four (4) <u>consecutive</u> quarterly qualification courses. End result is failing four (4) out of eight (8) attempts, or a 50 percent failure rate.

(b) Upon approval of the chain-of-command, the employee may attend the 10-hour Rifle Re-Certification course to become re-certified.

(8) All quarterly qualifications will be conducted by the FTD Rifle Training Squad or DOU Training Squad.

(9) If an employee is already certified and currently carrying a rifle, but needs to qualify on a new/different rifle, they will be required to complete a zeroing and qualification session with the FTD Rifle Training Squad or DOU Training Squad. This includes transition from a City-owned rifle to a personally-owned rifle.

H. <u>Training</u>

(1) Only the FTD Rifle Training Squad and DOU Training Squad will be authorized to conduct quarterly rifle training.

(2) Any training/certification must be completed using an approved lesson plan on file with the Training Bureau.

(3) All training/certification sessions will be documented and a roster will be sent to the Training Bureau Records Section.

I. <u>Deployment of Rifles</u>

6. I. (1) Rifles will only be deployed when an emergency situation exists, rifle fire may be both essential and necessary, and there is no time to wait for TSB units

(2) Examples of emergency situations:

- High risk encounters/operations
- Active shooter intervention
- Crisis entry
- Perimeter containment
- Intermediate to long range engagements
- Tactical conditions which require an accurate, precise shot
- Suppression of violent criminals who are using body armor

(3) Employees will comply with the requirements of Operations Order 1.5, Use of Force.

(4) Employees deploying rifles will notify a supervisor of the rifle deployment as soon as possible.

(5) Upon being relieved, rifle operators will immediately return the rifle to "Condition II" as defined in section 6.K of this order.

- Any exception will be at the discretion of the TSB or on-scene supervisor.
- At times, SAU may be short on rifles for perimeter coverage and SAU may designate a rifle operator/s to hold their position or deploy to another location to assist them.

J. Handling Rifles - Employees who have deployed a rifle **will not**:

- Handle prisoners or make hands-on arrests unless exigent circumstances exist (employees will make every attempt to secure the rifle so it is not readily accessible to the suspect or general public).
- Chase suspects on foot while carrying a rifle unless the rifle is safely slung.
- Initiate any physical hand-to-hand confrontation.
- Use the rifle where innocent persons or other employees are in the line of fire.
- Recklessly display or handle the rifle.

K. Rifle Conditions of Carry

(1) Condition I - The condition of the rifle when deployed.

(a) The magazine is seated in the rifle, a live round is in the chamber, bolt is closed, and the firearm is on safe.

(b) Rifles will remain on **safe** until the decision to fire has been made.

(c) Rifles will be returned to Condition II (see section 6.K.(2) below) after employees finish with a deployment.

(2) Condition II - The condition the rifle will be stored while on duty.

(a) The rifles will be carried with the chamber empty, bolt closed, magazine inserted, and the firearm on safe.

(b) Patrol - Rifles will be stored in a case (City-owned rifles will be stored in the issued soft case) and placed in the trunk/rear storage compartment of the patrol vehicle or locked in a gun rack (if equipped).

NOTE: The main compartment of the rifle case is similar to a holster for a handgun therefore nothing else should be stored in the main compartment except the rifle.

6. K. (2) (c) Specialty Units - Rifles will be carried in accordance with their respective bureau manuals or in the same manner as patrol.

(d) Spare magazines will be carried in an authorized magazine pouch (see the FTD Rifle Training Squad for list of authorized pouches).

- Thigh-mounted magazine pouches will **only** be worn when deploying with the rifle **and** removed and secured after deployment.

(3) Condition III - The condition of the rifle while in administrative storage.

(a) Rifles will be stored in a case (City-owned rifles will be stored in the issued soft case) with the chamber and magazine well empty and the bolt closed.

(b) All magazines will be stored in the pouches of the case.

L. Rifle Ammunition

(1) Only Department issued rifle ammunition will be carried on duty.

(2) Each rifle operator will be issued 84 rounds of service ammunition which may be loaded into authorized 20-round and/or 30-round magazines (see the FTD Rifle Training Squad for a list of authorized magazines).

(a) All 84 rounds of ammunition must stay with the rifle or in the rifle case, and available for inspection.

(b) Each magazine must be downloaded by two (2) rounds (18 rounds in a 20-round magazine and 28 rounds in a 30-round magazine).

(3) Each City-owned rifle will be issued three (3) 30-round magazines.

- Rifle operators may personally purchase other authorized magazines (20-round and/or 30-round) to hold the issued ammunition.

(4) Rifle operators who utilize a personally-owned rifle will be required to personally purchase authorized magazines (20-round and/or 30-round) and they will be loaded following the guidelines above in section 6.L.(2)(b).

M. Inspection, Repair, or Modification of Rifles and Authorized Accessories

(1) **All** rifles (City-owned or personally-owned) will be inspected at least once a year for functionality, approved equipment/accessories, and modifications by the FTD Rifle Training Squad or DOU Training Squad.

(2) **All** repairs or modifications to **any** rifle (City-owned or personally-owned) must be completed and inspected by the FTD Rifle Training Squad or DOU Training Squad.

(3) Authorized Accessories - See the FTD Rifle Training Squad for a complete list of approved equipment and accessories.

(a) Optical Sights

- Prior to carrying a rifle with an optical sighting system, the firearm will be inspected by the FTD Rifle Training Squad or the DOU Training Squad to ensure it is properly mounted, zeroed, and does not interfere with the operation of the firearm.

6. M. (3) (b) No unauthorized equipment or accessories will be allowed.

NOTE: Any officer found with unauthorized equipment may be removed from the rifle program.

7. **STUNBAG SHOTGUN SPECIFICATIONS**

A. Only employees who have successfully completed the FTD's Stunbag Certification/training will be permitted to deploy this firearm.

(1) All employees below the rank of lieutenant who are in a patrol function where they may have a stunbag shotgun in their vehicle are required to attend stunbag training yearly.

(2) Stunbag training and certification will be conducted by the FTD during AQ.

B. Stunbag shotguns are a less lethal response option and are bound by use of force guidelines set forth in Operations Order 1.5, Use of Force.

C. Handling Stunbag Shotguns

(1) Stunbag shotguns will **only** be for use with stunbag projectiles; lethal ammunition will not be carried on, in, or with the stunbag shotguns.

(2) Stunbag shotguns will be plainly marked "STUNBAG" in red paint on yellow stocks.

(3) Stunbag shotguns will only be carried in a case labeled "STUNBAG".

(4) All stunbag shotguns will be carried in the following manner:

(a) At the beginning of the shift, officers will ensure the side-saddle is loaded with six (6) stunbag rounds and verify the chamber and magazine tube are empty.

- An individual inspection of each round will be conducted to ensure they are actual stunbag rounds and in good condition.

(b) During the shift, the stunbag shotgun will be stored with the action closed, in either:

- The stunbag shotgun's properly identified case
- The gun rack in the patrol vehicle's passenger compartment

  * If this option is chosen, the stunbag shotgun will be returned to its properly identified case at the end of the shift.

(c) If the officer is required to deploy with the stunbag shotgun at anytime during a shift, the officer will load the chamber with one (1) stunbag round and place four (4) stunbag rounds in the magazine tube.

- At the completion of the incident, if the stunbag shotgun was not fired and is being returned to the vehicle, the officer will unload the chamber and magazine tube, place the rounds in the side saddle, close the action, and then place the stunbag shotgun in its case or the vehicle's gun rack.

NOTE: If the stunbag shotgun was deployed during inclement weather, the gun will be cleaned and oiled at the end of shift, placed in its case, and returned to the vehicle.

(5) In tactical cases where the stunbag shotgun is handed to another authorized officer for deployment, the new shotgun handler will unload, re-inspect the rounds, and reload prior to deployment.

7. D. Ammunition

(1) Only Department-issued stunbag shotgun ammunition is authorized.

(2) Stunbag ammunition will be replaced during the yearly inventory by the precinct/bureau range master or designee.

- New ammunition will be obtained from the FTD and old rounds will be returned to the Training Bureau to be used for stunbag training.

E. Inventory and Inspection

(1) Every precinct/bureau will perform a full inventory of the stunbag shotguns in their care on an annual basis.

(2) The inventory will include an inspection for weapon condition and functionality by a qualified firearms instructor.

- Stunbag shotguns in need of repairs will be taken to the FTD for repairs.

(3) The inventory results will be reported to the Department Firearms coordinator.

8. **MAINTENACE/INSPECTION OF FIREARMS**

A. A firearm safety inspection record, to include make, model, serial number, and condition, will be completed and retained by the FTD.

(1) Employees are responsible for presenting **all** Department-issued handguns (even if they do not carry their Department-issued handgun) and any other firearms carried on duty or off duty to the FTD at the time they are scheduled for handgun maintenance and inspection (except specialty weapons as listed in this order).

(2) An employee who wishes to qualify with a personal firearm must have the firearm inspected and approved before attempting to qualify.

- The inspection can be conducted during AQ or by the FTD by appointment.

B. Specialty Weapons

- Specialty weapons utilized by TSB will be inspected by the TSB firearms specialist, and records will be maintained by TSB.

C. Personal Firearms Repaired

(1) A personal firearm that is repaired must be inspected and approved by FTD employees before being carried as a duty handgun.

(2) Inspection of repairs to TSB personal weapons may be done by TSB armorers.

D. Unsafe Firearms

(1) Any Department-issued firearm found to be unsafe during scheduled handgun maintenance and inspection will be repaired by the FTD.

(2) Employees are prohibited from carrying a personal firearm in a police capacity which has been deemed unsafe.

(3) Department-issued duty handguns removed from service for safety reasons will be replaced.

9. **FIREARMS TRAINING RECORDS** - The Training Bureau will maintain qualification records for all handguns, shotguns, and rifles unless otherwise noted.

10. **REPAIR OF FIREARMS**

A. General Information

(1) All firearms carried by or issued to employees will be maintained in a clean and serviceable condition.

(2) Only FTD employees will repair, modify, or otherwise work on a City-owned firearm.

(a) Requests for exceptions will be forwarded to the FTD.

(b) Employees requiring repairs, modifications, or other work on their City-owned firearms will coordinate the time necessary to do this with their supervisor to minimize overtime.

B. Minor Repair of Firearms - Firearms in need of minor repair may be repaired and/or evaluated immediately by FTD employees.

C. Major Repair of Firearms

- Firearms in need of major repair will be returned to the FTD (see section 11 of this order for required documentation).

11. **REPLACEMENT OF LOST, STOLEN, OR DAMAGED FIREARMS**

A. Request for Replacement - A request to replace a lost, stolen, or damaged firearm will be submitted by memorandum through the chain of command to the bureau/precinct commander/administrator.

(1) The memorandum will include the make, model, and serial number of the lost/ stolen/damaged firearm and the reason a replacement is needed.

(2) When the request has been authorized by the commander/administrator, the employee will bring the signed memorandum to the FTD and a replacement will be issued.

(3) During business hours, employees will qualify with their replacement firearm prior to carrying it on duty.

(4) Replacement During Non-Business Hours - When a replacement firearm is needed during non-business hours, the duty commander may authorize the issue of a replacement firearm.

(a) Replacement firearms may be obtained at the front desk of 620 W. Washington Street.

(b) Replacement items at the front desk include:

• Glock 21, 22, 23, and 30 handguns	• Oleoresin capsicum (OC) pouches
• Double magazine pouches	• OC spray
• Glock holsters	• Officer badges
• Handcuff cases	• Electronic control device (ECD) cartridges
• Handcuffs	• Alarm access card for 100 East Elwood

(c) Employees will report to the FTD at the start of the next business day to qualify using the replacement firearm.

11. B. Criteria for Replacement - The replacement of or reimbursement for firearms will be governed by the following:

(1) City-Owned	• Will be replaced at no cost to the employee if the firearm was stolen or damaged and if there is no evidence of negligence on the part of the employee.
(2) Personally-Owned	• May be replaced if stolen or damaged while on duty if the firearm was being carried as a duty handgun and if there is no evidence of negligence. • The amount of money allowed for replacing a personally-owned firearm will not exceed the cost of replacing a City-owned firearm.
(3) Backup Handgun	• The loss of or damage to a backup handgun while on duty will not be reimbursed except when authorized by the Police Chief.

12. **REQUEST TO CHANGE TO A DIFFERENT MODEL DEPARTMENT-ISSUED HANDGUN**

A. Request to Change - A request to change to a different model Department-issued handgun will be submitted by memorandum through the chain of command to the bureau/precinct commander/administrator.

(1) The memorandum will include the need/reason for requesting the change.

(2) Once the memorandum has been approved by the bureau/precinct commander/ administrator, the employee will:

(a) Sign up for an annual qualification through eChris or contact the FTD to identify a time to qualify with the new handgun.

(b) If necessary, present the approved memorandum to Police Supply for the appropriate holster and magazine pouches.

(c) On the day scheduled to qualify, present the approved memorandum to the FTD early enough to complete necessary paperwork.

(d) Turn in their old Department-issued handgun and magazines to the FTD and receive their new Department-issued handgun and magazines.

(e) Qualify on the new Department-issued handgun prior to leaving the Training Bureau.

13. **DEPARTMENT RANGES**

A. General Guidelines

(1) Use of all police ranges will be restricted to employees of the Department and those persons and organizations approved by the Police Chief or designee.

(2) Use of a bureau/precinct indoor range for practice or testing requires the presence of an approved firearms instructor.

(3) Use of the academy range during non-business hours requires the authorization of the Training Bureau commander or designee.

(4) Use of the police range at the Ben Avery Shooting Facility must be coordinated through the FTD Rifle Training Squad (the range is not available for use on the weekends).

(5) Employees will sign for Department-issued ammunition and will not remove range practice ammunition or expended cartridge cases from the range.

(6) Approved ear and eye protection will be worn at all times when firing firearms on all ranges.

13. A. (6) (a) Instructors and other employees in close proximity to the firing line will wear ear protection.

(b) Eye protection will be worn at all times by anyone on or around the ranges.

(c) Hats with brims or ball caps will be worn during shooting exercises.

B. Indoor Range Policy

(1) Ranges will **only** be operated by an approved Department firearms instructor.

- This does not apply to ranges used by the Laboratory Services Bureau for forensic testing.

(2) **NO** rifles or shotguns will be fired in the indoor ranges.

(3) Authorized Ammunition

(a) Ammunition manufactured with lead bullets or components in the primer are not allowed in indoor ranges.

(b) Only Department-issued frangible ammunition will be shot in the indoor ranges.

- This does not apply to ammunition used by Laboratory Services Bureau for forensic testing.

(4) Range Availability - Attendance at scheduled precinct bureau indoor range training will be available to all employees with priority given to employees assigned to that facility.

(5) Bureau/Precinct Responsibilities

(a) Each bureau/precinct commander is responsible for the control, safety, and cleanliness of the range at the facility.

(b) The commander will also be responsible for maintaining an adequate inventory of ammunition and targets, which will be obtained from the Training Bureau.

(6) Training Bureau Responsibilities - The Training Bureau will be responsible for:

- Maintenance of the mechanically operated equipment at the ranges.
- Development of various shooting courses for use in scheduled shooting sessions.

C. Blood Lead Level Testing

(2) FTD firearms instructors are required to obtain a Blood Lead Level Test upon assignment to the FTD.

(2) The results of the Blood Lead Level Test must be on file prior to participating in firearms instruction.

(3) Employees in need of a Blood Lead Level Test should contact the Department's industrial hygienist for a letter of authorization, as the occupational medical contractor will not perform the test without it.

(4) The Department's industrial hygienist will maintain a copy of the Blood Lead Level Test for each firearms instructor.

14. **FIREARMS ON COMMERCIAL AIRCRAFT**

A. General Guidelines - Employees may carry firearms aboard commercial aircraft, in situations requiring them to be armed in flight to ensure the safe completion of an assignment, with the approval of the Police Chief or designee, proper training, and prior notification to the Transportation Security Administration (TSA).

(1) Employees must submit a memorandum through the chain of command requesting a letter of authority, on the Police Chief's letterhead, to fly armed.

(a) A copy of the flight itinerary must be included with the memorandum.

(b) The memorandum will outline the need to fly armed and must contain the following information required by TSA for inclusion in a National Law Enforcement Telecommunications System (NLETS) data entry:

- Name of the employee flying armed
- Serial number and rank of the employee
- Employee has completed the required training
- Employee's cell phone number
- Name of anyone being escorted by the employee
- Escorted person's status - prisoner or dignitary
- Name of airline/s
- Date/s of travel and flight number/s
- Departing airport/s
- Any connecting airport/s
- Final destination airport/s

(2) Prior to flying armed, employees are required to attend the Federal Aviation Administration (FAA)/AzPOST approved training titled "Law Enforcement Officers Flying Armed".

- Documentation of the completion of this class must be attached to the memorandum requesting to fly armed.

(3) The completed and properly endorsed memorandum, along with all required attachments, will be forwarded to the Strategic Information Bureau (SIB) where the information will be sent to TSA via NLETS. TSA will send a NLETS response with a unique alphanumeric identifier to be verified at the time of travel.

(4) While traveling, employees will carry the letter of authority issued by the Office of the Police Chief, verifying the need to have the firearm accessible to them in connection with the performance of their duty and a copy of the NLETS response message with the unique alphanumeric identifier from TSA.

(a) A responsible agent of the airline to be traveled will be notified at least one (1) hour before departure (or in an emergency, as soon as practical) that the employee intends to have a firearm accessible.

(b) Prior to boarding, the employee will show their badge, commission card, and letter of authority with the NLETS response message to a responsible agent of the airline and TSA officers.

14. B. Responsibilities of the Airlines will be:

- Assigning the armed employee a specific seat in the aircraft.
- Informing appropriate flight crew members of the employee's status.
- Advising the employee of any other armed employees aboard the aircraft and their seat locations.
- Placing any baggage containing a firearm in a cargo area or compartment not readily accessible to other passengers.

C. While Flying Armed Employees **Will Not**:

- Unnecessarily show their firearm, handcuffs, or other law enforcement equipment to other passengers aboard the aircraft.
- Carry OC spray, tear gas, etc. on passenger aircraft; this includes carry-on and checked baggage.
- Consume any alcoholic beverage.
- Allow any passenger under control of the employee to consume any alcoholic beverage, except passengers under voluntary protective escort.

D. Weapons Stored in Checked Baggage

(1) Firearms may be stored in employees' checked baggage.

(2) Firearms stored in checked baggage must be unloaded and in a hard-sided, locked container.

- Employees should contact a responsible agent of the airline for guidelines reference placing ammunition in checked baggage.

(3) Employees **will** declare the firearm to a ticket agent of the affected air carrier.

(4) Employees are not required to submit a memorandum for traveling with a firearm in checked baggage.

1. **DEFINITIONS/PROCEDURES**

A. Domestic Violence (DV) Relationships Arizona Revised Statute (ARS) 13-3601	• The victim and defendant are married or formerly married or reside or have resided in the same household ∗ Residing in the same household means to dwell permanently or continuously for a period of time at the same address, during which time a person also engages in day-to-day normal activities. • The victim and defendant have a child in common • The victim or defendant is pregnant by the other party • The victim is related to the defendant or the defendant's spouse by blood or court order as a parent, grandparent, child, grandchild, brother or sister, or by marriage as a parent-in-law, grandparent-in-law, step-parent, step-grand-parent, step-child, step-grandchild, brother-in-law, or sister-in-law. • The victim is a child who resides or has resided in the same household as the defendant and is related by blood to a former spouse of the defendant or to a person who resides or who has resided in the same household as the defendant. • The victim and defendant are currently or were previously in a romantic or sexual relationship. The following factors may be used to determine if a relationship is currently or was previously a romantic or sexual relationship: ∗ Type of relationship (victim should be able to provide the defendant's full name, birthdate, phone number, and address) ∗ Length of the relationship ∗ Frequency of the interaction between the victim and defendant ∗ If the relationship has terminated, the length of time since the termination
B. DV Offenses	• Aggravated DV as defined by ARS 13-3601.02 ∗ If the suspect is arrested for a DV offense, officers will contact the Central Booking Detail during the booking process and request a complete criminal history records check to determine prior DV convictions within the past 84 months (see sections 2.B.(2)(e) and 2.C.(2) of this order for additional requirements). • Assault and aggravated assault • Child or vulnerable adult abuse • Criminal damage: ∗ Officers should make an arrest for criminal damage when the property involved is community property or is owned solely by the victim. ∗ Officers need to ensure both parties agree the damaged property is community property or other elements of probable cause exist before the suspect may be booked. ∗ If the suspect claims to be sole owner and no other elements of probable cause exist, officers will submit an Incident Report (IR) and no arrest will be made at that time. • Custodial interference • Disorderly conduct as defined by ARS 13-2904, sections A.1, 2, 3, or 6. • Endangerment • Harassment and aggravated harassment • Interference with judicial proceedings • Kidnapping • Stalking • Surreptitious photographing, video recording, filming, or digitally recording or viewing as defined by ARS 13-3019 • Trespass • Threatening and intimidating • Unlawful imprisonment • Unlawful disclosure of images depicting dtates of nudity or specific sexual activities

1. **DEFINITION/PROCEDURES** (Continued)

C. Officer's Responsibilities Per ARS 13-3601	• Officers **may** arrest a suspect with or without a warrant if probable cause exists. • Officers **shall** arrest suspects if probable cause exists **and** the offense involves the infliction of injury or the discharge, use, or threatening exhibition of a deadly weapon of dangerous instrument, unless the officer has reasonable grounds to believe the circumstances at the time are such that the victim will be protected from further injury. ∗ Failure to make an arrest does not give rise to civil liability unless the officer intended to cause injury or was grossly negligent. • In order to arrest both parties, officers shall have probable cause to believe **both** parties **independently** committed an act of domestic violence. • Officers **shall** provide each victim with a Victim's Rights Pamphlet PPD #54. • Officers may question persons to determine the presence of firearms on the premises. ∗ Firearms found on the premises may be temporarily seized by officers if the firearm is in plain view or was found pursuant to a consent search and the officer reasonably believes the firearm would expose the victim or another person in the household to a risk of serious bodily injury or death. ∗ Firearms owned or possessed by the victim shall not be seized unless there is probable cause the victim committed an independent act of domestic violence.
D. Intimate Partners	Two people who: • Are married or were formerly married • Reside or resided together in an intimate manner (romantic/sexual) ∗ Does not include roommates, co-workers, group home residents, etc., who are only involved in simple, normal, day-to-day activities. • Have a child in common or one partner is pregnant with the other's child • Are currently or were previously in a romantic/sexual relationship, such as a dating relationship
E. Strangulation Per ARS 13-1204.B1	• DV strangulation is an aggravated assault, class 4 felony. • To obtain successful prosecution, it is imperative victims obtain a medical examination by a forensic nurse examiner (FNE). Officers will determine if all the following criteria are met: • DV relationship as defined in ARS 13-3601 (also defined in section 1.A of this order) • The victim's breathing and/or circulation was, even if momentarily, impeded. • Victim expresses signs and/or symptoms of strangulation: ∗ Victim reports his/her neck/throat was "choked" by hands, arm (carotid hold), forearm, legs, or with an object like a cord or belt. ∗ Victim reports suffocation; possibly with a hand, pillow, or any other device used to cover the victim's nose/mouth to impede breathing. ∗ Breathing or circulation was impaired/impeded; some symptoms include: ○ Fainting or loss of consciousness, memory loss and/or confusion, loss of control of urine or bowels, loss of sense of time, dizziness, nausea or vomiting, neck pain or sore throat, voice changes, difficulty breathing or swallowing, pain with swallowing, redness, bruising, swelling to neck, scratches or claw marks to victim or defendant (victim may not be able to verbalize symptoms due to confusion or stress at the time) **NOTE**: Many times injuries exist but are not visible at the time of patrol response. • The victim consents to an examination. If all the criteria are met, officers will follow the below procedures: • Contact the Family Investigations Bureau (FIB) during normal business hours, at 602-534-2121, or the Violent Crimes Bureau (VCB) desk sergeant after hours, at 602-262-6141, to request an FNE response (nurses will respond within one hour). • The FNE will be paged to coordinate where the exam will be completed.

1. **DEFINITION/PROCEDURES** (Continued)

E. Strangulation (Continued)	• Officers will be requested to transport the victim to one of the below locations: ∗ Phoenix Family Advocacy Center (FAC), at 2120 North Central Avenue Suite 250, Phoenix, Arizona 85004 ∗ Scottsdale FAC, at 10225 East Via Linda, Scottsdale, Arizona 85258 ∗ Glendale FAC, at 4600 West Glendale Avenue, Glendale, Arizona 85301 • Officers will supply the FNE with the IR number, victim's information, and elements related to the crime. • During normal business hours, officers will contact the Phoenix FAC, at 602-534-2120, for victim assistance. ∗ After hours, request response by a Fire Department Crisis Response (CR) unit. • For the safety and security of the victim and the nurses, officers will stand by until the FNE advises they are no longer needed [after normal business hours, officers may be relieved by the CR unit). Documentation - Officers will: • Audio record all interviews. • Ensure photographs of the victim, suspect, and scene are taken by a digital camera certified employee. • Complete the original IR. • Ensure the Narrative section of the IR opens with a statement indicating the existence of all audio recordings (victim/s, witness/es, suspect/s) • Use ARS 13-1204.B1 as the "Offense Description".
F. Coercive Control	• One intimate partner's course of conduct to generally control the other partner using physical and/or nonphysical acts which intimidate, isolate, or control that partner. ∗ When determining if a suspect is exhibiting coercive control, consideration should be given to the current incident as well as past behaviors between the defendant and the current partner as well as past partners. One-Sided Coercive Control • Coercive control exhibited by one intimate partner over the other **without** the presence of violence. One-Sided Coercive Controlling Violence • Coercive control exhibited by one intimate partner over the other **with** the presence of violence.
G. Course of Conduct	• The application of coercive control by one intimate partner over the other involving a series of acts over a period of time showing a pattern of action aimed at and motivated by a desire to control the other partner.
H. Predominant Party	• The individual who represents a higher degree of immediate danger or is most likely to escalate their aggressive behavior if left at the scene. • The predominant party is not always the person who threw the first punch or started the argument or who is more intoxicated or agitated. • When determining the predominant party, consideration should be given to the following: ∗ ARS Title 13, Chapter 4, Justification of Force ∗ Severity of injuries and fear inflicted by both parties ∗ Use of force and intimidation by both parties ∗ Prior DV related offenses committed by both parties ∗ The likelihood of either party to cause further or future injury to the other ∗ The level of fear of the other party ∗ Was either party acting in self-defense? • When probable cause exists, the predominant party should be arrested.

1. **DEFINITION/PROCEDURES** (Continued)

I. Mutual Force	• Applies only when **both** parties **independently** commit an act of violence and not just in response to the predominate party. ∗ Both parties should rarely be arrested as there is almost always a predominant party. ∗ A determination as to whether or not to charge the other party will be made by the assigned investigator and/or prosecutor.
J. Form IV(C) Release Questionnaire Intimate Partner Risk Assessment Form 80-597D	• All the information and answers to the Tier 1 and Tier 2 questions on this form **will be** obtained **at the scene** for **all** intimate partner suspects. ∗ Pocket sized, 3 X 5 versions of the form (80-597DA, English and 80-597.1DA, Spanish) are available to assist officers in obtaining the required information/ answers which **must be** transferred to the 8 x 10 form (80-597D) when completing the required Booking Report or IR (see below for more information). • Victim participation in this assessment is entirely voluntary and victims must be advised they may decline to answer any or all questions. **NOTE**: Even if the victim declines to answer any or all questions, if appropriate, victims should be referred for follow up based on the officer's professional judgment (check the appropriate box at the bottom of the form). • Victims must also be advised their answers are discoverable during court. • If the suspect is **arrested**, officers **will** scan and attach the completed 8 x 10 form (or upload the completed 8 x 10 form) to the **Booking Report** as a "Document." • If the suspect has fled, officers **will** scan and attach the completed 8 x 10 form (or upload the completed 8 x 10 form) to the IR as a "Document." **NOTE**: [1]The dedicated document code "Form IV(C)" will be used for all scanned/uploaded forms. [2]After the completed form has been scanned and attached to the appropriate report, the original 8 x 10 form will be forwarded to FIB.
K. Audio Recording Requirements	**Felonies** - Cases where the alleged crime **is** or **may** be a felony. • Officers **will** record all interviews with victims, suspects, and witnesses. • If no recording device is readily available, officers will request one through radio. ∗ When recorded interviews cannot be completed, officers will notify a supervisor and document the reason for not recording in the IR. ∗ The **originating officer** will be responsible for re-contacting and obtaining recorded statements of all the involved parties who were at the scene at the time of the original call. **NOTE**: Officers should be reminded: • When an assault is committed while an Order of Protection (OOP) is in effect, the crime becomes an Aggravated Assault, ARS 13-1204.A.7, a class 6 felony. • Aggravated Domestic Violence, ARS 13-3601.02, is a class 5 felony (see section 1.B for more information). **Misdemeanors** • Recorded interviews will be conducted at the officer's discretion.
L. Recorded Statement Procedures	• Do not record until the scene has been stabilized. • Each recording should start with the date, time, location, and who is present at the interview. Interviews with suspects in custody should include the Miranda warnings on the recording. • Record all involved parties present (victim, suspect, and witnesses whether adults or children) • The Narrative section of the IR must open with a statement indicating the existence of all audio recordings (victim/s, witness/es, and suspect/s). • Interviews should be paraphrased in the IR and not transcribed word for word.

1. **DEFINITION/PROCEDURES** (Continued)

M. Impounding Recorded Statements	• All recorded statements will be impounded as evidence in accordance with Operations Order 8.1, Evidence, Impounding, and Property. • Each impounded item will be labeled with the following information: ∗ IR number ∗ Date ∗ Officer's serial number
N. Patrol Officer's Follow-Up Responsibilities	• When the suspect has fled and there is probable cause to arrest in cases where the relationship between the suspect and victim involves one-sided coercive controlling violence and/or one-sided coercive control or, involving felony offenses, serious injury, and/or repeat offenders, patrol officers should: ∗ Conduct follow-up in an attempt to arrest the suspect. ∗ Pass on suspect information to relieving shifts if an arrest was not made in order for follow-up to continue. ∗ Add incident remarks to the initial call if no arrest was made. ∗ Coordinate continued follow-up with the assigned case agent.

2. **INVESTIGATION OF DV**

A. Scene Investigation - Once an offense is determined to be DV related as defined in sections 1.A and 1.B of this order, officers will:

(1) Complete a thorough interview with the victim/s, witness/es, and suspect (when possible), and **if required**, record interviews with all involved parties as outlined in section 1.K of this order.

(2) Ask all parties if any Orders of Protection (OOPs) or Injunctions Against Harassment (IAHs) are currently in effect.

(3) Interview children who are witnesses regardless of age.

(a) Officers will audio record the interview.

- Talk with the child alone in a private setting.
- If it becomes necessary for another person to be present for the interview, that person's full name should be documented in the IR.
- Use non-leading questions and phrases such as, "I've heard that something may have happened. Can you tell me about it?"
- If the victim is very young or will not make any statements, a detective will make arrangements at a later date for a forensic interview specialist or a detective trained in conducting forensic interviews to conduct an in-depth interview.

(b) If officers determine a child witness may also be a victim of child abuse, officers should terminate the interview and the Department of Child Safety (DSC) will be notified immediately.

(4) Ensure all injuries and criminal damage are photographed by a digital camera certified employee.

- Every effort to obtain photographs will be made (request via radio, request to another precinct, request to crime scene technicians, etc.).

2. A. (5) Notify a supervisor immediately if during the course of the investigation, the suspect or victim is found to be a police officer and/or Department employee.

- If the suspect is a Department employee, the supervisor will notify his/her chain of command as outlined in Operations Order 3.19; Misconduct Investigations (see section 12 of this order for more information regarding employee-involved DV).

  * The DV investigation will be conducted as outlined in this order and as specified in Operations Order 3.19, Misconduct Investigations.

B. Documentation

(1) In cases involving intimate partners, complete a Form IV(C) Release Questionnaire Intimate Partner Risk Assessment Form 80-597D (see section 1.J of this order for more information).

(2) Complete the original IR.

(a) Ensure "Domestic Violence" is selected as an "Element of the Incident" in the Incident (Heading) section.

(b) In the Victim, Other Person, and Suspect sections of the IR, include detailed information on all involved persons.

(c) The beginning of the Narrative section will include:

(i) An opening statement indicating the existence of all audio recordings (victim/s, witness/es, and suspect/s.

(ii) What makes the crime DV related as defined in section 1.A of this order.

(d) Document whether or not any court orders are in place.

(e) If the suspect has two or more convictions of DV within 84 months (see section 1.B. of this order for more information), document in the Narrative and Form IV the:

- Title of the offenses
- Dates of the commission of the offenses
- Dates of the convictions
- Responsible courts
- Case/report numbers

NOTE: Pursuant to ARS 13-3601.02, the dates of the commission of the offenses are the determining factor in applying the 84-month provision.

C. Arrest and Booking Procedures

(1) When probable cause exists, officers will arrest the predominate party of the DV offense even if the victim does not desire prosecution and/or the offense did not occur in the officer's presence.

(2) If the suspect has two or more convictions of DV within 84 months (see section 1.B. of this order for more information), the suspect will be charged with Aggravated Domestic Violence, ARS 13-3601.02, a class 5 felony, in addition to any current charges.

- Ensure the information required in section 2.B.(2)(e) of this order is included on the Form IV.

(3) The victim may be allowed to make a citizen's arrest.

(4) **At no time** will an ATTC be issued in lieu of detention to suspects arrested for a DV offense/s.

2. D. Additional Information/Procedures

(1) A Victim's Rights Pamphlet Form PPD #54, or information on how to obtain one, will be provided to all victims of DV related crimes.

- For information on how to obtain a Victim's Rights Pamphlet, advise victims to go online to www.phoenix.gov/police and then to click on:

  * The "Menu" (upper right corner)
  * "Who can help me with…?"
  * The appropriate Victim's Rights Brochure (English or Spanish)

(2) If a crime has not been committed as defined in this order, but the circumstances tend to show controlling behaviors or aggression by one or more parties in a DV relationship, the incident will be documented in a Field Interview (FI) ensuring the Family Investigations Bureau, DV is selected for "Offense Element 2".

NOTE: Documenting these behaviors helps in determining a subject's violent potential and expediting any possible future charges if they become necessary.

(3) When a call for service is deemed not to be a DV issue, the call will be changed to reflect the true nature of the incident.

E. DV Firearms Seizure

(1) If firearms are seized as Evidence, refer to Operations Order 8.1, Evidence, Impounding, and Property, for impounding procedures.

(2) In DV incidents, officers will question all persons present to determine if firearms are on the premises.

(3) Officers will seize firearms under the following conditions:

- When observed in plain view or found pursuant to a lawful consent search **and**
- When the officer reasonably believes the firearm would expose the victim or another person in the household to a risk of serious bodily injury or death

(4) In incidents where a DV crime has not been committed, officers may impound firearms for Safekeeping with the owner's or possessor's consent.

(5) Firearms belonging to the victim will not be seized unless there is probable cause to believe the victim has also committed an act of DV, or the victim consents to removal for safekeeping.

(6) If firearms are seized for Safekeeping, officers will:

(a) Provide the victim/s with the Notification of Domestic Violence Firearm Seizure, Part I, located within the Victim's Rights Pamphlet Form PPD # 54, which will include the following information:

- Date and time of seizure
- Address of seizure
- IR number
- Officer's name and serial number

2. E. (6) (b) Provide the owner or possessor with a Domestic Violence Firearm Seizure Receipt, Part II, located within the Victim's Rights Pamphlet form, which will include the following information:

- Make
- Model
- Serial number
- Officer's name and serial number
- IR number
- Date and time of seizure

(c) Advise the owner or possessor, and the victim, of the following:

- Firearms will be held for a minimum of 72 hours but no longer than six (6) months from the date of seizure.
- They will be notified by certified mail if the City Prosecutor or County Attorney files documents with the court to retain the firearm/s for up to six (6) months; this allows the owner or possessor an opportunity to contest the seizure.
- The Department will notify them by mail when and where the firearm/s will be available for release.
- Seeking an OOP may affect the length of time the firearm/s may be held.

(d) When firearms are seized for Safekeeping in a DV incident, an IR **<u>will be</u>** completed to thoroughly document the following:

- Reasons why the firearm would expose the victim or the complainant to risk of serious bodily injury or death.
- The owner or possessor's personal information including full name, date of birth, social security number, and address.
  - ∗ This information assists the City Prosecutor's Office or County Attorney's Office in seeking an order to retain the firearm for up to six months.
- The following information will be included in the Narrative section:

Owner/Possessor Information	Victim Notification
• Date and time of seizure • Address of seizure • Person to whom receipt was given • Officer's name and serial number	• Date and time of notification • Address of notification • Person notified • Officer's name and serial number

(7) The assigned case agent will be responsible for generating an "Authorize Release" for a DV seized firearm impounded for Safekeeping.

3. **<u>ORDER OF PROTECTION (OOP)</u>**

A. <u>Definition</u> - A court order prohibiting a specific person from committing an act included in the DV statute.

B. <u>Obtaining an</u> OOP

(1) A petition to file an OOP may be obtained from any magistrate; jurisdiction does not depend on the location of the plaintiff or the defendant.

- The OOP can only be modified by the issuing magistrate.

(2) The petition will contain:

- Name and address of complainant
- Name and address of defendant, if known
- Specific statements showing events and dates of acts of DV or harassment

3. B. (3) An OOP may prohibit a person's presence at a residence or place of employment, etc., except when:

- Accompanied by a law enforcement officer, the other party may return to the residence on **one** occasion to retrieve belongings.

  * Depending on the circumstances, officers will allow a reasonable amount of time for the other party to retrieve their property.
  * Officers will not take a position on disputed property; this is a civil matter only.
  * If officers need to respond to an emergency call, they will tell the defendant to leave immediately or he/she will be in violation of the OOP.

    NOTE: If the victim is the party who has returned to the residence, officers will advise him/her their safety can no longer be guaranteed and recommend they leave immediately.

(4) The order is good for one year from the date served and can be renewed.

C. Service of OOPs or (IAHs)

NOTE: If the OOP has been issued by the Phoenix Municipal Court **and** the Firearm/s Transfer Order Box is checked, see section 3.D of this order for service procedures.

(1) Officers will serve OOPs or IAHs when the plaintiff supplies a certified copy of the order/injunction.

(2) Officers are authorized to serve orders/injunctions in accordance with ARS 13-3602 and are obligated by the present City of Phoenix Charter, as long as they are served within City limits.

(3) City Court OOPs will normally consist of four pages which are usually yellow or pink.

(a) Pages can be any color as long as they are certified by the court.

(b) The four pages include the order/injunction, two pages of a petition for an order, and a verification sheet.

(c) All four pages should be served when they are available; however, a copy of the petition for the order/injunction must be served to the defendant.

(4) Justice courts may have slightly different forms and procedures for serving orders/ injunctions.

(a) Officers must review the forms available and complete them as accurately as possible.

(b) Procedures are generally the same as those used for City Court OOPs.

(5) Plaintiffs will be billed by the Fiscal Management Bureau (FMB) for service of the IAH **unless** they have obtained a waiver of service fee from the issuing court.

- There is no charge for service of an OOP.

(6) Officers will serve the defendant one copy of the order/injunction.

(a) When only one copy is available, that copy must be given to the defendant.

(b) If this leaves the plaintiff without a copy, advise the plaintiff to return to the issuing court for a replacement copy.

3. C. (7) When an Affidavit/Declaration of Service is available, officers will:

(a) Complete the form, making sure to fill in the following areas:

- Case number, if not already present on the affidavit/declaration
- Plaintiff's name
- Defendant's name
- County where served (Maricopa)
- Whether it is an OOP or IAH
- Date and time order/injunction was served
- Location of service
- Officer's signature and serial number on affiant line
- Court issuing order/injunction

(b) Complete the Order of Protection Service Memorandum Form 80-70D.

(c) Complete an FI listing both parties in the appropriate sections, documenting the information in section 3.C.(7)(a) (above) in the Narrative, and scanning and attaching the original (white) copy of the Affidavit/Declaration of Service to the FI as a "Document."

- Ensure the Family Investigations Bureau, DV is selected for "Offense Element 2"
- Also include in the Narrative the specific restrictions, protected persons, protected locations, and methods of prohibited or permitted contact.
- If available, the OOP or IAH should also be scanned and attached to the FI as a "Document."

(d) After scanning and attaching the Affidavit/Declaration of Service and OOP/IAH (if available) to the FI, send them, the completed Order of Protection Service Memorandum form, and any forms indicating service fees were waived to the Judicial Process Detail (JPD) immediately.

(8) When an Affidavit/Declaration of Service is not available officers will:

(a) Complete the Order of Protection Service Memorandum form.

(b) Give the plaintiff the serving officer's name and serial number, the date, time, and location of service, and the incident number, for use until the plaintiff receives a copy of a completed Affidavit/Declaration of Service from the issuing court.

(c) Complete an FI listing both parties in the appropriate sections and documenting the information in section 3.C.(7)(a) (above) in the Narrative.

- Ensure the Family Investigations Bureau, DV is selected for "Offense Element 2"
- Also include in the Narrative the specific restrictions, protected persons, protected locations, and methods of prohibited or permitted contact.
- If available, the OOP or IAH should be scanned and attached to the FI as a "Document."

(d) After scanning and attaching the OOP/IAH (if available) to the FI, send it, the completed Order of Protection Service Memorandum form, and any service fee waiver forms to JPD immediately.

3. D. Service of Phoenix Municipal Court OOPs That Have the Firearm/s Transfer Order Box Checked

(1) The OOP packet will include the:

- OOP
- Declaration of Service
- Declaration of Firearm Transfer
- Instructions for Transferring Firearms to Law Enforcement

(2) Officers will verify the plaintiff has a certified copy of the OOP from the Phoenix Municipal Court that includes a firearm/s transfer order (verify the "Firearms" box is checked).

(3) Officers will serve the defendant one copy of the OOP and instruct the defendant to immediately transfer to the officers any firearm/s currently in their possession.

- If the defendant advises they are not currently in possession of any firearms, they will be informed that any firearms they own or possess that are not currently in their possession must be transferred to the Department within 24 hours.

  * Failure to transfer owned or possessed firearm/s to law enforcement is a violation of ARS 13-2810, Interfering with Judicial Proceedings, and defendants will be arrested for the violation.

(4) The Declaration of Firearm Transfer form will be provided to the defendant and if any firearms are transferred to the officers, the defendant must legibly complete, sign, and give the form back to the officer.

(a) Officers will conduct a records check on any/all transferred firearm/s and the defendant.

(b) Officers will verify the information on the Declaration of Firearm Transfer form, sign the form, and give the original copy of the form back to the defendant.

(5) The defendant must be informed it is **their responsibility** to file the completed Declaration of Firearm Transfer form with the Phoenix Municipal Court within two (2) days of being served with the OOP.

- The form must be filed whether or not any firearms are transferred to law enforcement and may be filed in person or by email to pmc.oop@phoenix.gov.
- If filing in person and the Court is closed on the second day, the form must be filed on the next day the Court is open.

(6) Officers will ensure the defendant is given the Instructions for Transferring Firearm/s to Law Enforcement form.

(7) Officers will:

(a) Complete the Declaration of Service making sure to fill in the following areas:

- Case number, if not already present on the declaration
- Plaintiff's name
- Defendant's name
- County where served (Maricopa)
- Date and time order was served
- Locations of service

(b) Complete an Order of Protection Service Memorandum Form 80-70D.

3. D. (7) (c) Complete an FI ensuring:

(i) The "Domestic Violence" box is checked in the Header section.

(ii) Both parties are listed in the appropriate sections.

(iii) If any firearms have been transferred to officers,

- *FIB* is selected for "Offense Element 1" and *OOP Firearms Transfer* is selected for "Offense Element 2" in the Offense section.
- The transferred firearm/s are listed in the Evidence section.

  * Under "Category" select *Firearm*, under "Action" select *OOP Hold*
  * Include Order of Protection in the description
  * In the "Comments", add: Do Not release without verification from the court

(iv) If no firearms have been transferred to officers, Family Investigations Bureau, DV is selected for "Offense Element 2."

(v) The below is documented in the Narrative:

- The information in section 3.D.(7)(a) (above).
- Specific restrictions, protected persons, protected locations, and methods of prohibited or permitted contact
- If any firearms were transferred to the Department and that a records check was conducted on any/all transferred firearms.

(vi) The Declaration of Service, OOP (if available), and, if any firearms have been transferred to officers, the copy of the signed Declaration of Firearm Transfer form are each scanned and attached to the FI as a "Document."

NOTE: After scanning and attaching the above forms to the FI, send them, the completed Order of Protection Service Memorandum form, and any forms indicating service fees were waived to JPD immediately.

E. Firearm/s Transfer Process - For the purpose of this section, "transferor" is a subject who transfers firearm/s to the Department pursuant a court order.

(1) When a transferor needs to transfer firearm/s to the Department pursuant a court order, the transferor will call Crime Stop and a Priority 2 call for service will be created to have officers meet the transferor at the nearest precinct parking lot.

(2) Upon arrival at the precinct, officers will collect the firearm/s from the transferor's vehicle and ensure the transferor has legibly and accurately completed and signed a Declaration of Firearm Transfer form.

(3) Officers will conduct a records check on any/all transferred firearm/s and the defendant.

(4) Officers will sign the Declaration of Firearm Transfer form and give the original copy of the form back the transferor.

(5) The transferor must be informed it is **their responsibility** to file the completed Declaration of Firearm Transfer form with the Phoenix Municipal Court within two (2) days of being served with the OOP.

- (Continued on next page)

3. E. (5) (Continued)

- The form may be filed in person or by email to pmc.oop@phoenix.gov.
- If filing in person and the Court is closed on the second day, the form must be filed on the next day the Court is open.
- If the transferor fails to file the Declaration of Firearm Transfer form with the Phoenix Municipal Court within the two days, the transferor will be in violation of the court order and may be subject to arrest.

(6) Officers will complete an FI ensuring:

(a) The "Domestic Violence" box is checked in the Header section.

(b) *FIB* is selected for "Offense Element 1" and *OOP Firearms Transfer* is selected for "Offense Element 2" in the Offense section.

(c) Transferred firearm/s are listed in the Evidence section.

- Under "Category" select *Firearm*, under "Action" select *OOP Hold*
- Include Order of Protection in the description
- In the "Comments", add: Do Not release without verification from the court

(d) The copy of Declaration of Firearm Transfer form is scanned and attached to the FI as a "Document."

NOTE: After scanning and attaching to the FI, send the copy of Declaration of Firearm Transfer form to JPD.

(e) The fact that a records check was conducted is documented in the Narrative section.

F. Enforcement of an OOP

(1) An OOP should be presumed valid if **ALL** are of the following are found on the order:

- Names of all parties
- Date order was issued
- Date order will be become invalid (usually one year from the date issued in Arizona however other states may be longer)
- Terms and conditions against the abuse
- Name of issuing court
- Signature by or on behalf of judicial officer (including tribal court officer)

(2) The plaintiff cannot violate their own order and their actions by themselves do not modify the order.

EXAMPLE: If the petitioner invites contact with the respondent, it is the respondent's responsibility to report those facts to the issuing court to request a modification or to quash the order. Prior to doing so, if the respondent responds to the petitioner's invitation, the respondent is in violation of the order.

(3) A records check will be made on both parties of a dispute.

- Telephone Maricopa County Sheriff's Office (MCSO) Records at 602-876-1061 to verify specific conditions of an OOP.

(4) An IR documenting the interfering with judicial proceedings will be completed on **all** OOP violations even if the violator left prior to officers' arrival.

3. F. (5) Officers will arrest OOP violators when probable cause exists, even if the violation is a misdemeanor offense, it did not occur in the officer's presence, or the victim does not desire prosecution.

(6) If the order is not registered with MCSO Records, officers will still arrest violators of an OOP when probable cause exists that the order has been served: for example, the suspect admits to service or the victim has a certified copy of the affidavit of service of the order.

(7) The victim may be allowed to make a citizen's arrest.

(8) Arrested persons must be booked; an ATTC in lieu of detention **cannot** be issued.

- In cases involving intimate partners, ensure a Form IV(C) Release Questionnaire Intimate Partner Risk Assessment form is completed and attached to the Booking Report (see section 1.J of this order for more information).

(9) OOP violators will be charged with ARS 13-2810, Interfering with Judicial Proceedings, which will be entered in the Offense section of the Booking Report.

(a) The following information will also be entered/selected in the Offense section:

- Any additional felony and/or misdemeanor violations
- The appropriate court name or division from the Court drop-down box
- The "Domestic Violence" check box

(b) DV will also be noted in the Form IV narrative section.

(10) When making an arrest for violations of OOPs or IAHs, officers will request the MCSO's records clerk to fax a copy of the order and a copy of the Certificate of Service to the Centralized Booking Detail at 602-732-2006.

(a) In the event the faxed copy of the order is of such poor quality that it is not legible; officers will obtain photocopies from the MCSO Records counter, 201 West Jefferson.

(b) The copies will be scanned and attached to the Booking Report as a "Document".

(11) Defendants of an OOP are allowed by law to return to the residence **one time only**, and must be accompanied by a law enforcement officer to retrieve personal belongings.

(12) Officers cannot be charged with violating an OOP/IAH while conducting investigations as part of the normal course of duty.

4. **INJUNCTION AGAINST HARASSMENT (IAH)**

A. Definition: Harassment is defined as conduct directed at a specific person that would cause a reasonable person to be seriously alarmed, annoyed, or harassed and the conduct in fact seriously alarms, annoys, or harasses the person and which serves no legitimate purpose.

B. If complainants feel they are legitimately being harassed, officers will explain the definition of harassment and how to obtain an IAH.

C. IAHs will be investigated and enforced in the same manner as OOPs.

D. Officers may use discretion whether or not to arrest violators of an IAH.

E. Injunctions are good for one year from the date served and can be renewed.

5. **NOTICE OF HEARNGS FOR ORDER OF PROTECTIONS (OOPs) AND INJUNCTIONS AGAINST HARASSMENT (IAHs)**

A. Officers will serve the defendant a Phoenix Municipal Court Notice of Hearing for an OOP or IAH when the plaintiff supplies a certified copy of the notice.

(1) The Notice of Hearing informs the defendant of the date, time, and courtroom assignment of the hearing.

(2) Notice of Hearings issued out of any court other than the Phoenix Municipal Court will not be served and the plaintiff will be advised to return to the court of issuance for further instructions.

(3) If the defendant cannot be served, the notice will be returned to the plaintiff.

(4) The Declaration of Service, included with the Notice of Hearing, will be completed and forwarded to JPD.

6. **PRELIMINARY INJUNCTIONS**

A. Definition

(1) Preliminary injunctions are temporary court orders issued to maintain status pending further court hearings and orders dealing with the subject matter of the preliminary injunction.

(2) They are often issued in domestic relation cases by Superior Court.

B. Enforcement

(1) The party seeking enforcement of the injunction should be advised to contact the court where it was issued for potential action for contempt of court.

(2) Officers will not arrest a subject solely for violating a preliminary injunction.

(3) Officers should arrest a subject for any criminal acts committed in conjunction with the preliminary injunction violation.

(4) When DV is involved, officers will follow the DV policy and include in the IR a preliminary injunction has been issued.

7. **EMERGENCY ORDER OF PROTECTION (EOP)**

A. Judges are available by telephone to issue EOPs during times when courts are closed if there are reasonable grounds to believe the victim (plaintiff) is in immediate danger of DV based on an allegation of a recent incident of actual domestic violence.

B. How to Obtain an EOP

(1) The officer will call the initial appearance (IA) judge's office at 602-876-8240 for a review of the facts regarding the need to obtain an EOP.

(2) If the judge finds the victim's life or health is in imminent danger, the judge may issue an EOP which gives exclusive use of the residence to the victim.

(3) The judge may also prohibit the suspect (defendant) from purchasing or possessing a firearm if, based on the officer's statement, the judge believes the suspect may inflict harm on the victim.

7. B. (4) If the judge grants the EOP, the officer will complete the EOP form and request an EOP number from MCSO Records at 602-876-1061.

(5) Copies of the EOP will be distributed as follows:

- The victim will be given the yellow copy.
- The defendant will be given the pink copy.
- The goldenrod copy will be placed in the precinct briefing book.
- The original (white) copy of the form must be sent directly to the Clerk of the Superior Court through inter-departmental mail.

(6) EOPs are valid until 5 pm the next business day; the plaintiff will be required to return to the appropriate court and obtain a Non-EOP.

(7) Once the EOP is served on the defendant, the issuing officer will have the affidavit notarized.

(8) The officer will advise MCSO Records if the EOP was or was not served.

8. **OUT-OF-STATE ORDERS OF PROTECTION**

A. An officer may presume the validity of and rely on a copy of a protection order that is issued by another state, Indian Tribe, or United States Territory.

- Officers will make every reasonable effort to verify the validity of the order (telephone calls, faxes, e-mail, etc.).

B. An officer may also rely on the statement of any person who is protected by the order that the order is currently in effect.

- Ask questions of the parties involved which might show their knowledge of the order, for example where they got the order, who the judge was, or what process they went through.

C. An officer who acts in good faith regarding a protection order is not criminally or civilly liable for enforcing the protection order pursuant to this section.

- Officers should consult a supervisor prior to enforcing an order when there is still uncertainty about its validity.

9. **FEDERAL VIOLENT CRIME CONTROL PLAN**

A. Federal law prohibits any person from possessing, receiving, transporting, or shipping a firearm or ammunition if such person is subject to an OOP or other order and **all** the following conditions exist:

(1) The court order was issued after a hearing and the person subject to the order received actual notice of the hearing and had the opportunity to participate in the hearing.

(2) The court order specifically restrains the person subject to the order from harassing, stalking, or threatening an intimate partner of the person or the intimate partner's child or person's own child, or specifically restrains the person from engaging in other conduct which would place the intimate partner in reasonable fear of bodily injury to the partner or child.

(3) The court order includes a finding that the person subject to the order represents a credible threat to the physical safety of the person's intimate partner or child, or by the order's terms, explicitly prohibits the use, attempted use, or threatened use of physical force against the person's intimate partner or child which would reasonably be expected to cause bodily injury.

9. A. (4) If a citizen is subject to an OOP and is in violation of the Crime Control Law, but has no ARS violation, the complainant will be advised to contact the Bureau of Alcohol, Tobacco, and Firearms (ATF).

B. Officers will not take enforcement action on the federal violation alone.

- If enforcement action on violations of the ARS is taken, officers will contact ATF and advise them of the federal violations if all the above-listed conditions exist.

10. **CUSTODIAL INTERFERENCE**

A. Definition: Pursuant to ARS 13-1302.A., A person commits custodial interference if, knowing or having reason to know that the person has no legal right to do so, the person does one of the following:

- Takes, entices or keeps from lawful custody any child, or any person who is incompetent, and who is entrusted by authority of law to the custody of another person or institution.
- Before the entry of a court order determining custodial rights, takes, entices or withholds any child from the other parent denying that parent access to any child.
- If the person is one of two persons who have joint legal custody of a child takes, entices or withholds from physical custody the child from the other custodian.
- At the expiration of access rights outside this state, intentionally fails or refuses to return or impedes the return of a child to the lawful custodian.

B. Custodial Interference is a crime that applies only to complainants who have joint custody, or are the sole or primary legal custodial parent/guardian and the visiting parent has not returned the child.

C. Enforcement

(1) If the below exigent circumstances exist, an IR will be completed and consideration will be given to contacting on-call FIB personnel.

- A concern for the health or well-being of the child
- Physical violence has been committed or threatened
- Suspect is present or possibly enroute

(2) If exigent circumstances are not present but there is reason to believe the child has been removed from the state (not simply on vacation), an IR will be completed.

- Custodial Interference is a class 4 felony if the child has been removed from the state.

(3) If exigent circumstances are not present **and** there is **no** reason to believe the child has been removed from the state, an FI will be completed ensuring the Family Investigations Bureau, DV is selected for “Offense Element 2”.

- Complainants should be referred to Family Court for assistance.
- An IR may be completed if it is in the best interest of the Department.

(4) Arrests will not be made without approval from a supervisor.

(5) Officers will not remove a child from the home unless the health or welfare of the child is in jeopardy and a supervisor has approved the removal.

(6) If a child is not relinquished, the parent will be advised to contact Domestic Relations Court to obtain a writ to be served by the sheriff’s office to recover the child.

10. C. (7) When an IR is to be completed, officers will attempt to contact the suspect and obtain a statement as to why they are not returning the child.

- If the suspect is a parent or agent of the child taken, officers may advise the suspect the Custodial Interference charge is a class 6 felony, but may be reduced to a class 1 misdemeanor if the child is returned voluntarily and without injury prior to arrest.

(8) All reports documenting custodial interference will begin with a records check on all involved parties.

(9) When completing the IR, officers will include the following:

- If the suspect knew they did not have a legal right to take or keep the child/children entrusted to the custody of another person or institution.
- Current legal status of child custody, including court actions that are current or pending.
- If sole custody has been awarded and to whom.
- Court documentation (if available) specifying the terms of the joint custody.

(10) If the suspect states they are fearful for the child's safety as a reason for noncompliance, officers will articulate this in the IR, it is a defense pursuant to ARS 13-1302.C.2.a.

(11) If the suspect would permit the child to go with the other parent but the child refuses to go, officers will articulate the refusal in either an IR or an FI.

- The child must be of an age which can show he/she is reasonable and able to articulate for themselves why they do not want to go (usually 13-17 years old).

11. **ACCESS INTERFERENCE**

A. Definition: Pursuant to ARS 13-1305.A, "A person commits access interference if, knowing or having reason to know that the person has no legal right to do so, the person knowingly engages in a pattern of behavior that prevents, obstructs or frustrates the access rights of a person who is entitled to have access to a child pursuant to a court order."

B. Access Interference is a crime that applies to complainants who have been granted only visitation or access through a court order of the Maricopa County Superior Court's Family Court Division and they are not receiving the court ordered visitation or access.

C. Enforcement

(1) If the below exigent circumstances exist or a "pattern of behavior" exist, an IR will be completed.

(a) Exigent circumstances:

- A concern for the health or well-being of the child
- Physical violence has been committed or threatened
- Suspect is present or possibly enroute

(b) "Pattern of behavior" - A complete denial of court ordered access to a parent/guardian for four consecutive weeks or more in cases where visitation is weekly and for more than one month of visitation in cases where visitation is monthly.

- Officers will clearly document the dates of occurrence to meet the criteria of denial.
- Officers will ask for court documentation (if available) specifying the terms of visitation.
- Attempts to contact the other party should be made and statements of denial of access clearly documented.

11. C. (2) Officers **will** complete an FI, ensuring the Family Investigations Bureau, DV is selected for "Offense Element 2", for non-exigent calls until the statutory requirement of a "pattern of behavior" has been established.

(3) If the suspect says they are making the child available but the child refuses to go, officers will articulate the refusal in the IR or FI.

(4) Complainants will be advised to return to Maricopa County Superior Court's Family Court Division and request a contempt of court charge.

12. **GENERAL STATEMENTS AND CLARIFICATION FOR CUSTODIAL/ACCESS INTERFERENCE**

A. If an IR is required per section 10.C of this order, an IR documenting the **custodial interference** will be completed when the complainant:

- Has been granted joint custody from a court custody order.
- Is the primary custodial parent in non-joint custody arrangements or sole legal custodian/guardian.
- Is an unwed mother and there is **NO** custody order from a court.

B. If an IR is required per section 11.C of this order, an IR documenting the **access interference** will be completed when the complainant is the non-custodial/visitation-only parent.

C. An IR documenting custodial or access interference is **NOT** required if the complainant is still married and no process has been started for legal separation or divorce; refer the complainant to family court.

D. The parents/guardians involved in custodial or access interference reports will be listed as victims and/or suspects NOT reporting persons and/or witnesses.

E. Reports involving violations of child custody agreements should have the appropriate offense code, Custodial Interference, ARS 13-1302.A or Access Interference, ARS 13-1305.A selected, according to the guidelines listed above; NOT Interfering with Judicial Proceedings, ARS 13-2810.

F. Officers should not advise complainants a detective will contact them upon receipt of a report; a letter will be sent out only if certain criteria are met.

G. Officers should ask for court documentation specifying the criteria of visitation (date, time, etc.).

- Documentation does not need to be certified and may be in copy form.
- This information should be documented, including the court case number, if an IR is completed.

13. **EMPLOYEE-INVOLVED DV**

A. The Department will investigate all criminal acts committed by employees, including DV; however, it is the intent of the Department to provide employees and family members with information designed to educate and prevent DV incidents from occurring.

(1) Education may be accomplished through supervisor, recruit, field, and in-service training on a variety of DV topics, including warning signs and victim safety.

(2) Preventative measures are available to all employees and family members through the benefits offered by the City and Department Employee Assistance Program (EAP) and/or consulting the Department's Employee Assistance Unit (EAU) for additional resources.

13. B. DV incidents involving employees of the Department will be immediately investigated administratively and criminally by the appropriate entities.

    (1) Criminal incidents will be referred to the Special Investigations Detail (SID) for review by contacting the FIB commander.

    (2) If the facts of the case indicate DV has occurred or any Department policies have been violated, appropriate administrative action will be taken independent of any criminal proceedings.

    (3) The Department will ensure the employee's legal, union, and Departmental rights are upheld during the administrative and criminal investigations.

    C. Although behavior problems sometimes require professional treatment, patterns of problematic behavior, such as aggressiveness, abusiveness, and declining work performance, may indicate other underlying problems both on and off the job.

    - If supervisors recognize a pattern of problematic behavior, he/she will address the behavior through discussion with the employee and take the appropriate course of action for each situation.

    D. All employees are encouraged to take personal responsibility in seeking confidential assistance as offered by the City and Department to prevent the escalation of DV situations.

    E. See the addendum of this order for an index of policy resources available for employees and their family members.

A		
AzPOST Certification	Administrative Procedures	2.13.16
C		
Chaplain Program	Employee/Family Assistance	3.8
Counseling	Personnel Support Services	3.8
Criminal Conviction	Employee Status	2.13 (12, 13, 14)
D		
Definitions	Domestic Violence	4.26.1
Discipline Policy	General	3.18
Discipline Policy	Discipline	3.18, Addendum A
Domestic Violence	Employee Involved	2.13.12 4.26.11
E		
Employee Assistance Program (EAP)	Employee/Family Assistance	3.8
Employee Disposition/Work Status	Misdemeanor Domestic Violence	2.13.12
Employee Disposition/Work Status	Misdemeanor Crime	2.13.13
Employee Disposition/Work Status	Felony Crime	2.13.14
Employee Responsibilities	Child Support	2.13.15
Employee Responsibilities	Misconduct	3.19
Employee Responsibilities	Notifications	2.13 (10, 12, 13, 14) 3.13.5.T 4.26.2.A(9)
Employee Responsibilities	Rules and Regulations	3.13
Employee Responsibilities	Subject to Court Orders	2.13.10
F		
Family Assistance (Employee Assistance Program)	Counseling	3.8
I		
Investigative Procedures	Employee Committed Crime	3.19.5.H(2)
Investigative Procedures	Employee Misconduct	3.19
Investigation Procedures (On-Scene)	Domestic Violence	4.26.2.A(9)
O		
Orders of Protection	Involving Employees	2.13.10
P		
Peer Support/Critical Incident Stress Management Programs	Employee/Family Assistance	3.8
Personnel Assessment System (PAS)	Early Warning/Prevention	3.22.6
Post-Incident Administrative and Criminal Decisions	Employee Status	2.13 (12, 13, 14)
Prohibited Possessor/Weapons	Orders of Protection	2.13.10
Prohibited Possessor/Weapons	Federal Law	2.13.11
R		
Reporting to Supervisors	Unusual Activity/Problem/Situation	3.13.5.T
S		
Supervisor Response/Responsibilities	Notifications	3.19.5.H(2)
Supervisor Responsibilities	Employees	2.3 3.19
Support Services	Counseling	3.8
V		
Victim Safety and Protection	Victim Rights	5.4

1. **VIOLENT CRIMES BUREAU (VCB) INVESTIGATED DEATHS**

A. When officers arrive at a death scene, VCB should be contacted regarding any of the following situations.

- Death resulted from violence
- Death of a person in the custody of any law enforcement agency
- Death at the Arizona State Hospital
- Death occurred in a suspicious, unusual, or unnatural manner
- Death was from a disease or accident believed to be related to the deceased's occupation or employment, to include persons on medical retirement or leave
- Death resulted from an injury or illness that could cause a public health hazard: for example, radiation or plague
- Death occurring as a result of any prior traumatic injury: for example, gunshot or stabbing
- Death accompanied by substantial decomposition
- Death of a child with no life-threatening medical conditions
- Death occurred to a fetus 20 weeks or older

B. VCB can be contacted at the following:

During business hours Monday through Friday	• The VCB Homicide Unit at 602-495-5883
After 5 p.m. and Weekends/holidays	• The VCB Desk sergeant at 602-262-6141

C. Officers will be required to provide:

- Deceased's name
- Address of occurrence
- Time of dispatch
- Incident number
- Circumstances of death

D. Patrol officers will be responsible for initially securing the scene until relieved by VCB personnel.

E. When VCB investigators are not available, a sworn supervisor may authorize patrol officers to document the death in an Incident Report (IR) or Field Interview (FI).

2. **MARICOPA COUNTY OFFICE OF THE MEDICAL EXAMINER (OME) INVESTIGATED DEATHS**

A. In cases where the death is **natural**, non-trauma related, and a doctor **is not** available to sign the death certificate, an investigator from the OME should routinely investigate the death, when available.

B. Prior to contacting the OME, officers need to visually confirm there is no trauma (stab wounds, gunshot wounds, etc.).

C. The following types of death investigations will be handled by OME investigators:

(1) All apparent natural deaths without decomposition (this includes United States (U.S.) Department of Veterans Affairs (VA) patients)

(2) All deaths occurring where decedent was under anesthesia and/or undergoing a legal surgical procedure.

2. C. (3) All apparent natural deaths at home, in a secure environment, or witnessed collapse outside a residence where identification will not be a problem and there is no doctor in attendance.

(4) An apparent natural death where decedent was previously transported to a mortuary and death certification is problematic.

(5) All other jurisdiction (FOJ) deaths where incident occurred outside the City limits, (accident, suicides, homicides, etc.)

EXAMPLE: The injury occurs in Yuma, but the victim is flown to a Phoenix area hospital for medical care and dies.

D. The OME service is available 24 hours a day, seven days a week, and is based on the availability of an investigator.

- Patrol officers will contact the OME at 602-506-3322.

E. If an OME investigator is available, an investigator and transport service will be dispatched.

(1) Officers will remain at the scene until the OME investigators arrive, complete their investigation, and leave with the decedent's remains (officers will not be required to stand by at hospitals or mortuaries).

(2) Officers will need to provide the OME with:

- A brief description of the circumstances.
- Fire/rescue unit that responded.
- Deceased information
- Next of kin (NOK) (if possible)

(3) Officers will attempt to locate the next of kin (using either personal effects of the deceased or items at the scene).

(4) Officers will complete an FI (see section 4 of this order for reporting guidelines).

- Officers will impound any valuable property of the deceased that requires safekeeping (see Operations Order 8.1, Evidence, Impounding, and Property).

(5) The OME investigator will complete all other required paperwork, deal with the family at the scene, and conduct all other follow-up investigation.

F. In cases where the OME investigator is not available and it is an apparent natural death, patrol officers will handle the investigation as outlined in section 3 of this order and complete the Maricopa County Medical Examiner Identification (yellow) Tag (see Addendum A).

G. If questions arise during the investigation, or suspicious circumstances develop, officers should contact VCB.

3. **PATROL INVESTIGATED DEATHS**

A. Patrol officers will normally investigate all deaths classified as **natural**, non-trauma related, and a doctor is **available** to sign the death certificate.

(1) When the deceased died of natural causes and the attending physician is qualified and willing to sign the death certificate, the listed procedures will be followed:

(a) If the next of kin is not available or has no mortuary preference, officers will contact the OME at 602-506-3322 to advise of the location of the deceased.

3. A. (1) (b) The OME will provide officers with information about contacting the appropriate mortuary for a transport vehicle.

B. Patrol officers may be required to investigate deaths classified as **natural**, non-trauma related, when a doctor is **unable** to sign the death certificate, identification of the deceased cannot be confirmed, **and** an OME investigator is unavailable.

(1) Officers will still need to contact the OME and arrange for removal of the deceased.

(2) The investigating officers will complete the FI and a Maricopa County Medical Examiner Identification (yellow) Tag (see Addendum A).

- Officers will impound any valuable property of the deceased that requires safekeeping.

C. NOK Notification

(1) Patrol officers are responsible for making reasonable efforts to notify the NOK in deaths that they investigate.

(2) If the NOK cannot be identified or notified, officers will contact VCB to notify them of the situation and request a detective be assigned to complete the notification.

(3) NOK notifications, or lack therefore, will be documented in the IR/FI.

4. **DOCUMENTATION**

A. Each death requires a separate IR/FI.

(1) Select the appropriate Arizona Revised Statute (ARS) code or *Other/Death Investigation* as the "Offense Description" in the Offense section.

(2) The deceased's name will be entered in the Victim section ensuring "Deceased" is selected from the "Injury 1" drop-down box.

(3) The following information will also be included in the IR/FI:

- Explanation of the circumstances surrounding the death
- Unit number and shift of paramedics or firefighters, if utilized
- Name of the NOK contacted [entered in the Other Person section (if applicable)]
- OME investigator's name [entered in the Other Person section (if applicable)]
- Name and telephone number of the physician
- Mortuary name and if that mortuary was used at the request of the decedent's family or was a rotation assignment by the OME
- Notation of jewelry or other valuables worn by listing the items as "Property" if left on the body/at the scene or "Evidence" if impounded.

B. One of the following types of death will be selected as "Offense Element 1" in the Offense section of the IR/FI:

- Accidental Death
- Death Unknown
- Drowning
- Overdose

C. The investigating detail will complete the "Death Info" tab of the RMS Master Name Index module.

4. C. (1) When a subject has been positively identified and **does not** have a master name index, the investigating detail will also initiate a Workflow notification to the Information Services Unit (ISU).

- "Death Notification on (*insert subject's name*)" will be included in the "Comments" data field under the "Begin New Workflow" tab.

(2) If the subject has been positively identified and has fingerprints on file **or** if a subject has not been positively identified, the investigating detail will initiate a Workflow notification to the Laboratory Services Bureau (LSB) to request the deceased be fingerprinted.

- "Death notification, fingerprints required on (*insert subject's name*)" and the associated MNI number (if any) will be included in the "Comments" data field under the "Begin New Workflow" tab.

(a) Once the fingerprints are obtained, LSB will forward the Federal Bureau of Investigations (FBI) Criminal Fingerprint Card (FD-249) to the Centralized Booking Detail Fingerprint Unit.

(b) Upon verifying the subject's identity, the Centralized Booking Detail Fingerprint Unit will update the subject's MNI and make the necessary notifications to the appropriate governmental entities.

D. Reporting Requirements

(1) Victim	• List name, physical description, marks, tattoos, clothing, and injuries ∗ If identity is known, a physical description is not needed. • Check victim's RMS record ∗ Indicate what the record consists of and include last entry in the IR ∗ If the last entry could have contributed to his/her death, include the IR number and the date.
(2) Next of Kin	• Include in the Other Person section of the IR • Include full name, address, telephone number, relationship to deceased, and whether notified or not
(3) Mortuary	• List name, address, and telephone number • State whether request or list
(4) Suspect	• Include a complete description when appropriate to include marks, scars, tattoos, hair style, facial hair, voice, clothing, etc.
(5) Paramedics	• Include names, unit assignment, stations, and shifts
(6) Time of Death	• Include time of death pronounced by doctor or paramedics
(7) Time Found	• Include time body was found
(8) Property and Evidence	• Include personal property taken from the victim • Indicate whether property was impounded or released (if released, to whom)
(9) Photographs	• Digital photographs should be taken at all death investigations
(10) Weapon	• Describe in detail
(11) Vehicle	• List full description
(12) Witnesses or Investigative Leads	• List names, addresses, and telephone numbers • Include business name, address, telephone, work hours, and days off
(13) Narrative	• List dispatch time and time of arrival • Describe the scene as found (including type of structure, lighting, weather) • Indicate who was contacted and their statements • Examine the body (latex gloves or equivalent will be worn when handling the body.) ∗ List location of body (which room, bed, floor, etc.)

4. D. Reporting Requirements: (Continued)

(13) Narrative (Continued)	∗ Include position of body (face up or down, head north, feet south, etc.), arms, and legs ∗ List condition of body (cool, warm, post mortem lividity, rigor, wounds, cuts, bruises, etc.) • Explain the circumstances of the death ∗ Indicate type of death (sudden, unexpected, resulting from chronic illness, accident, etc.) ∗ Include, if known, symptoms prior to death, such as pain, location of pain, shortness of breath, bleeding, and vomiting ∗ Include, if known, any history of previous illness, such as heart or lung disease, fever, or cough, and who supplied the information • Include the apparent manner of death: ∗ Natural, homicide, unknown, suicide, or accident ∗ If the death appears to be due to other than natural causes, indicate the reason and evidence. • In cases of motor vehicle accidents or motor/pedestrian accidents, indicate the following: ∗ If victim was driver or passenger ∗ Where the person was seated in the vehicle ∗ Whether the person had been cited for illegal procedures leading to the accident or if such citations are pending • Do not attempt to make medical diagnosis, but simply indicate symptoms and past history, if any • Do not request specific laboratory procedures or an autopsy examination ∗ These decisions will be made by the medical examiner • In the case of possible or probable drug overdose, indicate, if known, the identification of the drugs used. ∗ If available, send these drugs or medications with the body to the OME ∗ Place the drugs or medications in the OME's identification tag envelope, which will be sealed and initialed. • Indicate the officer/detective who completed the Maricopa County Medical Examiner Identification (yellow) Tag ∗ See Addendum A for completing tag. • Indicate who removed the body to the OME

5. **DEATH NOTIFICATION**

A. Notification of death or serious injury will be carried out in a prompt and considerate manner.

(1) Two officers should be assigned the task.

(2) When possible, officers should try to arrange for a friend, relative, or member of the clergy to be present.

(3) If patrol officers cannot make NOK notification by the end of their shift, they should notify VCB so efforts can be continued until successful.

B. When a request for notification has been made by another jurisdiction and officers are unsuccessful in locating the subject to be notified, the requesting agency will be notified of the negative results.

ADDENDUM A

MARICOPA COUNTY MEDICAL EXAMINER IDENTIFICATION TAG

NAME *(Spell names correctly, list all AKAs on back. If spelling is questionable, indicate: "Tentative" or "Not Positive.")* _____

Address *(Enter Complete Address)* _____

City/State _____ **M W S D**
(Circle Marital status)

D.O.B. _____ **Sex** ___ **Race** _____ **SSN** _____

Location Last Seen Alive	Date	Time
(Enter Exact Location Address)		
Location Became Ill or Injured *(Must Be Accurate)*	**Date**	**Time**
(Enter Exact Location Address)		
Location Pronounced Dead	**Date**	**Time**
(Exact Address Where Pronounced)		

Mortuary Requested _____
*(**Note**: Document efforts on paper to accompany tag if NOK not notified, include phone numbers and addresses.)*

Next of Kin: *(Write Name if Notified)* _____ **Relationship** _____

Address of Kin: _____ **Phone #** _____

Next of Kin Notified (Y/N) _____ **By:** _____

Agency: *Phoenix Police Department* _____ **DR Number:** *(or FI #)* _____

Investigator (Name, Badge #) *(Your Name and Serial Number)* _____

Pager #: _____ **Phone #:** _____

*(**Note**: Does victim have a doctor? If so, please include name and phone number.)*

ADDENDUM A (Continued):

THIS SECTION TO BE COMPLETED BY MARICOPA COUNTY MEDICAL EXAMINER PERSONNEL

JEWELRY: _____

OME PERSONNEL: _____

SEAL NUMBER: _____

RECEIVED FROM / WITNESSED BY: (NAME) _____

(AGENCY) _____ (PHONE) _____

In the space below describe the death circumstances in detail. Who? What? Where? How? Charges pending? etc. **Use a supplement if necessary.**

*(**Note:** The following information should be included:)*

(1) No signs of foul play

(2) Residence secured

(3) Any medications—send with body to Medical Examiner's Office

(4) Medical history

(5) History of fall or trauma?

(6) Work related or not

(7) What happened?

(8) Where did it happen?

(9) Seizures—any history of trauma?

(10) Doctor refused to sign

(11) Temperature of the room, A/C or cooler working

If this was a Motor Vehicle Accident, please indicate whether the deceased was a driver, a passenger, or a pedestrian, how the accident occurred, and if charges are pending. If the death appears to be a suicide, please indicate whether or not a note was left, what instrument was used, and the relationship of the fatal instrument to the body. Any pertinent recent medical history will also be appreciated (i.e. "Complained of chest pain for last two days." "Collapsed after feeling dizzy," etc.). **Please submit any drug paraphernalia and/or prescription containers (empty or full).**

Phoenix Police Department's Operations Orders Section 4.28 is restricted, and is not available for dissemination to the general public.

1. **CONTRIBUTION/SOLICITATION REVIEW COMMITTEE**

A. Definitions

(1) Donation	• A gift of goods, services, or money to the Department and/or for the benefit of the community
(2) Sponsorship	• A contribution to the City conditioned upon some form of public recognition of the donor
(3) Soliciting Donations	• An approach and/or request made by Department employees or representatives for goods, services, or money

B. Documentation

(1) All donations of goods, services, or money, regardless of the value, will be documented on a Community Service Donation/Contribution Record Form 80-310D.

EXCEPTIONS:

- Donations made by the Phoenix Police Foundation will follow the foundation's grant process submitted through the Office of Administration (OOA) liaison with the final approval determined by the executive assistant chief.
- Donations made to the Phoenix Police Foundation on behalf of a critically injured/deceased employee or police service animal will follow the donations procedures as outlined in Operations Order 9.10, Critically Injured Employee Hospital Response.

(2) The Community Service Donation/Contribution Record form will be forwarded to the Fiscal Management Bureau (FMB) administrator to be forwarded to the Contribution/Solicitation Review Committee.

(3) The committee will be responsible for the following:

- Receiving and processing all Community Service Donation/Contribution Record forms
- Administering the Contribution/Solicitation Review Committee

(4) Any items valued at $5,000 or more, all computer equipment, and all firearms obtained for use by the Department through solicitations or donations are required to have a City inventory number.

- All computer equipment must be compatible with current systems and approved by the Information Technology Bureau (ITB) prior to acceptance.

(5) All checks need to be submitted to FMB to be deposited.

C. Contribution/Solicitation Review Committee Members

- FMB administrator or designee (chairperson)
- Patrol Operations South Division assistant chief
- Professional Standards Bureau (PSB) representative
- Community Relations Bureau (CRB) representative

NOTE: A quorum of at least three is sufficient to conduct business.

D. Contribution/Solicitation Review Committee - The committee's function is to:

- Review and approve solicitation/donation request memorandums for good or services valued at $500 or higher.
- Review contributions made to the Department to ensure appropriate policies have been followed.

1. D. Contribution/Solicitation Review Committee - The committee's function is to: (Continued)

   - Determine if a City Council Request (CCR) or a Request for Council Action (RCA) is necessary.

   E. The committee will meet as needed.

   - Meetings will be scheduled by the committee chairperson.

2. **COMMUNITY EVENT/COMMUNITY PROBLEM SOLVING**

   A. In the regular course of duties, officers or other members of the Department may need to obtain resources to solve a particular problem or to address a community need.

   (1) Whenever possible, community members will be encouraged to solicit donations on their own and will be advised not to rely solely on Department employees to obtain goods and services.

   (2) Employees may, as outlined in this order, solicit goods or services if the goods or services are for the direct benefit of the community and not for the sole or direct benefit of the Department or its employees (except as outlined in section 3.C. of this order).

   B. Goods and Services Value Limitations and Authorizations

AMOUNT	NOTIFICATIONS AND APPROVAL PROCEDURES
(1) $100 and lower*	• Employees will notify their first-line supervisor of the need for donations prior to contacting citizens and/or businesses for soliciting their assistance. • Examples include: tools, equipment to be used in neighborhood clean-ups, and food for a community event involving citizens • The Community Service Donation/Contribution Record form must be approved and signed by the first-line supervisor. • The Community Service Donation/Contribution record form will be forwarded to the Contribution/Solicitation Review Committee chairperson**.
(2) $101 to $499*	• The bureau/precinct commander/administrator will be notified and must approve the solicitation of goods or services prior to employee contact with the donor. • In the commander/administrator's absence, a lieutenant may approve the solicitation. ∗ If this occurs, the commander/administrator will be notified on the next business day or as soon as practical. • The Community Service Donation/Contribution Record form will be forwarded to the Contribution/Solicitation Review Committee chairperson**.
(3) $500 and higher*	• Any solicitation for goods or services valued at $500 or higher requires prior review by the Contribution/Solicitation Review Committee and approval from the Police Chief or designee. • A memorandum listing the following will be forwarded to the FMB administrator for the Contribution/Solicitation Review Committee: ∗ Type and value of goods or services solicited or donated ∗ Unit or City need for such item/s ∗ Name, address, and telephone number of contact person and/or donor • The Contribution/Solicitation Review Committee will route the reviewed (approved/denied) memorandum back to the requester. • The requester will attach the Community Service Donation/Contribution Record form to the memorandum and forward both documents to the Contribution/Solicitation Review Committee chairperson**.

2. B. Goods and Services Value Limitations and Authorizations (Continued)

AMOUNT	NOTIFICATIONS AND APPROVAL PROCEDURES
(4) Cash*	• **Donations** of cash or any form of money will not be accepted; employees will refer individuals who desire to do this to the Contribution/Solicitation Review Committee chairperson**. **EXCEPTION**: Cash donations for bona fide charitable organizations as listed in 3.B.(1) of this order. • **Solicitation** for money will require the Police Chief's prior approval and will be overseen by a precinct/bureau commander/administrator.
(5) Real Estate	• **Donations** of real estate require a memorandum to the Contribution/Solicitation Review Committee; this includes office space or other facilities for use on a temporary or long-term basis. • After acceptance by the City Council is obtained, a letter of recognition/appreciation will be mailed by the receiving bureau/precinct or Contribution/Solicitation Review Committee chairperson** if appropriate.
(6) Facilities	• Meeting rooms or other facility amenities may be used by Department personnel without the notification process as long as the facility offering the use of the room, etc., does not specialize in the hospitality business. • If a facility specializes in hospitality (hotel meeting rooms, etc.), the established notification procedures based on the value of the service, as outlined in this order, will be followed.
* A letter of recognition/appreciation will be mailed by the receiving user/bureau/precinct or Contribution/Solicitation Review Committee chairperson** if appropriate. ** FMB administrator	

3. **FUND-RAISING/SOLICITING OR DONATIONS FOR DEPARTMENT USE/A DEPARTMENT-SPONSORED EVENT**

A. Soliciting/accepting goods, services, or donations (raffle items, door prizes, etc.) when the item would benefit or be received solely for personal use by Department members is prohibited.

B. Soliciting/accepting goods, services, or donations for a Department-sponsored event when the item or the proceeds of such will go to a recognized non-profit organization (501(c)(3) tax exemption status) or an outside agency is permitted as outlined in this order.

EXAMPLE: Soliciting a business for a television set to be raffled off at a Department-sponsored event with the raffle proceeds being donated to a charitable organization.

- The following is a list of approved charitable organizations:

  * 100 Club of Arizona
  * Change for Phoenix Fund – Police Department
  * Phoenix Police Athletic Club
  * Phoenix Police Foundation
  * Phoenix Police Museum
  * Tuition Assistance to Police Survivors (TAPS)
  * Other bona fide Department approved organizations

C. Soliciting/accepting goods, services, or donations when the item will be used for Department use (equipment for the Department's Special Assignment Unit, etc.) is permitted after proper approval is obtained as outlined in this order.

D. Soliciting/Fund-Raising/Donation Request/Approval Procedures

(1) A written request via memorandum will be submitted by the bureau/precinct commander/administrator requesting approval for the fund-raising event and for specific items to be requested and/or accepted as donations, regardless of their value.

3. D. (1) (a) The memorandum will be forwarded to the Contribution/Solicitation Review Committee chairperson in FMB for review.

(b) The Contribution/Solicitation Review Committee will forward the request and the committee's recommendation to the Police Chief or designee for review and/or approval.

(c) The Contribution/Solicitation Review Committee will route the reviewed (approved/denied) memorandum back to the requester.

(d) If approved, the requester will resubmit a copy of the approved memorandum with a completed Community Service Donation/Contribution Record form to the FMB administrator (Contribution/Solicitation Review Committee chairperson).

(2) The same procedures will be followed for benefit activities with proceeds going to an outside third party (activity to aid ailing employees, surviving family members of deceased Department members, etc.).

4. **GIFT FUNDS**

A. Purpose

(1) Established when the Department receives cash donations intended for a specific program or purpose.

(2) Receipts and expenditures are accounted for separately from the Department's general fund.

B. Guidelines

(1) All Department gift funds are processed through FMB.

(2) In order to establish a new gift fund, a memorandum from the bureau/precinct commander/administrator must be received by FMB with the first donation.

(a) The memorandum will provide a name for the gift fund that is being established, a description of the purchases and/or payments that are expected to be made with the funds, and a designated manager of the fund.

(b) The memorandum will also include the expected total donations for the fund and the frequency of anticipated expenditures from the fund.

- This will assist FMB with the initial creation of the fund.

(3) FMB will provide the designated manager with an index number for the gift fund.

(4) All requests to pay for expenditures from the gift fund will be in writing and will require the bureau/precinct commander/administrator's approval in order to be processed by FMB.

- The request will include the name and index number of the gift fund.
- All invoices or receipts should be attached for items to be paid or reimbursed from the gift fund.

5. **DONATING DEPARTMENT PROPERTY TO THE PHOENIX POLICE MUSEUM**

A. The Phoenix Police Museum is dedicated to preserving the rich history of the Department and has the staff and capability to collect, store, preserve, and display items that are or will one day become artifacts that relate to the Department's history.

5. B. Under no circumstances will Department property be removed for personal use and/or gain.

C. The museum curator will determine when Department property is considered for removal from service and if the item/s would have any historical significance in the future.

(1) Supervisors will promote a vision in preserving the Department's history through the encouragement and support of requests for preservation of Department property for the museum.

(2) Items that may be considered for historic preservation include, but are not limited to the following:

- Evidentiary items in prominent and significant criminal cases: for example, weapons involved in police shootings
- Uniform and supply items that are being phased out (badges, radios, gun belts, etc.)
- Documentary items: for example, strategic plans and policing plans)
- Items such as furniture and computers
- Any item that may be unique, or represent a time period or point of interest in Department history

(3) Employees are encouraged to contact the Phoenix Police Museum curator should they have questions about items of possible historical significance.

D. The museum curator will identify and approve items for preservation and ensure the following procedures occur:

- The employee will write a memorandum through the chain of command to the Community and Support Services Division assistant chief requesting approval to donate the item to the museum.
- Upon approval, the memorandum will be returned to the employee, and the item may be released to the museum.
- Before the item is released to the museum, City property should be taken off of the individual bureau's asset list.
- Items from cleared investigative cases need to be released by the case detective.
- The item will be stored in a safe place within the bureau/precinct for collection by museum staff.

1. **MISDEMEANOR ASSAULT, ARIZONA REVISED STATUTE (ARS) 13-1203**

   - If injuries are observable, digital photographs should be taken by a digital camera certified employee.

2. **AGGRAVATED ASSAULT, ARS 13-1204**

   A. Patrol supervisors will contact a Violent Crimes Bureau (VCB) Assault Detail supervisor during normal business hours or the VCB desk sergeant after business hours to request detectives to respond to, and assist with or assume the investigation when any of the following conditions exist:

      (1) Any incident involving serious physical injury that will result in the loss of a major body function: for example, loss of a limb, paralysis, loss of eyesight, or other significant injury

      (2) Any shooting, cutting, or other event involving serious physical injury in which the suspect is known or is in custody and the victim's treatment will require more than being treated and released from an emergency room (victim admitted to the hospital after emergency room treatment)

      (3) Any incident involving complex crime scenes, numerous interviews, or when a search warrant is necessary

      (4) Officers are seriously injured

      (5) Suspect fires a weapon at an officer and misses

      NOTE: The VCB supervisor will determine the appropriate response.

   B. When patrol investigates aggravated assaults involving shootings where a person is struck by a bullet, the following investigative steps should be included:

      (1) Complete investigation of the crime scene, to include crime scene measurements, diagrams, digital photographs taken by a digital camera certified employee, individual packing of shell casings, bullets, or other evidence

      (2) Positive identification of principal parties

      (3) Scene processed by an officer or crime scene specialist when the potential for recovering latent prints exists

      (4) Audio record all interviews with primary participants (suspects, victims, and key witnesses)

   C. Aggravated Assault with a Motor Vehicle, ARS 13-1204.A.1

      (1) In serious injury and/or fatal collision situations, a Drug Recognition Expert (DRE) will be requested to respond to help determine if the driver/s are impaired by alcohol or drugs.

         - Contact the Vehicular Crimes Unit (VCU) for questions regarding aggravated assault with a motor vehicle.

      (2) The following criteria must be established to meet the charging guidelines:

         (a) The victim must sustain serious physical injury as defined in ARS 13-105.39.

            - Most cases where the victim sustains a serious laceration causing permanent disfigurement or a serious broken bone would suffice.
            - The victim **cannot** be the suspect, yet passengers in the suspect's vehicle **can be** victims.

2. C. (2) (b) The suspect must be the driver at fault and either recklessly, knowingly, or intentionally caused the injuries.

- Recklessness can be established when the driver is impaired by alcohol or drugs and the driver violates a traffic law that causes the accident: for example, runs a red light (see Operations Order 6.4, Driving Under the Influence Investigations, for more information).
- Recklessness can also be established if the driver used excessive speed [20 plus miles per hour (mph)] and made an additional violation of ARS Title 28 with no alcohol/drugs involved.

(3) Crime Scene Processing - An Arizona Crash Report (ACR) will be completed.

(a) Measurements will be accurately taken of the following evidence:

- All skid, scuff, and gouge marks
- Uncontrolled points of rest of the vehicles involved (point where vehicles came to rest directly following impact, not where drivers intentionally moved the vehicles)
- Point of impact
- Roadway measurements

(b) Digital photographs will be taken by a digital camera certified employee of the scene and vehicle damage.

(c) The suspect vehicle will be impounded as evidence and taken to 100 East Elwood.

3. **ASSAULT/AGGRAVATED ASSAULT DOCUMENTATION**

A. When reporting any type of assault, an IR will be completed.

B. The following information will be included in the IR:

(1) The relationship (if any) between the victim and the suspect

(2) Full description of injuries

(3) Height, weight, and age of victim and suspect

NOTE: When an assault is committed by an adult upon a child, the ages of the suspect and victim are vital.

(4) Any admissions made by the suspect, including knowledge of the victim's age

(5) Description of the crime scene

(6) Witness statements

4. **AGGRAVATED ASSAULT ON A POLICE OFFICER (PO)**

A. This policy is designed for patrol level investigations and is not meant to replace the policies or procedures utilized by investigative units.

B. When an officer is assaulted while acting in an official capacity, an IR **will be** completed and the suspect **should be** booked.

4. B. (1) If the aggravated assault on a PO occurs while the officer is investigating another criminal offense (shoplifting, domestic violence (DV) incident, etc.), and there is probable cause to arrest the suspect for that offense, all the offenses will be entered under one IR, and when booking the suspect, all the charges will be entered under the appropriate justice of the peace (JP) court.

(a) The initial/original criminal offense will be selected as the primary offense and the aggravated assault on a PO will be included as an additional offense.

- This allows the trail record as a whole to include the pre-assault conduct/charges leading up to the aggravated assault on a PO conduct/charge.

(b) If the investigation does not result in an arrest other than the aggravated assault on a PO, the aggravated assault on a PO will be selected as the primary offense.

(2) Any decision to **not** book a suspect **will be** made in consultation with a supervisor and the reasons will be documented in the original IR, including the name of the approving supervisor.

- A Form IV with a detailed probable cause statement will be completed and forwarded to the Assaults Unit.

(3) The original IR will be completed by a witness officer or an uninvolved officer (see section 4.C for more information).

(a) Victim officer/s will not complete the original IR for any incident in which they are a victim.

- The victim officer/s will only complete an Incident Supplement (see section 4.D for more information).

(b) Any witness officer who does not complete the original IR must complete a detailed Incident Supplement.

C. To document the aggravated assault on a PO, the original IR will include the below information in the Narrative:

(1) Any pre-assault contact (reason the officer/s were contacting the suspect)

(2) Physical description of the victim officer/s and suspect, to include what both were wearing

- Digital photographs will be taken of the officer/s and suspect by a certified camera operator using a color chart to:

  * Document what the officer/s were wearing at the time of the assault
  * Clearly depict any injuries, visible or not

(3) A brief probable cause statement from each victim officer to be paraphrased or quoted.

- This statement will be captured on body-worn camera (BWC) video to help refresh the officer's recollection at the time of the trial.
- Specific details regarding the assault, force used, and injuries will be articulated by the victim officer/s in their Incident Supplement and should not be included in this statement.
- The victim officer's desire to prosecute should be included in this statement.

EXAMPLE: "I attempted to place John Doe under arrest for shoplifting when he struck me multiple times. I received medical attention for my injuries. I wish to press charges for the aggravated assault."

4. C. (4) Any non-officer witness/es' and non-officer victim/s' interviews

(5) If applicable, any identification process utilized (one-on-one identification, photographic line-up, etc.) to identify a subject as the suspect of the aggravated assault on a PO.

(6) The time the suspect was advised of their Miranda Rights, and any subsequent suspect interview for the initial incident and the aggravated assault on a PO.

- This will be captured on body-worn camera (BWC) video or audio recorded to prevent a claim of self-defense at trial.

(7) Medical treatment provided to the victim officer/s, to include Fire's information and any medical record numbers.

D. Each victim officer will complete their own Incident Supplement which will include the below information:

(1) Description of uniform or readily identifiable police apparel

(2) If the suspect was identified or attempts were made to identify the suspect prior to the aggravated assault on a PO, document how this was accomplished.

(3) Any pre-assault suspect contact

(4) Any steps taken to prevent escalation of the incident

(5) Details regarding the suspect's assault on the victim officer/s to include:

- Suspect's statements
- Assault duration
- Severity of assault
- Description of suspect's mental state

(6) Details regarding any force used by the victim officer/s

(7) Description of the injuries the officer sustained (to include any medical treatment received) and/or damage to police clothing/equipment

E. When practical, a search warrant should be authored to collect deoxyribonucleic acid (DNA) and blood (to establish any intoxication) from the suspect.

- An available patrol phlebotomist and a DNA certified officer should be utilized to author any necessary search warrants and collect evidence.

F. The suspect's fingerprints and photographs will be obtained in most cases.

- The LiveScan system should be used to obtain a full set of prints and the ImageWare Systems (IWS) should be used for full face and profile photographs.

  * If the LiveScan system is not available, a full set of fingerprints (including palms), using the FBI criminal fingerprint card (FD-249), and photographs (full face and profile) will be obtained.

G. The officer completing the original IR will review their investigation and the IR with a supervisor to determine the appropriate charge/s.

(1) The suspect will be charged with one or more (if applicable) of the following ARS 13-1204 codes:

4. G. (1) (a) Aggravated assault, ARS 13-1204.A.1, when the officer sustains a serious physical injury, as described in ARS 13-105.39, a class 2 felony

(b) Aggravated Assault, ARS 13-1204.A.2, when the suspect used a deadly weapon or dangerous instrument, a class 2 felony

(c) Aggravated Assault, ARS 13-1204.A.3, when the suspect causes a fracture or temporary substantial disfigurement/impairment, a class 3 felony

(d) Aggravated Assault, ARS 13-1204.A.8.(a), when the officer sustains no serious injury and the suspect has reason to know the victim is a police officer, a class 5 felony

(e) Aggravated Assault, ARS 13-1204.A.9.(a), when the suspect had reason to know the victim was a police officer and takes or attempts to exercise control over the officer's firearm, a class 3 felony.

(f) Aggravated Assault, ARS 13-1204.A.9.(b), when the suspect had reason to know the victim was a police officer and takes or attempts to exercise control over any other weapon the officer is using or attempting to use, a class 5 felony.

(g) Aggravated Assault, ARS 13-1204.A.9.(c), when the suspect had reason to know the victim was a police officer and takes or attempts to exercise control over any implement the officer is using or attempting to use, a class 6 felony.

- "Implement" refers to an object designed for or capable of restraining or injuring a subject, not including handcuffs.

(h) Aggravated Assault, ARS 13-1204.A.11, when the suspect uses a simulated deadly weapon, a class 3 felony.

1. **EMBEZZLEMENT**

A. Patrol supervisors will contact the Financial Crimes Detail of the Property Crimes Bureau during normal business hours to request detectives to respond to and assist with or assume the investigation when a case involves a manipulation or alteration of multiple documents occurring over an extended period of time.

- After normal business hours, the Violent Crimes Bureau (VCB) desk sergeant will be contacted and the detail supervisor will determine the appropriate response.

B. Embezzlements not involving forgery or the manipulation of business records will be investigated by Property Investigations Unit detectives.

- After normal business hours, the Communications Bureau will be contacted and the detail supervisor will determine the appropriate response.

C. Documentation

(1) Reports of embezzlements will be documented in an Incident Report (IR).

(2) IRs will not be taken until after the victim has provided documentation establishing the location and occurrence of the crime.

(3) When property is embezzled or funds are misappropriated during an extended period of time by the same suspect, only one IR will be required.

1. **KIDNAPPING**

A. The Violent Crimes Bureau (VCB) Robbery Unit detectives will normally investigate the following types of kidnapping cases:

(1) The victim has not been released and is in jeopardy.

(2) No indication of being sexually motivated or domestic violence related.

(a) During normal business hours, patrol supervisors will contact VCB to request detectives to assume the initial investigation.

(b) After normal business hours, the VCB desk sergeant should be contacted and the VCB supervisor will determine the appropriate response.

B. The Family Investigations Bureau (FIB) detectives will investigate the following types of kidnapping cases:

(1) Sexually motivated

(2) Domestic violence related

(a) During normal business hours, patrol supervisors will contact FIB to request detectives to assume the initial investigation.

(b) After normal business hours, the VCB desk sergeant should be contacted and the FIB stand-by supervisor will determine the appropriate response.

C. When persons of any age are missing under circumstances indicating the disappearance may not be voluntary, consideration should be given to implementing Operations Order 4.4, Missing Person Response Plan.

2. **DOCUMENTATION**

A. All kidnapping reports taken during a shift must be completed and submitted for approval according to the guidelines outlined in Operations Order 8.4, Reports.

1. **SEXUAL ASSAULT**

A. Patrol officers will normally conduct the initial investigation for sexual assault cases when the crime scene is basic.

- Officers may contact the Family Investigations Bureau (FIB) Sex Crimes Detail with any questions.

B. Patrol supervisors will contact the Sex Crimes Detail during normal business hours, or the Violent Crimes Bureau (VCB) desk sergeant after hours, to request detectives to assume the initial investigation when one or more of the following circumstances exist:

- Unusually complex investigation (complex or multiple scenes, search warrant required, suspect to be interviewed, multiple victims, or multiple witnesses to be interviewed)
- The sexual assault involves a high-profile incident or serial rapist
- The sexual assault was committed in conjunction with a home invasion or business robbery
- The victim receives serious injury requiring hospitalization
- Non-acquaintance sexual assault where the victim is kidnapped and transported to a secondary location
- It is in the best interest of the Department

C. The FIB/VCB supervisor will determine the appropriate response.

2. **VICTIM CONTACT**

A. Victims of sexual assault may respond differently to these incidents.

(1) Officers should be aware some victims may display anger or be so emotionally traumatized they cannot answer questions or may even be in denial.

(2) An initial in-depth interview may not be possible or appropriate, however the investigating officer should attempt to determine if a crime occurred and what type of crime, (sexual assault, sexual abuse, etc.).

(3) Consideration should be given to obtaining available information from the victim without turning the interview into an interrogation.

- Basic facts need to be established in order to determine the response of additional personnel: for example, detectives or a Forensic Nurse Examiner (FNE).

B. It is important victims are treated with compassion, and, if necessary, they should receive immediate medical attention.

3. **SEXUAL ASSAULT MEDICAL EXAMINATION**

A. Pursuant to Arizona Revised Statutes (ARS) 13-1414, Maricopa County is legally responsible for any medical or forensic interview expenses incurred for evidence gathering in sexual assault cases occurring within Maricopa County.

(1) Treatment related to the sexual assault, such as X-rays to check for fractures or stitches, are not required by law to be paid for by Maricopa County.

(2) Officers should inform victims they may be held financially responsible for any hospital or doctor bills not paid for by Maricopa County.

B. FNEs will conduct all sexual assault exams in Maricopa County.

3. B. (1) The below locations are authorized for exams in Maricopa County:

Phoenix Family Advocacy Center (FAC)	2120 North Central Avenue, Suite 250, Phoenix
Northwest Glendale FAC	4600 West Glendale Avenue, Glendale
Mesa FAC	225 East 1st Street, Mesa
Scottsdale Memorial Hospital - Osborn	7400 East Osborn, Scottsdale
Scottsdale Memorial Hospital - North	9003 East Shea Boulevard, Scottsdale
Goodyear FAC	140 North Litchfield Road, Goodyear
Scottsdale FAC	10225 East Via Linda, Scottsdale

(2) The Phoenix FAC should be the primary location for exams; however, circumstances may arise that would preclude the victim from being examined at one of the centers: for example, serious injury requiring hospitalization.

C. Digital photographs should be taken by a digital camera certified employee using a color chart to clearly depict any reports of injuries, visible or not.

D. Requesting the Examination of a Sexual Assault Victim

(1) The victim must state they are willing to submit to a sexual assault examination for the collection and preservation of evidence and be at least 12 years old.

- The incident must have occurred within 120 hours (five (5) days).
- The age of the victim and nature of the allegation may warrant the exam being completed by medical personnel at ChildHelp USA, 2346 North Central Avenue, Phoenix.

(2) Officers should be aware sexual assault victims are considered part of the crime scene and shall be treated as such by ensuring potential evidence is not lost or contaminated (strongly encourage the victim to not eat, drink, urinate, etc.).

(3) If detectives will be responding and assuming the initial investigation:

- Responding detective/s will coordinate the FNE response.
- Patrol officers will be required to transport the victim to an FAC

(4) If detectives will not be responding, officers will:

- Request an FNE through the FNE's on-call pager which can be provided by the VCB desk sergeant.
- Transport the victim to an FAC (for chain of custody reasons, the victim will be transported by City personnel, NOT family or friends)
  - For victims having injuries requiring hospitalization or who are already being treated at a hospital, the FNE will respond to the victim's location for the exam.
  - In most cases the investigating officer will transport the victim to an FAC, however the Fire Department Crisis Response (CR) units are available for transportation needs and can be contacted via fire dispatch.
- Ensure photographs are taken of any injuries sustained by the victim.

(5) As part of the protocol, a victim advocate will usually be notified by the FNE and will respond to the FAC; however, victim advocates can also be contacted via radio through the CR unit.

E. Access to the Phoenix Family Advocacy Center (FAC)

(1) Officers will access parking for the Phoenix FAC from the driveway located on the top floor of the parking garage on the west side of the building.

3. E. (2) Officers will enter the access code on the keypad and enter the building.

- Current codes will be available from the radio supervisor or the VCB desk sergeant.

(3) Once inside, officers will enter the elevator to their right and go to the second floor.

(4) Officers will exit the elevator and proceed down the hall to the first door marked "Nurse's Area" and access the door with their identification (ID) badge.

(5) Officers will wait with the victim until the FNE arrives or a victim advocate assumes responsibility of the victim.

(6) For safety reasons, the officer may have to stay with the FNE while the exam is conducted.

- The victim advocate will provide immediate and follow-up care for the victim.
- Officers can complete associated paperwork while at the facility.
- Disposition of the sexual assault kits will be handled by the FNE.

(7) Outside agencies needing access to the Phoenix FAC after hours will contact their department's radio dispatch.

- They will be responsible for contacting an FNE for assistance in performing the exam.
- The access code for the facility can be obtained through the Phoenix Police Department radio dispatch.
- Outside agencies will take possession of the sexual assault kit prior to leaving the facility.

F. Sexual Assault Kit

- The FNE is responsible for the disposition of the kit.

4. **DOCUMENTATION**

A. Any sexual assault report that requires immediate follow-up will be completed as soon as possible.

B. Information that will be included in the Incident Report (IR):

NOTE: Officers' personal opinions will not be included in the IR.

(1) Victim	• Full name, address, telephone numbers, employment data, complete physical description, emotional state, and clothing worn **NOTE**: If it is determined the victim does not have a local address or a phone number, advise the victim to call the Sex Crimes Detail at 602-534-2121 once the victim has a contact phone number or address.
(2) Suspect	• Full description including full name, addresses, marks, scars, tattoos, jewelry, facial hair, glasses, speech, odors, other criminal history, and master name index (MNI) number
(3) Multiple Suspects	• Each suspect must be individually designated, described, and separate acts determined
(4) Weapon	• Describe the kind and any observed characteristics
(5) Vehicle	• Description including type, make, model, observed characteristics, license number, color, damage, unique feature of interior/exterior, locations of physical contact by the suspect and victim
(6) Incident Location	• Address, type of structure (apartment, house, etc.), area (mountain, desert, etc.), lighting, entrance, and exit sites
(7) Injuries	• Describe injuries, (marks, bruises, etc.), or lack of injuries • Nurse's name and any comments made, excluding personal opinions

4. B. Information that will be included in the Incident Report (IR): (Continued)

(8) Witnesses/ Investigative Leads	• Full name, race, sex, address, home and work phone numbers, and work/school hours
(9) Investigative Evidence	• Fingerprints: Processed by whom, where, what • Photographs: Digital by whom, where, what, how many, and person directing the photographs be taken • Property Damage: What, how, significance • Biological Evidence: Semen, blood, saliva, urine, feces, hair, and the location found, amount, how collected, and from whom, if known ∗ Biological evidence must be dried prior to impounding. ∗ Ensure the appropriate impound location: for example, *Family Advocacy Center* or *Drying Room*, is selected for the "Impounded Site" ∗ See Operations Order 8.1, Evidence, Impounding, and Property, for further details. • Other Evidence: Number each item, describe it, and where it was obtained, note if photographed, processed for prints, or submitted for scientific analysis, and disposition.
(10) Interviews	• Provide separate and complete statements documenting remarks of all persons interviewed. • List observations, knowledge, and involvement of each person.
(11) Critical Elements	• These must be established by documented actions of the suspect and provided by the victim's interview and corroborated by the physical and circumstantial evidence.
(12) Narrative	• Synopsis: Briefly describe what happened, to whom, when, where, and how. • Report Body: ∗ Date and time of dispatch, to where and for what reason ∗ Who and what were present at arrival ∗ Description of the incident scene ∗ Event description by victim/witness/suspect ∗ Detailed description of specific sex acts involved ∗ Evidence locations ∗ Victim's condition

1. **INITIAL INVESTIGATION PROCEDURES**

A. Child sex crimes include:

- Child Molestation - Arizona Revised Statute (ARS) 13-1410
- Sexual Abuse of a Minor - ARS 13-1404
- Sexual Assault of a Minor - ARS 13-1406
- Sexual Conduct with a Minor - ARS 13-1405
- Sexual Exploitation of a Minor - ARS 13-3553
- Luring a Minor for Sexual Exploitation – ARS 13-3554
- Furnishing Obscene Material to a Minor - ARS 13-3506

B. The responding patrol officer/s should determine if a child sex crime has occurred and which agency has jurisdiction by interviewing the reporting party and evaluating all available information.

(1) Obtain the who, what, when, and where from the reporting party.

NOTE: When the Crimes Against Children Unit (CACU) assumes the investigation (see section 2 of this order), the victim should not be interviewed unless directed by a CACU supervisor or detective.

- Vague disclosures, such as "he touched my privates," are substantial enough to warrant further investigation.

(2) If the crime occurred in another jurisdiction (within Maricopa County), officers will contact the appropriate agency and request that agency to respond/initiate a report, or provide that agency's contact information to the reporting party [this information/the name of the agency's representative will be documented in a Field Interview (FI)].

- If the agency is unknown, or the reporting party advises they contacted the appropriate agency but it is unknown if a report was completed, officers will complete an Incident Report (IR) ensuring Family Investigations Bureau (FIB), Child Crimes is selected for "Offense Element 2".

  * A CACU detective will ensure the report is forwarded to the appropriate agency.

(3) If the crime occurred in another jurisdiction (outside Maricopa County), officers will contact the appropriate agency and inquire how they would like the Department to proceed.

- The agency may request an IR to be completed or request CACU to assist with the initial investigation (contact CACU with questions or concerns).

(4) If the child sex crime occurred in the State of Arizona, responding officers will file a referral with the Department of Child Safety (DCS).

C. Patrol supervisors will contact CACU during normal business hours or the Violent Crimes Bureau (VCB) desk sergeant after hours to determine if it is appropriate/necessary for CACU to assume the initial investigation.

D. Telephone Reference Numbers:

DCS Child Abuse Hotline	1-888-767-2445* (1-888-SOS-CHILD)
CACU	(602) 534-3200
FIB	(602) 534-2121
VCB desk sergeant	(602) 262-6141
Legal Unit	(602) 534-0126
* For the law enforcement only number, contact the VCB desk sergeant.	

2. **PROCEDURES WHEN CACU ASSUMES THE INITIAL INVESTIGATION**

A. CACU detectives of FIB will normally assume the initial investigation of a child sex crime (day or night) if any of the following circumstances exist:

- In-home sexual abuse or suspect is known and there is an immediate danger of the victim being contacted or re-victimized by suspect
- Search warrant is required to obtain evidence (pornography, videos, computers, photos, etc.)
- Involves multiple victims or a complex investigation with several witnesses and/or suspects
- Biological evidence needs to be preserved (medical examination) (see section 4 of this order for more information)
- Suspect is not known to the victim and is in custody (see section 6 of this order for suspects not known to the victim and not in custody)
- High-profile incident or person: for example, involving school or church personnel
- Best interest of the Department

(1) The CACU supervisor or detective/s will respond to the hospital (if applicable) or request the responding officer/s to transport the victim to the Family Advocacy Center (FAC) for an interview and/or medical examination.

- After normal business hours, the CACU supervisor and/or detective/s will be called out to respond to the hospital/FAC.

(2) The officer who spoke directly to the reporting party will brief the CACU supervisor and/or detective/s and, at the direction of the CACU supervisor and/or detective, will document their involvement.

3. **PROCEDURES WHEN CACU DOES NOT ASSUME THE INITIAL INVESTIGATION**

A. The initial Incident Report (IR) will be completed by patrol officers based on the information provided by the reporting party.

- The victim does not need to be present: for example, report is being made by a counselor or therapist.
- See section 4 of this order for information regarding medical examinations.

B. Officers should evaluate whether or not it is appropriate or necessary to interview the child.

(1) Officers may interview older children (15 and over) if appropriate, and younger children (under 15) if necessary and/or at the direction of a CACU sergeant or detective.

- If an interview is done, officers should do the following:

  * Talk with the child **alone** in a private setting.
  * Consider audio recording the interview; however to put the victim at ease, also consider concealing the recorder.
  * Ask who, what, when, and where. If it is necessary to go into detail once these questions are answered, use non-leading questions and phrases such as, “I heard something happened to you…tell me about that.” …”And then what happened right after that?”
  * If the child is withdrawn or is known to have cognitive or learning disabilities, do not attempt to interview and document this information n the report.

4. **MEDICAL EXAMINATION** - An examination performed by medical personnel/a Forensic Nurse Examiner (FNE) to collect specific specimens and document injuries (may be conducted up to 120 hours (5 days) after the sex crime).

   NOTE: If the victim has not already done so, the victim should not bathe, change clothes, etc., prior to the examination.

   - After contact is made with a CACU supervisor or the VCB desk sergeant, officers may be requested to transport the victim to FAC, 2120 North Central Avenue Suite 250, Phoenix, Arizona 85004.

5. **DOCUMENTATION**

   A. Child sex crime reports will be completed and approved following the priority guidelines outlined in Operations Order 8.4, Reports.

      - The Child Crime Incident Report template should be used when completing the IR.

6. **DUTY TO REPORT**

   A. Per ARS 13-3620, certain persons (includes peace officers) who reasonably believe a minor is or has been a victim of abuse, physical injury that appears to have been inflicted on the minor by other than accidental means, neglect and denial, or deprivation of medical or surgical care or nourishment of minors, must immediately report, or cause reports to be made of, this information to a peace officer, DCS, or tribal law enforcement or social services agency for any Indian minor who resides on an Indian reservation.

      - Failure to report a non-reportable offense is a class 1 misdemeanor.
      - Failure to report a reportable offense is a class 6 felony. Reportable offenses:

        * Indecent exposure – ARS 13-1402
        * Public sexual indecency – ARS 13-1403
        * Sexual abuse - ARS 13-1404
        * Sexual conduct with a minor - ARS 13-1405
        * Sexual assault - ARS 13-1406
        * Child molestation – ARS 13-1410
        * Voyeurism – ARS 13-1424
        * Luring a minor for sexual exploitation – ARS 13-3554
        * Surreptitious photographing, videotaping, filming or digitally recording, or viewing a minor - ARS13-3019
        * Child prostitution - ARS 13-3212
        * Incest - ARS 13-3608
        * Unlawful mutilation - ARS13-1214

      NOTE: Specific knowledge that the information has already been reported satisfies the obligation to report.

1. **CHILD ABUSE - ARIZONA REVISED STATUTE (ARS) 13-3623**

A. Responding patrol officers should determine if the crime of child abuse has occurred by interviewing the reporting adult, the child (if appropriate), and evaluating all available information.

- Responding officers will file a referral with the Department of Child Safety (DCS).

(1) If the crime occurred in another jurisdiction (within Maricopa County), officers will contact the appropriate agency and request that agency to respond/initiate a report, or provide that agency's contact information to the reporting party [this information/the name of the agency's representative will be documented in a Field Interview (FI)].

- If the agency is unknown, or the reporting party advises they contacted the appropriate agency but it is unknown if a report was completed, officers will complete an Incident Report (IR) ensuring Family Investigations Bureau (FIB), Child Crimes is selected for "Offense Element 2".

  * A CACU detective will ensure the report is forwarded to the appropriate agency.

(2) If the crime occurred in another jurisdiction (outside Maricopa County), officers will contact the appropriate agency and inquire how they would like the Department to proceed.

- The agency may request an IR to be completed or request CACU to assist with the initial investigation (contact CACU with questions or concerns).

B. Patrol supervisors will contact the Crimes Against Children Unit (CACU) of the Family Investigations Bureau (FIB) during normal business hours or the Violent Crimes Bureau (VCB) desk sergeant after hours when any of the following circumstances exist:

- Child requires hospitalization as a result of suspected non-accidental trauma per attending physician
- Child is a victim of wet or dry burns, such as from boiling water, cigarettes, or the stove
- Search warrant is required to obtain evidence or process the crime scene
- High-profile incident or person: for example, involving school or church personnel
- Best interest of the Department

C. Telephone Reference Numbers:

DCS Child Abuse Hotline	1-888-767-2445* (1-888-SOS-CHILD)
CACU	(602) 534-3200
FIB	(602) 534-2121
VCB desk sergeant	(602) 262-6141
Legal Unit	(602) 534-0126
* For the law enforcement only number, contact the VCB desk sergeant.	

D. Procedures When CACU Responds to Assume the Initial Investigation

(1) CACU detectives will normally respond to assume the investigation of child abuse (day or night) involving the above circumstances.

(a) The CACU supervisor and/or detective/s will respond to the hospital (if applicable) or request the responding officer/s to transport the victim to the Family Advocacy Center (FAC) for an interview and/or medical exam.

- After normal business hours, the CACU supervisor and/or detective/s will be called out to respond to the hospital/FAC.

1. D. (1) (b) The officer who spoke directly to the reporting party will brief the CACU supervisor and/or detective/s and, at the direction of the CACU supervisor and/or detective, will document their involvement.

E. Procedures When CACU Does Not Respond to Assume the Initial Investigation

(1) The initial Incident Report (IR) will be completed by patrol officers based on the information provided by the reporting party.

(2) Digital photographs should be taken using a color chart to clearly depict any injuries, visible or not.

(a) A crime scene specialist should take photographs when the injuries are visible.

(b) A digital camera certified employee should take photographs when the injuries are not visible.

NOTE: To aid in prosecution, every effort to obtain photographs will be made (request via radio, request to another precinct, etc.).

(3) Children may be interviewed in situations involving minor injuries.

- Talk with the child in an environment where they feel safe.
- Document the presence and identity of anyone present during the interview, such as a teacher or school nurse.
- Ask who, what, when, and where using non-leading questions and phrases, such as “I heard something happened to you” or “Tell me about how you got hurt.”

(4) Patrol officers should conduct follow-up by interviewing witness/es and the suspect regarding the allegation.

- Officers should consider asking for consent for seizure of instrumentality: for example, belt or wooden spoon.

  * Impound any evidence including the Consent to Search Form 80-273D.

F. Documentation

- The same IR format listed in Operations Order Chapter 4.33, Sexual Assault, should be followed.

2. **CHILD NEGLECT - ARS 13-3619 AND CONTRIBUTING TO THE DELINQUENCY - ARS 13-3613**

A. The circumstances/situations that establish child neglect and contributing to the delinquency are very similar. The following circumstances/situations are not all inclusive but provide some examples:

(1) The home is unfit - Factors include but are not limited to:

- Pest infestation
- Presence of human or animal excrement
- Absence of electricity or running water
- Non-working toilets, tubs, or showers
- Age and physical condition of child/ren
- Other situations which pose a threat to the health or welfare of the child/ren.
- Absence of food, toiletries, or other necessities

NOTE: A dirty or messy house is not sufficient enough for establishing an unfit home.

2. A. (2) The child is without adult supervision or abandoned - Factors include but are not limited to:

- Length of time child was left alone
- Age of child
- Any physical or mental disabilities of the child
- Time of day, weather conditions, hazards: for example, two (2) year-old walking near roadway during rush hour traffic

B. Initial Response for an Abandoned Child Incident

(1) When an unidentified abandoned child is found wandering the streets or other public place, the first officer on scene will perform the following based on the circumstances of the child:

(a) Child unable to communicate due to age or disabilities:

- Contact the child and determine if medical treatment is necessary
- Notify a supervisor of the situation
- Check with dispatch to see if any missing juvenile calls are holding
- Request other units to help search the immediate area for the child's parent/ guardian and/or any possible witnesses

(b) Child able to communicate:

- Ask the child his/her name
- Determine if medical treatment is necessary
- Verify the child is not already listed as a missing juvenile
- Ask the child if he/she knows where they live or if he/she can show you where they live
- Check with dispatch to see if any missing juvenile calls are holding
- Notify a supervisor of the situation

(2) When an abandoned child is located in a private residence, officers should interview the reporting adult, the child (if appropriate), and evaluate any other available information to help locate the parent/guardian.

(3) Supervisor's responsibilities:

(a) If the parent/guardian is not located in a relatively short amount of time, coordinate the activities of participating personnel to ensure a proper investigation is completed.

(b) Ensure all necessary information regarding the found child is shared with other agencies or jurisdictions (if appropriate).

(c) Ensure an accurate log or record is kept of persons and houses contacted, actions taken, and participating personnel.

(d) Contact a CACU supervisor who will coordinate with the public information officer (PIO) for possible release of a photograph to the media.

(4) Once the parent/guardian is located, officers will determine if the situation requires the completion of an IR based on the criteria listed in sections 2.A. of this order.

- If the situation does not fit the criteria listed in sections 2.A., officers should consider documenting the circumstances by completing an IR listing the child as an Other/Missing Person/Found.

(5) If the parent/guardian cannot be located, officers will follow procedures for Foster Home/Shelter Placement as outlined in Operations Order 4.18, Juvenile Procedures.

2. C. Documentation

(1) Document the scene in detail by thoroughly describing observations and other senses, such as smell (avoid vague descriptions such as "there was a foul odor").

EXAMPLE: "There was a strong odor of cat feces and urine that was so foul and powerful it made officers gag/caused nausea/caused headaches, etc."

(2) Photographs of the victim/s and scene will be taken by a digital camera certified employee to support the observations to be documented in the IR.

NOTE: Due to the fact charges will not be filed without photographs, every effort to obtain photographs will be made (request via radio, request to another precinct, etc.).

(3) Officers may issue an Arizona Traffic Ticket and Complaint (ATTC), in lieu of detention, for neglect and/or contributing to the delinquency to the suspect based on the factors determined at the scene.

(4) Officers will notify DCS of the situation and document DCS history in the IR.

D. Follow-Up - If information is developed relating to an open case, an Incident Supplement will be completed.

3. **DUTY TO REPORT**

A. Per ARS 13-3620, certain persons (includes peace officers) who reasonably believe a minor is or has been a victim of abuse, physical injury that appears to have been inflicted on the minor by other than accidental means, neglect and denial, or deprivation of medical or surgical care or nourishment of minors, must immediately report, or cause reports to be made of, this information to a peace officer, DCS, or tribal law enforcement or social services agency for any Indian minor who resides on an Indian reservation.

- Failure to report a non-reportable offense is a class 1 misdemeanor.
- Failure to report a reportable offense is a class 6 felony.

NOTE: Specific knowledge that the information has already been reported satisfies the obligation to report.

1. **ARIZONA REVISED STATUTES (ARS)**

A. Officers should refer to the proper ARS code to determine the appropriate charge.

B. Refer to the following chart for codes relating to threats, harassment, and stalking:

(1) ARS 13-1202	Threatening or Intimidating
(2) ARS 13-2916	Use of an Electronic Communication to Terrify, Intimidate, Threaten, or Harass
(3) ARS 13-2921	Harassment
(4) ARS 13-2923	Stalking

2. **ANNOYING TELEPHONE CALLS**

A. Nuisance or Harassing Phone Calls on Home Phones

(1) Victims will be advised of the automated Call Trace feature for home phones only.

(a) When a person receives a nuisance or harassing phone call they think should be traced, the person should:

- Hang up on the caller
- Immediately lift the receiver, listen for the dial tone, and then press ***57** (1157 on rotary telephones)
- Follow the recorded instructions
- At the conclusion of the trace, a voice recording will tell the caller whether or not the trace was successful

  * A charge will apply for each successful trace (advise the victim to contact their phone service provider for more information).
  * If the trace is unsuccessful, no charge will apply.

(b) Normally three successful traces are necessary before any action can be taken.

(c) Once a number has been traced three (3) times, if the victim desires further action, they must contact their phone service provider.

NOTE: An investigation/report by the police is **NOT** required for a phone service provider to begin their investigation process.

(d) The phone service provider will only release information about the traced call to a law enforcement agency.

- If the victim desires prosecution, the victim will be advised by the phone service provider to file a police report.

  * Once the suspect's name is included in a police report, the information becomes public record and the victim can request and pay for a copy of the report as a public records request.

(2) Officers will not advise victims to use ***69** (*69 does not trace the caller and offers no evidence for prosecution).

(3) Victims can block any future harassing calls by using *60 followed by the suspect phone number.

B. The automated Call Trace feature is not available for mobile phones.

- Advise victims the TrapCall application (app) is available for mobile phones to unmask blocked and private numbers.

2. C. Documentation - If the victim desires prosecution concerning these calls, an Incident Report (IR) containing the following information will be completed:

- Pertinent information concerning the victim
- Conversations between the suspect/s and the victim/s
- Names of anyone the victim feels may be responsible
- Frequency of the telephone calls and the approximate duration of each call
- Any audio recordings will be impounded

3. **THREATENING TELEPHONE CALLS**

A. Victims will be advised to:

(1) Utilize Call Trace (***57**) as described above if the threatening phone call was received on their home phone.

(2) Audio record any further calls involving the suspect or let the call go to voicemail.

(3) Maintain a log of threatening calls (containing the date, time, and conversation).

B. Possible Danger to Victims

(1) If an officer becomes aware of possible danger to a victim, the officer should promptly attempt to alert the victim.

(a) The officer will explain procedures for obtaining an Order of Protection or an Injunction Against Harassment.

(b) The level of further assistance provided should be commensurate with the seriousness and legitimacy of the threat.

(2) When an officer becomes aware of possible danger to a victim but the victim is in another jurisdiction, the officer should contact the appropriate law enforcement agency and request that reasonable precautions be taken.

(3) Documentation - If the victim desires prosecution concerning these calls, an IR containing the following information will be completed:

- Pertinent information concerning the victim
- Names of anyone the victim feels may be responsible
- Any audio recordings will be impounded

Phoenix Police Department's Operations Orders Section 4.37 is restricted, and is not available for dissemination to the general public.

1. **DRUG OFFENSES**

A. Drug offenses are found in Arizona Revised Statutes (ARS), Title 13, Chapter 34.

(1) Common Drug Offenses

ARS-13-3102.A.8	Using or Possessing a Deadly Weapon during the Commission of any Felony Offense included in Chapter 34
ARS 13-3403.A.1	Possession and sale of a Vapor-Releasing Substance Containing a Toxic Substance
ARS 13-3405.A.1	Possession of Marijuana (POM)
ARS 13-3405A.2	Possession of Marijuana for Sale
ARS 13-3405A.4	Transporting Marijuana for Sale
ARS 13-3407.A.1	Possession or Use of a Dangerous Drug (PODD)
ARS 13-3407.A.2	Possession of a Dangerous Drug for Sale
ARS 13-3407.7	Transporting a Dangerous Drug
ARS 13-3408.A.1	Possession or Use of a Narcotic Drug (POND)
ARS 13-3408.A.2	Possession of a Narcotic Drug for Sale
ARS 13-3408.A.7	Transporting a Narcotic Drug
ARS-13-3411	Possession, Use or Sale of Marijuana, Peyote, Prescription Drugs, or Narcotic Drugs, or Manufacture of Dangerous Drugs in a Drug Free School Zone
ARS 13-3413.A	Possession, Manufacture, Delivery, and Advertisement of Drug Paraphernalia
ARS-13-3417	Use of Wire Communication or Electronic Communication In Drug Related Transactions

(2) Imitation Drug Offenses

ARS 13-3455.A	Manufacturing or Distribution of Imitation Over-the-Counter Drugs
ARS 13-3456.A	Possession of an Imitation Controlled Substance
ARS 13-3457.A	Possession of an Imitation Prescription-Only Drug
ARS 13-3458.A	Possession of an Imitation Over-the-Counter Drug
ARS 13-3459.A	Possession of Imprinting Devices

(a) Officers will submit an Incident Report (IR) for follow-up investigation by the Drug Enforcement Bureau (DEB).

(b) Field officers will not make on-view arrests, but will seize substances they believe to be imitation drugs.

- Imitation drug substances seized for destruction purposes only do not require an IR.

(3) Elements of Criminal Charges

(a) Possession	To be in possession, an illegal substance must be either in a person's possession or under their personal control. • Possession may be held by more than one person. • There must be evidence establishing each person exercised authority and control over the illegal substance. • Mere presence at the scene where others are using illegal substances and knowledge that others are using them does not constitute a possession violation. • Caution must be taken when arresting for illegal substance violations to ensure only those persons having actual control over an illegal substance are taken into custody. • When there is doubt as to who was in possession or control of the illegal substance, an IR will be completed and the evidence seized and submitted for scientific analysis.

1. A. (3) Elements of Criminal Charges (Continued)

(b) Usable Quantity	The quantity of an illegal substance present must be sufficient enough to be swallowed, injected, or smoked according to known practices and uses. • For marijuana arrests, a sufficient amount of marijuana must be present to make one-half of a marijuana cigarette. • In the case of seeds only, there must be a sufficient number in one place to indicate that they are being saved for germination. • When there is doubt as to usable quantity, submit an IR.
(c) Useable Condition	• Marijuana seeds are considered usable if they are in a condition to germinate; burnt or split seeds will not germinate. • When there is doubt as to usable condition, an IR will be submitted. • Arrests will only be made when illegal substances are in a useable condition.

B. Officers may request assistance from DEB in determining if the necessary elements of an offense are present or for determining if a substance is an illegal substance.

2. **HANDLING DRUGS**

A. **Officers will never taste or smell any suspected illegal substance.**

B. Considerable care will be taken when handling suspected illegal substances.

(1) Officers will handle suspected illegal substances as little as possible to avoid accidental exposure and **will wear** proper personal protective equipment (PPE) when the suspected illegal substance must be handled beyond the initial locating/finding of the substance.

(2) Proper PPE includes nitrile gloves (two pairs are recommended) and, when loose substances present the potential for exposure or inhalation, an N-95 mask and safety glasses (or air-purifying respirator (APR) gas mask).

- Gloves should be changed often as substances can be absorbed directly through the skin.
- Special care should be taken when handling suspected illegal substances in liquid form.
  - Gloves should be changed immediately if the liquid substance makes contact with the gloves.

(3) Officers will wash their hands thoroughly after handling any suspected illegal substance and disposable (single-use) items will be properly disposed of in a clearly marked hazardous material container.

- Non-disposable PPE items will be cleaned with copious amounts of water.

C. To determine if a substance is illegal, a field test should be conducted which will **ONLY** be performed by a current certified controlled substance officer (CSO).

3. **CONTROLLED SUBSTANCE OFFICER (CSO) PROGRAM**

A. General Information

(1) CSOs are certified in a 16 hour class and must complete annual certification training provided by the Laboratory Services Bureau (LSB) to field test drugs using marijuana chemical field test kits or the TruNarc™ handheld narcotics analyzer.

(2) CSOs generate affidavits through the records management system (RMS) certifying the results of field tests which are used by the Maricopa County Attorney's Office (MCAO) to charge suspects with drug offenses.

3. B. CSO Program Requests

(1) To participate in the CSO program, officers will submit a memorandum through their chain of command to LSB.

(2) Precincts/bureaus will be allotted CSO positions based on funding and to ensure proper coverage throughout the City.

- Coverage gaps will be identified and evaluated by LSB annually.

C. CSO Requirements

(1) Each CSO must perform at least 10 correct field identifications (IDs) per year.

(2) CSOs may be removed from the program for:

- Misidentification of a drug
- Excessive paperwork errors
- Testing prohibited items
- Failure to notify the Controlled Substances Section of LSB of errors
- Failure to complete corrections
- Using inappropriate test kit/instrument
- Failure to adhere to the program/Department policies

D. When handling suspected illegal substances/conducting field tests, CSOs will:

- Wear proper PPE and wash hands after handling suspected illegal substances/test kits.
- Use only the appropriate amount of the suspected illegal substance.
- Conduct testing in open and well ventilated area.

E. Marijuana Chemical Field Test Kits

- Marijuana chemical field test kits are authorized for, and will only be used by, current certified CSOs (no other chemical field test kits are to be used).

NOTE: Do not eat, drink, or smoke when using marijuana chemical field test kits.

F. TruNarc™ Handheld Narcotics Analyzer - Uses Raman spectroscopy and contains a class B laser which is powerful enough to cause eye damage and ignite flammable or explosive materials.

- The TruNarc device is authorized for, and will only be used by, current certified CSOs who will:

  * Perform self-checks and testing at least 14 inches away from eyes.
  * Not test items on a reflective surface.
  * Not test suspected explosives.
  * Not test dark materials (suspected heroin may be tested with special preparation in the H kit/ethanol vial).

4. **DECISION TO ARREST**

A. To arrest for a drug offense, sufficient probable cause must be established to indicate the substance in question is actually an illegal substance.

4. B. Officers may use their discretion when deciding to make a drug-related arrest.

- If an arrest is to be made during the initial investigation, every effort will be made to have a field test completed by a current CSO for any approved drug listed on the CSO PolicePoint page at http://policepoint/4830/B2023/cso/SitePages/Home.aspx.
- In some instances it may be preferable to release a person found with a substance believed to be illegal and pending analysis, seek a warrant or summons upon confirmation.

C. Drug Paraphernalia Only

(1) When a person (ARS 13-3415.A) or business establishment (ARS 13-3415.B) is found to be in possession of drug paraphernalia only, **no** on-view arrest will be made unless the suspect has other charges.

- Officers will submit an IR and impound any evidence.

NOTE: Field officers will not make seizures from businesses found in violation of this statute.

(2) Supervisors may authorize deviation from this policy.

5. **IMPOUNDING/SCIENTIFIC ANALYSIS**

A. If a complaint is to be filed, an IR will be completed and the substance believed to be illegal will be impounded and, if a field test was not completed, submitted for scientific analysis.

NOTE: If an arrest **is** made and a field test was not completed by a CSO, the evidence **must** be impounded at the Property Management Bureau (PMB) Annex at 621 West Washington and tagged "In-Custody" (refer to Operations Order 8.1, Evidence, Impounding, and Property, for more information regarding impounding procedures and impound locations for non-arrest situations).

B. Deteriorative Illegal Substances

(1) Fresh marijuana plants will be impounded, as outlined in Operations Order 8.1, Evidence, Impounding, and Property, at a drying facility.

NOTE: When a suspect is charged with growing marijuana, color photographs will be taken of all live marijuana plants in their growing condition before seizure.

(2) Illegal substances which are wet; for example, removed from a toilet, also need to be impounded at a drying facility.

(3) Small food items believed to contain an illegal substance may be impounded in the PMB Annex refrigerator.

(4) Large food items believed to contain an illegal substance and/or Khat need to be impounded in the freezer at 100 East Elwood, Monday - Friday, 6 a.m. to 5 p.m. After hours, weekends, or holidays, contact the Communications supervisor to request an on-call PMB supervisor.

C. A Field Interview (FI) will be required to impound illegal substances for destruction purposes only with *Other/Found Property* as the "Offense Description" in the Offense section.

- In the Evidence section, select *Drugs* as the "Category", *Found* as the "Action" and note "For destruction only" in the Description box.

6. **PRESCRIPTION FRAUD INVESTIGATIONS**

A. In the case of prescription fraud, such as a forged prescription, the Department will be responsible for the original investigation.

(1) The majority of prescription fraud investigations will be initiated by patrol officers.

(2) Officers may contact DEB during normal business hours for assistance and to advise them of the situation.

- In aggravated situations, DEB can be contacted after hours through the Communications supervisor.

B. Prescription Fraud Documentation

(1) The basic prescription violations usually fall under one of three charging sections.

(a) Narcotic drugs, ARS 13-3408.A.6 (a felony).

(b) Dangerous drugs, ARS 13-3407.A.6 (a felony).

(c) Non-narcotic or non-dangerous prescription only drugs ARS 13-3406.A.6 (usually a misdemeanor).

(2) An IR will be completed.

(a) To insure proper routing for the timely follow-up and filing of charges, the appropriate drug offense code should be selected from the “Offense” drop-down box.

(b) The victim will be listed as the “State of Arizona”.

(c) The name of the pharmacist or other witnesses, who identified the suspect and/or participated in a one-on-one identification, as well as the store address and telephone number, will be included.

(d) The following information will be listed in the Narrative section of the IR:

- The name of the doctor or doctor’s office personnel who confirmed whether the prescription was valid or not, and the doctor’s office address and telephone number
- Information that was called in or inscribed on the prescription blank (name of intended patient, type and amount of medication, etc.)
- Complete information on any pill bottles

(3) Evidence

(a) A copy of the prescription form or call-in form will be scanned and attached to the IR as a “Document”.

- The original prescription form or call-in form will be impounded and a copy will be left at the pharmacy.

(b) A copy of the patient profile and any prior fraudulent prescription blanks will also be scanned and attached to the IR as a “Document”.

(c) A photograph of any suspects or investigative leads will be processed/stored as outlined in Operations Order 8.1, Evidence, Impounding, and Property.

6. B. (4) Commonly Abused Prescription Drugs

(a) Below is a partial list of narcotic drugs:

NAME	INGREDIENT	NAME	INGREDIENT
Darvocet	Dextropropoxyphene	Percodan	Oxycodone
Demerol	Meperidine (isonipecaine)	Oxycontin	Oxycodone
Dilaudid	Hydromorphone	Tylenol #3	Codeine Phosphate
Lorcet	Hydrocodone	Tylenol #4	Codeine Phosphate
Lortab	Hydrocodone	Vicodin	Hydrocodone
Percocet	Oxycodone		

(b) Below is a partial list of dangerous drugs:

NAME	INGREDIENT	NAME	INGREDIENT
Ativan	Lorazepam	Ritalin	Methylphenidate
Klonopin	Clonazepam	Soma	Carisoprodol
Fastin	Phentermine	Valium	Diazepam
Fiorinal	Butalbital	Xanax	Alprazolam

7. **MEDICAL MARIJUANA PROCEDURES**

A. General Information - ARS Title 36 Chapter 28.01, Arizona Medical Marijuana Act, governs the Arizona Medical Marijuana Program.

(1) The Arizona Medical Marijuana Act authorizes persons who have been diagnosed by a physician as having a debilitating medical condition to be in possession of an allowable amount of usable marijuana (see section 6.B for definitions).

(2) Possession of marijuana remains a federal crime and non-medicinal use remains a crime under Arizona State Law therefore the Arizona Medical Marijuana Act does not invalidate the detention or the arrest of a person based either on a warrant or probable cause, or on-view violations of any criminal law.

(3) The Arizona Medical Marijuana Act does not authorize any person to engage in, nor does it prevent enforcement action and penalties imposed for, the following conduct (ARS 36-2802):

(a) Possessing, transporting, or selling of marijuana without authorization from the Arizona Department of Health Services (DHS).

(b) Possessing or engaging in the medical use of marijuana:

- On a school bus.
- On the grounds of any preschool or primary or secondary school.
- In any correctional facility.

(c) Smoking marijuana in any public place, including public transportation.

(d) Operating, navigating, or being in actual physical control of any motor vehicle, aircraft, or motorboat while under the influence of marijuana.

- A registered qualifying patient shall not be considered to be under the influence of marijuana solely because of the presence of metabolites or components of marijuana that appear in insufficient concentration to cause impairment.

(e) Undertaking any task under the influence of marijuana that would constitute negligence or professional malpractice.

7. B. Definitions

(1) Designated Caregiver - A person who assists up to five (5) qualifying patients with the medical use of marijuana and must be registered through DHS.

(2) Medical Marijuana Dispensary - Entity that acquires, possesses, cultivates, manufactures, delivers, transfers, transports, supplies, sells, or dispenses marijuana or related supplies and educational materials to cardholders.

(3) Qualifying Patient - A person who has been diagnosed by a physician as having a debilitating medical condition and must be registered through DHS.

(4) Registry Identification Card - A document issued by DHS that identifies a person as a registered qualifying patient, registered designated caregiver, or a registered nonprofit medical marijuana dispensary agent.

(5) Usable Marijuana - The dried flowers of the marijuana plant, and any mixture or preparation thereof, but does not include the seeds, stalks, or roots of the plant and does not include the weight of any non-marijuana ingredients combined with marijuana and prepared for consumption as food or drink.

(6) Allowable Amount of Marijuana for:

- Qualifying patient - Two and one-half (2.5) ounces of usable marijuana. If authorized to cultivate marijuana, 12 marijuana plants contained in an enclosed, locked facility except while in transit if the patient is moving.
- Designated caregiver - Two and one-half (2.5) ounces of usable marijuana for each qualifying patient legitimately under their care. If authorized to cultivate marijuana, 12 marijuana plants for each qualifying patient legitimately under their care, contained in an enclosed, locked facility except while in transit if the caregiver is moving (up to 72 plants if the caregiver is also a patient).

C. Procedures

(1) It is the responsibility of a qualifying patient to disclose they are legitimately authorized to use marijuana for medicinal purposes and must have a valid Registry Identification Card.

(a) Verification of the Registry Identification Card can only be completed through DHS by the individual's 20-digit registry number, and not by name, date of birth, social security number, etc.

- To verify card holder status, log onto www.azmmvs.azdhs.gov to register for access (website is also available on PolicePoint).
- Officers may also request assistance from the Communications Information Channel for a query to verify card holder status.

(b) If an individual does not have their Registry Identification Card in their possession but knows the 20-digit registry number, officers should verify the subject's identity through an alternate form of identification, such as a valid Arizona driver license or identification card.

(c) When a subject cannot or will not provide a valid Registry Identification Card/number, the individual should be treated as any other subject found to be in possession of marijuana (ARS 13-3405).

- If it is later established the individual is in fact a qualifying patient, the IR will be "Closed" and no further investigation is required.

  * Marijuana impounded as evidence may be released to the qualifying patient or qualifying patient's designated caregiver.

7. C. (2) A "qualifying patient" from another state which permits the use of medical marijuana, shall fall under the same terms as in the Arizona Medical Marijuana Act, except that they will not have the authority to obtain marijuana from an Arizona medical marijuana dispensary.

(3) If a verified qualifying patient is to be booked on other charges and/or warrants, and they are in possession of an allowable amount of marijuana, they will be provided the opportunity to secure the marijuana at the location of the arrest if reasonable (their home, in their vehicle if it's not being towed, turned over to their designated caregiver if present).

(a) If their designated caregiver is not present, consideration may be made to contact the designated caregiver to release the medical marijuana to them. This shall not interfere with the investigation and/or arrest process.

NOTE: The designated caregiver's Registry Identification Card will have the patient's identification (ID) number under the caregiver's ID number.

(b) Officers will note where/who the medical marijuana was secured/released to and if applicable, that the caregiver was verified as the patient's designated caregiver.

- If the marijuana cannot be secured at their residence or in their car, or released to their designated caregiver, it will be impounded for Safekeeping.

(4) For questions, contact DEB at 602-275-5886 during normal business hours or the on-call supervisor after hours, weekends, or holidays.

D. Enforcement Guidelines

VALID REGISTRY IDENTIFICATION CARD*	AMOUNT OF MARIJUANA	DOCUMENTATION	ENFORCEMENT ACTION
Yes	2.5 ounces or less	None	None
Yes	More than 2.5 ounces	IR, impound full amount	Charge the appropriate ARS code
No	Any	IR, impound full amount	Charge the appropriate ARS code
* Verified as outlined in sections 7.C.(1)(a) and (b) above.			

8. **PAINT OR GLUE**

A. When a complaint of the illegal sale/display of a vapor-releasing glue containing a toxic substance is received, an IR will be completed unless the situation requires immediate action.

B. In cases involving paint or varnish, the vapor-releasing substance containing a toxic substance must be dispensed by aerosol spray and the can must be present to determine the substance actually was dispensed by aerosol spray (ARS 13-3403.H).

C. The type of item, manufacturer's name, and the toxic substance involved must be included in the Narrative section of the IR; see ARS 13-3401, Definitions, to verify the substance in question is actually a vapor-releasing substance containing a toxic substance.

(1) The information should appear as follows:

- Type: Aerosol paint, liquid glue, etc.
- Mfg: Krylon 13401, silver, etc.
- Toxic substance: Toluene, acetone, methyl alcohol, etc.

(2) All evidence must be impounded; scientific analysis is not required if the vapor-releasing substance containing a toxic substance is listed on the container.

8. C. (2) (Continued)

- All cloth materials (rags, towels, etc.) used to facilitate the breathing/inhalation of a vapor-releasing substance containing a toxic substance must **only** be impounded in tightly sealed metal containers with lids; see Operations Order 8.1, Evidence, Impounding, and Property.

9. **PSEUDOEPHEDRINE/EPHEDRINE DISPLAY AND SALES**

A. Enforcement of the City Pseudoephedrine Sales Ordinance will be the responsibility of DEB.

B. All products containing pseudoephedrine or ephedrine as active ingredients are required to be stored in a manner inaccessible to the customer (behind the counter or in a locked cabinet).

C. When a complaint of improper display or sale of pseudoephedrine/ephedrine products in a retail establishment is received, officers may conduct an inspection to determine if any of the products are on display.

- Officers will not take enforcement action.

D. If a retail establishment is found to have improper sales or display of pseudoephedrine/ ephedrine products, officers will do the following:

- Contact DEB during normal business hours at 602-275-5886 and report the violation to the V22 Squad.
- Complete an FI with the names of the products on display, location of the store, and ensure the *Drug Enforcement Bureau, Street Squads* is selected as "Offense Element 2."

E. Officers are encouraged to look for Pseudoephedrine/Ephedrine based products on display in retail establishments during their normal duties.

10. **INCIDENT REPORTS (IRs)** - Information to be included in all drug offenses IRs:

A. Victim	• State of Arizona
B. Suspect	• Full description including full name, addresses, marks, scars, tattoos, etc.
C. Multiple Suspects	• Each suspect must be individually designated and described.
D. Weapon	• Description, including type, caliber, and serial number
E. Other Persons: Witnesses/ Investigative Leads	• Full name, race, sex, address, home/work phone numbers, work/school hours
F. Evidence	• All items of evidence found, in the order found, showing where, when, and by whom; for example: ∗ Item 1 - One plastic bag containing a green, leafy substance believed to be marijuana ∗ Location - Right, front pants pocket ∗ Time - 2000 hours ∗ Found by - Officer John Brown #5555 • The name of the officer retaining the evidence for submission to LSB for analysis.
G. Interviews	• Statements made by suspects that show knowledge of the illegal substance
H. Miranda Rights	• The time suspects were advised of their constitutional rights, by whom, and the suspect's responses; for example: ∗ "Suspect Joe Smith was advised of his constitutional rights from the standard Miranda Rights card at 2015 hours by Officer John Brown #5555. He responded, 'Yes,' when asked if he understood his rights."

10. **INCIDENT REPORTS (IRs)** (Continued)

I. Narrative	• The names of persons to be subpoenaed for trial **EXAMPLE**: SUBPOENA: Officer John Brown #5555, Patrol Division Detective John Green # 5556, DEB • The circumstances leading to the arrest, such as the reason the officer was at the scene and why the officer made a search. • The exact location of all persons at the scene of the arrest to show control of the illegal substance. ∗ If the suspect was arrested in a vehicle, the position of each person in relation to the evidence will be specified, as well as which person was driving and the name of the vehicle's owner. ∗ The relationship of the driver to the registered owner will be indicated, as well as the method used to determine ownership, such as registration, etc. • The time a search was concluded and the name of the person identifying the substance. • If identification was made by a uniformed officer, the officer's training and past experience in illegal substance identification; for example: ∗ "Officer Sam Brown #5556 has received training from the Phoenix Police Crime Lab and DEB in identifying marijuana. Officer Brown has identified marijuana in the past and has made numerous previous arrests for possession of marijuana." • Facts supporting every element of the charge. • If no arrest is made and charges are pending, it will be indicated in the IR.

11. **UNDERCOVER PLANNED EVENTS IN OTHER JURISDICTIONS AND ANTI-DRUG OPERATIONS WITHIN THE CITY**

A. All local, state, and federal agencies operating in Maricopa County have agreed their officers will adhere to inter-agency law enforcement notification guidelines when undertaking a planned event in another agency's jurisdiction.

B. To avoid conflicts with personnel from other jurisdictions, all officers involved in illegal substance activities will participate in the Regional Information Sharing Systems (RISS), administered by the United States (U.S.) Department of Justice (DOJ), Bureau of Justice Assistance (BJA).

(1) Participation is mandatory, even when conducting activities within the City.

(2) DEB can be contacted for details.

C. Planned Event - A law enforcement activity that can be planned in advance, such as:

- Narcotics buy/bust and reversal operations
- High-risk undercover operations such as "stings,"
- Large narcotics purchases or "flashes" of contraband
- High-risk or high-profile arrests where identification may be a factor
- Search warrant operations requiring forced or tactical entries
- Tactical or Special Assignments Unit (SAU) operations, such as narcotics search warrants
- Fixed or long-term surveillance

D. Notification of Venue Agencies - Prior to a planned event in another jurisdiction, Phoenix supervisors will notify the venue agency (the agency having primary responsibility for that geographic area).

11. D. (1) Notifications will be made in a timely manner to the venue agency's communications supervisor, who shall be responsible for making proper notifications within that venue agency.

(2) The notification should include:

- The time and location of the planned event, the name of the supervisor in charge, and a contact number (mobile phone, pager, etc.).
- The nature of the planned event, such as search warrant.
- An assessment of the potential for problems.
- What assistance, if any, is or may be requested of the venue agency.

(3) Once notified, the venue agency is responsible for:

- Maintaining the confidentiality of the information.
- Any internal notifications deemed appropriate.
- Providing reasonable assistance, if requested or if appropriate.

E. Each agency will provide a telephone number that is staffed 24 hours a day, 7 days a week (Communications Center supervisor) and provide its own agency with internal instructions for the proper notification of persons having responsibility for the type of operation being conducted.

F. When other jurisdictions notify the Department of planned events within our jurisdiction, the Communications Bureau radio supervisor will notify the affected precinct commander.

G. Exit Notification

(1) At the conclusion of the planned event, the service agency (agency which initiated the investigation) shall make an exit notification to advise the venue agency of the event's termination.

(a) If possible, exit notification should be made to the person who took the initial notification information, or that person's relief.

(b) Should the event result in a noteworthy incident (such as a large seizure or arrest of a notable person), this information shall likewise be conveyed to the venue agency.

(2) Press notifications, if appropriate, should be handled by the initiating agency or jointly by both agencies.

H. Surveillance/Undercover Operations

(1) Surveillance and undercover operations are conducted by specialized units in accordance with guidelines established by unit commanders.

(2) Units without written guidelines should refer to the Homeland Defense Bureau (HDB) or the DEB manual for information and direction.

I. Decoy Operations

(1) Decoy operations are used for the purpose of apprehending criminals while in the commission of their crimes and are hazardous to employ.

(2) Details employing decoy operations are required to submit a written operations plan to the bureau/precinct commander for approval prior to implementing the plan.

11. I. (3) The plan will include the following:

- Personnel involved
- Analysis of victims, crimes, and crime locations
- Methods of disguising officers
- Back-up assignments for security and protection
- Communications equipment and procedures
- Procedures for observation, containment, and arrests of suspects
- Provisions for notifying the appropriate patrol commander
- Provisions for close, on-scene supervision
- Legal considerations

12. **NARCOTIC COMPLAINT DATABASE**

A. In order to avoid duplication of effort, promote the efficient use of manpower, and minimize hazardous situations created by other officers, the Department has implemented the Narcotic Complaint Database.

(1) DEB will be the repository for information and custodian of the database.

(2) Before any Department unit initiates a drug-related investigation, the unit supervisor will contact DEB to determine whether or not anticipated locations/suspects are currently under investigation by another unit.

(3) If locations/suspects are currently under investigation, the inquiring supervisor **will not** initiate an investigation, but will contact the supervisor or the investigating unit and will share any information and coordinate any future activity.

(4) If the locations/suspects are not currently under investigation, the inquiring supervisor will provide the following information to DEB personnel for inclusion in the Narcotic Complaint Database:

- Address of investigation
- Suspect/s name and description
- Type of drug
- Whether an informant is being used
- Investigation start date
- Anticipated completion date
- Investigating officer's name, serial number, and squad assignment

(5) At the conclusion of the investigation, the supervisor will notify DEB of the conclusion of the investigation by routing a copy of the bureau/precinct activity log to DEB so database entries may be closed.

B. The Narcotic Complaint Database may also be used as an information database by any supervisor in determining prior history or potential suitability for future enforcement activity.

1. **PROCEDURES FOR RECOVERY/DISPOSITION OF REPORTED STOLEN PROPERTY FROM PAWN SHOPS/SECONDHAND/SCRAP METAL DEALERS AND AUCTION HOUSES**

A. Purpose - This policy will standardize the operation of Departmental investigative units and uniform patrol reference:

(1) Placing a HOLD on stolen property

(2) Seizing and impounding stolen property

(3) Required documentation

(4) Correct disposition of reported stolen property

B. Placing a HOLD on Stolen Property - Per Phoenix City Code (PCC)19-80, after determining probable cause exists that stolen property is in the possession of a particular pawnshop, secondhand dealer, scrap metal dealer, or auction house, officers may elect to place a HOLD, rather than seize the property.

(1) A verbal or written HOLD may be placed on property with the business in possession of the property.

- Ensure the business is given the report number for reference
- Property may be held for a maximum of 90 days from the date of the HOLD.

(2) An Incident Supplement will be completed indicating the property was placed on HOLD.

- The Incident Supplement will include the store number and a complete description of the property, including the brand name and serial number in the Property section of the IR.

(3) When property is placed on HOLD, an **email will be** sent to the Pawnshop Detail, at pawnshop@phoenix.gov, by the end of shift, with the following information:

- Serial number of the officer who placed the HOLD on the property
- Store number and ticket number
- Incident Report (IR) number
- Complete description of the property, including the brand name and serial number

(4) The Pawnshop Detail will be responsible for entering the property in the records management system (RMS) Pawn Shop module and mailing a written "Notice of Hold" to the involved business within two days of the verbal “HOLD", excluding weekends and City holidays.

- The “Notice of Hold” shall include:

  * Complete description of the property, including the brand name and serial number
  * Report number
  * Name of the detective handling the investigation

(5) When an item is seized or the HOLD is released, the assigned detective will be responsible for sending the Pawnshop Detail a “Workflow” notification.

(6) Upon completion of the investigation and/or when the property is no longer needed, and a court or hearing officer has not made a court-ordered disposition, the following may be required:

1. B. (6) (a) If the business owner and the reported victim have agreed upon the disposition of the recovered property and the pawnshop/secondhand/scrap metal dealer or auction house has possession of the property, no civil hearing is required.

(b) If the Department has possession of the property and probable cause to believe the property stolen still exists, a civil hearing is required unless all persons entitled to notice have agreed upon the disposition of the property.

- Before property is released, the assigned detective should have satisfactory proof that all persons entitled to notice have agreed to the disposition of the property.

(c) The victim has 60 days after the date of the notice to take action to claim the property.

(d) If the victim fails to take action within 60 days, the affected business may dispose of the property on or after the sixty-first day and may treat the property as regularly acquired in the due course of business.

(e) At **no** time will officers return the property to the victim, unless ordered to do so by a court order, hearing officer, or unless the business representative and reported victim have made a mutually agreed upon settlement for the property.

- All circumstances will be documented.

C. Seizing and Impounding Stolen Property: Nothing in this policy prohibits officers who have probable cause to believe stolen property is located in the premises of a pawnshop, secondhand dealer, scrap metal dealer, or auction house, from seizing the property and impounding it in a criminal investigation.

(1) When it becomes necessary to seize reported stolen property from the affected business, a Phoenix Police Department Seizure Form 80-588D will be completed and given to the responsible party from whom the property is being taken.

- This form serves as a receipt.
- The seized property will be impounded as Evidence.
- If any problems are encountered, officers may contact the Pawnshop Detail at 602-534-3337 for assistance during normal business hours.
- Contact the Metal Theft Detail at the Property Crimes Bureau (PCB) with any questions involving scrap metal dealers.

(2) If the reported stolen property is seized and impounded, it may not be released to the victim or the business from which it was seized, unless there is an agreement between the parties or an order from a court or hearing officer.

D. Transmittal of Alleged Stolen Property to Another Law Enforcement Jurisdiction

(1) Property found to be stolen from another jurisdiction may be seized and returned to the original jurisdiction.

(2) A copy of PCC 19-23 will accompany the letter requesting return of the property to this jurisdiction when it is no longer needed for court purposes.

(3) The Property Management Bureau (PMB) will be responsible for returning property to the original jurisdiction.

1. E. Civil Hearing Process for Disposition of Recovered Property

(1) When the assigned detective no longer has a need for the recovered stolen property, PCCs 19-20 through 19-31 will be complied with.

(2) Assigned detectives will be responsible for:

(a) Confirming no charges relating to the stolen property are outstanding against the suspect

(b) Confirming the property is still in the possession of the Department and/or the pawnshop/secondhand/scrap metal dealer and auction house dealer

(c) Identifying and listing all potential respondents on the petition (including insurance companies, if applicable)

(d) Completing an Incident Supplement, attaching the petition for hearing and all documentation to the Incident Supplement, and sending the Pawnshop Detail a "Workflow" notification.

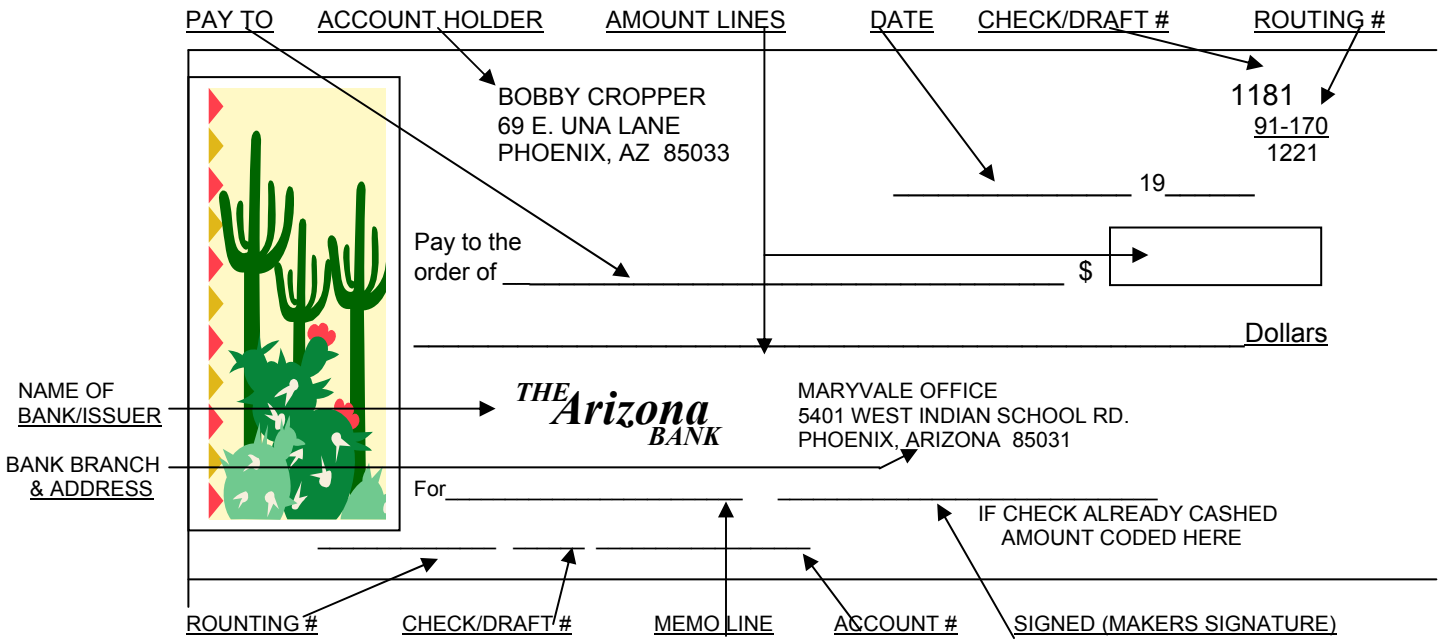
(3) The Pawnshop Detail will be responsible for scheduling the hearing and notification of respondents.

(4) The hearing officer's decision will be forwarded to the assigned detectives by the Pawnshop Detail for disposition of the property.

(5) If criminal charges relating to the stolen property are pending, and the victim/s request/s his/her property be returned, and neither the prosecutor nor detective object, the victim/s may contact the Maricopa County Witness Division at 301 West Jefferson, 9th floor, Superior Court Building, to file a petition with the court for a disposition hearing regarding the property.

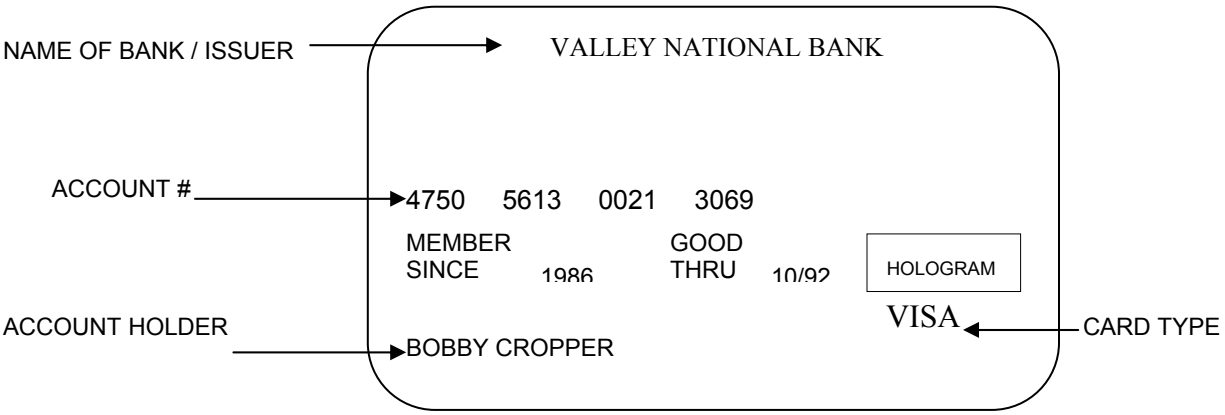
Phoenix Police Department's Operations Orders Section 4.40 is restricted, and is not available for dissemination to the general public.

TYPICAL CHECK FORMAT



THE SIGNATURE ON THE BACK OF THE CHECK IS THE ENDORSEMENT (DO NOT USE FOR "SIGNED").

TYPICAL CREDIT CARD FORMAT



1. **BURGLARY** - The following Arizona burglary statutes are found in Arizona Revised Statutes (ARS), Title 13, Chapter 15:

A. Possession of Burglary Tools ARS 13-1505	• A person commits possession of burglary tools by possessing any explosives, tool, instrument, or other article adapted or commonly used for committing any form of burglary as defined in ARS 13-1506, 13-1507, and 13-1508, and intending to use or permit the use of such an item in the commission of a burglary. • Class 6 felony
B. Burglary in the Third Degree ARS 13-1506	• A person commits burglary in the third degree by entering or remaining unlawfully in or on a **nonresidential structure or in a fenced commercial or residential yard** with the intent to commit any theft or any felony therein. • Class 4 felony
C. Burglary in the Second Degree ARS 13-1507	• A person commits burglary in the second degree by entering or remaining unlawfully in or on a **residential structure** with the intent to commit any theft or any felony therein. • Class 3 felony
D. Burglary in the First Degree ARS 13-1508	• A person commits burglary in the first degree if such person or an accomplice violated the provisions of either section ARS 13-1506 or ARS 13-1507, and knowingly possesses explosives, a deadly weapon, or a dangerous instrument in the course of committing any theft or any felony. • Burglary in the first degree of a nonresidential structure or a fenced commercial or residential yard is a class 3 felony. • Burglary in the first degree of a residential structure is a class 2 felony.

2. **BURGLARY NOTIFICATIONS**

A. Officers will notify their supervisor when the loss from a burglary involves an unusually high dollar value or when any other extraordinary circumstances exist.

(1) During normal business hours, the supervisor will contact a Property Crimes Bureau (PCB) detective after determining the investigation would benefit from a PCB detective assuming or assisting in the initial investigation.

(2) After business hours, the Communications Bureau may be contacted for assistance in contacting PCB detectives.

(3) As soon as possible after the apprehension of a burglary suspect, supervisors will determine if a PCB detective should be advised.

B. Officers who respond to a call of a theft, burglary, or robbery at a retail business or pawn shop, in which firearms have been taken, should notify the Bureau of Alcohol Tobacco and Firearms (ATF) immediately any time of the day or night at 602-776-5400.

- ATF requests that crime scene processing be suspended until an ATF agent arrives to participate jointly in the investigation.

3. **BURGLARY REPORTS**

A. Hotel and lodging houses will be considered single units; however, when a series of burglaries occur at the same approximate time and are apparently committed by the same suspect, only one IR will be completed.

B. In offices where occupants do not share space and are not related in a business manner, each office entry will require a separate IR.

C. Apartments will be considered separate units, and each entry will require a separate IR.

D. Commercial yards must be completely enclosed and meet the Title 13, Chapter 15 definition.

4. **SAFE BURGLARY**

A. Patrol officers will normally conduct the initial investigation on safe burglaries when any of the following thefts have occurred:

(1) Safe was left unlocked

(2) Safe was on day-lock

(3) Entry was made into a combination-lock filing cabinet that is not classified as fire or tool resistant.

B. PCB detectives will investigate all other safe burglaries.

(1) During normal business hours, patrol supervisors will contact PCB to request detectives to assume the initial investigation.

(2) After normal business hours, the Communications Bureau may be contacted for assistance in contacting PCB detectives.

C. Documentation - An IR will be completed for all safe burglaries.

5. **TRESPASSING** - The following trespassing statutes are found in ARS Title 13, Chapter 15:

A. Criminal Trespass in the Third Degree ARS 13-1502	A person commits criminal trespass in the third degree by: • Knowingly entering or remaining unlawfully on any real property after a reasonable request to leave by a law enforcement officer, the owner, or any other person having lawful control over such property, or reasonable notice prohibiting entry. ∗ A request to leave by a law enforcement officer acting at the request of the owner of the property or any other person having lawful control over the property has the same legal effect as a request made by the property owner or other person having lawful control of the property. • Knowingly entering or remaining unlawfully on the right-of-way for tracks, or the storage or switching yards or rolling stock of a railroad company. • Class 3 misdemeanor
B. Criminal Trespass in the Second Degree ARS 13-1503	• A person commits criminal trespass in the second degree by knowingly entering or remaining unlawfully in or on any nonresidential structure or in any fenced commercial yard. • Class 2 misdemeanor
C. Criminal Trespass in the First Degree ARS 13-1504	A person commits criminal trespass in the first degree by: • Knowingly entering or remaining unlawfully in or on a residential structure (class 6 felony). • Knowingly entering or remaining unlawfully in a fenced residential yard (class 1 misdemeanor). • Knowingly entering any residential yard and, without lawful authority, looking into the residential structure thereon in reckless disregard of infringing on the inhabitant's right of privacy (class 1 misdemeanor). • Knowingly entering unlawfully on real property subject to a valid mineral claim or lease with the intent to hold, work, take, or explore for minerals on such claim or lease (class 1 misdemeanor). • Knowingly entering or remaining unlawfully on the property of another and burning, defacing, mutilating, or otherwise desecrating a religious symbol or other religious property of another without the express permission of the owner of the property (class 6 felony).

5. D. Trespassing - ARS 13-1502, 13-1503, and 13-1504

(1) When the violation occurs on private property that is posted "No Trespassing" or property that is posted "High Voltage" or "High Pressure", pursuant to ARS 13-1501.1, the complainant or victim does not need to be present if an Authority to Arrest Trespassers Form 80-570D is on file with the affected precinct.

(2) The owner/agent must post "No Trespassing" signs in conspicuous locations on the property.

- The signs must be in English/Spanish and have the ARS codes printed on them.

(3) Officers must indicate in the IR the location/s of the "No Trespassing" signs and their visibility from each entrance.

(4) Authority to Arrest Trespassers Form

(a) The Authority to Arrest Trespassers form applies to businesses, vacant residences, or lots, etc., who have requested police to enforce trespassing statutes on their property without the owner/agent's presence.

NOTE: The Authority to Arrest Trespassers form may **only** be used when the owner/agent of the property is not present. If the owner/agent is present, it is their responsibility to request the subject to leave or request an officer to request the subject to leave the property.

(b) The form must be completed and on file with the affected precinct.

(c) Once the form is on file, officers may enforce the appropriate trespassing codes on the affected property without the presence of the property owner/agent for one year from the date of signature on the form.

(d) Officers must indicate in the IR if the arrest is made based on the Authority to Arrest Trespassers form **and** where the form is on file.

- Officers must also make a copy of the Authority to Arrest Trespassers form which will be scanned and attached to the IR as a "Document" and then impounded as Evidence.

(5) When an officer is on scene and a subject is requested to leave the property ("trespassed") by an owner/agent or the officer, a Field Interview (FI) or IR will be completed to document the subject was "trespassed".

(1) Officers will ensure the following is documented in the FI/IR:

- The subject's full name and physical description
- The requestor's full name and address
- The requestor has the "authority to trespass" (owner of the property or any other person having lawful control over the property)

(2) Officers will complete a Phoenix Police Department Trespass Card Form 80-592D and give it to the owner/agent as a reference that the subject was "trespassed" from the property.

NOTE: **DO NOT** list the subject's date of birth on the card.

5. E. Trespassing in the Salt River Project (SRP) Canal System - ARS 13-1502

(1) SRP allows the public to use canal rights-of-way for hiking, horseback riding, fishing, farming operations, and any other uses authorized by a permit or license.

(2) Unauthorized activities include swimming, water skiing, surf boarding, criminal damage, interference with irrigation control structures, loitering, and unauthorized vehicular traffic; violators will be considered trespassers.

(3) Enforcement Procedures for Trespassing on the SRP Canal System

(a) Officers may warn and release violators for swimming, skiing, surf boarding, loitering, and unauthorized vehicular traffic.

- An FI will be completed.

(b) Officers may issue an Arizona Traffic Ticket and Complaint (ATTC) or release the suspect, and complete an IR for the following violations:

- Dumping trash, garbage, or debris
- Interfering with irrigation control structures
- Interfering with the operation or maintenance of the irrigation system

F. Trespassing in the First Degree - ARS 13-1504

- When the residential structure is vacant, the charge will be designated a class 1 misdemeanor if the offender is eligible for reduced prosecution.

  * Refer to Operations Order 4.10, Arrest, for reduced prosecution offenses and guidelines.

1. **THEFT STATUTES** - Theft statutes are located in Arizona Revised Statutes (ARS), Title 13, Chapter 18.

   A. Theft, ARS 13-1802

      (1) Where the value of the property or services stolen is less than $1,000, it is a class 1 misdemeanor, unless the item stolen is a motor vehicle, firearm, or was taken from the person of another, or is a dog taken for the purpose of dog fighting in violation of section ARS 13-2910.01, in which case the theft is a class 6 felony.

      (2) Refer to Operations Order 4.10, Arrest, for reduced prosecution procedures.

   B. Documentation

      - The Incident Report (IR) should have the appropriate offense code (ARS 13-1805, Shoplifting, ARS 13-1814, Theft of Means of Transportation, etc.) selected from the "Offense" drop-down box to insure proper routing.
      - A Citizens Mail-In Supplement Form 80-114D will be given to victims of any theft.

   C. Notification - Officers who respond to a call of theft, burglary, or robbery at a retail business or pawn shop, in which firearms have been taken, should notify Alcohol Tobacco and Firearms (ATF) immediately any time of the day or night at 602-776-5400.

      - ATF requests that crime scene processing be suspended until an ATF agent arrives to participate jointly in the investigation.

2. **THEFT OF MOTOR FUELS/THEFT OF PARKING LOT FEE/FAILURE TO RETURN RENTAL PROPERTY/CONVENIENCE MARKET THEFTS**

   A. General Procedures

(1) Theft of Motor Fuels	• Field officers **will not** take misdemeanor gasoline theft reports from those stations using self-service/post pay as the primary method to dispense motor fuels.
(2) Theft of Parking Lot Fee	• Field officers **will not** take misdemeanor parking lot fee theft reports from those parking lots where an hourly, daily, or monthly charge for parking is utilized on a self-service method of parking customers' vehicles.
(3) Failure to Return Rental Property	• Field officers **will not** take failure to return rental property theft reports from rental stores, including videotape and equipment rentals. Complainants will be advised to contact either the North Property Investigations Unit at 602-495-5001 or the South Property Investigations Unit at 602-495-5003 for assistance Monday through Friday, during normal business hours, 8 a.m. to 5 p.m.
(4) Convenience Market Thefts	• Field officers **will** take misdemeanor theft reports at convenience markets when immediate follow-up information is available. • Immediate follow-up must include specific suspect description and method/direction of travel **and** either vehicle description with license plate information, or any information that would provide a reasonable likelihood of follow-up or apprehension. • If the necessary suspect or follow-up information is not available, then a general broadcast will be made. • Thefts must be reported in a timely manner (for example, immediately after the theft or as soon as possible) to allow a likelihood of apprehending suspects.

3. **THEFT OF SERVICES**

A. Notification – Violation of oral or written agreements between individuals may be either civil or criminal; refer to ARS 13-1802 A. 3 and 6 for clarification.

B. Types of services rendered or obtained include, but are not limited to, the following:

- Labor
- Professional services
- Cable television
- Gas or electric services
- Computer or communications services
- Hotel/motel accommodations
- Restaurants
- Transportation and use of vehicles or other movable property

C. Investigation Procedures

(1) When responding to calls, officers should ask victims the following:

- Type of agreement made (verbal or written)
- Type and details of services performed
- Payment agreed to and if it was received
- Any other pertinent information to the investigation

(2) Officers will complete a report if the elements of a crime exist.

D. Jurisdiction – Offenses involving theft of services will only be investigated if the crime took place inside the City.

- If the crime took place outside the City, the complainant should be referred to the correct law enforcement agency in the jurisdiction where the crime occurred.

4. **THEFT FROM VEHICLES**

A. Documentation

(1) If vehicles are parked on the street, a separate IR will be entered for each vehicle when more than one vehicle is involved.

(2) If several vehicles are parked off the street in the same general area, only one IR will be completed.

- All the victims, vehicles, and missing property will be listed in the one IR ensuring the appropriate “Related Person” is selected for each vehicle.

B. License Plate Procedures

(1) Stolen License Plates	• Officers will seize and impound stolen plates from vehicles they have legal access. ∗ An IR/Incident Supplement and a Stolen/Recovered Vehicle or Plate Easy Form will be completed to document the recovered stolen license plate. • An IR and a Stolen/Recovered Vehicle or Plate Easy Form will be completed to report stolen license plates. ∗ For states that issue two plates but only one plate is reported stolen, the officer must obtain the complainant’s assurance that the remaining plate will not be used on the vehicle before the theft can be entered into the Arizona Crime Information Center (ACIC)/National Crime Information Center (NCIC).

4. B. License Plate Procedures (Continued)

(1) Stolen License Plates (Continued)	○ Officers will document this information in the IR and in the "Further Description" text box of the Stolen/Recovered Vehicle or Plate Easy Form. ∗ License number, year issued, and the issuing state are required • Completed Stolen/Recovered Vehicle or Plate Easy Forms will be sent to the Centralized Automated Records (CARS) Unit for entry into/removal from ACIC/NCIC. • Stolen license plates will remain in ACIC/NCIC for one year after the expiration date of the current sticker.
(2) Lost License Plates	• If a complainant states the plate was lost, a Field Interview (FI) will be completed. • Lost plates cannot be entered into ACIC/NCIC per the Arizona Criminal Justice Information System (ACJIS) policy.
(3) Found License Plates	• Found license plates will be returned to the rightful owner prior to the end of an officer's shift, if possible. • If the owner cannot be located, the plates will be impounded. • If the found license plate has already been reported lost or stolen, an Incident Supplement will be completed; otherwise an FI will be completed to document the found license plate.

5. **THEFT OF CREDIT CARD REPORTS AND INVESTIGATIONS** - Refer to Operations Order 4.40, Forgery Investigations.

6. **THEFT OF BICYCLES**

A. A complete description and value of the bicycle will be included in the Property section of the IR.

B. When a collection of bicycle parts or stripped frames are found or observed under suspicious circumstances, officers will attempt to obtain as much information as possible concerning frame numbers, license numbers, the names of the owner or the property where the parts are located, descriptions of the parts, etc., and will complete an IR.

7. **SHOPLIFTING, ARS 13-1805**

A. In shoplifting cases where the subject was detained by a private citizen, the officer, **not** the citizen, is required to tell the subject they are under arrest, after determining that probable cause exists.

B. Misdemeanor Shoplifting

(1) The case will be submitted for prosecution as a misdemeanor for any of the following:

- The value of the property taken is **less** than $1,000
- The property taken is not a firearm.
- The offender is eligible for reduced prosecution.
- Felony criteria is not met.

(2) Officers may book or, in most instances, issue an Arizona Traffic Ticket and Complaint (ATTC) as a citation in lieu of detention (CLD) (see Operations Order 6.2, Arizona Traffic Ticket and Complaint for more information).

(3) An IR will be completed.

(4) When possible, original store reports will be obtained and scanned and attached to the IR as a "Document."

C. Felony Shoplifting

(1) The case will be submitted for review as a felony for any of the following:

(a) The property has a value of $1,000 or **more**.

(b) The property is a firearm.

(c) The current shoplifting offense involves entering with an artifice, instrument, container, device, or other article: for example, a booster bag, that was intended to facilitate shoplifting.

(d) The suspect has been convicted within the past five years of two or more offenses involving shoplifting, theft, burglary, or robbery.

(2) When any of the felony criteria is met, the suspect may be:

(a) Booked only after authorization is made by a sergeant.

(b) Released following the below procedures:

- If the LiveScan system is available, it will be utilized to obtain a set of fingerprints.
  - Full face and profile photographs of the suspect will also be taken.
  - If the LiveScan system is not available, a full set of fingerprints (including palms), using the FBI criminal fingerprint card (FD-249), and photographs (full face and profile) will be obtained.

(c) An IR that includes any prior conviction information will be completed.

1. **CRIMINAL DAMAGE, ARIZONA REVISED STATUE (ARS) 13-1602**

A. Value of Damage

(1) The total amount of damage caused due to one scheme or course of conduct will determine the classification of the offense.

EXAMPLE: One suspect snaps off a dozen vehicle antennas resulting in total damage costs that amount to felony criminal damage.

(2) Criminal damage reports where the suspect is not known and the value of the damage is less than $10,000 can be submitted by citizens by accessing the Citizens Online Police Reporting System, available at phoenix.gov.

NOTE: The Citizens Online Police Reporting System cannot be used by citizens for graffiti complaints and officers will be dispatched.

B. Reduced Prosecution

(1) If the amount of damage caused is over $250 but less than $2000, the offender may be eligible for reduced prosecution (see Operations Order 4.10, Arrest, section 10).

EXCEPTION: A CRIMINAL DAMAGE/GRAFFITI charge **is not** eligible for reduced prosecution.

(2) If the offender is not eligible for reduced prosecution, the offender will be charged with a felony when the value of the damage is $1000 or more (ARS 13-1602B).

2. **GRAFFITI PREVENTION, PROHIBITION, AND REMOVAL, PHOENIX CITY CODE (PCC) 39-10**

A. This PCC provides a procedure for the prevention, prohibition, and removal of graffiti from walls, structures, or surfaces on public and private property in order to reduce blight and deterioration within the City and to protect the public's health and safety.

B. Definitions

(1) Graffiti - Graffiti is defined as the etching, scratching, painting, covering, drawing upon or otherwise placing a mark, symbol, figure, inscription, word, design, drawing, or name upon public or private property.

(2) Broad-tipped indelible marker - A broad-tipped indelible marker is defined as any felt-tip marker, or similar implement, that contains a fluid that is not water soluble and that has a flat or angled writing surface one-half inch or greater.

C. All sidewalks, walls, buildings, fences, signs, and other structures or surfaces shall be kept free from graffiti when the graffiti is visible from the street or other public or private property.

(1) The Neighborhood Services Department is responsible for notifying the owner or responsible party in writing to remove the graffiti from the property within 10 days of notification and will conduct follow-up should the owner fail to comply.

(2) Officers will advise complainants to contact the Neighborhood Services Department at 602-534-4444.

2. D. Prohibited Conduct

(1) No person may write, paint, or draw any inscription, figure, or mark of any type on any public or private building or other real or personal property, owned, operated, or maintained by a governmental entity or any agency or instrumentality thereof or by any person, firm, or corporation unless the express permission of the owner or operator of the property has been obtained.

(2) No person may possess an aerosol spray paint container or broad-tipped indelible marker with the intent to violate the provisions of paragraph D.(1) above.

(3) No person may posses an aerosol spray paint container or broad-tipped indelible marker on any private property unless the owner, agent, manager, or other person having control of the property consented to the presence of the aerosol spray paint container or broad-tipped indelible marker.

(4) No person under the age of 18 years may possess an aerosol spray paint container or broad-tipped indelible marker on any public property unless accompanied by a parent, guardian, employer, teacher, or other adult in any similar relationship and such possession is for a lawful purpose.

(5) No person or firm may sell, deliver, or give or cause to be sold, delivered, or given to any person under the age of 18 years, and no person under the age of 18 years may buy any aerosol spray paint container or broad-tipped indelible marker.

E. Storage and Display of Aerosol Spray Paint Containers and Broad-tipped Indelible Markers; City Ordinance Section 39-10.D, Civil Sanction

(1) It is unlawful for any person who owns, conducts, operates, or manages a business where aerosol spray paint containers or broad-tipped indelible markers are sold, or any person who sells or offers for sale aerosol spray paint containers or broad tipped indelible markers, to store or display, or cause to be stored or displayed, such aerosol spray paint containers and broad-tipped indelible markers in an area that is accessible to the public without employee assistance in the regular course of business pending legal sale or other disposition.

(2) Enforcement Procedure - Officers will advise the complainant to contact Neighborhood Preservation at 602-534-4444. If during non-business hours, advise complainant to leave a message

3. **GRAFFITI ENFORCEMENT PROCEDURES**

A. Officers will take enforcement action on all reported or on-view graffiti offenses **and** complete an Incident Report (IR).

(1) Adults may be booked or issued a citation in lieu of detention (CLD) for the below misdemeanor violations:

- PCC 39-10C.1, Writing on property prohibited
- ARS 13-1602A.5, Criminal damage-graffiti, if the damage is less than $1000.

NOTE: Officers will use the PCC, in lieu of the ARS code, whenever possible.

(2) Juveniles may be detained or referred and released for misdemeanor violations of Criminal damage-graffiti, ARS 13-1602A.5.

3. A. (3) Adults may be booked or released and juveniles may be detained or referred and released for the below felony violations:

- ARS 13-1604, Aggravated criminal damage-graffiti, if the act is committed against a school, church, place of worship, or cemetery
- ARS 13-1602A.5, Criminal damage-graffiti, if the damage is $1000 or more (see ARS 13-1602B.1-4 for charging criteria)

4. **DOCUMENTATION**

A. Reporting Requirements

(1) Officers will complete an IR for all graffiti violations, with or without suspect information, when contacted by a victim or complainant.

(2) When a suspect is arrested and a victim cannot be immediately contacted, a Graffiti Unit door hanger will be left on the victim's door.

(3) All graffiti IRs will be completed using the appropriate offense code.

NOTE: IRs are necessary to adhere to prosecution protocols and ensure successful prosecution of offenders.

B. Officers interviewing suspects for graffiti/criminal damage violations will ask the suspect/s the following questions and document the information in the IR:

(1) Where was the spray paint/indelible marker obtained?

(2) What does the writing (graffiti) say/mean?

(3) What do the initials stand for?

(4) What is your tag name?

(5) What is the crew of gang association name?

(6) How long have you been writing/tagging?

(7) Do you have permission to write?

NOTE: Tagging/writing is a street term (slang) for graffiti.

C. Officers will:

(1) Have the suspect and the graffiti photographed using a digital camera.

(a) When photographing the graffiti, ensure photographs are taken at a 90 degree angle directly in front of or above the item being photographed.

- Photographs taken at angles other than 90 degrees are not able to be compared in handwriting analysis.

(b) In cases involving multiple suspects, photograph each suspect next to the graffiti the individual suspect is accused of writing.

(c) When safe to do so, photograph the suspect's hands next to their face in order to identify whose hands are being depicted in the photograph

(2) Collect a sample of the paint on a 3 x 5 card and impound as Evidence.

4. C. (3) Process any spray paint container/s for latent prints.

(4) Remove the tips from all spray paint cans and impound the cans as Evidence.

(5) If possible, obtain samples of the suspect's work (graffiti) and impound as Evidence.

- Based on a lawful search, samples may be obtained from notebooks, backpacks, etc.

5. **DISPOSITION OF GRAFFITI VIOLATORS**

A. Adults	• If the damage is less than $1000, issue a CLD or book the subject, for violation of PCC 39-10.C.1 • If the damage is $1000 or more, book the subject for violation of ARS 13-1602A5 (F) • If being charged with a violation of ARS 13-1602A5 (F) **or** ARS 13-1604, book into the appropriate justice of the peace (JP) court • Ensure the appropriate "Offense Code" is selected in the Offense section of the Booking Report and IR.
B. Juveniles	• May be referred and released, or detained • Ensure the appropriate "Offense Code" is selected in the Offense section of the IR. • Refer to Operations Order 4.18, Juvenile Procedures, for more information.

1. **LIQUOR STATUTES**

A. Arizona Revised Statutes (ARS) Title 4 contains laws relating to the sale and consumption of alcoholic beverages.

(1) ARS Title 4 also requires the director of the Arizona Department of Liquor Licenses and Control, under ARS 4-210E, to receive and investigate all complaints of alleged violations of this chapter and title and any rule or regulation issued pursuant to this title or any condition imposed upon the licensee by the license.

(2) When reporting **any** crime/incident occurring **on the property** of a licensed liquor establishment, officers **will** ensure *Alcohol Involved* is selected for the "Circumstances" in the Offense section of the Incident Report (IR) or Field Interview (FI).

B. Common Liquor Violations

(1) ARS 4-241L	Using False Identification to Purchase Liquor - Class 1 misdemeanor • It is unlawful for persons under the age of 21 to use false identification to obtain liquor.
(2) ARS 4-241N	Using False Identification to Gain Entrance to Licensed Establishment - Class 1 misdemeanor • It is unlawful for persons under the age of 21 to use false identification or the identification of another to gain entrance to a licensed liquor establishment.
(3) ARS 4-241O	Authority to Suspend Driver's License • Persons who use a driver or non-operating identification license in violation of ARS 4-241L or N are subject to suspension of their license. ∗ The identification presented will be impounded as Evidence. ∗ If the false identification is a driver or non-operating identification license, a Motor Vehicle Division (MVD) Officer's Affidavit of Arrest Form 40-1411 will be completed and signed by the arresting officer. ∗ A copy of the affidavit will be made. ∗ The original affidavit and the copy will be sent to DEB-H (HEAT) in an envelope marked "Liquor Detail." ∗ DEB-H will be responsible for sending the affidavit to MVD within 15 days of the violation in order for suspension proceedings to begin.
(4) ARS 4-241Q	Allowing Non-Family Minors to Drink in Home - Class 1 misdemeanor • This prohibits an adult of legal drinking age from allowing two or more non-family or non-residing minors to drink in the adult's home. • This law was designed to reduce the serving of intoxicants at teenage parties and to place the responsibility on adults who allow this to occur.
(5) ARS 4-244.1	Purchase, Sale, or Distribution of Liquor Without a License - Class 2 misdemeanor • It is unlawful for any person to buy for resale, sell, or deal in spirituous liquors in this state without having a lawful liquor license.
(6) ARS 4-244.9	Underage Possession of Spirituous Liquor - Class 1 misdemeanor • It is unlawful for persons under the age of 21 to buy, receive, possess, or consume spirituous liquor. **OR** Furnishing Spirituous Liquor to Underage Persons – Class 1 misdemeanor • It is unlawful to give, sell, furnish, etc., spirituous liquor to a person under the age of 21.

1. B. Common Liquor Violations: (Continued)

(7) ARS 4-244.20	Consumption of Spirituous Liquor in Public - Class 2 misdemeanor • Consuming liquor in a public place, thoroughfare, or gathering in any manner is prohibited. • The license of a liquor licensee permitting a violation of this section on the premises shall be subject to revocation. • This paragraph does not apply to the sale of spirituous liquor on the premises of and by a retailer licensed for on-sale (on-site) privileges. • This paragraph does not apply to a person consuming **beer** from a broken package: for example, a can, bottle, or cup, in a public recreation area or on private property with permission of the owner or lessor or on the walkways surrounding such private property. • Refer to Phoenix City Code (PCC) 24-38 for possessing spirituous liquor in a public park.
(8) ARS 4-244.29	Firearms in Bars (regarding patrons) - Class 2 misdemeanor • Bar patrons without a permit cannot take firearms inside an establishment. • Bar patrons with a permit may carry a concealed handgun inside an establishment as long as the establishment has not posted a notice pursuant to ARS 4-229.
(9) ARS 4-244.30	Firearms in Bars (regarding bar owners/employees) • Bar owners and employees cannot knowingly permit a person in possession of a firearm, without a permit, to remain inside the establishment or buy or consume spirituous liquor. • Bar owners and employees cannot knowingly permit a person in possession of a firearm, with a permit, to buy or consume spirituous liquor
(10) ARS 4-244.31	Firearms in Bars (regarding patrons) • Bar patrons in possession of a firearm cannot consume spirituous liquor.
(11) ARS 4-244.33	Persons Under Age 21 Operating a Vehicle with Spirituous Liquor in Their Body • It is unlawful for a person under the age of 21 years to be in physical control of a motor vehicle while there is any spirituous liquor in the person's body. • IRs generated for this violation are routed to the Vehicular Crimes Unit (VCU).
(12) ARS 4-244.41	Persons Under Age 21 with Spirituous Liquor in Their Body • It is unlawful for a person under the age of 21 years to have in the person's body any spirituous liquor.
(13) ARS 4-251A1	Consumption of Liquor While Operating or Riding in a Vehicle • It is unlawful to consume spirituous liquor while operating or within the passenger compartment of a motor vehicle that is located on any public highway or right-of-way of a public highway. • IRs generated for this violation are routed to VCU.
(14) ARS 4-251A2	Possession of Open Container of Liquor Within the Passenger Compartment • It is unlawful to possess an open container of spirituous liquor within the passenger compartment of a motor vehicle that is located on any public highway or right-of-way of a public highway. • IRs generated for this violation are routed to VCU.

2. **LIQUOR ENFORCEMENT INSPECTIONS AND INVESTIGATIONS**

A. In enforcing the provisions of ARS Title 4, any peace officer may conduct routine liquor inspections (RLIs) of any establishment or premises, while it is occupied: for example, open for business or cleaning, in accordance with ARS 4-244.28:

2. A. (1) While conducting a liquor inspection, officers should note the following:

- Business name and address
- Corporation name and address if applicable
- Liquor license number and expiration date exhibited
- Owners/managers name
- Name of onsite person in charge
- Employee records available
- ID Log is present and used
- Liquor is stored in authorized areas
- Any unauthorized liquor: for example, hard liquor at a beer/wine licensed establishment
- Fetal Alcohol sign displayed

(2) Covert liquor inspections will only be conducted by the Liquor Enforcement/HEAT units unless approved in advance by an immediate supervisor.

B. When officers encounter a liquor violation at any business establishment or premises, an IR will be completed with the following items thoroughly documented:

- Business name and address
- Corporation name and address if applicable
- Liquor license number and expiration date exhibited
- Owner/managers name
- Name of employees during violation
- Estimated number of patrons present at establishment/premises
- Type of premises; for example, pool hall, liquor store, restaurant
- All violations observed
- Amount and specific types of liquor or alcoholic beverage involved

C. Questions regarding enforcement, inspections, or requests for assistance can be directed to the Drug Enforcement Bureau (DEB) – Liquor Enforcement Detail at 602-438-6625.

3. **UNDERAGE POSSESSION OR CONSUMPTION OF SPIRITUOUS LIQUOR, ARS 4-244.9**

A. Investigative Procedures

(1) Proof of Age - It must be determined the defendant was under the age of 21 by:

- State driver license or identification card
- Employment identification or school ID card with picture and date of birth
- Statements from a relative, other than a spouse, or close friend, indicating the defendant's identity and age
- Statements from an employer indicating the defendant's identity and age (it is best if the witness resides locally so that they can be subpoenaed).
- Master Name Index (MNI) record, if it contains the date of birth and a photograph

(2) If picture identification is utilized, include in the IR the type of identification, date of birth (DOB), and any numbers: for example, driver license or employee number.

B. Jurisdiction - If an underage person is being charged with the consumption of spirituous liquor, ARS 4-244.9, the investigating officer must:

- Determine where the actual act of consuming the spirituous liquor took place.
- Determine which court has jurisdiction and cite the underage violator into the appropriate court where the consumption of the spirituous liquor took place.
- Cite ARS 4-244.41 "Person Under Age 21 with Spirituous Liquor in Their Body" if the jurisdiction cannot be determined.

3. C. Property/Evidence

(1) When the purchase, consumption, or possession of liquor involves an underage person, samples of the alcoholic beverage will be impounded in glass, screw-top vials under the following circumstances:

- The officer is unable to identify the beverage beyond a reasonable doubt, such as mixed drink in a glass.
- The subject denies the beverage contains alcohol.
- A substantial quantity is involved.

(2) Disposition of the property/evidence will be listed in the IR.

- A notation must be made regarding whether the officer impounded the liquor.
- It will not normally be necessary to retain the liquor, but officers will consider the total circumstances of the incident in making this determination; for example, keg of beer or large quantities of liquor.

(3) A description of the property/evidence will be listed in the IR (type, quantity, and brand name) whenever a juvenile commits a liquor offense as listed in ARS 4-244.9.

D. Investigative Questions - The answers to the following questions should be documented in the IR:

- Was the suspect aware of the presence of the spirituous liquor?
- How far away from the liquor was the suspect?
- Were there others present who could have had access to the liquor?
- What was the suspect's physical condition, odor of alcohol on breath, watery or bloodshot eyes, and/or slurred speech?
- If the liquor was found in a vehicle, who owns the vehicle?
- Did the suspect admit to possessing the alcohol?

4. **PERSON UNDER THE AGE 21 WITH SPIRITUOUS LIQUOR IN THEIR BODY, ARS 4-244.41**

A. Investigative Procedures

(1) Proof of Age - It must be determined the defendant was under the age of 21 by:

- State driver license or identification card
- Employment identification or school ID card with picture and date of birth
- Statements from a relative, other than a spouse, or close friend, indicating the defendant's identity and age
- Statements from an employer indicating the defendant's identity and age (It is best if the witness resides locally so they may be subpoenaed.)
- MNI record, if it contains the date of birth and a photograph

(2) If picture identification is utilized, include in the IR the type of identification, date of birth (DOB) and any numbers; for example, driver license or employee number.

B. Jurisdiction - If a person under the age of 21 is being charged with spirituous liquor in their body, ARS 4-244.41, the investigating officer must:

- Determine where the actual act of consuming the spirituous liquor took place.
- Determine which court has jurisdiction and cite the underage violator into the appropriate court where the consumption of the spirituous liquor took place.

4. C. Property/Evidence

(1) When possible, a breath or blood sample needs to be obtained to show the presence of alcohol in their body.

(2) Disposition of the evidence will be listed in the IR with a notation made if a breath or blood sample was obtained and the outcome of the sample.

D. Investigative Questions - The answers to the following questions should be documented in the IR:

- What was the age of the suspect?
- What lead the officer to believe the subject had consumed spirituous liquor?
- What was the suspect's physical condition, odor of alcohol on breath, watery or bloodshot eyes, and/or slurred speech?
- Where was the spirituous liquor consumed?
- Any other evidence of possession of or consumption of spirituous liquor?

5. **DISPOSITION OF UNDER AGE LIQUOR VIOLATORS**

A. Juvenile Liquor Violators – (Under 18 years of years of age)

(1) Juvenile liquor violators who are 13 years of age or older may be arrested and issued an Arizona Traffic Ticket and Complaint (ATTC) for liquor violations of ARS Title 4; the Juvenile Arrest/Referral Worksheet section of the IR and Juvenile Affidavit are **not** required if an ATTC is being issued.

- Supervisor approval is required to arrest a juvenile who is 12 years of age or younger.
- Officers will notify a juvenile's parent or legal guardian in aggravated circumstances.

  * If a relative or guardian is contacted but refuses to take custody of the child, the child may be fostered or detained.

(2) A juvenile may be detained in aggravated cases.

- If detained, the juvenile **will not** be issued an ATTC.
- A Juvenile Arrest/Referral Worksheet and Juvenile Affidavit **must be** completed.

(3) Juveniles being issued an ATTC will be cited into Maricopa County Juvenile Court Center (JCC), 3131 West Durango (see Operations Order 4.18, Juvenile Procedures, for more information).

(4) In cases where juveniles may be charged with **any** Title 13 offense/s (other than status offense ARS 13-3622), an ATTC **will not** be issued; the Juvenile Arrest/Referral Worksheet section of the IR and a Juvenile Affidavit must be completed listing all charges.

(5) An IR will be completed for all juvenile liquor violations whether an ATTC is issued or the Juvenile Arrest/Referral Worksheet section of the IR and Juvenile Affidavit are completed.

B. Under Age Adult Liquor Violators - (18-20 years of age)

(1) An IR must be completed for all underage adult liquor violators and they may be issued an ATTC or booked for liquor violations of ARS Title 4.

(2) Underage adult violators will be cited into the City Municipal Court, 300 West Washington Street, for liquor violations within the City using the 10-day rule.

1. **GENERAL INFORMATION**

A. This order is applicable to all divisions, bureaus, and precincts that have assigned investigative responsibility for criminal offenses.

B. Investigations requiring specialized skills, knowledge, and abilities will be assigned to personnel having the necessary experience and background to investigate/resolve the case.

C. This order does not invalidate any procedures contained in bureau manuals as long as the procedures do not conflict with this order.

D. Deviations from these policies will require the written approval of the unit supervisor.

2. **INCIDENT REPORT (IR) CONTROL**

A. When the records management system (RMS) is unavailable, the Computer Aided Dispatch (CAD) issued number will be used as the IR number.

B. When CAD and the Field Based Reporting (FBR) are unavailable for four (4) hours of longer, IR numbers will be obtained and controlled by the Data Integrity Unit (DIU).

C. Bureau/Detail IR Control

(1) All IRs will be automatically imported into the RMS and generate Workflow notifications to designated workflow groups based on the "Primary Offense" selected in the FBR.

(2) Incoming IRs will be assigned to investigators or non-sworn personnel as dictated by bureau policy.

- The primary investigator's information **will be** included in the RMS Incident module, under the "Details" tab, "Current Assignment Officer" and "Date Assigned" data fields.

(3) Each unit will maintain the automated RMS record by using all appropriate RMS Incident and/or Case Management module functions.

(a) If deemed necessary by a unit lieutenant, an additional manual or automated process may be used if the maintenance of such processes will expedite or simplify additional detail reporting requirements or information retrieval.

(b) Additional processes or process information will not duplicate RMS maintained information or generated reports.

(4) Duplicate Reports - Any duplicated report will be closed as "Unfounded" and an Incident Supplement will be completed as outlined in section 8 of this order.

- Supervisors will review the "Unfounded" report to ensure it is a duplicate and determine if the original report should also be supplemented.

  * Supervisors will also include an entry in the Case Management module, under the "Reviews" tab, documenting their review and determination associated with any applicable IR.

NOTE: The "Investigation Status" should be set to *Inactive* for each Case Management record linked to an IR that is determined to be a duplication of another IR.

3. **INCIDENT REPORT (IR) STATUS AND DISPOSTION CODES**

A. IR Status Codes within the RMS Incident Module

(1) Closed - Cleared	• The investigation has concluded and was cleared by an arrest, exception, or unfounded (as defined in section 8.C of this order).
(2) Closed - All Leads Exhausted	• There is no information for additional investigative follow-up • All investigative follow-up has been completed but probable cause could not be established.
(3) Closed - Victim Refused/Declined	• The victim either refused to cooperate in the investigation or declined to prosecute.
(4) Open	• An active investigation, which has a degree of solvability
(5) Pended Lab	• The investigation cannot proceed until a lab analysis is completed.
(6) Pended - No Limit	• All investigative follow-up has been completed but probable cause has not been or could not be established. **NOTE**: This status **WILL ONLY** be used for offenses defined in Arizona Revised Statute (ARS) 13-107.
(7) Pended - Suspect Contact	• Contact with the suspect is needed before the investigation can proceed.
(8) Pended - Victim Cont/Info	• Contact with the victim has been attempted and information is needed before the investigation can proceed.
(9) Submitted to Prosecuting Authority	• Submitted to any prosecuting authority and the prosecuting authority has not made a charging determination.

B. The status of an IR will be kept current by either completing an Incident Supplement or the primary case agent updating the "Status" code field in the RMS Incident module.

EXCEPTION: Once an IR has been assigned to an investigator, an Incident Supplement will be completed to change the following "Status" codes:

FROM	TO
• "Open"	• "Closed-Cleared" • "Closed-All Leads Exhausted" • "Closed-Victim Refused/Declined" • "Pended-Suspect Contact • "Pended-Victim Cont/Info" • "Submitted to Prosecuting Authority"
• "Pended"	• "Open"
• "Pended Lab"	• "Open"
NOTE: A change from "Pended-Suspect Contact" and "Pended-Victim Cont/Info" to "Closed" requires supervisors to address any investigative concerns.	

C. IR Records Disposition Codes within the RMS Incident Module

(1) Assigned-Case Agent	• The IR has been reviewed and assigned to a single investigator.
(2) Assigned-Multiple Case Agents	• The IR has been reviewed and requires multiple Case Management records to be created and assigned to multiple investigators to assist in the completion of the investigation. ∗ Established business rules will determine primary officer assignment and/or when the creation of multiple Case Management records is necessary. ∗ The primary investigator's information **will be** listed in accordance with section 2.D.(2) of this order.
(3) Aviation Review Completed	• The IR has a federal aviation offense listed and has been reviewed by the Airport Bureau.
(4) TLO Review Completed	• The IR has a federal aviation offense listed and has been reviewed by an Airport Bureau Terrorism Liaison officer (TLO).

3. C. IR Records Disposition Codes within the RMS Incident Module (Continued)

(5) Reviewed-Limited Info for Prosecution	• The IR has been reviewed and there is no information to allow investigative follow-up.
(6) Re-Reviewed-Limited Info for Prosecution	• Then IR has been reviewed again based on new information where the new information still provides no investigative follow-up.
(7) Re-Reviewed-Assigned to Case Agent	• Then IR has been reviewed again based on new information where the new information requires investigative follow-up.
(8) Statute of Limitations Reached	• The IR has reached the statute of limitations, as defined in ARS 13-107B, and probable cause was not able to be established to allow submittal for prosecution.
(9) SWC	• The IR was submitted for prosecution and a summons, warrant, or complaint was issued.

D. Status and Records Disposition Assignment

- Personnel responsible for reviewing new incoming reports will read the reports and assign the appropriate "Status" and "Records Disposition" codes according to sections 3.A and 3.C of this order.

4. **CASE MANAGEMENT RECORD STATUS**

A. Investigation Status Codes within the Case Management Module

(1) Active	• A Case Management record with IRs linked that have not had one of the "Closed" statuses assigned • A non-criminal matter requiring ongoing documentation
(2) Inactive	• A Case Management record with IRs linked that have one of the "Closed" statuses assigned • A non-criminal matter that no longer requires documentation
NOTE: The "Investigation Status" codes in the Case Management record are not used to determine the status of an investigation (the IR statuses alone determine the investigation status).	

5. **INVESTIGATION FILE MAINTENANCE**

A. An active file will be maintained for each investigation by the assigned investigator until such time as the investigation has been assigned one of the "Closed" statuses listed in section 3.A of this order.

B. Types of Records to be Maintained Include:

(1) A copy of the IR and all related Incident Supplements

(2) Any notes kept by the investigator until they are incorporated into an Incident Supplement

(a) Such notes may include records of statements, results of examinations of physical evidence, and any other reports or records needed for investigative purposes.

(b) Investigative notes must be incorporated in an IR/Incident Supplement, and the IR/Incident Supplement completed **and** submitted for supervisor review, within 20 days (see Operations Order 8.4, Reports, for more information).

- Any additional information will be incorporated in a new Incident Supplement.

C. 5. Accessibility to the Files

(1) Access to such investigation files will be routinely limited to the investigators directly involved in the investigation and their supervisors.

(2) This restriction is not intended to limit the free exchange of investigative information among officers with the need to know.

(3) Employees **will not** use another employee's password in the FBR, RMS, or other systems to write an original IR or Incident Supplemental, change Status/Records Disposition codes, or update a Case Management record.

D. Purging Files

(1) When an investigation has been assigned one of the "Closed" statuses listed in section 3.A of this order, all relevant investigative information has been properly supplemented or updated, and all pertinent documents have been scanned and inserted into the RMS Incident module using the "Doc" viewer, any other documents or digital files should normally be destroyed by shredding or deleting.

- This is not intended to preclude retention of bureau files at the direction of the bureau commander.

(2) Audio-recorded interviews of suspects, witnesses, or victims **will not** be destroyed; they will be impounded even if they have been transcribed (see Operations Order 8.1, Evidence, Impounding, and Property).

E. Reassignment of IRs/Evidence

(1) Reassignment of individual IRs to another unit will require the unit supervisor's approval.

- Supervisors must review a copy of the report prior to the reassignment, notify the gaining unit's supervisor, and update the Case Management record regarding the reassignment and notification under the "Reviews" tab.

(2) Upon transferring out of a unit, an investigator's IR assignments will remain with the unit he/she is leaving. Exceptions will require the approval of the gaining unit lieutenant.

(3) Evidence **will not** be linked to any other IRs without first receiving approval from the supervisor of the initially assigned investigative detail.

- Employees must indicate the reason for creating the link by updating the Case Management record under the "Reviews" tab.
- The supervisor must also update the Case Management record reference the approval of the creation of the link under the "Reviews" tab.

6. **INVESTIGATIVE FOLLOW-UP**

A. The assigned investigator will ensure the "Offense Code/s" for each IR/Incident Supplement reflects, as closely as possible, the actual incident under investigation.

B. All attempts made to identify suspect/s, witnesses, and/or investigative leads, or for other follow-up, will be documented in the Case Management record and/or an IR or Incident Supplement.

C. For incidents with multiple offenses, the primary investigative group may request secondary investigative group/s to investigate offenses requiring specialized skills, knowledge, and abilities.

- Each investigative group may create and link Case Management records for the purpose of tracking and documentation.

6. D. Priorities - The volume of IRs processed by investigative units necessitates the establishment of investigative priorities.

(1) These priorities are a general guideline and are not intended to restrict the investigator's sound judgment in the handling of all IRs.

(a) PRIORITY 1 **Suspect in Jail**	• When a suspect has been booked, the IR will be handled as a top priority. • The initial investigator or patrol officer will ensure the investigation and documentation are sufficient for a criminal complaint. • The Court Liaison Detail will present all available reports to the City or County Prosecutor. • If the IR is insufficient for a criminal complaint to be filed, the Court Liaison will notify the appropriate unit supervisor.
(b) PRIORITY 2 **Missing Person (Involuntary/Endangered)** **Known Suspects (Serial/Violent)**	• Missing persons classified in an involuntary and/or endangered status will be treated as a Priority 2 unless circumstances warrant a Priority 1 status.
(c) PRIORITY 3 **Suspect Known**	• The suspect has been identified, but the IR requires more work.
(d) PRIORITY 4 **County Attorney or Other Agency Furthers**	• IRs which have been returned by the County Attorney, City Prosecutor, or other agency requiring additional follow-up.
(e) PRIORITY 5 **No Suspects/Workable Leads**	• IRs which do not have known suspects, but there are promising investigative leads.
(f) PRIORITY 6 **Non-Crime Reports**	• An "Offense Code" of *FI-Field Interview* will be used to document incidents that are informational only (no crime committed). • This type of report may become reclassified as a criminal matter.

E. Time Limits

(1) The nature of the offense and circumstances will be considered; follow-up will be initiated as promptly as investigative load or detail permits.

(2) All Priority 1 and Priority 2 IRs will have follow-up initiated within five (5) working days and documented in an Incident Supplement within 20 days of the actual follow-up (see section 5.B.(2)(b) of this order for more information).

(3) Priority 3 through Priority 5 IRs will have follow-up initiated within 10 working days after receipt and will normally be supplemented within 30 calendar days after receipt by the investigator.

(4) Inability to meet time limits will be explained to a supervisor, who will ensure proper handling of the investigation.

F. Solvability Potential

(1) Investigators will be responsible for screening assigned IRs for solvability potential.

(2) The following factors should be taken into consideration during IR screening and determination of an investigation's status:

- Suspects known, arrested, or cited in lieu of detention (CLD)
- Identifiable suspect vehicle and/or license plate number
- Identifiable suspect description

6. F. (2) (Continued)

- Identifying physical evidence such as, but not limited to, latent, DNA, video, or handwriting evidence
- Criminal history of suspect indicates repeat offenses
- Listed/known investigative leads
- When personal injury or threat of personal injury has occurred or the monetary value is high (approximately $25,000)
- Multiple occurrences with the same victim, or other victim information indicating follow-up would be advantageous
- When any combination of factors, to include documented experiences or research conducted by this Department or any other law enforcement agency, would lend themselves to solving the case or recovering the property
- When the seriousness or public sensitivity of a case would warrant immediate follow-up

7. **SUBMISSION FOR COMPLAINT**

A. All cleared IRs will be properly prepared, including the necessary elements of the offense, arrest/booking/Arizona Traffic and Ticket Complaint (ATTC) numbers, and any other criteria set by the filing bureau, city, or county.

B. In juvenile cases, ensure only one charging document [the Juvenile Arrest/Referral Worksheet or the ATTC (if applicable)] is submitted to the Juvenile Court Center (JCC) (see Operations Order 4.18, Juvenile procedures).

C. "Turndowns" - The City Prosecutor's Office and the Maricopa County Attorney's Office will submit "Turndowns" electronically through the RMS Arrest module.

(1) The following information will be updated in the Arrest module when a "Turndown" is sent electronically:

- Date "Turndown" was issued
- Reviewing attorney
- Brief comments/summary of reason for turndown or Law Enforcement & Justice Information Systems (LEJIS) code

NOTE: For "Turndowns" not submitted electronically by other prosecuting authorities, the Court Liaison Detail will update the required fields in RMS and initiate a Workflow to the assigned investigator's supervisor.

(2) The assigned investigator's designated supervisor will be responsible for reviewing all "Turndowns" from prosecutors.

(3) The assigned investigator's designated supervisor will initiate a Workflow to the investigator regarding the "Turndown."

(4) If the supervisor and investigator agree there is good cause for the "Turndown", the investigator will update the IR "Status" and "Status Date" in the Incident module to reflect the "Turndown".

(5) If the supervisor chooses to appeal the "Turndown", the supervisor may direct the investigator to contact the reviewing attorney to discuss the reason for the "Turndown", and attempt to resolve any misunderstanding about the investigation.

- Any additional appeals on an IR turned down by the Maricopa County Attorney's Office will be handled by the unit supervisor.

  * The unit supervisor will forward the appeals to the group supervisor at the Maricopa County Attorney's Office.

7. C. (6) Any additional information will be supplied by completing an Incident Supplement.

NOTE: Investigators **will not** respond to "Turndowns" by writing on any forms provided by the prosecuting authority.

(7) When an IR has been turned down but is going to be resubmitted, the "Turndown", pertinent IRs, Incident Supplements, and any Booking forms will be reviewed by the unit supervisor prior to submitting to the Court Liaison Detail for re-filing.

(8) All IRs where the investigator was responsible for requesting charges and the prosecutor declines to prosecute, or causes to be dismissed, will be reviewed by the unit lieutenant or designated supervisor.

(9) Unit lieutenants will initiate appropriate corrective action or training to be conducted, when IRs are turned down due to alleged mishandling by the Department, for example:

- Conducting an unlawful search
- Unlawfully arresting a person
- Failing to properly administer Miranda Rights
- Failing to conduct a complete investigation

D. "Furthers" - The City Prosecutor's Office and the Maricopa County Attorney's Office will submit "Furthers" electronically through the RMS Arrest module.

(1) The following information will be updated in the Arrest module when a "Further" is sent electronically:

- Date the "Further" was issued
- Information requested
- Name of the reviewing attorney

NOTE: For "Furthers" not submitted electronically by other prosecuting authorities, the Court Liaison Detail will update the required fields in RMS and initiate a Workflow to the assigned investigator's supervisor.

(2) The assigned investigator's designated supervisor will review all "Furthers" from prosecutors where the investigator was responsible for requesting charges.

(3) The assigned investigator's designated supervisor will initiate a Workflow to the investigator regarding the "Further."

(4) The investigator will provide the necessary information by completing an Incident Supplement and submitting the Incident Supplement for supervisor review and approval.

- Investigators will answer the attorney's questions as though the information requested was part of the original information supplied.
- The investigator will not refer to the fact that the attorney has requested further information, nor will the investigator refer to questions to be answered by the numbers assigned by the attorney
- When applicable, the Incident supplement will indicate why the requested information is not able to be provided.

NOTE: Investigators **will not** respond to "Furthers" by writing on any forms provided by the prosecuting authority.

7. D. (5) Some "Furthers" can only be answered by the initial reporting officer/s.

- In these incidents, the "Further" will be routed to either the reporting officer/s or their supervisor for the appropriate response.

(6) If an Incident Supplement has not been submitted within 30 days of receipt of the "Further", the investigator will notify the unit supervisor with an explanation.

(7) Once the Incident Supplement is approved by a supervisor, the investigator will generate a Workflow to the Court Liaison Detail indicating the "Further" is ready for re-submittal to the prosecuting authority.

8. **CLEARANCE PROCEDURES**

A. Clearance information will be updated by completing an Incident Supplement ensuring the appropriate "Clearance Disposition" and "Cleared by Exception" are selected from the drop-down boxes in the Incident Heading section.

NOTE: The "Investigation Status" of the Case Management record linked to the IR should be set to *Inactive*.

B. Investigator's developing information that would normally clear an IR which is assigned to another unit will make contact with the assigned investigator and/or complete an Incident Supplement with the details.

- Upon receiving the Incident Supplement or information, the assigned investigator will initiate a closing supplement or if required, initiate a Workflow to the Court Liaison Detail for submittal for prosecution.

C. Disposition Codes and Rules for the Clearance of an Offense:

(1) Cleared by Arrest (CBA)	• An offense is "CBA" (or solved for crime reporting purposes) when at least one person is arrested or a complaint, warrant, or summons is issued. • Arrested, for crime reporting purposes, means booking a defendant into jail, issuing a defendant a criminal ATTC (by the police or City Prosecutor), or referring a juvenile to JCC with a Juvenile Arrest/Referral Worksheet form.
(2) Cleared by Exception	An offense is "Cleared by Exception" when the following four questions can be answered "yes", and is approved by a supervisor: • Has the investigation definitely established the identity of the offender? • Is there enough information to support an arrest, charge, and turn over to the court for prosecution? • Is the exact location of the offender known so the subject could be taken into custody now? • Is there some reason, outside of police control, that stops you from arresting, charging, and prosecuting the offender? * "Turndowns" from the appropriate prosecuting authority may justify a "Cleared by Exception" Disposition. **NOTE**: Supervisor approval is necessary to "Clear by Exception" a "Turndown".
(3) Unfounded	• When the Department's subsequent investigation shows the complaint brought by a citizen was FALSE or BASELESS, the offense may be "Unfounded". • The Incident Supplement to "Unfound" the report should clearly state the reason/s for reclassification, and should disprove the crime occurred. • An offense cannot be "Unfounded" because the complainant will not prosecute.

8. D. Once a Disposition code of "Cleared by Exception" or "Unfounded" has been assigned to an IR, the assigned investigator will release all impounded items unless needed for prosecution in other investigations, sentencing presentations, or other legal purposes.

- Exceptions must be approved by the unit lieutenant and noted in the Case Management record under the "Reviews" tab.

9. **INVESTIGATION MANAGEMENT/QUALITY CONTROL AND IR/INCIDENT SUPPLEMENT REVIEWS**

A. Supervisory Review - Supervisors will review all IRs/Incident Supplements and periodically review Case Management records.

(1) The required criteria to be reviewed will be determined by the unit lieutenant with approval from the bureau commander.

- The following criteria should be considered for review: disposition code, a request for prosecution, IR complexity, type of offense, investigator experience, and training procedures.

(2) Supervisors will periodically review investigators' open IRs to ensure investigative procedures are being followed.

(3) The unit supervisor will ensure all final disposition Incident Supplements completed by the investigator meet existing criteria and properly reflect the facts of the investigation.

(4) Supervisors will be responsible for ensuring investigators authorize release of impounded items within 30 days of IRS being assigned a final disposition when no legal or Department purpose is served by retention.

(5) Investigation Management/Quality Control reviews completed by supervisors and documented on the Detectives Supervisor's Monthly Inspection Report Form 80-38.1D, shall include, but are not limited to:

• IR Status • Offense Code • Case priority • Victim, suspect, witness, investigative lead information • Interviews • Review of previous IRs involving suspect and/or victim • Stolen property reviewed • Evidence collected • Evidence processed • Lab request submitted	• Scene/injuries description • IR eligible for submission • IR submitted for prosecution • Investigative techniques • Overall report quality • Adherence to clearance standards • IR Disposition • Impounded items eligible for release • Individual and unit overall productivity • IRs with outstanding "Furthers" in excess of 30 days • Timeliness of submitted/ approved reports

B. Investigator Review

(1) Investigators will periodically review IRs which have any of the "Pended" statuses assigned, to determine if additional investigation is necessary based on recent activity.

- A notation of the review will be completed in the Case Management record "Reviews" tab.

(2) If a request for contact/information from a victim is not received after a reasonable amount of time, the "Pended-Victim Cont/Info" Status code should be changed to "Closed-Leads Exhausted."

1. **INITIAL INVESTIGATION**

A. In order to fall within the parameters of this order, the victim must demonstrate traits of vulnerability and/or incapacitation as outlined in Arizona Revised Statute (ARS) 46-451 and ARS 13-3623.

B. Persons responsible for the care of an adult who is incapacitated and who believes abuse, neglect, or exploitation of an adult or the adult's property has occurred, have a duty to report the incident to a peace officer or a protective social worker under ARS 46-454.

C. Definitions

(1) Vulnerable Adult	An individual who is 18 years of age or older, who is unable to protect himself/herself from abuse, neglect, or exploitation by others due to a mental or physical impairment.
(2) Incapacity	Impairment to the extent that one lacks sufficient understanding or capacity to make or communicate informed decisions by reason of: • Mental illness • Mental deficiency • Mental disorder • Physical illness or disability • Advanced age • Drug use or intoxication • Other causes
(3) Abuse	Includes: • Intentional infliction of physical harm • Injury caused by criminal negligent acts or omissions • Unlawful imprisonment as described in ARS 13-1303 • Sexual abuse or sexual assault (see Operations Order 4.33, Sexual Assault, for investigative procedures)
(4) Emotional Abuse	A pattern must exist of ridiculing or demeaning the vulnerable adult; indicators of emotional abuse include: • Derogatory remarks • Verbal harassment • Threatening to inflict emotional or physical harm on the vulnerable adult The victim must be under the care and custody of the suspect, or must be a patient or resident of a facility in which health care services and activities for daily living are provided. **NOTE**: If the above listed circumstances are not present, an investigation should be conducted for the appropriate crime: for example, assault, aggravated assault, or theft.
(5) Neglect	A pattern of conduct by a person who is responsible for the care and custody of the vulnerable adult and permits the vulnerable adult to be injured or their health to be endangered.
(6) Exploitation	Illegal or improper use of an incapacitated or vulnerable adult's resources for another's profit or advantage.

D. Telephone Reference Numbers:

Adult Protective Services (APS)	1-877-767-2385
Senior Help Line	1-800-264-4357
Family Investigations Bureau (FIB)/Vulnerable Adult Crimes supervisor	602-534-2121
Violent Crimes Bureau (VCB) desk sergeant	602-262-6141

2. **REPORTING PROCEDURES**

A. Officers will establish the elements and jurisdiction of the crime; jurisdiction is usually determined by the location of the first act or incident.

- If not within the Department's jurisdiction, officers should document their actions and coordinate with the appropriate agency.

(1) Officers should interview the reporting person away from the victim, witness, or other reporting sources in order to determine:

- Circumstances of the crime
- If the victim is in any imminent danger
- If the victim requires medical attention
- Relationship between the victim and the suspect (if known)

(2) If there is any indication the relationship meets domestic violence criteria, then officers will also follow procedures as outlined in Operations Order 4.26, Domestic Violence.

B. Victim Medical Treatment

(1) Officers will assess the need for medical intervention; if the victim is admitted to the hospital with injuries sustained from abuse or neglect, officers will notify the Vulnerable Adult Crimes supervisor during normal business hours or the VCB desk sergeant after hours.

(2) In instances where physical abuse has appeared to have occurred within the past 72 hours, officers will contact a detective who will assess the need for a forensic exam.

(3) Photographs will be taken of any physical injury to the victim in accordance with procedures outlined in Operations Order 8.1, Evidence, Impounding, and Property.

(4) Any written documentation (medical records, powers of attorney, guardianship, etc.) must be scanned and attached to the Incident Report (IR) as a "Document".

- Original documents should be impounded as Evidence.

C. Victim Interviews

(1) Officers should interview the victim if the victim is verbally communicative.

(2) Officers will document the following:

- Nature and extent of the victim's injuries and/or physical neglect
- Victim's demeanor
- Spontaneous statements that may indicate the victim's competency

(3) When possible, officers should audio record victim statements.

D. Suspect Interviews

(1) If the suspect is present and aware of the investigation and the victim has not been taken to the hospital, officers may conduct an initial interview with the suspect.

(2) If the suspect is not aware of the investigation, he/she should not be interviewed without contacting FIB.

2. E. Adult Protective Services (APS)

(1) In all cases, APS will be contacted to file a report regardless of whether or not the suspect is booked into jail.

- Contact information will be documented in the IR to include the APS case number.

(2) If the victim needs to be removed for their own protection, officers will contact APS and the Senior Help Line for assistance.

(3) Officers will document where the victim was placed, including the address and telephone number to assist in the follow-up investigation.

3. **CALLOUT PROCEDURES**

A. Patrol supervisors will contact the Vulnerable Adult Crimes supervisor during normal business hours or the VCB desk sergeant after hours, and request detectives assume the initial investigation when any of the following conditions exist:

- Any incident involving immediate life-threatening injury
- Any abuse or neglect involving immediate life-threatening injury or serious physical injury in which the suspect is known and is a flight risk
- The suspect is in custody and the victim's treatment will require more than being treated and released from an emergency room (victim admitted to hospital as a result of trauma after emergency room treatment)
- Any abuse or neglect involving multiple victims or suspects
- Suspect/s is known and there is an immediate danger of the victim being re-victimized by the suspect
- Any abuse, neglect, or exploitation involving a complex crime scene, or when a search warrant is necessary to conduct the investigation
- Any high-profile incident
- Best interest of the Department

B. Patrol officers will normally conduct the initial investigation for abuse, emotional abuse, neglect, or exploitation when the crime scene is basic.

4. **FINANCIAL EXPLOITATION**

A. Financial exploitation involves several factors:

- Trust and dependence
- Diversion of funds from the victim to the personal benefit of another
- Misuse of power of attorney

B. The victim must demonstrate the same traits of vulnerability or incapacitation; age alone is not the determining factor.

- Theft, forgery, and other fraud schemes involving a vulnerable or incapacitated adult who does not show signs of abuse/neglect, will be investigated by the appropriate detail (Property Crimes, Financial Crimes, etc.).

C. Determine Jurisdiction - The location where the suspect diverted funds or assets from the victim determines jurisdiction.

(1) This is typically the bank branch or location where the transaction is made.

(2) If the transaction is electronic or telephonic then the location of occurrence will be the residence or location of the computer or telephone.

4. C. (3) If there is doubt regarding jurisdiction and the victim resides in Phoenix, the officer will make a report and the assigned detective will determine jurisdiction.

D. Initial Investigation

(1) Determine the relationship between the victim and the suspect.

- Does the suspect live with the victim, and if so, is the victim in immediate danger of intimidation?

(2) If the victim needs to be removed for their own protection, contact APS and the Senior Help Line for assistance.

(3) Assess the financial environment of the victim, if possible, by including the following information in the initial IR, such as:

- Names on bank accounts
- Victim's income
- How funds are received and dispersed
- Name of person handling financial affairs

(4) Attempt to determine what the suspect has done to obtain power or authority over the victim.

(a) Determine if there is a power of attorney signed by the victim.

(b) Obtain copies of all signed documents granting authority to act on behalf of the victim, scan and attach them to the IR as a "Document", and then impound as Evidence.

(c) Obtain the names of involved financial institutions and account numbers for accounts belonging to the victim and/or suspect and list them in the IR.

E. Enforcement

(1) Due to the complexity of the investigation and the extensive amount of documentation necessary for financial exploitation cases, it is not advisable to make a probable cause arrest.

(2) Investigating officers may consult with detectives of the Vulnerable Adult Crimes Unit.

F. Report Procedures

(1) If the victim does not show signs of abuse/neglect, ARS 13-1802B, Theft (from vulnerable adult) will be selected as the "Primary Offense" in the IR.

- If the victim does show signs of abuse/neglect, select the appropriate ARS code as the "Primary Offense" and ARS 13-1802B as an additional offense.

(2) Officers **will** notify APS and make a financial exploitation of a vulnerable adult referral.

- Officers will document the APS case number in the IR.

1. **COLD CASES**

A. The cases investigated by Cold Case units/detectives are limited to the following based upon statutory limitations:

- Homicides and/or suspicious deaths
- Missing persons
- Sexual assault
- Unidentified victims

B. Cold Case detectives can be contacted at the following:

(1) During Business Hours Monday through Friday	• The Violent Crimes Bureau (VCB) Homicide Unit at 602-495-5883 • The Family Investigations Bureau (FIB) Sex Crimes Unit at 602- 534-2121 • The FIB Missing Persons Unit at 602- 534-2121
(2) After 1700 Hours and Weekends/Holidays	• The VCB Desk sergeant at 602-262-6141

C. Definitions

(1) Cold Case	• A case or investigation in which a homicide or felony sexual offense remains unsolved for one year or more after being reported, and has no viable or unexplored investigatory leads.
(2) Cold Case Detective	• A qualified detective (see Operations Order 3.2, Addendum F, Transfer Policy – Qualification Charts) whose primary responsibility is the systematic review and investigation of the Department's unsolved crimes

2. REVIEW OF COLD CASES

See applicable bureau manual.

1. **GENERAL INFORMATION**

A. Sanctity of Life – The Department respects the dignity of all persons and recognizes the sanctity of human life, rights, and liberty.

B. The Department shall conduct all immigration enforcement activities in a manner consistent with federal and state laws regulating immigration and protecting the civil rights, privileges, and immunities of all persons.

- This policy will not limit the enforcement of federal and state immigration laws to less than the full extent permitted by law.

C. Officers **will not** arrest, stop, detain, or contact an individual based on race, color, religion, sex/gender, ethnic or national origin, age, sexual orientation, gender identity or expression, disability, or economic status, unless it is part of a suspect description or otherwise authorized by law.

D. If officers need to contact ICE to verify any person's immigration status, a VCB desk sergeant **must first** be contacted, at (602) 262-6147, for approval.

- If the VCB sergeant is not available, officers must contact an on-duty sergeant for approval.
- Any contact with ICE **must be** documented by VCB desk personnel who will collect immigration related data.
- A legal advisor will be on-call 24/7 for immigration related questions.

E. There are two situations where officers are mandated by Arizona Revised Statute (ARS) 11-1051 to contact the federal government [U.S. Immigration and Customs Enforcement (ICE)] to verify a person's immigration status:

(1) A person is under ARREST based on probable cause (adult or juvenile) (see section 4 of this order for more information).

- This means ALL persons ARRESTED regardless of lawful status in the United States (U.S.), race, color, national origin, OR presumptive ID; the arrestee shall have their immigration status verified by the federal government prior to release of the arrestee.

(2) When a person is lawfully stopped/detained for a state or local crime AND only when the officer develops further reasonable suspicion the detained person is unlawfully present in the U.S. (see section 5 of this order for more information).

F. Consensual Contacts - Officers **may not** make immigration status inquiries during initial consensual contacts with members of the public.

- There is generally no obligation on the part of the persons contacted to cooperate with law enforcement or to assist in an investigation.

G. Victims/Witnesses - Because victims and witnesses are not arrested or lawfully stopped/detained for purposes of the 4th Amendment, officers **must not** ask about immigration status or call ICE to verify victims' or witnesses' immigration status.

1. H. Traffic Enforcement (Drivers/Passengers) – Officers **must not** ask immigration related questions or verify immigration status while conducting traffic enforcement unless required by state law as specified above in sections 1.E.(1) and (2) of this order.

   - Current state law does not place a legal requirement on passengers to produce identification and officers **must not** ask for identification for immigration purposes.

   I. Officers **must not** hold a person for longer than the purpose of the original stop to verify immigration status.

   J. The only time an officer will transport a person to ICE is under one of the following conditions:

   (1) ICE verifies the person is wanted for a **criminal immigration** violation AND there are no state criminal charges.

   (2) The person has a civil immigration violation **only** and **consents** to a transport.

2. **SCHOOL RESOURCE OFFICERS (SROS)** - The mission of the SRO Program is to foster trust and cooperation when interacting with students and to provide for the overall safety and security of everyone on school campuses.

   A. To achieve this mission, the Department has adopted the triad concept of community policing with respect to SRO duties.

   B. SROs shall first place emphasis on being educators and mentors and only act as enforcement officers when necessary.

   C. SROs or any other officers **must not** ask immigration questions or contact ICE for any purposes while on school grounds.

   - When off school grounds, if officers need to contact ICE to verify any person's immigration status, a VCB desk sergeant **must first** be contacted, at (602) 262-6147, for approval.

     * If the VCB sergeant is not available, officers must contact an on-duty sergeant for approval.
     * Any contact with ICE **must be** documented by VCB desk personnel who will collect immigration related data.

3. **DEFINITIONS**

A. Bias-Based Profiling	Selecting a person or persons for enforcement action based on a common trait of the group; this includes, but is not limited to race, color, religion/creed, sex/gender, ethnic or national origin, age, sexual orientation, gender identity or expression, disability, or economic status; this includes "racial profiling"
B. Consentual Contact	Voluntary interaction with a person where a reasonable person would clearly understand they are free to leave or decline the officer's request
C. Presumptive Identification **(For persons lawfully stopped or detained/not under arrest)**	A person is presumed not to be unlawfully present in the U.S. if the person provides to a law enforcement officer or agency any of the following: • A valid Arizona driver license • A valid Arizona non-operating identification license • A valid tribal enrollment card or other form of tribal identification • If the entity requires proof of legal presence in the U.S. before issuance; any valid U.S. federal, state, or local government issued identification.
D. Probable Cause to Arrest	Facts and circumstances, and any rational inferences therefrom, that would lead a reasonable and prudent officer to believe a crime has been or is being committed, and the subject to be arrested committed the crime; an officer may arrest based on probable cause
E. Racial Profiling	The reliance on race, skin color, and/or ethnicity as an indication of criminality, including reasonable suspicion or probable cause, except when part of a suspect description

3. **DEFINITIONS** (Continued)

F. Reasonable Suspicion	Facts and circumstances, and any rational inferences therefrom, that would lead a reasonable and prudent officer to believe crime is/was afoot (has been, is being, or is about to be committed); the officer need not know the exact nature of the crime; an officer may stop or detain a person based on reasonable suspicion, but may not arrest or search absent probable cause or reasonable suspicion the detained person is armed and dangerous
G. Stop/Lawful Detention	A temporary detention of a person for investigation (a temporary detention is considered a seizure of a person and is, therefore, governed by the Fourth Amendment); a stop occurs when a reasonable person under the circumstances would believe that he/she is not free to go; a stop must be based on at least reasonable suspicion; a person is stopped when such person submits to a show of authority or physical force.

4. **ARRESTS**

A. **ALL** arrested persons (adults and juveniles whether booked/detained **or** cited in lieu of detention (**CLD'd**)/referred and released) regardless of lawful status in the U.S., race, color, national origin, or presumptive ID, **shall** have their immigration status verified by the federal government.

- Presentation by the arrestee of presumptive ID **does not** meet the requirement to verify immigration status under state law.

(1) Officers **must not** detain a person solely for determining immigration status longer than completion of the original stop/detention (once the purpose for the original stop/detention is complete or the ATTC/juvenile referral is complete, officers cannot continue detaining the person to verify immigration status).

(2) If booking an adult, jail personnel will verify immigration status.

(3) If issuing a CLD to an adult or for all arrested juveniles [CLD'd, referred and released for a crime, or detained at the Juvenile Court Center (JCC)], the officer **must first** contact the VCB desk sergeant, at (602) 262-6147, for approval to contact ICE.

- If the VCB sergeant is not available, officers must contact an on-duty sergeant for approval.
- Any contact with ICE **must be** documented by VCB desk personnel who will collect immigration related data

5. **LAWFUL DETENTION AND REASONABLE SUSPICION OF AN IMMIGRATION VIOLATION**

A. If a person is detained for a violation of any law and during this detention an officer develops reasonable suspicion the detained person is unlawfully present in the U.S., the officer shall make a reasonable attempt to contact ICE and verify the person's immigration status (ARS 11-1051.B).

- Officers **must not** hold a person for longer than the purpose of the original stop to verify immigration status.

B. There are three **EXCEPTIONS** when it is **NOT** necessary to contact ICE to verify immigration status for persons lawfully stopped/detained and there is reasonable suspicion the person is unlawfully present in the U.S:

(1) When it is not practicable

- For example: work load, criticality of incident and other present duties, available personnel on scene, location, available back-up, and ability to contact ICE.

(2) When the determination may hinder or obstruct an investigation

- The officer should consider when or whether to investigate immigration status in light of the need for suspect, victim, and witness cooperation in an investigation.

5. B. (2) (Continued)

∗ This consideration is not limited to the investigation for which the person has been detained, such as domestic violence investigations, complex investigations of money laundering, human trafficking, and drug smuggling, which may require significant cooperation of those involved.

(3) When the person provides presumptive identification

- See section 3.C of this order for a list of presumptive identification.

6. **DOCUMENTATION**

- Any contact with ICE **must be** documented by VCB desk personnel who will collect immigration related data.

7. **CONTACT WITH ICE**

A. When officers contact ICE at any time and ICE advises there are federal charges, officers must ask if the charges are federal criminal charges or federal civil charges.

- State and local officers have no authority to enforce federal civil immigration violations.
- A legal advisor will be on-call 24/7 for immigration related questions

B. Federal Civil Charges

(1) When ICE advises there are only **federal civil** charges and there are **NO state and/or local** charges, refer to the below procedures:

(a) The officer may not extend a stop/detention based upon the federal civil charges.

(b) The officer will not extend the stop/detention to wait for ICE to respond.

(c) Officers will not transport the person based solely upon a federal civil violation without the person's consent.

(d) If the person has been stopped/detained, he/she must be released after the initial investigation is complete unless the officer has developed additional reasonable suspicion to detain the person to investigate a violation of criminal activity.

(2) If there is a **federal civil** charge and the person **is under arrest for a state and/or local** charge/s:

- The person will be booked into jail on the state and/or local charge/s.

∗ A HOLD for the federal charge will be placed on the person for ICE or other appropriate federal agency.

C. Federal Criminal Charges

(1) When ICE advises there are **federal criminal** charges and there are **NO state and/or local charges**, refer to the below procedures:

- The officer shall determine whether ICE will respond to take the person into custody or whether the officer should arrest the person and transport to ICE or a local, state, or federal jail facility.

7. C. (2) If there is a **federal criminal** charge and the person **is under arrest for a state and/or local** charge/s:

- Follow the procedures as outlined above in section 7.B.(2) of this order.

D. ICE Is Unable To Determine Federal Civil or Criminal Charges

(1) If ICE is unable to verify whether the federal charge is civil or criminal, then the charge will be treated as civil.

(a) If there are **NO** state and/or local charges, the procedures outlined above in section 7.B.(1) of this order will be followed.

(b) If the person **is under arrest** for state and/or local charges, the procedures outlined above in section 7.B.(2) of this order will be followed.

8. **DETENTION AND REMOVAL ORDER (DRO) HOLDS**

A. The Detention and Removal Office (DRO) is a unit of ICE that has the responsibility of detaining and transporting undocumented persons apprehended by ICE, Customs and Border Protection (CBP), or local law enforcement.

B. Once ICE has determined a person is unlawfully present in the U.S., ICE will issue a DRO hold, which can be for criminal or civil violations.

- This hold will be similar to a hit from a warrant when a person's information is run through the National Crime Information Center (NCIC).

C. If an officer receives a DRO notification from ICE, he/she must call the phone number on the DRO notification to determine whether the DRO hold is criminal or civil.

9. **DROP HOUSES, HUMAN SMUGGLING, AND LOAD VEHICLES**

A. ICE is responsible for the investigation of any federal crimes involving human smuggling and the Department will investigate any state crimes against the victims.

(1) A patrol supervisor will respond to the scene and contact the Violent Crimes Bureau (VCB) desk sergeant to provide a detailed account of the situation.

(2) The VCB desk sergeant will determine if the situation requires contacting ICE.

- If the situation requires contacting ICE, the VCB desk sergeant will contact them and provide a detailed account of the circumstances.

(3) The VCB desk sergeant will also contact the appropriate investigative detail/s (Assaults, Home Invasion Kidnapping Enforcement (HIKE), Homicide, Sex Crimes, etc.), who will determine if there is a need for a detective response.

- If detectives do not respond, patrol will have disposition.

(4) The VCB desk sergeant will advise the patrol supervisor of a response by ICE and/or other investigative detail.

NOTE: Officers **must not** hold victims for a response by ICE absent a criminal immigration violation/investigation verified by ICE.

(5) The VCB desk sergeant must be notified of the disposition of the investigation for the collection of data and information and will document each reported incident along with the response by ICE.

10. **NCIC ICE IMMIGRATION VIOLATOR FILE**

A. ICE keeps a record of aliens who have been convicted of a felony crime in the U.S. and have since been deported to their country of citizenship.

- This record is known as the Deported Felon File which is located in the NCIC Immigration Violator File.

B. The Immigration Violator File contains the following additional categories:

(1) The ICE Absconder category, which contains the records for individuals with an outstanding administrative warrant of removal from the U.S. who have unlawfully remained in the U.S.

(2) The ICE National Security Entry/Exit Registration System (NSEERS) category, which contains the records for individuals whom the Department of Homeland Security (DHS) and ICE have determined have violated registration requirements for entry into the U.S.

(a) The NCIC query results will advise whether the information displayed is an Administrative Warrant hit or a Deported Felon File hit.

(b) Police officers **must not** take enforcement action on Administrative Warrants or NSEERS hits as these are civil federal matters.

C. If there are **local charges** along with a **Deported Felon File notification**, follow the procedures as outlined in section 7.B.(2) of this order.

D. If an officer runs a person who is the subject of a **Deported Felon File notification**, and there are **NO local charges**, the following steps will be taken:

(1) Verify through physical description (scars, marks, tattoos, etc.), admission, or other available information, the person on the hit is the same person.

(2) Contact the ICE Law Enforcement Service Center in Vermont through the communications dispatcher or call directly using the phone number listed for immediate notification confirmation.

(3) Once the hit has been confirmed, officers will positively identify the subject through LiveScan or fingerprint the individual and fax the fingerprints to ICE.

(4) After the subject has been positively identified, the ICE Law Enforcement Agency Response (LEAR) Unit (or other local ICE office) may be contacted at 602-379-3235 for pick-up and disposition of the subject.

- Officers may also take the subject to the ICE Detention and Removal Office at 2035 North Central Avenue for subject turnover to an ICE agent.
- Officers will call the LEAR Unit before transporting a subject.

11. **FEDERAL FIREARMS REGULATIONS**

- Under Title 18, U.S.C., Chapter 44, Section 921(20), any person unlawfully present in the U.S. is prohibited from owning or possessing a firearm.

  * If the status of a prohibited possessor cannot be verified, an IR will be completed and the firearm impounded as Evidence.
  * A Gun Squad detective will be on-call 24/7 for questions concerning prohibited possessor status and misconduct involving weapons.

12. **U-VISA CERTIFICATION FORMS**

A. Available through the United States Citizenship and Immigration Services for immigrants who are current or former victims, or affected eligible family members who are assisting officials in the criminal justice system with the investigation and prosecution of criminal activity.

B. All requests for U-Visa certifications (form I-918B) will be assigned to the case detective who will determine if the applicant meets the conditions required on form I-918B in regards to the type of crime committed and the victim's involvement: for example, the applicant is a victim and was/is being cooperative and possesses relevant information regarding the case.

C. The assigned detective will forward form I-918B to the authorized certified signer within their respective bureau (designated by the bureau commander/administrator) with a recommendation for the signer to either sign or not sign the form.

D. Once reviewed and either signed or not signed by the authorized certified signer, the form will be returned to the assigned case detective for disposition (returned to the victim/attorney/ representative).

13. **ICE CONTACT INFORMATION**

A. 1-800-973-2867 ICE 24 hour contact (Communications Center) – Call must be made by a custodial officer and request to be transferred to the Phoenix DRO Office

B. 1-802-872-6020 ICE Law Enforcement Support Center (NLETS Inquiry Only – No phone support)

C. 1-520-836-7812 Tucson CBP

1. **PURPOSE**

- To establish guidelines for the use and management of body-worn video technology provided by the Department

  * The use of body-worn cameras (BWCs) for any purpose other than in accordance with this policy is prohibited.

2. **DEFINITIONS**

A. Body-Worn Camera (BWC)	• An audio/video recording system used to document police related activities
B. User	• An employee who has been issued a BWC and received Department approved BWC training
C. Categorizing	• A method to identify/classify a body-worn camera recording for a specific purpose and time
D. Digital Media	• Any recording created using a BWC, including any captured sounds, images, and/or associated metadata
E. Pre-Event Buffer Mode	• The mode during which the BWC continuously captures buffered video (not audio) in 30 second intervals and activated when the camera is turned on.
F. Event Mode	• The mode that records audio and video * The 30 seconds of buffered video immediately preceding the event will be saved and attached to the event recording.
G. Mute Function	• Eliminates audio while still capturing video

3. **GENERAL INFORMATION**

A. Body-worn video technology facilitates the Department's objectives to collect evidence for criminal prosecutions, ensures both officer and citizen accountability, provides administrative inspection functions, and has the potential to provide a valuable training aid by allowing for the evaluation of officer safety and tactics.

B. Training - Employees will receive requisite training commensurate with the level of participation (user, detective, administrator, etc.).

- Videos may be used for training purposes if the training course and content are approved by an assistant chief (video/s will be handled in accordance with Operations Order 4.6, Release of Records)

C. Equipment - The BWC and related equipment will be issued at the Police Chief's discretion and will remain in the user's possession.

(1) Users shall not alter (including the color of the camera), remove, dismantle, or tamper with any BWC hardware or software component.

(2) Only BWCs issued by the Department will be utilized.

D. Users will wear the BWC **anytime** they may become involved in any enforcement activity while on duty in patrol or working off-duty, extra-duty, or in any other uniformed assignment, or as otherwise specified in this order.

E. Although Arizona is a "one party consent" state and there is no requirement to inform other parties they are being recorded, users are encouraged to make the presence and activation of the body-worn camera known when it is practical to do so (existing research indicates such an advisement can have a civilizing effect, leading to the safe resolution of the matter at hand).

F. Video obtained from a BWC may not depict everything in a user's field of vision at the time of an incident and everything depicted in the video may not have been observed by the user at the time of the incident.

3. G. BWC technology, policy, operations, and law continue to evolve; therefore, the Body-Worn Camera Unit is responsible for monitoring these areas and ensuring policy is updated accordingly.

4. **OPERATIONAL GUIDELINES**

A. Equipment Inspection - Prior to use each shift, users will:

- Ensure their BWC is adequately charged.
- Inspect the BWC and accessories to ensure there is no visible damage and the device is in good working order.

  * Any visible damage or concerns about the functionality of the equipment will be brought to the attention of the user's/employee's immediate supervisor as soon as it is practical to do so.

B. BWC Placement - The BWC must be worn on the front of the duty uniform/shirt, in the middle torso area, in a manner that maximizes the video capture area of the camera (see below diagram for correct BWC placement).

C. Audio/Video Recording Requirements

(1) Patrol Users (to include when working off-duty or extra-duty)

(a) Prior to going 10-8 (in service), users will turn their BWCs on to activate the Pre-Event Buffer Mode.

NOTE: When the camera is not in the Event Mode (recording), it must remain on/in the Pre-Event Buffer Mode during the shift.

(b) Users must activate the **Event Mode** upon receiving a call for service and/or prior to engaging in any investigative or enforcement contact, such as, but not limited to:

- Vehicle stops
- Pedestrian stops
- Consensual encounters that are investigative in nature
- Radio calls for service
- On-view events requiring enforcement activity
- Official suspect and witness statements and interviews
- Vehicle and foot pursuits

NOTE: This requirement is not intended to be punitive in those situations where a reasonable justification can be made for the non-activation of a camera (user must take unforeseeable and rapid on-view enforcement action, user is randomly assaulted, etc.)

4. C. (1) (c) Interrupted Recording - Anytime a recording must be interrupted (mute function utilized) during an investigative or enforcement contact, users shall verbally record a substantive reason for interrupting the recording.

(i) Reasons for muting the audio could include, but are not limited to:

- Tactical discussions
- Briefing supervisors
- Discussions regarding the disposition of the call and/or suspect

(ii) Immediately upon completion of the muted conversation, officers will deactivate the mute function and return to audio recording.

(d) Return to Pre-Event Mode - The Event Mode shall be deactivated upon the completion of the event or the user leaves the scene [the completion of the event is when activities such as those listed above in section 4.C.(1)(b) have ended, or those activities have transitioned into a non-investigative crime scene security or traffic control (homicide scenes, traffic fatalities, etc.)].

NOTE: Users shall verbally record the reason for the deactivation prior to the deactivation ("Call has ended, I'm deactivating", "I'm deactivating while I wait for a tow," "I'm deactivating while I direct traffic," etc.).

(e) BWC Deactivation – BWCs may be deactivated (powered off via the power switch) in select situations upon approval of an on-duty supervisor; examples include, but are not limited to:

- Court proceedings
- Hospitals
- Crime scene briefings

NOTE: At the conclusion of the select situation, users will turn their BWCs back on to reactivate the Pre-Event Buffer Mode.

(2) Specialty Details - Users will turn their BWC on (Pre-Event Buffer Mode) and/or activate the Event Mode as outlined in the appropriate sections below.

(a) Community Action Officer (CAO) - Users will adhere to the patrol audio/video recording requirements listed above in section 4.C.(1).

NOTE: During community meetings or special events, the Event Mode only needs to be activated when the user needs to engage in any investigative or enforcement contact.

(b) Community Response Squad - Users must have their BWC readily available at all times while on duty and the camera will be worn, turned on, and the Event Mode activated:

- During all protests, marches, and City Council meetings.
- When it is in the best interest of the community and/or Department.

NOTE: For community meetings and special events, the camera only needs to be worn, turned on, and the Event Mode activated when the user needs to engage in any investigative or enforcement contact.

(c) Downtown Operations Unit (DOU) - Users will:

- Adhere to the patrol audio/video recording requirements listed above in section 4.C.(1).
- Activate the Event Mode when directed by the DOU Special Events lieutenant.

4. C. (2) (d) Motor Officers

- During normal enforcement actions, users will adhere to the patrol audio/video recording requirements listed above in section 4.C.(1).
- For motor specific off-duty, special duty, and BWC docking operations, users will refer to the Transportation Bureau manual for BWC operational regulations.

(e) Neighborhood Enforcement Team (NET)

- While in uniform or operating a marked patrol vehicle, users will adhere to the patrol audio/video recording requirements listed above in section 4.C.(1).
- While operating in a plain clothes capacity, users will:

  * Ensure the BWC is attached to an outer vest carrier consistent with section 4.B. above.
  * When enforcement action or investigative contact is imminent (see examples in section 4.C.(1)(b) above), users will don their vest, ensure the BWC is turned on and the Event Mode activated prior to contact, when practical.
  * During prolonged surveillance operations, users may leave the BWC powered off to conserve battery life.

- Users will ensure the BWC is turned on and the Event Mode activated when it is in the best interest of the community and/or Department.

(d) Special Assignments Unit (SAU), Canine (K9) Unit, and Crime Impact Unit

- During normal enforcement actions, users will adhere to the patrol audio/video recording requirements listed above in section 4.C.(1).
- During unplanned tactical events, users will refer to the Tactical Support Bureau (TSB) manual for activation requirements.

(e) Tactical Response Unit (TRU) - BWCs will be worn during all TRU operations as part of the TRU uniform.

- BWCs will be powered off while officers are staging or operationally static.
- BWCs will be turned on and the Event Mode activated immediately upon deployment or upon the direction of the Field Force commander or their designee.
- Users will ensure the BWC is turned on and the Event Mode activated when it is in the best interest of the community and/or Department.

(3) Users may deviate from the activation directive if it is in the best interest of the Department and they are able to justify the deviation: for example, contact with victims of a crime where the details of the crime are sensitive in nature or interaction with citizens who wish to remain anonymous.

NOTE: The reason/s for the deviation **must** be documented in an Incident Report (IR)/Field Interview (FI).

(4) User's may review captured video to refresh their memory prior to completing required reports, preparing for court proceedings, etc.

- Employees may view video that is not their own if there is an investigative reason to do so.

EXCEPTION: An employee who is involved in a serious incident and/or the subject of an ongoing criminal investigation, including an officer involved shooting or in-custody death, will not access or view BWC video relating to the serious incident and/or criminal investigation until the video is released by the criminal investigators (see Operations Order 3.1, Serious Incident Policy, for more information regarding serious incidents).

4. C. (5) Upon completion of the user's shift, all captured data will be impounded (see section 6 of this order for impounding procedures).

- Users must properly categorize each video file within **10** days of the video creation by ensuring the corresponding radio code and incident number are assigned to each video file.

5. **PROHIBITED RECORDING**

A. Users **will not**:

(1) Knowingly activate the BWC in a place where a reasonable expectation of privacy exists, such as precinct locker rooms and restrooms.

(2) Intentionally activate the BWC to record conversations of fellow employees without their knowledge during routine and non-enforcement activities.

(3) Utilize the BWC to surreptitiously record conversations of citizens and employees.

(4) Knowingly record undercover officers or confidential informants.

(5) Knowingly utilize the BWC to record any personal activity.

(6) Utilize personal recording devices, computer equipment, or software programs to make copies of digital media.

(7) Knowingly record while in a facility whose primary purpose is to provide medical and/or psychiatric services, unless responding to a call for service or when users are conducting investigatory follow up at the facility.

6. **REPORTING/DOCUMENTATION**

A. All digital media captured using the BWC will be considered property of the Department.

- Releasing captured video without the approval of the Police Chief or designee is strictly prohibited.

B. The release of video/s requested through a public records request will be handled in accordance with existing policy and public records laws (see Operations Order 4.6, Release of Records, for additional information).

C. If a Field Based Reporting (FBR) form (IR, FI, etc.) is completed/required by Department policy, users will document the existence of any captured video in the FBR form (refer to the FBR User Manual for proper procedures).

- Users shall not substitute "refer to video", or similar language, for a detailed and thorough report.

D. The activation requirements in this policy do not negate the directives established in other Operations Orders regarding the requirements for photographs to be taken by a digital camera certified employee.

E. Citizens will not be allowed to review video captured by the BWC unless there is an investigative reason to do so.

F. Users/employees will immediately report any loss of, or damage to, any part of the BWC equipment to their immediate supervisor.

7. **IMPOUNDING**

A. Users who capture video during their shift will dock their BWC for uploading and charging at the end of each shift.

EXCEPTION: Users who are motor officers or who work off-duty or extra-duty work, see section 7.B below.

B. Motor officers or users who work off-duty or extra-duty will dock their BWCs for uploading by the end of their next shift.

C. Once uploaded, the digital media is considered to be impounded and the BWC will be cleared of existing digital media.

8. **SERIOUS INCIDENT PROTOCOL**

- In the event of a serious incident, see "Employees Wearing Body-Worn Cameras" in Operations Order 3.1, Serious Incident Policy.

9. **DEPARTMENT REVIEW**

A. Supervisors will ensure users assigned to their squad are wearing and activating their cameras in accordance with this policy.

- Each work week, supervisors will inspect at least one video for each user assigned to their squad and record their findings in the user's/employee's supervisor notes.

B. Supervisors notified of a pointed gun at person (PGP) incident will review each involved user's/employee's BWC video capturing the incident within seven (7) days of the incident.

- The purpose of the review is to assess the actual PGP and not the video in its entirety.
- If multiple supervisors are notified of a PGP incident, the on-duty lieutenant will be responsible for coordinating the BWC video review.
- If a supervisor is on scene during a PGP incident, a BWC video review is not necessary.
- A supervisor's BWC video review of a user/employee assigned to their squad who is involved in a PGP incident satisfies the above requirement of the weekly video review.

C. Each calendar month, the precinct inspections lieutenant will randomly inspect at least six (6) BWC videos and record their findings in the Monthly Inspections Report.

D. Detectives are responsible for reviewing digital media associated with their assigned cases.

E. The Department will have the ability to review captured video at any time to ensure compliance with policy, to investigate personnel complaints, for training purposes, etc.

10. **RETENTION OF RECORDINGS**

A. All captured digital media will be retained by the Department for 190 days following the date recorded.

- Captured video may be retained for longer periods in the event the video is the subject of a litigation hold, a criminal case, part of discovery, etc.

B. Requests for the deletion of a video recording: for example, inadvertent personal recordings/ materials that are unlawful or violate the rights of others, must be submitted in writing to the Police Chief or designee.

11. **GENERAL SUPERVISOR RESPONSIBILITIES**

- In accordance with Operations Order 2.3, Authority and Responsibility of Supervisors, supervisors will actively direct and supervise their subordinates to ensure they adhere to the directives of this policy.

  * Any supervisor who fails to comply with this policy may be subject to discipline as outlined in Operations Order 3.18, Discipline Policy and Review Boards, and Operations Order 3.18 Addendum A, Discipline Policy.

1. **PURPOSE** - To ensure compliance with all City and grant regulations, all requests to enter into an agreement with the Department for grants, intergovernmental agreements (IGA), memorandums of understanding (MOUs), memorandum of agreements (MOAs), letters of agreements (LOAs), and/or contracts for police services, supplies, equipment, and/or consultants/contract services, are to be processed by the Fiscal Management Bureau (FMB) as the central point of contact.

2. **SCOPE** - This policy will apply to all employees responsible for the preparation of federal, state, and local grants and **all** contracts.

3. **AUTHORITY**

   A. All of the agreements listed above in section 1 of this order require signatures of all involved parties, approval from the Law Department, Public Safety and Veterans Subcommittee, and City Council, and then attested to by the City Clerk before they are considered valid, fully-executed agreements.

      * Per the City Charter, the City Manager or his/her designee is the only City employee authorized to enter into a contract (grant agreement, IGA, MOU, LOA, etc.) on behalf of the City.

   B. The Grants Unit supervisor and a grant accountant are the primary sources for researching and identifying funding opportunities, writing and submitting grant applications, obtaining the necessary authorization signatures and City Council approval, and for submitting grant applications to the granting agency for funding consideration.

      * All grant applications and grant reporting statistics must be verified and include back-up documentation.

   C. Authority to revise this order must follow Administrative Regulation (AR) 1.81, Federal, State, and Other Grant Applications, and Operations Order 2.5, Written Directives.

4. **DEFINITIONS**

A. Federal, State, Local, and/or Foundation Grants	• A monetary award that requires reciprocity * Reciprocity means the giver of the grant award (grantor) expects or requires some level of measurable performance from the grantee for the money awarded. * This may involve a contractual agreement in the form of a contract, MOU, or IGA.
B. Intergovernmental Agreement (IGA)	• Two or more public agencies, by direct contract or agreement, may contract for services or jointly exercise any powers common to the contracting parties and may enter into agreements with one another for joint or cooperative action, so long as each agency has been authorized by their legislative or other governing body
C. Memorandum of Understanding (MOU)/ Memorandum of Agreement (MOA)	• A document describing a bilateral or multilateral agreement between two or more parties * Expresses a convergence of will between the parties, indicating an intended common line of action
D. Letter of Agreement (LOA)	• Written list of goods, services, or space to be provided at the agreed-to prices, terms, and time * Becomes a binding contract when signed by the associated parties
E. Project Manager	• The person who is the subject matter expert and is responsible for the overall direction, coordination, implementation, execution, control, and completion of the specific project
F. Capital Asset	• Any tangible, nonexpendable equipment/property having an acquisition cost of $5,000 or more per unit and a useful life of more than one year

5. **ROLES AND RESPONSIBILITIES**

- Application Process/Responsibilities

  * Management assistant II, designated project manager, and grant accountant will work together to complete the grant application.
  * Grants Unit supervisor will review the application.
  * FMB administrator will review and approve the application.
  * Management assistant II is responsible for completing the City Council Request (CCR) and Request for Council Action (RCA) process, requesting permission to submit the grant application.
  * Executive assistant chief will review and approve the application.
  * Police Chief will review and approve the application.
  * City Manager will review and approve the application.
  * Management assistant II will submit the application.
  * All personnel involved in the submittal of applications will abide by the rules set forth in AR 3.10, General Procurement Procedures, Section XII, Procurement Ethics.

6. **FEDERAL, STATE, LOCAL, AND/OR FOUNDATION GRANT PROCESS**

A. Grant Wish List Form - Used to convey a bureau's/precinct's request for grant funding of operational needs (supplies, equipment, overtime, etc.) that are currently unfunded and unbudgeted.

- The form needs to be completed in its entirety and signed by the bureau commander.
- Submit the signed form to the PoliceGrants.PPD@phoenix.gov mailbox or via interoffice mail to the management assistant II, Grants Unit, FMB.
- The form is available on PolicePoint under Document Center/Bureau-Precinct Documents/Fiscal Management Bureau/Grant Wish List Request form.

B. Research of Funding Opportunities:

- The Grants Unit will:

  * Monitor all federal, state, and local grant websites weekly.
  * Identify eligible funding opportunities.
  * Conduct wish list comparison.
  * Contact relevant bureau or precinct to facilitate application process.

C. Grant Award - If the grant is funded, the management assistant II will process all necessary paperwork to accept the grant award.

(1) The management assistant II will have the designated project manager sign the agreement committing them to the project, for the life of the project.

(a) The agreement also represents the commitment of the bureau commander and project manager for the success of the project and completion of all required grant programmatic reports.

(b) In the event the project manager must leave his/her position, he/she will fully train his/her replacement.

(2) Once notification has been received by the management assistant II that a grant has been awarded, the project will be sustained by the grant accountant and project manager for the life of the project.

6. C. (2) (a) The grant accountant will log into the Grant Management System (GMS) to accept the award.

(b) The grant accountant will print the award documents, compare the award document budget to the application budget, and create a binder for the grant that contains the application, award letter, and other relevant documentation.

(c) The grant accountant will submit the award documentation to the management assistant II who supervises the Grants Unit.

(d) The management assistant II will create a contract routing slip and route the award documents to the Legal Unit for approval and then to the Police Chief or the City Manager for final approval.

(e) The grant accountant will request a new cost center and the mapping of the appropriate general ledger (GL) for the grant by completing a Request to Create or Change a General Ledger Account, Cost Element, or Commitment Item form and submitting the form to the sap.master.data.fin@phoenix.gov mailbox.

(f) The grant accountant will enter the grant information and budget into the City's Systems Applications Program (SAP) (this process will automatically create the grant number) and upload a copy of the award document.

- The grant accountant will then enter the grant information into the grant database.

(g) The grant accountant will provide a copy of the budget to the program manager.

(h) The grant accountant is responsible for facilitating all purchases requested by the project manager, monitoring the grant budget for allowable purchases, and filing all financial reports related to the grant.

(3) If the grant award is denied by the funding agency, the grant accountant and project manager will be notified and the wish list item will be reinstated.

D. Revenue Receipt/Tracking

(1) The grant accountant will prepare an internal financial status report with backup documentation and submits the financial status report to the FMB administrator for approval/ signature.

(2) Once the financial status report is approved by the FMB administrator, the grant accountant will complete a financial report in GMS for eligible expenditures paid within the quarter.

(3) When confirmation of a successful financial report is received in GMS, the grant accountant will create a payment requisition in the Grant Payment Requisition System (GPRS).

(4) Once the granting agency approves the payment requisition, funds will be sent electronically to the City and deposited into the City's pooled account (GL 101012).

(5) The grant accountant will search GL 101012 for reimbursements and create a journal entry to move the revenue to the appropriate grant cost center in SAP.

(6) The grant accountant will log revenue into the grant database.

6. E. Expenditure Entry/Tracking

(1) Requests for purchases utilizing grant funds are initiated by a memorandum that has been reviewed/approved by the program manager and requesting bureau/precinct commander.

(2) The program manager is responsible for submitting all paperwork (quotes, determinations, etc., as required under AR 3.10, General Procurement Procedures) to the grant accountant for processing.

(3) The grant accountant is responsible for verifying the reasonableness, allocability, and allowability of the purchase by reviewing the award document for the grant and ensuring the purchase is within the scope of the grant award and that funds are available for the purchase.

(4) Once the purchase has been deemed allowable, the grant accountant will enter a shopping cart in the ProcurePHX system.

- The grant accountant will include the approval paperwork, quote, and other documentation required under AR 3.10 in the notes and attachments section of the shopping cart.

(5) The grant accountant's supervisor will review/approve the shopping cart as the first level approver.

(6) The management assistant II will review/approve the shopping cart as the second level approver.

(7) If the items being purchased are purchased on a City contract, a purchase order will be automatically generated and sent to the vendor.

(8) If the items being purchased are not on a City contract, a buyer in Police or City Central Procurement will manually create the purchase order following the terms and conditions set forth in AR 3.10.

(9) The program manager is responsible for advising the grant accountant when the products or services have been fully received and are acceptable.

(10) The grant accountant will enter a goods receipt in the ProcurePHX system to signify acceptance of the goods/services.

(11) Invoices are sent directly by the vendor to invoices@phoenix.gov.

- Once the invoice has been verified by the Vendor Invoice Management System (VIMS), City Central Accounts Payable will pay the invoice according to the vendor's terms.

(12) The grant accountant will file all purchasing paperwork in the appropriate file for the grant cost center for auditing purposes.

F. Payroll – If the grant award allows positions to be funded through the grant, the following procedures must be adhered to:

(1) The grant accountant will work with the payroll section within the Department to have the position/s assigned to a grant cost center.

(2) Once the position/s has been assigned to the grant, the grant accountant will import the information from the City's Human Resource Information System (eCHRIS) into Excel and the grant database.

6. F. (3) Each payroll period, the grant accountant will print reports for their assigned grants from the grant database (eCHRIS file) to verify the expenditures are allowable.

(4) Once the reports have been reviewed and are accurate, the grant accountant will enter the information into the grant database (either manually or by download).

(5) The grant accountant will process journal entries as needed to move any unallowable fringes from the grant into the general fund.

(6) The grant accountant will reconcile the information from the grant database to SAP to ensure the expenditures match in both systems.

G. Overtime (OT)

(1) If the granting agency allows for the payment of overtime/fringe benefits to be paid with grant funds, the grant accountant will request an OT index code by submitting an email request to the management assistant II.

(2) The management assistant II will create the OT index code in eCHRIS and the Leave and Overtime Tracking System (LOTS) using the grant cost center for billing purposes.

(3) Once the OT index code has been created, the management assistant II will email the new index code to the grant accountant and program manager advising the code has been set up and shall be used for all OT associated with the provisions of the grant.

(4) The grant accountant will run an overtime report on a monthly basis for each index code assigned to their grants and will review the report for accuracy.

- If any overtime needs to be moved to the grant cost center, the grant accountant will prepare a journal entry to move the charges.

H. Travel

(1) If the granting agency allows travel costs to be funded through the grant, the grant accountant will process the paperwork for the travel in accordance with AR 3.41, Business, Conference, and Training Travel and Related Expenses.

(2) Lodging and per diem reimbursements will mirror those allowed by the granting agency:

(a) Federal funds will use the General Services Administration (GSA) rates for lodging and per diem.

(b) State funds will use the per diem and lodging rates specified in the State of Arizona Accounting Manual.

(3) Travel packets will be audited on a pre-travel and post travel basis to verify estimated costs are allowable under the grant and within the allowable rates specified by the grant.

(4) The grant accountant will submit the pre-travel and post-travel packets to the travel desk within the Department for review and approval.

(5) The travel desk will submit the packets to the appropriate personnel according to AR 3.41.

(6) The grant accountant is responsible for ensuring all receipts are submitted by the traveler for the travel audit and the travel packet is closed out in accordance with the terms of the grant.

6. I. Asset Tracking - The following procedures must be adhered to when capital assets are purchased with grant funds:

(1) The grant accountant will enter a shopping cart in the ProcurePHX system for the purchase of the asset, attach the approval documentation and quotes, and change the account assignment category under the Account Assignment tab to "Asset".

- The grant accountant will enter an internal note under the "Notes and Attachments" tab that includes the following information:

  * Asset life
  * Grant cost center for the purchase
  * GL for the purchase
  * Responsible cost center

(2) The grant accountant will save the shopping cart which will generate an email to be sent to the Financial Accounting and Reporting (FAR) Section in City Finance Department, for the creation of an asset number and asset tag.

(3) An email will be sent from FAR to the shopper (grant accountant) with the asset number and the corresponding shopping cart number.

(4) The grant accountant will open the shopping cart, click the "Edit" button, and click on the "Account Assignment Tab".

- The asset number will be entered in the field "Assign Number".

  * The grant accountant will click the "Details" button to ensure the appropriate grant cost center, grant number, and GL are entered for proper tracking of the asset.

(5) The grant accountant will enter the asset information onto the Property Control Record form located on the grants drive under the "Assets" folder.

- A copy of the Property Control Record form will be included in each grant binder with the following information:

  * Asset tag number
  * Description of the equipment/property
  * Asset number
  * Vendor (source)
  * Acquisition date
  * Acquisition cost
  * Percentage of grant funds used for the purchase
  * Cost center for the purchase
  * Responsible cost center
  * Location of the asset
  * Disposition date of the asset
  * Sale price of the asset (if applicable)

(6) The disposition of the asset must be processed according to the terms set forth in AR 5.13, Accountability and Inventory Control for City-Owned Property, which includes the preparation of an Asset Retirement form that will be sent to City Finance Department.

- A copy of the form and information provided by the City Finance Department regarding the disposition date and sale price of the asset (if applicable) will be kept in the corresponding grant binder for auditing purposes.

6. I. (7) The program manager will be responsible for providing a yearly report to the grant accountant on the status of any federally funded assets which will include the following:

- Current location of the asset
- If the asset is still useable
- If the asset is being used for the purpose in which it was purchased

J. Reporting

(1) Monthly

(a) At the end of every month, the grant accountant will run a monthly report for each grant from SAP to reconcile expenditures (reconciliation will include allowable expenditures and payment status of invoices).

(b) Any non-allowable expenditures discovered during the reconciliation will be moved out of the grant cost center and into the appropriate cost center by preparing a journal entry.

(c) The grant accountant will verify the information on the report matches the report in the grant database.

(2) Quarterly

(a) The grant accountant will run quarterly reports in SAP and compare expenditures to the grant database.

(b) Any non-allowable expenditures discovered during the reconciliation will be moved out of the grant cost center and into the appropriate cost center by preparing a journal entry.

(c) The grant accountant will prepare an Excel version of the Federal Financial Report (FFR) Standard Form (SF) 425 for the quarter and provide the report and all back-up documentation to the FMB administrator for review/approval.

(d) Once approved by the FMB administrator, the grant accountant will enter the information from the FFR (SF-425) into GMS and "submit."

- A confirmation will be displayed in GMS that the report was submitted successfully.

(e) Once the confirmation has been received, the grant accountant will log into GPRS to create a payment request.

- A confirmation will be displayed in GPRS upon successful submission of the request.

(f) The granting agency will submit the reimbursement through the automatic clearing house (ACH) to the City which will be deposited into the City's pooled account (GL 101012).

(g) The grant accountant will monitor the pooled account for the reimbursement and will move the funds to the grant cost center by preparing a journal entry.

(3) Due Dates – Federal grant reports must be filed by the 30th of the month following the end of the quarter, and for all other grants, by the due date required by the granting agency.

6. K. Bank Reconciliations – Bank reconciliations for all bank accounts are processed by the City's Finance Department.

L. Grant Closeout

(1) The grant accountant and project manager are responsible for all required grant closeout documents, final reports, and designated record retention periods.

(a) Grants will be closed out when the funding runs out or the term of the grant ends, whichever occurs first.

(b) The grant accountant is responsible for reconciling all the expenses charged to the grant to ensure all items have been paid/processed.

(c) The grant accountant will submit a final Programmatic Report (prepared by the project manager) and a final FFR (SF-425) to the granting agency through GMS according to the granting agencies timelines.

(d) Once the final reimbursement has been received (if applicable), the grant accountant will prepare a journal entry to move the revenue from the general fund (submitted electronically by the granting agency to the City's pooled account (GL 101012) to the grant.

(e) Once the balance of the grant is zero in SAP and the grant database, the grant accountant will lock the cost center in both systems to ensure no additional charges/revenues are posted to the grant.

(f) The grant accountant will change the grant to closed/closing in both SAP and the grant database once final reports have been approved by the granting agency.

(g) All documentation for the grant including the award letter, purchase orders, journal entries, financial reports, and other required documentation will be retained according to the retention policies of the granting agency.

- After the required retention period has expired, documents will be shredded by the City's contracted document disposal agency.

7. **CONTRACT PROCESS**

A. Intergovernmental Agreement (IGA)

(1) An IGA is written by the entity funding the action of the agreement.

(2) The agreement should contain, names of entities entering into the agreement, total dollar amount of funding, time period of the agreement (start and end date), what the agreement specifically funds (overtime, equipment, supplies, etc.), the duties and responsibilities of each entity, and termination guidelines.

(3) Once the agreement is fully executed, if it contains funds for overtime, an overtime index code must be established, through FMB, for billing and tracking purposes.

B. Memorandum of Understanding (MOU) and Memorandum of Agreement (MOA)

(1) An MOU or MOA is written by the primary party requesting the action of the agreement.

(2) The MOU or MOA should contain the names of entities entering into the agreement, total dollar amount of funding (if applicable), time period of the agreement (start and end date), outline the specific purpose of the MOU/MOA, the duties and responsibilities of each party, and termination guidelines.

7. B. (3) Once the MOU or MOA is fully executed, if it contains funds for overtime, an overtime index code must be established, through FMB, for billing and tracking purposes.

C. Letter of Agreement (LOA)

(1) An LOA is written by the primary party requesting the action of the agreement.

(2) The LOA should contain the names of entities entering into the agreement, total dollar amount of funding (if applicable), time period of the agreement (start and end date), outline of the specific purpose of the LOA, the duties and responsibilities of each party, and termination guidelines.

(3) Once the LOA is fully executed, if it contains funds for overtime, an overtime index code must be established, through FMB, for billing and tracking purposes.

8. **GRANT MANAGEMENT AND MONITORING PROCEDURES**

A. Federal, State, Local, and Foundation Grant Funded Expenditure Process:

(1) All grant funded expenditures will abide by the applicable ARs, to include, but not limited to:

- AR 1.80, Audits of Federal Financial Assistance Grant Programs
- AR 2.21, Overtime, Call Out, and Standby Pay and Shift Differential
- AR 3.10, General Procurement Procedures
- AR 3.41, Business, Conference, and Training Travel and Related Expenses
- AR 5.13, Accountability and Inventory Control for City-Owned Property

(2) All grant programs will have a dedicated cost center for expenses and revenues (if applicable) to ensure clear and concise grant monitoring and management.

(3) Department personnel will ensure all federal grant expenditures are in compliance with:

- Title 2, Code of Federal Regulations (CFR), Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- The current United States Department of Justice, Grants Financial Guide.

(4) All grant funded expenditures will be approved by the programmatic manager and the financial grant accountant prior to entering into e-Procurement.

B. Sub-recipient Monitoring and Management

(1) A sub-recipient is any agency receiving funds from the City, as a result of the City being the initial recipient of federal, state, local, or foundation grant funds.

(2) Department personnel will ensure compliance with all Federal Funding Accountability and Transparency Act (FFATA) regarding sub-recipient reporting requirements.

- Once the agreement between the City and the sub-recipient has been signed, the grant accountant will log into the FFATA Subaward Reporting System (FSRS), https://www.fsrs.gov/, by the end of the month following the month in which the City awards any sub-grant greater than or equal to $25,000 to complete the sub-award report.

(3) All sub-recipients will be required to enter into an agreement with the City; whereby the sub-recipient's responsibilities will be outlined to ensure compliance with all applicable federal, state, local, and/or foundation grant guidelines.

8. B. (4) All sub-recipients will be required to complete a pre-award risk assessment questionnaire to determine financial feasibility to comply with the agreement.

(5) Department personnel will monitor sub-recipients through the review of financial and programmatic reports and sub-recipient conducted audits, ensuring follow-up to address any deficiencies noted.

(a) Programmatic monitoring will include:

(i) Collecting program and financial status reports, as well as performance and administrative information related to each award.

(ii) Analyzing the information.

(iii) Taking appropriate actions to resolve issues or concerns when noted.

(b) Financial monitoring will be accomplished through:

(i) Onsite visits to include reviewing the below areas:

- Internal controls
- Accounting system
- Organizational policies and procedures, including accounting procedures
- FFRs (SF-425s)
- Compliance with reporting requirements and/or award special conditions

(ii) A financial desk review to include the below areas:

- FFRs (SF-425s)
- Compliance with reporting requirements
- Excess cash analysis

(iii) Requesting a copy of the sub-recipients single audit to assess risk and any violations of policies/procedures.

(b) All sub-recipient payments will be on a reimbursable basis only after sufficient documentation has been received and verified that the grant expenditure abides by all grant regulations.

1. **PURPOSE**

- To establish responsibilities, duties, and guidelines for follow up and documentation regarding a Combined DNA Index System (CODIS) and/or Automated Fingerprint Identification System (AFIS) "hit" throughout the Department.

2. **ROLES AND RESPONSIBILITIES**

A. CODIS/AFIS Administrator or Designee	• Will forward a hit notification packet/email to case agent and case agent supervisor
B. Case Agent	• Will conduct follow-up on applicable hit and respond back to the CODIS/AFIS administrator as prescribed in this order
C. Case Agent's Chain of Command	• Will ensure follow-up by case agent as prescribed by this order

3. **CODIS/AFIS "HIT" NOTIFICATION PROCEDURES**

A. Upon notification of a CODIS/AFIS "hit", the assigned case agent will complete an Incident Supplement within **30 DAYS** specifically noting the following:

(1) List the subject with the appropriate designation (investigative lead, witness, victim, etc.)

(2) Add as much personal identifying information as possible (date of birth (DOB), social security number (SSN), master name index (MNI) number, etc.)

(3) Detail why the "hit" was deemed probative or non-probative to the case

(a) If a "hit" is deemed probative, the case agent will research the investigative lead's current location using all available investigative resources.

(b) The case agent will document in the Incident Supplement where he/she believes the investigative lead is currently located.

(c) If the case agent is unable to locate the investigative lead, the case agent will document this in the Incident Supplement and create a BOLO (Be On Look Out), with an "ALERT" (see Operations Order, Investigative Procedures, for information on BOLOs).

(4) Prior to contact with the subject, the case agent will:

- Contact all ADULT sexual assault/misconduct victims, to determine if the identified subject is a consensual sex partner.
- Consider contacting the victim to determine if prosecution is desired.
- Consider contact with the identified subject in an attempt to clear the case.

(5) If the case is outside the identified statute of limitations, the identified subject will not be located and/or contacted and an Incident Supplement will be completed to document these facts.

B. On a CODIS "hit", once the case agent obtains the DNA confirmation samples from the investigative lead, an Incident Supplement will be completed to impound the samples by selecting *CODIS Confirmation Standard* as the Evidence "Category".

C. On an AFIS "hit", once the case agent interviews the investigative lead, an Incident Supplement will be completed to document the interview.

3. D. In order to prevent further notifications pertaining to a specific CODIS/AFIS "hit", once the case agent has completed an Incident Supplement documenting whether the "hit" was probative or non-probative, the case agent will send an email to lab.arrest.notification.ppd@phoenix.gov advising the Laboratory Services Bureau (LSB) personnel to administratively close out that specific CODIS/AFIS "hit."

   E. If no investigative steps are taken by the case agent within **30 DAYS**, notification will be made to the case agent and his/her sergeant.

   F. If no investigative steps are taken by the case agent within **60 DAYS**, a second notification will be made to the case agent, sergeant, and lieutenant.

   G. If no investigative steps are taken by the case agent within **90 DAYS**, final notification will be made to the case agent, sergeant, lieutenant, and the bureau commander.

1. **GENERL ENFORCEMENT INFORMATION**

A. The objective of this policy is to establish enforcement guidelines to help protect the public and City employees from unsafe unmanned aircraft/drone operation.

B. Officers will use discretion in conducting enforcement.

(1) In determining whether or not to conduct enforcement, the highest consideration will be given to protecting the safety of the public and the security of critical facilities.

(a) If it is evident the operator had no criminal intent and compliance to state law can be achieved through an educational contact, officers may give a warning to cease and desist the unlawful flight.

(b) If the totality of the circumstances indicate the operator/owner had criminal intent in the unlawful operation of the unmanned aircraft or the operator/owner conducted the flight in such an unreasonable manner as to put the safety of the public at risk, officers shall conduct enforcement.

2. **DEFINITIONS**

A. Critical Facilities	• A petroleum or alumina refinery • A petroleum, chemical or rubber production, transportation, storage, or processing facility • A chemical manufacturing facility • A water or wastewater treatment facility and water development, distribution, or conveyance system, including a dam • An electric generation facility, as defined in Arizona Revised Statute (ARS) 42-14156, and any associated substation or switchyard • An electrical transmission or distribution substation • An electrical transmission line of at least sixty-nine thousand volts • An electronic communication station or tower • An energy control center • A distribution operating center • A facility that transfers or distributes natural gas, including a compressor station, regulator station, city gate station, pressure limiting station, a liquefied natural gas facility, or supplier tap facility • Any railroad infrastructure or facility • A federal, state, county, or municipal court • A public safety or emergency operation facility (police stations) • A federal, state, county, or municipal jail or prison or other facility in which persons are incarcerated • A federal or state military installation or facility • A hospital that receives air ambulance services
B. Commercial Unmanned Aircraft/ Drone Operation	• Any unmanned aircraft/drone flight conducted for non-hobby or commercial purposes. • Commercial operators/owners must possess all of the following documents: ∗ Section 333 exemption or aircraft certification ∗ Federal Aviation Administration (FAA) Certification of Authorization (COA) ∗ Aircraft registration and markings ∗ Pilot certificate **NOTE**: Unmanned aircraft/drones flown for recreation or as a hobby and weigh less than 55 pounds **are not** required to have an FAA registration number.
C. Unmanned Aircraft	An aircraft, including an aircraft commonly known as a “drone” or unmanned aerial vehicle (UAV), that is operated without the possibility of direct human intervention from within or on the aircraft
D. Unmanned Aircraft System (UAS)	An unmanned aircraft and associated elements (cameras, memory chips, etc. including any communication links and components (smart phones, electronic pads, handheld remote control unit, etc.) that control the unmanned aircraft

3. **ENFORCEMENT CODES**

A. Arizona Revised Statute (ARS) 13-3729 - Unlawful Operation of Model or Unmanned Aircraft

(1) It is unlawful for a person to operate a model aircraft or a civil unmanned aircraft if the operation:

(a) Is prohibited by a federal law or regulation that governs aeronautics, including FAA regulations.

NOTE: Under ARS 13-3729, it is criminal state violation if the unmanned aircraft flight is a violation of any civil federal regulation or rule.

(b) Interferes with a law enforcement, firefighter, or emergency services operation.

(c) A violation of 3.A.(1)(a) or (1)(b) is a class 1 misdemeanor.

(2) It is unlawful for a person to operate or use an unmanned aircraft or unmanned aircraft system to intentionally photograph or loiter over or near a critical facility in the furtherance of any criminal offense (a class 6 felony).

B. Below are examples of common civil violations of FAA regulations prohibiting unmanned aircraft/drone flights:

(1) Five (5) Mile Radius from Any Airport 14 Code of Federal Regulations (CFR) 101.41	Unmanned aircraft/drones will not be flown within a five (5) mile radius of any airport or heliport unless the operator/owner has received a waiver from the FAA or has contacted and been given permission by the affected control tower. • Officers can confirm if an operator/owner has received a waiver or been given permission from the control tower by calling the control tower in the area: ○ Phoenix Sky Harbor International Airport - 602-306-2500 ○ Deer Valley Airport - 623-581-3389 ○ Glendale Airport - 623-872-9588 ○ Scottsdale Airport - 480-951-1430
(2) Altitude Over 400 Feet 14 CFR 107.51	Unmanned aircraft/drones will not be flown over 400 feet above the ground.
(3) Out of View of the Operator 14 CFR 107.31	Unmanned aircraft/drones will not be flown out of line of site of the operator.
(4) Over People 14 CFR 107.39	Unmanned aircraft/drones will not be flown over large crowds of people, including stadiums, sporting events, outdoor concerts, large gatherings in parks, etc.
(5) Night Flight 14 CFR 107.29	Unmanned aircraft/drones will not be flown 30 minutes after official sunset or 30 minutes before official sunrise • If the drone is flown during the 30 minutes before sunrise or after sunset, it must be equipped with navigational lights.
(6) Other Aircraft 14 CFR 107.37	Unmanned aircraft/drones must yield the right of way to other aircraft.
For more information on FAA regulations, click on Code of Federal Regulations or go to https://www.faa.gov/uas.	

C. Phoenix City Code (PCC) 24-49 - Operation of remotely controlled aircraft, unmanned aircraft vehicles and unmanned aircraft systems (addresses unmanned aircraft/drone flight in City parks)

- The operation must take place in an area of a park that is unobstructed by any objects within 400 feet on all sides.
- Children younger than 17 must be accompanied by an adult while operating an unmanned aircraft/drone in a park.
- If a conflict or ambiguity exists between PCC 24-49 and ARS 13-3729, ARS 13-3729 shall take precedence.

3. D. Officers may consider the following ARS criminal violations to use in conjunction with ARS 13-3729.

ARS 13-1203(A)(1)	Assault (causing physical injury)
ARS 13-1203(A)(2)	Assault (intentionally placing persons in apprehension of physical injury)
ARS 13-1502(A)(1)	Criminal Trespass 3rd Degree (stays after ordered to leave)
ARS 13-1503(A)	Criminal Trespass 2nd Degree (unlawful presence where notice is given)
ARS 13-1602(A)(1)	Defacing or damaging property (intentional or reckless)
ARS 13-2402(A)	Obstructing Governmental Operations (using or threating to use force, hinders officers)
ARS 13-2904(A)(6)	Disorderly Conduct (intent to disturb the peace, handles or displays a dangerous instrument)
ARS 13-2908(A)(1)	Criminal Nuisance (unlawful or unreasonable endangerment)
ARS 13-2917(A)(1)	Public Nuisance (interferes with the comfortable enjoyment of life)
ARS 13-3019	Surreptitious Recording

4. **ENFORCEMENT PROCEDURES**

A. If officers receive a 500/Drone radio call for service and upon arrival in the area, an unmanned aircraft/drone is observed and enforcement action is appropriate, officers will request units to circulate the area to locate an operator/owner.

- If a call for service has not been received but officers observe the unlawful operation of a model or unmanned aircraft/drone and enforcement action is appropriate, officers will request a 500/Drone radio call be created and units to circulate the area to locate an operator/owner.

B. If an operator/owner is found, make contact with and identify the operator/owner.

(1) When a warning is given:

- Issue a verbal cease and desist order.
- Complete a Field Interview (FI) ensuring *Homeland Defense Bureau* is selected as "Offense Element 1" for proper routing.

(2) When enforcement action is taken:

- Place the operator/owner under arrest.
- Seize the unmanned aircraft/drone, including the camera and controlling devices (smart phone, electronic tablet, remote control device, etc.).
  - Immediately disconnect the battery from the unmanned aircraft/drone (this will prevent the data on the aircraft from being erased remotely).
- Issue a citation in lieu of detention (CLD) (if eligible) or book the suspect.
- Complete an Incident Report (IR).
  - Select ARS 13-3729 as the "Primary Offense" [list the description of the FAA regulation being violated in the Narrative section (the specific FAA code is not necessary)].
  - Select any other appropriate ARS/PCC criminal violation as an additional offense (see sections 3.C and 3.D of this order for more information).
- Impound, in an evidence bag if possible, the drone and controlling devices.
  - Evidence bags will be utilized for smaller components and if the drone will not fit in an evidence bag, the drone will be affixed with a string ID Tag Form 80-63 as outlined in Operations Order 8.1, Evidence, Impounding, and Property.
- A Terrorism Liaison officer (TLO) may be contacted at 602-262-7496 (Fire Alarm Room) for guidance and assistance.

4. C. When an unattended or crashed unmanned aircraft/drone is found, officers will:

- Request a 500 Drone radio call be created.
- Take possession of the drone and disconnect the battery.
- Complete a Field Interview (FI) ensuring *Homeland Defense Bureau* is selected as "Offense Element 1" for proper routing.
- Impound, in an evidence bag if possible, the unmanned aircraft/drone.

  * If the drone will not fit in an evidence bag, the drone will be affixed with a string ID Tag Form 80-63 as outlined in Operations Order 8.1, Evidence, Impounding, and Property.

D. After an IR/FI has been completed and the unmanned aircraft/drone is impounded, the Homeland Defense Bureau will conduct all necessary follow up.

5. **USE OF UNMANNED AIRCRAFT/DRONES BY EMPLOYEES**

- Employees will not use unmanned aircraft/drones, either personally owned or City owned, in the furtherance of official police operations unless they have been assigned that specific function by the Department.

1. **POLICY STATEMENT**

A. Officers will take all reasonable steps to prevent or stop acts of school violence.

B. On duty school resource officers (SROs)/patrol officers will be required to respond, properly investigate (to include attempts at locating and arresting any suspect/s), and complete an Incident Report (IR) on all school related threats/violence at their assigned schools/schools in their areas.

- A terrorism liaison officer (TLO) may be contacted 24/7 at 602-262-7496 (Fire Alarm Room) for assistance with threat assessments.
- If detective assistance is required due to the complexity or violence level, patrol supervisors will contact the Violent Crimes Bureau (VCB) desk sergeant to request assistance.

2. **ARIZONA REVISED STATUTES (ARS) RELATING TO SCHOOL VIOLENCE**

A. Threatening or Intimidating ARS 13-1202	• Can be by **word** or **conduct** • May be a misdemeanor or felony depending on the circumstances
B. Disorderly Conduct ARS 13-2904	• Engages in a fight • Makes unreasonable noise • Uses language or gestures to provoke a physical response • Any protracted commotion that can disrupt a school • Refuses to disperse after given a lawful order • Reckless handling of a dangerous instrument • May be a misdemeanor or felony depending on the circumstances
C. Interference with or Disruption of an Educational Institution ARS 13-2911	• Interferes with or disrupts the normal operations of an educational institution by threatening an employee or student or threatening to cause damage to the school, employee, or student • Enters or is on school grounds to interfere with the lawful use of the property • Refuses to obey an order from any school administrator, or someone designated to maintain order, to stop the disruption of the school • May be a misdemeanor or felony depending on the circumstances
D. Use of an Electronic Communication to Terrify, Intimidate, Threaten, or Harass ARS 13-2916	• Uses electronic communication to threaten physical harm to any person or property • Is a misdemeanor
E. Harassment ARS 13-2921	• Communicates by verbal, electronic, mechanical, telegraphic, telephonic, or written means in a manner that harasses • Continues to follow someone after being asked or told to stop • Surveils a person for no legitimate purpose • Makes a false report to law enforcement on more than one occasion • Is a misdemeanor
F. Misconduct Involving Weapons ARS 13-3102	• Carries a deadly weapon on school grounds ∗ Is a misdemeanor unless the violation occurs in connection with conduct that violates ARS 13-2308.A.5, 13-2312.C, 13-3409, or 13-3411, in which case it is a class 6 felony • Other subsections may apply, see statute for guidance. ∗ May be a misdemeanor or felony depending on the circumstances
G. Making a Terrorist Threat ARS 13-2308.02	• Threatens to commit an act of terrorism • Makes a false report of terrorism • It is not a defense that the person did not have the intent or capability to commit the act • Is a felony

2. **ARIZONA REVISED STATUTES (ARS) RELATING TO SCHOOL VIOLENCE** (Continued)

H. Minors Prohibited from Carrying or Possessing Firearms ARS 13-3111	• An unemancipated person who is under 18 years of age, knowingly carries or possesses on their person, within their immediate control, or in or on a means of transportation, a firearm in any place open to the public, on any street or highway, or on any private property except private property owned or leased by the minor or the minor's parent, grandparent, or guardian. • See statute for exceptions. • Is a felony

3. **INVESTIGATION OF SCHOOL RELATED THREATS/VIOLENCE**

A. Due to the fact many threats are posted on social media and are often reported by a third party [reporting party (RP)], officers will attempt to identify and contact the person who posted the threat (suspect), who the threat was sent to (victim), and who originally discovered the threat (could be a witness, RP, or victim).

B. Interview all involved parties (RP, victim/s, witness/es, and suspect/s).

(1) Determine if the victim desires prosecution.

- Usually a school administration representative can be listed as the lawful representative for a school.

(2) Reasonable efforts **will** be made to contact and interview the suspect **in person**.

(a) During the interview, which will be audio recorded or captured on body-worn camera video, the below questions will be asked, and any/all answers will be documented in the IR:

- What were their intentions?
- Did they have the means to carry out the threat at the time of the threat?
- Do they currently have the means to carry out the threat?
- Do they have access to weapons?
- Have they taken any steps to carry out the threat?
- What social media platforms do they use?
- Do they admit to making the threat (whether they claim to be joking or not)?

(b) If the suspect is a juvenile, also contact and interview the parent/s asking the below questions, and any/all answers will be documented in the IR:

- Are they aware of the threat?
- What is the suspect's criminal history?
- Have they noticed any behavior changes?
- Does the suspect suffer from any known mental illnesses?
- What steps will they take to prevent any violent acts from being carried out?
- Does the household have weapons in the home?
- Does the suspect have access to weapons?

4. **EVIDENCE COLLECTION**

A. Because many cases involve the use of social media, text messages, and/or internet connected devices (including cell phones and computers), capturing and preserving the digital evidence is critical.

4. A. (1) If able, preserve the digital evidence from victim/s and third parties/witness/es.

- Have a digital camera certified employee take photographs of all digital evidence.
  - ∗ Photographs of the digital evidence are preferred over screen shots due to the ability to edit screen shots.
  - ∗ If a digital camera certified employee is unavailable, officers should request screen shot/s be emailed to their City email address.
    - o These images should be attached to the IR in the Field Based Reporting (FBR) system.

(2) The suspect's electronic devices containing evidence, to include cell phones, tablets, and computers, **will** be impounded in circumstances where a law enforcement officer is in a position to lawfully seize the device/s.

NOTE: See Operations Order 5.3, Specialized Investigations & Assistance, for procedures on seizing and processing electronic storage devices and digital evidence.

(3) Obtain all email addresses, usernames\vanity names, and uniform resource locators (URLs) of all involved social media accounts.

- Email addresses will be documented in the involved person's information section of the IR.
- Usernames\vanity names and URLs will be documented in the Narrative section of the IR.

5. **DISPOSITION OF SUSPECT**

A. If a suspect (juvenile or adult) is found to have committed or threatened violence against a school, and the school desires prosecution, the suspect **should** be arrested and appropriately detained/booked.

B. If a suspect (juvenile or adult) is found to have committed or threatened violence against an individual on school grounds, and the victim or victim's lawful representative desires prosecution, the suspect **should** be arrested and appropriately detained/booked.

- A parent or guardian (lawful representative) of a victim under the age of 18 has the final decision on seeking prosecution for the victim.
  - ∗ If the parent or guardian does not desire prosecution:
    - o The juvenile suspect should not be detained **or** referred.
    - o The adult suspect should not be booked.

C. Officers will ensure the appropriate detention/booking, fingerprinting, and photographing procedures are followed as outlined in Operations Order 4.18, Juvenile Procedures, or Operations Order 7.4, Booking Procedures.

6. **DOCUMENTATION**

- An IR will be completed for all school related threats/violence incidents with the most serious offense listed as the primary offense.

7. **NOTIFICATIONS**

A. SROs will contact their supervisor and advise them of the incident.

- If their immediate supervisor is unavailable, they will notify a patrol supervisor.

B. Patrol officers will contact the SRO sergeant assigned to their precinct **and** their immediate supervisor and advise them of the incident.

C. Upon completion of the initial investigation, the SRO/patrol sergeant will:

(1) Contact the VCB desk sergeant with the following information:

- Incident number
- School name/location
- Patrol/SRO sergeant's name, serial number, and call-back number
- Patrol lieutenant notified?
- Suspect disposition (detained/booked or released)
- Suspect's sex and grade in school
- Suspect's parents notified? (if applicable)
- Weapons present in home?
- Weapons accessible?
- School administration notified?/actions (suspension, willing to aid in prosecution, etc.)
- Brief synopsis

(2) Notify the school and school district administration of the disposition of the suspect.

D. The VCB desk sergeant will complete a School Threat Notification (STN) (an STN is an internal reporting system for monitoring and tracking threats of school violence).

1. **INSPECTION OF EMPLOYEES**

A. Frequency of Inspections - All supervisors will inspect and evaluate each employee under their supervision at least once a month.

B. Inspection Procedures

(1) Supervisors will inspect employees for preparedness for duty and appearance.

(a) General areas for inspection will include:

- Employee's paperwork
- Court testimony
- Employee's uniforms and equipment (assuring all sworn employees have a Class "C" uniform available)
- Employee's driver license/commission card

(b) Inspections may also be conducted on activities specific to the employee's current work assignment.

(2) Supervisors will advise employees of any discrepancies found during the course of the inspection.

- Employees will be given a reasonable period of time to correct any discrepancies.

C. Documentation of Inspections

(1) Supervisors will maintain a written record of their observations of each employee.

(a) Entries will include the employee's positive traits and any observed shortcomings.

(b) These notes should be of sufficient quality and frequency to facilitate the preparation of accurate, detailed performance ratings.

(c) Supervisors will meet with each employee under their supervision quarterly to discuss the employee's performance.

(2) Supervisor's notes will be inspected at least once a month by the next individual in the employee's chain of command to ensure necessary corrective actions have been taken.

2. **OPERATIONAL INSPECTIONS**

A. Bureau/precinct commanders/administrators may designate an individual/s to conduct inspections of operational activities specific to the function of their bureau/precinct.

B. It will be the responsibility of the bureau/precinct commander/administrators to determine the frequency of these inspections.

C. Examples of such inspections include but are not limited to:

• Detained Persons Log • Code 7, 10-40, 10-11, and 10-7 times • Security and Control Log for personnel files • Bureau/precinct coffee fund	• Mobile Data Computer (MDC) printouts • Citizen's Complaint Log • Undercover funds • Bureau/precinct equipment inventory

3. **SUPERVISORY REVIEW/QUALITY CONTROL OF REPORTS /FORMS**

A. Supervisors will review and approve all designated reports/forms in the Field Based Reporting (FBR) that are completed by employees under their supervision or employees not under their direct supervision as dictated by resource necessity.

(1) Reports/forms will be reviewed for:

- Completeness, accuracy, timeliness, and quality.
- Adherence to policy, investigative techniques, and final disposition.

(2) Incident Reports (IRs) and Incident Supplements will also be reviewed to ensure the supporting criteria of the actual incident under investigation is correctly listed.

B. Supervisors will refer to Operations Order 8.4, Reports, for reporting guidelines and report/form review and approval timelines.

C. Supervisors will generate an Incomplete/Missing FBR report weekly to ensure completion of FBR forms/reports.

1. **GENERAL INFORMATION**

A. The objective of this policy is to give employees specific rules and guidance pertaining to media appearances in order to provide the public with quality information concerning public safety issues and the affairs of the Department, while protecting the rights of crime victims and those who stand accused.

B. All members of the Department should be courteous and professional when dealing with members of the media about the affairs of the Department and access to crime scenes.

2. **MEDIA INQUIRIES**

A. As soon as possible after inquiry, the media will be informed by designated employees only of the occurrence of crimes or other matters that are of public concern.

(1) Designated employees include:

- All Department lieutenants and higher
- Authorized employees of the Public Affairs Bureau (PAB)
- Any employee who has obtained prior permission from his/her chain of command (commander/administrator level) and at the direction of a public information officer (PIO)

  * Specific guidelines pertaining to the appearance of employees in the media may be established by the employees' chain of command.

NOTE: See section 2.C of this order for incidents which will only be handled by a PIO.

(2) Under no circumstances will information be released without first obtaining permission from the detail responsible for the investigation.

NOTE: Release of Incident Reports (IRs), memorandums, and audio and video recordings to the media also requires permission from the detail responsible for the investigation and in accordance with Operations Order 4.6, Release of Records.

(a) The information disseminated will be available for release and provided to all media on a fair and equal basis.

(b) The information released will not jeopardize the rights of crime victims or persons accused of crimes and will not compromise the security of any investigation or breach any confidential relationship.

(c) Civilian personnel will refer all requests for information regarding a criminal investigation to the supervisor in charge of the investigation, the on-duty patrol lieutenant, or, if present, the PIO.

B. The Media Relations Unit has specific responsibilities for the dissemination of information and is available on a 24-hour basis through a Communications supervisor to assist any commander or on-scene supervisor in responding to media inquiries.

(1) Media Relations Unit members will:

- Assist in preparing information for release, whether or not media representatives are present.
- Arrange news conferences/briefings with the Police Chief or designee when it is necessary to disseminate information concerning police or criminal activities that are of broad public interest.
- Prepare and distribute media advisories.

2. B. (2) Media Advisories

(a) Media advisories are developed and distributed on an as-needed basis.

(b) Media advisories relating to a matter of public interest will be distributed as determined by the Media Relations Unit.

C. To respond to media interests in a timely manner, any supervisor at the scene of the following types of incidents will contact a PIO via a Communications supervisor as soon as practical:

- Officers involved in heroic or lifesaving actions
- All police shootings
- All serious injury traffic collisions involving Department personnel
- Fatal traffic collisions involving children less than 12 years of age
- All multiple homicides or multiple traffic fatalities
- Major civil disturbances, riots, etc.
- Confirmed sniper or barricade incidents with hostages
- Aircraft accidents or an Alert 3, other than at the airport
- Bomb related incidents where a device has been found and/or detonated
- Arrests involving prominent persons
- Any incident where the assistance of a PIO is deemed necessary or desirable by the on-scene supervisor

D. Release of Information by On-Scene Patrol Personnel

(1) With the exception of the incidents listed above in section 2.C of this order, patrol lieutenants are authorized to handle on-scene media requests that are under their scene responsibility.

- Patrol lieutenants have the authority to delegate this responsibility if needed.

(2) Any time an investigative detail is called out to a scene and a briefing is conducted, on-scene personnel releasing information to the media should attend the briefing prior to the dissemination of any information.

(3) When information is to be released to the media and/or interviews are to be conducted, the following procedures should be followed:

(a) The on-scene patrol lieutenant or designee will notify awaiting media personnel he/she will be handling the interviews and a PIO will not be responding.

(b) Once his/her scene responsibilities are completed, the on-scene patrol lieutenant or designee will conduct interviews with the media.

- This includes phone interviews if applicable.

(c) Once the interviews are completed, the on-scene patrol lieutenant or designee will ensure the information released to the media is entered in a station entry and emailed to PhoenixPD.PIO@phoenix.gov.

(4) The on-scene patrol lieutenant or designee will check with the desk aide at his/her assigned precinct for messages relative to the scene left by other media.

- All messages will be returned in a timely manner once his/her scene responsibilities are completed.

(5) **At no time should patrol personnel release information that is controversial in nature or related to liability concerns for the Department.**

2. D. (6) If the on-scene patrol lieutenant or designee becomes too busy to conduct interviews, the on-call PIO should be contacted via a Communications supervisor.

- The PIO is required to respond to all scenes within one (1) hour.

E. Contact Between Employees and the Media

- If an employee is confronted with questions or probes of a controversial nature, the employee will refer the matter to a supervisor or PIO.

F. Overnight/Weekend Access

(1) If the incident is being investigated by patrol, the request should be directed to the on-duty precinct lieutenant.

(a) The media should be directed to call the respective precinct desk aide and leave a message for the on-duty lieutenant.

(b) The desk aide will send a mobile data computer (MDC) message to the lieutenant or ensure the message is delivered efficiently.

(2) If the on-duty precinct lieutenant is not available or the incident is not being investigated by patrol, the media should be directed to send questions/inquiries to the PIO email at PhoenixPD.PIO@phoenix.gov.

G. Information on Specific Cases/Topics/Procedures

(1) Photographs	Only the Media Relations Unit may release photographs of suspects to the media following the below guidelines: • The aid of the public is sought in identifying or apprehending a suspect • The suspect has been booked • Photographs may be taken of a suspect exposed in transit, but an officer will not pose the suspect. • If a person is not wanted and is under no suspicion of criminal activity, a photograph will not be released. • Photographs of suspects will not be released if in-person or photographic lineups have yet to be conducted by investigators.
(2) Death Investigation	• Information released to the media on the cause of death in cases under investigation by the Department will only be taken from the medical examiner's written report. • Employees will not attempt to interpret findings and will refer such requests to the medical examiner. • If a medical examiner's report is unavailable, requests for cause of death information will be referred to the Maricopa County Office of the Medical Examiner (OME). • The identity of persons who have died will not be released to the media until the next of kin has been notified.
(3) Property Loss Amounts	• Information regarding the amount of money or other items of value taken during any crime may be released to the media except when the release of the information would result in a probability of substantial material harm to the best interests of the State or interests of privacy and confidentiality. • The decision to release information will rest with the supervisor in charge of the investigation.

2. G. Information on Specific Cases/Topics/Procedures: (Continued)

(4) Primary Investigating Agency	• When the Department is not the primary investigating agency, information or comments concerning investigations conducted by other agencies will not be released. • Inquiries will be referred to the investigating agency. • Information regarding multiple crimes committed in multiple jurisdictions will be released through the Media Relations Unit. • Information concerning the operation of the Department that does not fall within the guidelines provided in this order will not be released without the prior approval of the employee's lieutenant.
(5) Statistical Information	• Statistical information of a general nature, such as crime rate information in a precinct during a particular period, may be released to the media or other interested parties by the Police Chief or designee, as provided by the Crime Analysis and Research Unit (CARU).

3. **ACCESS TO CRIME SCENES/FACILITIES**

A. Media representatives should not be excluded from the vicinity of a crime or accident scene.

(1) Media representatives will be treated with the same rules of access to scenes as members of the general public.

- Photographers and reporters cannot be denied access if the general public is allowed to pass.

  * If the area is not restricted by crime scene tape, media representatives will be allowed access.

(2) Entrance to any specific area wherein evidence could be destroyed or compromised will be temporarily denied.

(a) The supervisor in charge of the investigation will control entry by media representatives into the area.

(b) The Department does not issue credentials to media representatives.

(c) Officers will advise the media of any potentially hazardous situations at the scene of a traffic collision or other crime.

(3) The media should be referred to the PIO or on-duty patrol lieutenant.

B. Media photographers should not be restricted from taking pictures at the scene of a crime or a traffic collision while the photographers are on property open to the public.

(1) Officers may not bring members of the media or other third parties into the home or onto private property during the execution of warrants or other legitimate law enforcement functions when the presence of the media or third parties is not in aid of the execution of the warrant or law enforcement function (Fourth Amendment violation).

(2) If media representatives (including photographers) are on private property and the owner or custodian of the property desires the media leave the premises, officers will ask the media to move onto public property.

(3) If media presence (including photographers) at the scene of a police incident appears to endanger others or inflame a situation, media representatives will be asked to move to a neutral location.

4. **SUSPECT'S CONTACT WITH MEDIA**

A. While in the custody of the Department, suspects will not be granted access to the media.

B. If suspects request contact with the media, the request will be referred to the holding facility (Maricopa County Sheriff's Office (MCSO) jail, Department of Corrections, etc.).

5. **APPEARANCES BY EMPLOYEES IN THE MEDIA (ELECTRONIC/WRITTEN)**

A. All requests from the media to have Department personnel participate in films, advertisements, feature stories, or public appearances require prior approval from the Police Chief.

- This policy does not apply to employees being interviewed by the media at crime scenes, spontaneous media interviews, or miscellaneous Department interviews previously approved by PAB).

(1) All requests for such appearances will be detailed in a memorandum and forwarded through the chain of command to the Police Chief and, once approved, the PAB commander.

- The script, geographical or subject areas to be covered, program type, etc., will be evaluated prior to giving permission to the employee.

(2) The request memorandum will include the following:

- Content of the interview/story
- Intent of the interview/story
- Description of any City equipment to be used in the interview/story
- Description of the type of medium in which the story will appear (type of radio/TV station, magazine, etc.)
- If in uniform or not

NOTE: If the request is for printed media, at least three (3) recent copies of the publication will be attached to the request memorandum.

B. PAB can be contacted to facilitate media relations training for patrol supervisors.

C. For details on the use of police equipment for motion picture productions, see Operations Order 3.11, Off-Duty Work.

Phoenix Police Department's Operations Orders Section 5.3 is restricted, and is not available for dissemination to the general public.

1. **GENERAL INFORMATION**

A. Officers will provide victims (or their lawful representative) of felonies, misdemeanors, and petty offenses with victim's rights information by either providing a Victim's Rights Pamphlet PPD #54 or, if they have internet access, information on how to obtain a Victim's Rights Pamphlet.

- Advise the victim to go online to www.phoenix.gov/police and:

  * Click on the "menu" in the upper right hand corner
  * Click on "Who can help me with…?"
  * Scroll down and click on "Victims Rights Brochure – English" or "Victims Rights Brochure – Spanish"

(1) Officers will ensure the below pertinent information is provided to the victim/lawful representative or documented on the pamphlet:

- IR number
- Citation number, if applicable
- Type of report
- Location of offense
- Suspect information, if known

NOTE: This information will be provided to the victim/lawful representative regardless of whether the suspect is an adult or juvenile.

(2) Officers will ensure the Incident Report (IR) reflects how the victim/lawful representative obtained/will obtain the Victim's Rights Pamphlet (provided by the officer or online information provided).

B. The purpose for providing victim's rights information is:

- To allow victims to request or waive certain rights.
- To provide victims a method by which to designate a lawful representative.

2. **VICTIM RIGHTS PROCEDURES**

A. Officers will complete the appropriate box in the IR Victim section, indicating whether the victim wishes to receive notification of rights.

B. Lawful Representative - A person designated by a victim or appointed by the court who will act in the best interest of the victim

- The lawful representative will be entered in the IR Other person section.

(1) When the Victim is a Minor - If the victim is a minor, the victim's parent or other immediate family member may exercise all victim's rights on behalf of the victim.

(a) If the delinquent act or criminal offense is alleged against a member of the minor's immediate family, these rights may not be exercised by that person but may be exercised by another member of the immediate family unless the court finds that another person would better represent the interests of the minor.

(b) A lawful representative may be designated by the victim or a court if:

- The victim is physically or emotionally unable to exercise the victim's rights.
- The victim is incompetent, deceased, or otherwise incapable of designating another person to act in the victim's place.
- The victim is a minor (the victim's parent or other immediate family member may exercise all the victim's rights on behalf of the victim).

2. C. Suspect Procedures

(1) Victim Notification

(a) Suspect in Custody	• The victim will be provided with the suspect's name, date of birth, and location of incarceration. • If the suspect is unknown or not arrested at the time of the report, the victim must be notified by telephone upon arrest/detention/referral of the suspect. • If the victim cannot be contacted by telephone following arrest or detention, the Family Investigations Bureau (FIB) will make notification by letter when a complete mailing address is available.
(b) Escape of Suspect	• If the suspect escapes while in police custody, or is released and not booked or detained, it will be the officer's responsibility to notify the victim of the release or escape. • This procedure applies whether the suspect is an adult or juvenile. • Victim notification will be documented in the IR.

(2) Booking Procedures

(a) Prior to booking an adult suspect, a Maricopa County Sheriff's Office Victims' Information form must be completed.

(b) This form will be left with jail intake personnel.

(3) Detained Juveniles

(a) Officers will indicate whether the victim was notified on the Juvenile Arrest/Referral Worksheet section of the IR.

(b) When referral of the juvenile occurs sometime after the initial victim contact, the officer referring the juvenile must contact and advise the victim of the referral.

3. **VICTIM'S RIGHTS FOR NEIGHBORHOOD ASSOCIATIONS**

A. General Information

(1) Arizona Revised Statute (ARS) Title 13, Chapter 40, and Title 8, Chapter 2, state law enforcement agencies must provide victim's rights information to neighborhood associations that request it.

(a) Only the crimes listed in section 3.B below are applicable to these statutes.

(b) Information will be provided regardless of whether the suspect is an adult or a juvenile.

(2) Neighborhood associations and Block Watch groups must register with the City's Neighborhood Services Department to be eligible to receive this information.

- A current list of neighborhood associations will be maintained by the precincts.
- Only one representative from each association will be registered with the City and will be eligible to receive this information.

B. Applicable Crimes

(1) ARS 13-3201	Enticement of persons for purpose of prostitution
(2) ARS 13-3204	Receiving earnings of prostitute
(3) ARS 13-3208B	Operating or maintaining a house of prostitution or prostitution enterprise
(4) ARS 13-3209	Pandering

3. B. Applicable Crimes (Continued)

(5) ARS 13-3405	Possession, use, production, sale, or transportation of marijuana
(6) ARS 13-3407	Possession, use, administration, acquisition, sale, manufacture, or transportation of dangerous drugs
(7) ARS 13-3408	Possession, use, administration, acquisition, sale, manufacture, or transportation of narcotic drugs
(8) ARS 13-3409	Involving or using minors in drug offenses (adult suspects only)
(9) ARS 13-3421	Using building for sale or manufacture of dangerous drugs or narcotic drugs, or fortification of a building
(10) ARS 13-4702	Conducting a chop shop

C. Procedures When Contacted by a Neighborhood Association Representative

(1) Information requested by a neighborhood association representative

(a) Upon request, officers will provide a neighborhood association representative with a report number and the telephone number of the affected precinct and advise the representative to contact the community action officer (CAO) responsible for the particular area.

(b) The CAO will review the Neighborhood Association Log located at the desk of the precinct on a daily basis and review the report, if applicable.

(c) If the crime is applicable, if the neighborhood association representative invokes victims' rights, **and** if the association is registered with the City, the CAO will complete an Incident Supplement.

(d) The Incident Supplement will include:

- Name of the neighborhood association representative requesting victim's rights notification
- Representative's address and phone number
- Registered neighborhood association's name

(e) The CAO will arrange for the listed representative to receive a Neighborhood Association Victims' Rights Information Form 80-540D.

(2) Contacting the Affected Precinct

(a) As soon as possible after the detection of an offense, (listed in section 3.B of this order), and if the victim can be contacted without interfering with an investigation or arrest, patrol officers and officers from specialty details will contact the desk aide at the affected precinct and provide the following information to be logged in the Neighborhood Association Log or they will annotate the log themselves:

- Suspect and arrest information
- IR number
- Name, address, and phone number of the neighborhood association representative contacted at the scene who is requesting a Neighborhood Association Victims' Rights Information form, if applicable

(b) If officers are from a specialty detail, a supervisor from that detail will also fax the information to the affected precinct as soon as doing so will not interfere with an investigation or arrest.

(c) CAOs will be responsible for reviewing and maintaining the Neighborhood Association Log.

1. **TRAFFIC ENFORCEMENT**

A. General Enforcement Policy

(1) The purpose of traffic enforcement is:

- To secure voluntary compliance with traffic laws.
- To prevent motor vehicle accidents.
- To expedite the flow of traffic.

(2) The policy set forth in this order is related to normal operations, and enforcement decisions should be based on knowledge of ordinances, state laws, analysis of the facts, and the exercise of sound judgment.

- Traffic enforcement will be performed in an unbiased, courteous, and professional manner.
- Civil traffic law violations committed by either a resident or nonresident of the City will be handled in the same manner.
- Officers **will not** stop an individual based on race, color, religion/creed, sex/gender, ethnic or national origin, age, sexual orientation, gender identity or expression, disability, or economic status, unless part of a suspect description.

NOTE: For further definitions of profiling and seizure, see Operations Order 4.11, Search and Seizure.

B. Responsibility

(a) All Uniformed Officers	All uniformed officers have general responsibility for the following: • Enforcement of traffic laws • Investigation of traffic accidents • Engaging in other traffic-related duties unless specifically directed otherwise
(b) Motor Officers/ Traffic Officers	Traffic Bureau motors and precinct officers assigned traffic duties will perform the following functions: • Selective traffic enforcement including radio detection and ranging (radar) enforcement • Special driving under the influence (DUI) enforcement programs • Accident investigations • Traffic direction and control • Other duties, traffic or criminal, as assigned by patrol supervisors

C. Enforcement in Unmarked Vehicles

(1) General Procedures - Officers operating unmarked police units and not in uniform will request a marked police unit when it is necessary to stop a vehicle.

(a) If a marked unit is unavailable, officers may proceed to make the traffic stop, but will identify themselves as police officers as quickly as possible.

(b) The first available marked unit in close proximity to the traffic stop will continue in to verify for the citizen the non-uniformed officer making the traffic stop is in fact a police officer.

(2) Uniformed Personnel in Unmarked Vehicles - Officers assigned to an investigative detail whose normal course of duty includes wearing a uniform and driving an unmarked police unit are permitted to initiate investigative vehicle stops that may result from a traffic law violation.

(a) The term “wearing a uniform” means being in full compliance with uniform regulations required for the officer’s specific assignment

1. C. (2) (b) Unmarked police units are prohibited from engaging in routine traffic enforcement, such as radar enforcement and DUI programs.

2. **DEPLOYMENT OF TRAFFIC PERSONNEL**

A. General Guidelines

(1) Traffic enforcement personnel will:

(a) Be deployed in accordance with analyses of the traffic experiences of each precinct.

(b) Participate in organized selective enforcement and DUI countermeasure programs.

(2) Traffic assignments will be based on:

- Input from the traffic analyst of the Crime Analysis Research Unit (CARU)
- The Traffic Accident Data System (TADS) report.
- Citizen complaints.
- On-view enforcement experience.
- Other criteria unique to individual precincts.

B. Analyses of Traffic Activity - The traffic analyst in CARU, in conjunction with the Traffic Bureau, will conduct an annual evaluation of selective law enforcement programs.

C. Selective Enforcement Programs

(1) Traffic supervisors will implement selective enforcement and DUI countermeasure programs and will consider the use of:

- High visibility line and area beats.
- Stationary observation, both covert and overt, at high accident intersections.
- Radar at high speed locations.

(2) Traffic personnel will focus their efforts toward violations determined to be the primary cause of the area's accidents and use countermeasures determined to be the most effective for the specific enforcement problems involved.

3. **CONDUCTING TRAFFIC STOPS**

A. Making the Traffic Stop

(1) General Guidelines - A traffic violator will be stopped as close to the location of the violation as practical.

(a) Officers will provide the Communications operator with the location of the stop and the violator's license plate number (this notification should occur prior to engaging emergency lights).

- When the Communications operator is unavailable due to other traffic, officers will utilize the "Code 6" button on the mobile data computer (MDC) and do the following:

  * Enter the violator's license plate number
  * Press the "GPS" button on the screen
  * Press "Send and Close" to forward the information to the Communications operator
  * Officers will verbally verify their status with dispatch once radio traffic is clear

3. A. (1) (b) Marked units will first attempt to stop a violator with the use of emergency lights and horn during the day, or emergency lights and a spotlight at night.

- Officers will attempt to avoid the use of sirens.
- Stopping a vehicle by pulling alongside will be done only as a last resort.

(c) At night, violators should be stopped in well-lighted areas and in the middle of the block, if possible

(d) Officers will attempt to avoid blocking traffic or creating unnecessary traffic hazards when stopping violators.

- Officers may request violators to move their vehicles to avoid traffic congestion.

(e) Officers should position their vehicle far enough behind the violator to see the violator's license plate and offset approximately three feet to the traffic side.

(2) Private Property - Officers will avoid stopping violators on private property or in a location that would block a private driveway unless officer safety or other circumstances dictate otherwise.

(a) In the event a violator is stopped on private property and the owner requests the officer move off the property, every effort will be made to comply with the request.

(b) If circumstances prohibit immediate movement, officers are directed to briefly explain to the property owner the reason why and give an estimate as to how long it will take to conclude the matter.

(c) If a conflict still exists, officers will call a supervisor to the scene.

(3) Freeways - Routine patrol of the freeway is the responsibility of the Department of Public Safety (DPS); however, officers may take enforcement action on violations that occur on the freeway.

B. Approaching the Violator's Vehicle

(1) Single-Officer Unit - Officers should use the following steps when approaching the violator's vehicle:

(a) Unlock the passenger door prior to exiting the police vehicle.

(b) Approach the violator's vehicle slowly with attention on occupants and gun hand free.

(c) Check the trunk, back seat, and remainder of the interior upon approach.

(d) Stop behind the edge of the front door, making the driver look over his/her left shoulder.

(e) Be aware of the driver's and other occupants' hands and movements.

(2) Two-Officer Unit - Two-officer units will follow the same approach techniques except the passenger officer will take a position to the rear of the violator's vehicle or behind the passenger door of the police vehicle.

3. C. Contacting the Violator

(1) General Guidelines

(a) Officers are expected to conduct themselves professionally and to maintain control at scenes of traffic stops in an effort to minimize opportunities for unnecessary confrontations.

(b) Officers will present a professional image with respect to appearance, language, bearing, and emotional stability.

(2) Specific Guidelines - Officers are expected to follow the steps listed below:

(a) Greet the violator with an appropriate title and explain the violation in a courteous manner.

(b) Request the appropriate documentation.

(c) Return to the police vehicle keeping the driver and occupants in sight.

(d) Conduct the records check from outside the patrol vehicle on the passenger side.

(e) Determine whether the violator will be issued an Arizona Traffic Ticket and Complaint (ATTC) or a verbal warning.

- If an ATTC is to be issued, complete the form as outlined in Operations Orders 6.2, Arizona Traffic Ticket and Complaint (ATTC).

(f) Return to the violator's vehicle for signature and return of any documents.

(g) Provide the violator with required court information and options on how to take care of the ATTC.

(h) Allow the violator to drive away first.

- Assist the violator to re-enter the traffic flow safely.

4. **TRAFFIC CONTROL**

A. Traffic Direction

(1) Circumstances Requiring Traffic Direction - Officers and police assistants will be required to direct traffic in the following circumstances:

- When traffic signals are inoperable
- Whenever the normal flow of traffic is disrupted by accidents, emergencies, hazards in the roadway, special events, or an excessive amount of vehicular traffic at one time

(2) Procedures

(a) Employees who observe a situation requiring traffic control will immediately notify Communications of the problem, request appropriate assistance, and take all necessary steps to facilitate the flow of traffic and preserve the public's safety.

(b) Employees will use hand signals and a whistle in accordance with the training provided during academy traffic direction and control instruction.

4. A. (3) Equipment

(a) Employees will wear a traffic vest and should wear a helmet when directing traffic.

(b) Employees will make maximum use of flashlights, flares, traffic cones, barricades, temporary traffic control devices, etc., especially during periods of darkness or adverse weather conditions, to maintain efficient traffic control while minimizing danger to themselves.

(c) All officers who work off-duty traffic control at intersections within the City are required to have a traffic signal control box key in their possession.

B. Manual Control of Traffic Signals - Employees will regulate traffic by manually controlling the traffic signal in the following situations:

- Traffic signal malfunctions
- To facilitate movement at traffic accidents or other emergencies
- To provide uninterrupted movement for a motorcade, funeral procession, etc.
- To alleviate congestion resulting from the use of automatic controls, particularly during planned, special events
- In any other situation where the use of manual controls is deemed appropriate

5. **TEMPORARY TRAFFIC CONTROL EQUIPMENT**

A. General Procedures

(1) Portable traffic signs may be appropriate when some form of traffic control is required but the amount of traffic does not justify the use of a police employee.

(a) In such instances, employees will advise a supervisor.

(b) The supervisor will contact the Street Transportation Department via a Communications operator if it is agreed portable signs are appropriate.

(c) The Street Transportation Department will be responsible for placing and removing portable traffic signs.

(2) If a situation causes a traffic problem or danger to the public, officers will take control of traffic until the necessary barricades are in place.

B. Construction Site Hazards - When a construction company is unable to supply the necessary equipment to properly warn the public of impending hazards, officers will contact the Street Transportation Department and request necessary barricades to ensure public safety.

C. Off-Duty Work Sites

(1) Officers hired to work traffic control while off-duty will determine in advance what special warning devices will be needed.

- The off-duty employer will be required to provide the necessary items.

(2) When an unanticipated hazard develops during off-duty employment and additional equipment is necessary, officers will contact the appropriate precinct shift commander and request assistance.

5. C. (2) (a) The precinct shift commander may authorize the use of City equipment on City streets during such emergencies.

(b) Officers will be responsible for the care and return of City property to the nearest precinct and will advise the precinct shift commander where the property was placed.

6. **ROAD CLOSURES**

A. Officers will advise the Communications operator when any federal or state highway within the City is closed due to traffic.

B. The federal or state highways within the City are:

- Maricopa/Papago Freeway (Interstate 10)
- Black Canyon Freeway (Interstate 17)
- Red Mountain Freeway (State 202)
- San Tan Freeway (State 202)
- Agua Fria Freeway (State 101)
- Piestewa Freeway (State 51)
- Hohokam Expressway (State 143)
- Grand Avenue (US 60 and 89, State 93)
- Buckeye, 17th Avenue to western City limits (US 80)
- Carefree Highway (State 74)

C. Information about the closure should include the location, reason for closure, estimated duration, and detour information.

7. **DISABLED MOTORISTS**

A. General Guidelines - Officers may provide general assistance to stranded or disabled motorists.

- This includes providing information, directions, and pushing disabled vehicles off the roadway.

(1) Prior to pushing a vehicle off the roadway, employees will ensure the disabled vehicle has adequate steering and braking power to allow safe removal.

(2) Motorists whose vehicles have become disabled in hazardous locations or environments will be provided sufficient assistance to ensure their safety.

(3) Employees should engage their emergency lights when assisting motorists on the roadway.

B. Jump Starting a Vehicle - When jump starting a vehicle, employees will use the following procedures:

- Turn off the MDC power switch; failure to do so may result in severe damage to the unit/s.
- Connect the red jumper cable to the positive battery terminal on each vehicle.
- Connect the black jumper cable to the engine block on each vehicle.

8. **RADAR ENFORCEMENT**

A. Radar Assistance - Officers who receive complaints of chronic speeding problems at particular locations may request radar enforcement by contacting a Traffic Bureau motor sergeant.

8. B. Radar Officer Certification - Only those officers who are certified as radar operators will be authorized to operate Department radar equipment.

(1) Training

(a) Officers must successfully complete 80 hours of supervised instruction which includes:

- 16 hours of classroom training covering:
  - Methods of operation
  - Court decisions
  - Court presentation
- 64 hours of practical application with a radar certified officer within one (1) year of successful completion of the classroom training portion.
  - An extension of one (1) year to obtain these hours may be granted after the completion of a one (1) day refresher course and the written approval of the officer's chain of command.

(b) The Traffic Bureau will be the sole provider of certification training for the Department due to the technical nature, complex legal challenges, and frequently changing rules of law associated with radar enforcement.

(c) Patrol officers eligible to perform radar enforcement functions may be scheduled to receive radar training at the discretion of their precinct commander.

- Officers should obtain a radar unit from their assigned bureau/precinct's equipment coordinator to use during training.
  - If there are no radar units available, officers may submit a memorandum through their chain of command to the Traffic Bureau, asking for additional radar units to be provided to the requesting bureau/precinct.

(d) Officers who accept a lateral transfer to the Department and have previously been radar certified, must provide verification of radar training.

- Lateral officers will be required to attend 16 hours of classroom training and 24 hours of practical application with a certified radar operator.
- Lateral officers will be assessed on their ability to accurately provide visual speed estimates.
- Lateral officers will be tested on their ability to thoroughly and accurately provide courtroom testimony.

(2) Selection - Officers will be selected for assignment as radar officers on the basis of:

- Demonstrated performance
- Interest
- Maturity
- Knowledge of traffic laws, regulations, and policies
- Strong positive attitude toward the public
- Successful completion of required training

C. Radar Equipment Inventory

(1) Certified radar operators will only operate Department-issued radar equipment that has been properly assigned to them or checked out from their bureau/precinct equipment coordinator.

8. C. (1) (a) The equipment coordinator assigned to the Northern Command Station (NCS) will be responsible for distribution of radar equipment to any bureau/precinct requesting additional units, as well as inventory and maintenance of the Traffic Bureau's radar equipment.

(b) Responsibility for inventory and maintenance of radar equipment purchased through a grant will remain with the detail obtaining the grant purchased equipment. This includes units within the Traffic Bureau.

(c) Inventory and maintenance of radar equipment assigned to bureaus/precincts other than the Traffic Bureau, will be the responsibility of their bureau/precinct equipment coordinator.

(d) Upon transfer from a patrol or traffic enforcement assignment, officers will immediately turn their assigned radar equipment over to the equipment coordinator of the bureau/precinct they are leaving.

(2) Bureau/Precinct commanders shall:

(a) Ensure only certified radar operators are permitted to utilize radar equipment.

(b) Establish a bureau/precinct policy regarding radar units being assigned to individual officers **OR** checked out from bureau/precinct's equipment coordinator for periodic use.

D. Equipment Certification

(1) Radar operators will only operate certified, properly-functioning radar equipment.

- Officers may refer to the Department of Transportation (DOT) trainee instructional manual or the documentation provided with each radar unit for equipment specifications, proper care, and maintenance instructions.
- Officers submitting radar units for repairs at the MDC shop **must** submit their tuning forks at the same time.
- Radar units will be automatically certified when taken for repairs.

(2) Bureau/precinct commanders will ensure radar equipment is properly certified on a yearly basis.

- Records indicating certification dates will be maintained at each bureau/precinct facility.

(3) The Department's Radio Coordinator will:

(a) Maintain the original copies of the radar/tuning fork certificate of calibration.

(b) Ensure each radar unit/tuning fork is certified annually.

(c) Provide radar/tuning fork records under subpoena.

(4) Tuning Forks

(a) Each certified operator issued tuning forks will be responsible for having the forks certified once a year by the MDC shop.

(b) Tuning forks will be returned to the radio coordinator when the operator is no longer actively engaged in radar enforcement functions.

9. **MOTORCYCLE UNITS** - Will normally only patrol arterial streets.

   A. Motorcycle units will patrol arterial streets as necessary to conduct traffic enforcement, specialized enforcement programs, and in response to traffic complaints.

   B. Motorcycle units may routinely use the freeways within City limits when responding to emergency radio traffic or when other time restraints dictate.

   C. Motorcycle units will be assigned to investigate motor vehicle traffic accidents whenever they are available and are within a reasonable distance of the accident scene.

10. **ARMORED VEHICLE PROCEDURES**

   A. Armored security vehicles are subject to traffic enforcement action by law enforcement agencies.

   B. Armored vehicle drivers have been instructed not to exit their vehicles under any circumstances when stopped by police units or when involved in a traffic accident unless directed to do so by a company supervisor.

   C. Traffic Accidents

      (1) When an armored vehicle has been involved in an accident, Communications will:

         - Treat it as a priority 1, emergency call.
         - Dispatch a minimum of two (2) officers.

      (2) The first unit to arrive at the scene will:

         - Provide security as the need exists.
         - Advise Communications if other units are needed.

   D. Traffic Stops

      (1) If it becomes necessary to take on-view traffic enforcement action involving an armored vehicle, officers will:

         (a) Use only marked police vehicles or motorcycles for the traffic stop.

         (b) Provide Communications with:

            - The name of the security company being stopped
            - The license number of the armored vehicle
            - The location of the stop

      (2) Communications will contact the armored vehicle's communications center, enabling the company to convey to the driver the vehicle is being stopped by a bona fide police officer.

1. **GENERAL INFORMATION**

A. The ATTC is designed to permit combinations of the following four types of citable offenses, if necessary:

- Civil traffic
- Criminal traffic
- Criminal (misdemeanor only)
- Petty

B. There are two methods for issuing ATTCs:

(1) The Field Based Reporting (FBR) Citation form; **will be** the primary method for issuing an ATTC.

(2) The pre-printed numbered ATTC (ticket book ATTC) which may be used to cite up to five violations/offenses on a single form; will **only** be used when the FBR is unavailable.

NOTE: Officers **will be** required to complete an FBR ATTC as soon as possible with the information listed on the ticket book ATTC.

C. Violators/defendants will be properly identified before being issued an ATTC.

D. Violator/Defendant Identification - The Federal Privacy Act of 1974 requires that before requesting a person's social security number (SSN), the person must be told:

- Whether providing their SSN is voluntary or mandatory
- The statutory authority for making the request
- The purpose for which the information will be used

(1) Before requesting a violator's/defendant's SSN, the violator/defendant will be advised providing his/her SSN is voluntary and is requested as a matter of Department policy to ensure accurate record keeping.

(2) Per Arizona Revised Statute (ARS) 28-1557, the violator's/defendant's copy of the ATTC will not contain his/her SSN.

- SSN information may only be on copies of the ATTC retained by law enforcement and the courts.

E. Officer Notes - Officers will not make personal notations on the defendant's or court's copy of any ATTC.

(1) Criminal Traffic Violations - Officers' notes will be attached to the FBR ATTC or scanned and inserted into the record management system (RMS) Citation Module (refer to the FBR or RMS User Manual for instructions).

NOTE: In order to meet discovery requirements for prosecutorial purposes, if an Incident Report (IR) or Field Interview (FI) is not completed for an adult defendant, after attaching/scanning, officers will send their original notes by interoffice mail to the City Prosecutor's Office by the end of shift.

(2) Civil Traffic Violations - Officers should retain a copy of their notes as best practice and in a manner suitable to the officer.

2. **COMPLETION OF THE ATTC**

A. General Guidelines

(1) FBR ATTC - Refer to the FBR User Manual for procedures on completing the Citation form.

(2) Ticket Book ATTC

(a) ATTCs will be printed clearly and legibly, and will not be written in longhand.

(b) Proper National Crime Information Center (NCIC) abbreviations, not Motor Vehicle Division (MVD) abbreviations, will be used.

(c) Words or abbreviations which are not applicable will be blocked out; for example, if morning is to be designated, PM will be blocked out.

(d) After issuing a ticket book ATTC, complete an FBR ATTC as soon as possible.

(e) The signed ticket book "Court" copy, along with any notes for criminal violations, will be scanned and inserted into the RMS Citation module using the "Doc" viewer.

(f) Once scanned and inserted into the RMS, the ticket book "Court" copy of the ATTC will be forwarded directly to the Court Services Detail/Citation Accountability.

B. Specific Instructions for Completion of Ticket Book ATTCs

(1) Every block and section of the form will be completed, unless otherwise indicated in policy.

- The word NONE will be entered in spaces for which information is not readily available.

(2) General Information	• An IR number will be listed when applicable. • Appropriate boxes; Acc., Fatal, Haz. Mat., 16+ Psgrs./Seats etc., will be marked. • The defendant's driver's license number, issuing state, class, and any endorsements, restrictions, and/or military will be indicated in the appropriate spaces.
(3) Violator's/ Defendant's Information	• The violator's/defendant's name will be correctly spelled out. ∗ If the first or middle name consists of initials, the word "ONLY" in parentheses will be written after the initials. ∗ If the person has no middle name or initial, the word "NONE" in parentheses will be written in its place. • The violator's/defendant's SSN (optional; see section 2.A.(1)(a) of this order), other ID type/no. (if applicable), and sex will be indicated in the spaces provided. • Weight will be listed to the nearest whole number. • Height will be indicated in feet and inches using a three digit number; for example, six feet one inch would be 601; five feet ten inches would be 510. • Eye and hair color will be listed using the three-letter NCIC abbreviation; for example, brown would be BRO, gray would be GRY. • Violator's/defendant's origin will be indicated as follows: ∗ American Indian or Alaskan Native, use "I" ∗ Asian or Pacific Islander, use "A" ∗ Black, use "B" ∗ Black Hispanics, use "B/H" ∗ Caucasian Hispanics, use "W/H" ∗ White (including Hispanic), use "W"

2. B. Specific Instructions for Completion of Ticket Book ATTCs: (Continued)

(3) Violator's/ Defendant's Information (Continued)	• Date of birth will be listed using numbers to indicate month, date, and year (two digits only for year). • The residential and business addresses, including apartment number and ZIP code, and phone numbers with area codes, will be include.
(4) Defendant's/ Violator's Vehicle Information (If applicable)	• The vehicle year will be listed using only the last two digits. • Vehicle make, model, and color will be listed using proper NCIC abbreviations. • The license plate number will be listed in the appropriate space. • The expiration of the license plate will be indicated using the month and year; for example, May 1999 would be 05/99. ∗ Classification of the plate (Dealer, etc.) may be added above the license plate number. ∗ If the defendant's vehicle is a truck pulling a trailer, ONLY the truck's license plate number will be listed. ∗ If the license plate number is unavailable, the space will be left blank. • The vehicle's identification number (VIN) will be listed in the space provided. • If the defendant is riding a bicycle, the appropriate box will be marked.
(5) Date and Time of Violation/ Offense and Other Miscellaneous Information	• Use numbers to indicate month, date, and year (two digits only for year). • Time will be indicated in **standard 12-hour** time. • If radar was used, direction of travel, A.C. reading, and any prior no insurance, driving under the influence (DUI), or driving on suspended license convictions, will be noted when applicable.
(6) Charge Information	The appropriate "ARS" or "City Code" box will be marked for: • Traffic Violations - Mark either the "Civil Traffic" or "Criminal Traffic" box. ∗ The written description of the violation must conform exactly to the terminology on the Traffic Violation Card PPD #7. ∗ If the violation is collision related, the "Acc." box at the top of the ATTC will be marked. ∗ The speed; alleged and lawful, will be noted if applicable. • Criminal Offenses - Mark either the "Criminal" or "Petty Offense" box. ∗ The written description of the charge must conform exactly to the terminology on the Charge Description Card PPD #9. **NOTE**: The codes listed on the cards are not all inclusive but do represent the majority of codes used for ATTCs.
(7) Violation/ Offense Location	• The specific location of the violation/offense will be listed. • When an address is used it should contain the street number, street direction, street name, and street type, such as 1602 E. Camelback Rd. • If it is necessary to use a street number range, use a dash (-) to separate the locations, such as 1600 – 1650 E. Camelback Rd. ∗ The location should always start where the initial violation was first observed and end where the last violation was observed. • If the violation occurs in an intersection, an "X" will be placed in the "Intersection" box followed by street directions, street names, and types separated with a slash, such as N. 16th St. / E. Camelback Rd. • Street direction should be a one-letter abbreviation, such as N., S., E., or, W. • The type of street should be a two-letter abbreviation, such as Rd., St, Pl., etc. • Street names **will not** be abbreviated. • Officers should make every attempt to use an actual street address or intersection rather than using a parking meter or similar identifier.

2. B. Specific Instructions for Completion of Ticket Book ATTCs: (Continued)

(8) Court and Other Miscellaneous Information	• The appropriate court, City or Juvenile Court Center (JCC), will be marked. • Indicate the court date in numbers using only two digits for the year. • Time will be shown in **standard 12-hour** time. ∗ See paragraph 2.F of this order for further instructions concerning adult court dates and 3.F for juvenile court dates. • The "Domestic Violence (DV)", "Victim/s?", and "Victim/s Notified?" boxes will be marked when applicable.
(9) Issuing Officer Name	• Officers will either print their name and serial number **legibly** or place a rubber stamp with their name and serial number on the ATTC as complainants. ∗ If a stamp is used, the officer must initial above the stamp. Two Officers • To reduce unnecessary court overtime, only one officer will print their name and serial number on the ATTC. • Two serial numbers will be permitted if the second officer has information pertinent to the issuance of the citation which the first officer does not have or the officers are an active training unit (Field Training Officer (FTO) and Officer-in-Training (OIT)). • When two officers issue an ATTC, the officer to whom the ATTC book was issued will print their name and serial number above the second officer's serial number. Other Information • Date of issue will be included. • Any additional complaints issued and their numbers should be listed. Loaning an ATTC to Another Officer • If an officer loans an ATTC to another officer and does not witness the violation, the loaning officer will not be required to sign but will only enter "L" in front of their serial number on the front of the ATTC below the City bird logo. • This will establish accountability for the ATTC and ensure only the citing officer is subpoenaed to court. Air Unit Personnel • When air unit personnel observe traffic violations that are not witnessed by ground units, the serial number of the citing officer and the serial number of the air unit officer who witnessed the violation should be written on the ATTC so both officers will be subpoenaed.
(10) Violator/ Defendant Signature	Mark the appropriate box, "Criminal" or "Civil", for the following: • Only Civil Traffic Violations - The violator will be requested to sign their name on the signature line. • Any Criminal (Traffic or Non-Traffic) Offense ∗ The defendant **MUST** sign their name on the signature line. ∗ Per Operations Order 7.4, Booking Procedures, any subject arrested/cited for DUI or a sex offense, **MUST** be fully (ten-printed) fingerprinted. **NOTE**: For refusals to sign or to be fingerprinted, see section 5.C. of this order. • Officers should note if a fingerprint card was submitted.

3. **CITY COURT DATES AND TIMES** - All adult violators/defendants will be cited into City Court, 300 West Washington Street, unless otherwise noted in policy.

A. FBR ATTC - City Court dates and times will be automatically generated based on the guidelines outlined below for ticket book ATTCs.

3. B. Ticket Book ATTC

(1) Arraignment, 10-Day Rule for ADULTS only - (see section 4.F of this order for juvenile court dates and times)

(a) Defendants will be assigned an arraignment day on the tenth calendar day following the issuance of the ATTC for the following types of citable offenses:

- Criminal traffic
- Criminal (misdemeanor only)
- Petty

(b) When the Tenth Day is on a Weekend or Holiday

- If the tenth day is Saturday, the offender will be arraigned on the prior Friday.
- If the tenth day is Sunday, the offender will be arraigned on the following Monday.
- If the tenth day is a legal holiday, the offender will be arraigned on the next court day.

(c) Time of Arraignment, 10-Day Rule - To determine the time of arraignment using the 10-day rule, use the table below in section 3.B.(3)(c).

(2) Arraignment, 21- to 28-Day Rule for All Adult **and** Juvenile **Civil** Traffic Violators

(a) General Guidelines

- Violators cited for ONLY civil traffic offenses will be assigned a City court date of at least 21 days, but no more than 28 days, from the date of issuance.
- If an officer's assigned arraignment day falls on a legal holiday, the violator will be assigned the next scheduled court date.

(b) Day of Arraignment - The day of arraignment will be determined as follows:

The Next to the Last Digit of the Officer's Serial Number is:	Then Use:
0 or 1	Monday
2 or 3	Tuesday
4 or 5	Wednesday
6 or 7	Thursday
8 or 9	Friday

EXAMPLE: If an officer's number is 6231, the arraignment day is Tuesday; if the number is 6273, the day is Thursday, etc.

(c) Time of Arraignment - The time of arraignment will be determined as follows:

The Last Digit of the Officer's Serial Number is:	The Time Will Be:
0	8:30 a.m.
1	9:00 a.m.
2	9:30 a.m.
3	10:00 a.m.
4	10:30 a.m.
5	11:00 a.m.
6	1:30 p.m.
7	2:00 p.m.
8	2:30 p.m.
9	3:00 p.m.

3. B. (3) Combination of Criminal and Civil Traffic Violations - All violations charged to the same adult at the same time will be assigned the same arraignment date with the criminal arraignment date (10-Day Rule) taking precedence.

EXAMPLE: A defendant cited for DUI and a red-light violation will have the same court date for both violations under the 10-Day Rule.

4. **SPECIAL INSTRUCTIONS CONCERNING ATTCs**

A. Violations Observed By Officers From Other Jurisdictions - When a traffic violation is observed in Phoenix by an officer from another jurisdiction, the violator/defendant will be issued a Phoenix ATTC.

(1) FBR ATTC

- The observing officer's name, serial number, and agency will be added to the "Additional Officers" box of the PDF (portable document format) "Preview" of the ATTC.

  * Once the observing officer's information has been added to the PDF, save the PDF and then attach to the FBR ATTC as a "Document."

(2) Ticket Book ATTC

(a) The observing officer will print their name and agency on the "Complainant/s" line and print their serial number in the space provided on the ATTC.

(b) The Phoenix officer will print their serial number in the space provided on the ATTC.

(c) When completing the FBR ATTC, follow the procedures above in section 4.A.(1) for entering the observing officer's information.

(3) A brief explanation for the stop and observations supporting the violation/s will be documented in the Phoenix officer's notes for the ATTC.

(4) A Phoenix bail envelope will be provided to violators/defendants who qualify.

B. Violations In Other Jurisdictions Observed By Phoenix Officers - When a traffic violation is observed in another jurisdiction by a Phoenix officer and the officer decides a citation should be issued, the violator/defendant will be issued an ATTC from that jurisdiction.

EXCEPTION: Officers assigned to a special task force or other Department sanctioned event may issue a Phoenix ATTC following the procedures below:

(1) FBR ATTC

(a) Ensure the appropriate court is selected from the "Court" dropdown box.

- If the defendant is a juvenile being cited for any criminal traffic offense, the court of jurisdiction will be the Juvenile Court Center (JCC).

(b) In the Charges section/s of the ATTC, cross out "Phoenix" and ensure the appropriate city is entered.

(c) Officers will mail a copy of the signed ATTC to the appropriate court of jurisdiction.

4. B. (2) Ticket Book ATTC

(a) In the Charges section/s of the ATTC, cross out "Phoenix" and write in the appropriate city.

(b) The City of Phoenix Court information will be crossed out and the appropriate court of jurisdiction information will be entered.

- If the defendant is a juvenile being cited for any criminal traffic offense, the court of jurisdiction will be JCC.

(c) Forward a photocopy of the "Court" copy to the Court Services Detail/Citation Accountability.

(d) Officers will mail the "Court" copy to the appropriate court of jurisdiction.

EXCEPTION: When citing a juvenile into JCC, the original "Court" copy of the ATTC must be forwarded directly to the Court Services Detail/Citation Accountability.

C. Citation in Lieu of Detention (CLD) for Misdemeanor Criminal Offenses Committed by Adults

(1) Issuing an ATTC as a CLD should be strongly considered when the elements of a lawful misdemeanor adult arrest are present **except** for the following:

(a) Offenses/ Situations Ineligible for CLD	• The arrest was made in a domestic violence situation • Public sexual indecency to a minor, Arizona Revised Statute (ARS) 13-1403 • The suspect's identity cannot be properly determined • When it is questionable whether the suspect will return for the court date: ∗ Lives out of state ∗ Cannot provide a physical residential address ∗ Has a prior warrant for Failure to Appear or Failure to Pay Fines in the past two (2) years • The suspect has an outstanding warrant ∗ If the suspect has sufficient bond money, consideration should be given to allowing the suspect to bond out (see Operations Order 7.4, Booking Procedures, for more information). • The suspect has a federal civil or federal criminal charge • Aggravating circumstances exist: ∗ The suspect is violent or otherwise poses a danger to the public ∗ Other violations may occur if the suspect is released **NOTE**: Supervisors will be notified of unusual circumstances, such as a pregnant woman in labor or persons whose detention may be hazardous to their welfare.

(2) When necessary, the arrest will be handled as any other arrest with respect to taking photographs, fingerprinting, searching, etc., prior to the release of the suspect.

NOTE: See Operations Order 4.11, Search and Seizure, for proper rules and procedures regarding search incident to arrest and Operations Order 7.4, Booking Procedures, for **offenses requiring fingerprints before release**.

(3) Any civil and/or criminal traffic violations may be included on the CLD.

4. C. (4) All ATTCs issued as a CLD must be accompanied by an IR.

D. Citizen's Arrests - When a valid citizen's arrest has been made, officers will use their discretion in a reasonable manner based on the totality of the circumstances in deciding whether to book or CLD a suspect.

- The arresting citizen must be advised of the officer's decision.

E. Subjects Suspected of Being Unlawfully Present in the United States – See Operations Order 4.48, Immigration Enforcement, for further information.

- If the subject is **under arrest for state and/or local charges** and the subject has a federal civil and/or criminal charge, the subject is **NOT** eligible for a CLD.

F. Suspects to be Booked on Other Charges - If a suspect has committed multiple criminal offenses and it is necessary he/she be booked on at least one of the offenses (felony or misdemeanor requiring booking), the subject must be booked on all the criminal charges.

EXCEPTION: If the suspect has outstanding warrant/s and sufficient bond money, in addition to an eligible misdemeanor offense/s not requiring booking, consideration should be given to issuing an ATTC as a CLD for the eligible misdemeanor offense/s.

G. Combined Civil and Criminal Offenses - When an adult subject has committed both civil and criminal traffic offenses resulting in the subject being booked, he/she will be booked on the criminal/s offenses and the civil offenses/s will be entered as an additional "Offense" in the FBR Booking form.

EXCEPTION: In the case of Aggravated DUI, the civil violations will not be listed as an additional "Offense"; they will be described in the Narrative section of the IR.

H. Juveniles - When issuing an ATTC to a juvenile, refer to the below table for appropriate paperwork and court jurisdiction.

TYPE OF OFFENSE/S	ATTC	REFERRAL AND AFFIDAVIT	IR REQUIRED	CITE INTO: CITY COURT[5]	CITE INTO: JCC[8]
Civil Traffic Violations Only	Yes	No	No	Yes	No
Civil Traffic Violations and Misdemeanor Traffic Offenses	Yes	No	No	No[1]	Yes
Civil Traffic Violations and Felony Traffic Offenses (With or Without Misdemeanor Traffic Offenses)	No[2]	Yes[3]	Yes	No	Yes[3]
Civil Traffic Violations with Any Misdemeanor Criminal Traffic Offense and **ANY** Title 13 Offense (Except ARS 13-3622)	Yes[4]	Yes[3]	Yes	Yes[4]	Yes[3]
Any Criminal Traffic Offense and **ANY** Title 13 Offense (Except ARS 13-3622)	**No**	Yes	Yes	No	Yes
Curfew (PCC 22-1 and 22-2) Liquor Violations (ARS Title 4) Minor Accepting or Receiving Tobacco (ARS 13-3622) Tobacco Possession on School Grounds (ARS 36-798.03) Truancy (ARS 15-803.A)	Yes[6]	No[7]	Yes[6]	No	Yes

4. H. Juveniles (Continued)

TYPE OF OFFENSE/S	ATTC	REFERRAL AND AFFIDAVIT	IR REQUIRED	CITE INTO: CITY COURT[5]	CITE INTO: JCC[8]
ANY Title 13 Offense (Except ARS 13-3622) With or Without a Listed Criminal Offense	**No**	Yes	Yes	No	Yes

1. Due to the fact JCC only has jurisdiction over criminal matters, officers should use discretion when citing both civil and criminal traffic offenses.
2. The civil violations will be listed in the IR.
3. Only the criminal traffic offense/s and **ANY** Title 13 offense/s will be included on the referral and prosecuted by JCC.
4. Only the civil violation/s will be included on the ATTC and cited into City Court.
5. For ticket book ATTCs, use the court dates and times listed in section 3.B.(3)(b) and (c) of this order.
6. IR must be attached to JCC's copy of the ATTC.
7. See Operations Order 4.18, Juvenile Procedures, for more information.
8. Juveniles must bring at least one parent to JCC, 3131 West Durango Street.

(1) Any combination of the criminal offenses listed in the above table and/or any misdemeanor traffic offenses, which have been committed by the same juvenile on the same date, **will be** included on the same ATTC to be prosecuted by JCC.

- A juvenile cited into JCC for criminal traffic or liquor violations must be under 18 years of age as of the day of arraignment; if on the violation date the defendant is 17 but will turn 18 on, or prior to, the court date, the juvenile will be cited into City Court using the 10-Day Rule listed in section 3.B.of this order.

(2) FBR ATTC - JCC court dates and times will be automatically generated based on the guidelines outlined below for ticket book ATTCs.

(3) Ticket Book ATTC

(a) JCC Court Dates - To determine the day of arraignment, officers will use the 21- to 28-Day Rule on a Tuesday or Thursday from the date of issuance of the criminal ATTC as follows:

The Next to the Last Digit of the Officer's Serial Number is:	The Day Will Be:
0 ,1, 2, 3, or 4	Tuesday
5, 6, 7, 8, or 9	Thursday

(b) JCC Court Times - To determine the time of arraignment, officers will use the following times:

The Last Digit of the Officer's Serial Number is:	The Time Will Be:
0 or 1	8:30 a.m.
2 or 3	9:30 a.m.
4 or 5	10:30 a.m.
6 or 7	1:30 p.m.
8 or 9	2:00 p.m.

NOTE: A juvenile cited into JCC for criminal traffic or liquor violations must be under 18 years of age as of the day of arraignment; if on the violation date the defendant is 17 but will turn 18 on, or prior to, the court date, the juvenile will be cited into City Court using the 10-Day Rule listed in section 3.B. of this order.

5. **SERVICE OF THE ATTC**

A. General Information

(1) Before obtaining the violator's/defendant's signature, officers will explain the nature of the charge to the violator/defendant and advise the violator/defendant of the court date and time.

- Civil traffic violators should be advised if they do not take care of the ATTC, either by mailing in the fine or by appearing as directed on the ATTC, MVD may suspend their driver's license until the matter is adjudicated.
- Defendants of criminal offenses should be advised a warrant will be issued if they fail to appear in court.

(2) Give the violator/defendant a copy of the FBR ATTC or the "Defendant" copy of a ticket book ATTC.

(3) A bail envelope will be provided to violators who qualify.

(4) Violators/defendants should be advised to visit https://pmcapps.phoenix.gov/BailCard for more information regarding the ATTC, including information on the Defensive Driving Program, and to view the fine schedules/calculate the amount due for eligible violations.

- Violators/defendants may also refer to the page of the ATTC titled "Important Notice to Defendant" for questions not pertaining to fines.

(5) Officers will not advise violators:

- Producing their registration or driver license will result in a reduction or suspension of the fine.
- To mail a copy of their registration or driver license to court in lieu of paying the fine.

B. Refusal to Sign an ATTC or Be Fingerprinted

(1) Civil Traffic Violations - When violators refuse to sign an ATTC which contains only civil traffic charges, the citing officer will explain to violators that by signing the ATTC they are not admitting responsibility for the violation, only acknowledging they have received the ATTC.

(a) If violators still refuse to sign the ATTC, write "SERVED" on the defendant signature line and give violators their copy.

NOTE: If the officer appears in court, he/she must be able to testify to the reason for not obtaining a signature from the violator which will be documented in the officer's notes.

(b) A person cannot be booked for a civil traffic charge.

(2) Criminal Offenses

(a) When defendants refuse to sign an ATTC for a criminal traffic or criminal offense, the officer will explain to defendants their signature is only a promise to appear in court as required and is not an admission of guilt.

(b) When defendants refuse to be fully (ten-printed) fingerprinted for a DUI or sex offense, the officer will explain to the defendant pursuant to ARS 41-1750, all persons arrested for a felony, domestic violence, DUI, or sexual offense, must provide accurate and complete personal identification data (including full fingerprints).

5. C. (2) (c) When defendants still refuse to sign or be fingerprinted after officer explanation:

i. Adults	• Per ARS 13-3903C3, for **all** criminal traffic and criminal offenses, the defendant **must** sign the ATTC in order to be released on his/her promise to appear in court. • Per ARS 13-3903C3, for **all** DUIs and sex offenses, the defendant must provide, at a minimum, a right index fingerprint in order to be released. ∗ The officer will complete and sign a Mandatory Fingerprint Compliance Form 80-360D, which will be given to the defendant after he/she also signs the form. • If a defendant still refuses to sign the ATTC or Mandatory Fingerprint Compliance Form and/or provide a right index fingerprint, he/she must be booked. ∗ In unusual circumstances and with the approval of a supervisor, officers may release the subject and cancel/delete or void the ATTC. • FBR ATTC: Cancel/delete the ATTC and complete a Booking form. • Ticket book ATTC: Void the ATTC following the procedures as outlined in section 7.C. of this order and complete a Booking form.
ii. Juveniles	• See Operations Order 4.18, Juvenile Procedures.

6. **ADDITIONS OR CORRECTIONS TO AN ATTC (FBR AND TICKET BOOK)**

A. General Information

(1) The procedures outlined in **sections 6.B and C** of this order are for when an FBR ATTC has **not been submitted** (still in "Draft" form), or the information on a ticket book ATTC has not been entered into an FBR ATTC.

- For additions or corrections to an ATTC after the information has been entered and submitted, see section 7 of this order for voiding or dismissing ATTCs.

(2) Failure to follow the procedures outlined in the following sections may result in dismissal of the ATTC.

B. When the Violator's/Defendant's Copy **IS** Accessible

(1) FBR ATTC

(a) Officers will retrieve the FBR ATTC from the violator/defendant and make the necessary corrections within the FBR.

(b) Obtain the violator/defendant's signature on the corrected FBR ATTC.

(c) The incorrect ATTC will be disposed of following the procedures as outlined in Operations Order, 2.13, Administrative Procedures.

(2) Ticket Book ATTC

(a) Officers will make the necessary change/s and initial the change/s on all copies of the ATTC.

(b) The violator/defendant will be advised of the change/s.

NOTE: If the officer appears in court on the ATTC, he/she must advise the judge and prosecutor (if one is present) a change was made, the violator's/defendant's copy of the ATTC was also changed, and the violator/defendant was informed of the change.

6. B. (2) (c) The correct/changed information will be entered when completing the FBR ATTC.

C. When the Violator's/Defendant's Copy of the ATTC is **NOT** Accessible - Officers will advise their supervisor when it becomes necessary to make changes to an inaccessible ATTC.

(1) When any critical information (see section 9 of this order for critical errors) needs to be corrected and the violator's/defendant's copy of the ATTC has been issued and cannot be amended, officers will follow the below procedures:

(a) Criminal Offenses (Adults)	• The FBR ATTC will be submitted as is. ∗ The information on the ticket book ATTC will be entered in the FBR ATTC as is. • The officer will inform the Charging Bureau of the City Prosecutor's Office by telephone at 602-262-6461, that a change must be made. • The City Prosecutor's Office will either file a Motion to Amend or otherwise instruct the officer on how to proceed.
(b) Criminal Traffic and/or Civil Traffic Offenses (Adults)	• Void the original ATTC following the procedures in section 7.B. or C. • Issue a new ATTC following the procedures in section 9.B.(2)(a)-(d).
(c) Any Offenses Committed by Juveniles	• Void the original ATTC following the procedures in section 7.B. or C. • Issue a new ATTC following the procedures in section 9.B.(2)(a)-(d).

(2) Officers needing to correct non-critical information on an ATTC, such as an incorrect defendant address, height, or eye color, will follow the below procedures:

(a) Any Criminal and/or Criminal Traffic Offense (Adults)	• The FBR ATTC will be submitted as is. ∗ The information on the ticket book ATTC will be entered in the FBR ATTC as is. • Inform the Charging Bureau of the City Prosecutor's Office by telephone at 602-262-6461, that a correction must be made. • The City Prosecutor's Office will either file a Motion to Amend or otherwise instruct the officer on how to proceed.
(b) Any Criminal and/or Criminal Traffic Offense (Juveniles)	• The FBR ATTC will be submitted as is. ∗ The information on the ticket book ATTC will be entered in the FBR ATTC as is. • Contact JCC by telephone at 602-506-4500 and advise a correction must be made. • JCC will instruct the officer on how to proceed.
(c) Only Civil Violations (Adult or Juvenile)	• Make the necessary change/s within the FBR. • Notify the violator of the correction either in writing (preferred) or by phone **and** document such notification in the notes.

7. **DELETING, VOIDING, OR DISMISSING ATTCs AND NOTICE OF VIOLATIONS (NOVs) (FBR AND TICKET BOOK)** - Officers finding it necessary to delete/cancel, void, or dismiss an ATTC or NOV will follow the below procedures:

	(1) WHEN TO COMPLETE	(2) PROCEDURES FOR COMPLETING
A. Deleting/ Canceling an FBR ATTC or NOV	• An error is detected and the FBR ATTC or NOV is still in "Draft" form (has not been submitted) and has NOT been issued or has been retrieved from the violator/defendant.	• Refer to the FBR User Manual for detailed procedures.

7. **DELETING, VOIDING, OR DISMISSING ATTCs AND NOTICE OF VIOLATIONS (NOVs) (FBR AND TICKET BOOK)** (Continued)

	(1) WHEN TO COMPLETE	(2) PROCEDURES FOR COMPLETING
B. Voiding an FBR ATTC	• An error is detected after a **manual** signature has been obtained and the ATTC has been submitted to the RMS only (the manually signed ATTC has not been scanned into the RMS). ∗ If the signed ATTC has been scanned into the RMS, see section 7.E for dismissing an FBR ATTC.	• Complete a Request to Void/Dismiss Citation Form 80-572D[1]. • DO NOT scan the signed ATTC into the RMS. • Attach the ATTC to the Request to Void/Dismiss Citation form[4].
C. Voiding a Ticket Book ATTC	• The ATTC was lost, mutilated, or is unsuitable for use (missing one or more of the ATTC copies, duplicate numbers on separate ATTCs, etc.). • The ATTC was fully or partially completed however, the officer became aware no violation actually occurred and the information was not entered (and submitted) into an FBR ATTC. ∗ If the information was entered (and submitted) into an FBR ATTC, the procedures for dismissing an FBR ATTC will also be followed. • The ATTC was fully or partially completed for a bona fide violation however, it was not issued due to unusual circumstances (emergency traffic, on-view armed robbery, etc.) • The ATTC was completed for any criminal/criminal traffic charge/s however, the defendant refuses to sign.	• DO NOT complete an FBR ATTC. • Print "Void" diagonally across the face of the ATTC. • Complete a Request to Void/Dismiss Citation form[1]. • Attach all available copies of the ATTC to the Request to Void/Dismiss form[4].
D. Voiding ONLY Civil Charges on a Ticket Book ATTC	• If one or more civil charges, but not all charges, need to be voided when the "Court" copy is available but the defendant's copy cannot be amended (if all charges need to be voided, follow the procedures outlined in section 7.C). **NOTE**: If the officer appears in court on the ATTC, he/she must advise the judge a charge/s was voided and how the violator was informed of the voided charge/s.	• Complete a Request to Void/Dismiss Citation form[2]. • Print "Void", with the officer's initials, across the charge/s to be voided • When completing the FBR ATTC, DO NOT enter the voided civil charge/s. • The signed ticket book ATTC will be scanned and inserted into the RMS Citation module and then attached to the Request to Void/ Dismiss form[4].
E. Dismissing One or More Charges (Civil or Criminal), or All Charges on an FBR ATTC	(a) When one or more charge/s, but not all charges, need/s to be voided from a manually signed ATTC and the ATTC has been submitted to the RMS only (if all charges need to be voided, follow the procedures outlined in section 7.B). (b) A manually signed ATTC has been scanned and inserted into the RMS Citation module and submitted to the appropriate court. (c) An electronic signature has been captured and the ATTC has been submitted.	(a) The signed ATTC will be scanned and inserted into the RMS Citation module and submitted **as is.** (a) thru (c): • Complete a Request to Void/Dismiss Citation form [3]. • Attach the ATTC to the Request to Void/Dismiss form[4]. • The Strategic Information Bureau (SIB) personnel will forward the required paperwork to the appropriate court.

7. **DELETING, VOIDING, OR DISMISSING ATTCs AND NOTICE OF VIOLATIONS (NOVs) (FBR AND TICKET BOOK)** (Continued)

	(1) WHEN TO COMPLETE	(2) PROCEDURES FOR COMPLETING
F. Dismissing One or More Charges (Civil or Criminal), or All Charges on a Ticket Book ATTC	(a) When the "Court" copy is available but the defendant's copy cannot be amended (b) After the ticket book ATTC has been completed and forwarded to the appropriate court. **NOTE**: Would only be applicable when the FBR and RMS were offline for an extended period of time and the ticket book ATTC was forwarded to maintain business continuity.	(a) The information from the ticket book ATTC will be entered and submitted **as is** into an FBR ATTC. (a) and (b): • Complete a Request to Void/Dismiss Citation form[3]. • Attach a copy of the ticket book ATTC (and the FBR ATTC, if applicable) to the Request to Void/Dismiss form[4]. • SIB personnel will forward the required paperwork to the appropriate court.
G. Voiding an FBR or Ticket Book NOV	• An error is detected after the FBR NOV has been submitted or the ticket book NOV has been initiated/completed.	• For a ticket book NOV, DO NOT complete an FBR NOV. • Print VOID diagonally across the face of the NOV. • Complete a Request to Void/Dismiss Citation form[1]. • Attach the NOV to the Request to Void/Dismiss Citation form[4].

1. State the reason for voiding the ATTC/NOV and if/how the defendant was notified (not applicable for NOVs)
2. State which charge/s to void, the reason for voiding the charge/s, and if/how the defendant was notified
3. State the reason and which, if not all, charge/s is/are being dismissed
4. Forward through the chain of command[5] to SIB
5. To the officer's bureau/precinct commander/administrator unless the violator/defendant is an informant then forward to the appropriate assistant chief

8. **IMPOUNDING ATTCs (FBR AND TICKET BOOK)**

A. General Guidelines - When an ATTC is required as evidence for false reporting to law enforcement, ARS 13-2907.01A, it will be impounded.

B. Procedures for Impounding an ATTC

(1) Issue a new ATTC or book the subject for the false reporting to law enforcement and the original offense/s.

(2) Complete an IR and printout and impound the original FBR ATTC or impound all copies of the original ticket book ATTC after photocopying.

- **Prior** to impounding, scan and attach a manually signed FBR ATTC or ticket book ATTC containing the false information to the IR as a "Document."

  NOTE: An FBR ATTC where an **electronic** signature has been captured and the ATTC has been submitted does not need to be scanned and attached.

(3) The original ATTC must be voided/dismissed by following the appropriate procedures as outlined in section 7 of this order for voiding or dismissing an ATTC.

NOTE: For ticket book ATTCs, do not print "Void" diagonally across the face of the original ticket book ATTC and only the photocopy of the ATTC will be attached to the Request to Void/Dismiss form.

9. **CRITICAL ERRORS**

A. Citations which may be rejected by the courts:

CRITICAL ERROR:	CITY COURT	JCC
No defendant name or partial name	X	X
No date of birth or incorrect date of birth (criminal ATTCs only)	X	X
No address	X	X
Incorrect or no violation date	X	X
Incorrect or no violation code	X	X
The wrong box or two boxes marked in the description	X	X
Incorrect or no narrative description of the alleged offense	X	X
No court or the incorrect court marked on the citation	X	X
Juvenile not cited into court under the 21 – 28 day rule		X
Juvenile cited for a Title 13 violation other than ARS 13-3622		X
Juvenile turns/turned 18 years of age before the initial court date		X
The original court copy of the ATTC was not received		X
The citation was received at JCC after the date the juvenile was cited into court		X

B. Officers will follow the below procedures when notified of a critical error:

(1) The ATTC will be **dismissed** following the procedures outlined in section 7.E. of this order.

(2) After dismissing the ATTC, the officer should re-file the charge/s, using the following procedures:

(a) If the defendant can be located, issue a new ATTC.

- Civil traffic violation: Within 60 days of the alleged violation (ARS 28-1592)
- Civil traffic violation in conjunction with a traffic accident: Within 180 days of the alleged violation (ARS 28-1592)
- Criminal and criminal traffic offenses: One year (ARS 13-107)

(b) For adult criminal non-traffic cases, if the defendant cannot be located, the officer should write an Incident Supplement requesting a long form complaint.

- For juveniles, an Incident Supplement, referral, and affidavit must be completed.

(c) For criminal traffic cases, if the defendant cannot be located, the officer should contact the Vehicular Crimes Unit (VCU) to request a long form complaint from the Prosecutor's Office.

(d) In civil traffic cases where the defendant cannot be located, there are no provisions to re-file a complaint.

(3) The new ATTC should be completed and processed following the procedures outlined in section 2 of this order.

10. **RETENTION SCHEDULE FOR OFFICER'S COPY OF A TICKET BOOK ATTC**

- The "Enforcement" copy of the ticket book ATTC will be maintained for two (2) years after the calendar year written.

11. **RESPONSIBLITIES**

- Unless otherwise specified in this order, the procedures outlined in this policy are the responsibility of the officer issuing the ATTC.

  * Precinct/bureau commanders may delegate the scanning and inserting of the ATTCs into the RMS Citation module to designated precinct/bureau personnel.

1. **GENERAL ENFORCEMENT GUIDELINES**

A. Citing Violators

(1) Use of Discretion - This policy provides guidelines for enforcement of State and City traffic codes; however, with justification, employees may use discretion when determining whether or not to cite violators.

(2) State and City Traffic Codes

(a) Arizona Revised Statutes (ARS) Title 28 should be used for most traffic law violations.

(b) Phoenix City Codes (PCC) may be used if there is not an applicable State code.

(c) Violators will be cited for appropriate violations of ARS Title 28 when both City and State codes exist for the violation, except for parking violations.

B. Warnings - Since the Department does not authorize issuing written warnings for traffic violations, employees may issue a verbal warning for violations unless otherwise indicated in this policy.

C. Enforcement on Non-Dedicated Streets

(1) City and State traffic codes may be enforced on non-dedicated streets with unrestricted public access. This includes the following:

- Housing projects
- Condominium complexes, and similar developments
- Any street that is open to the public for vehicular traffic

(2) Prior to issuing an Arizona Traffic Ticket and Complaint (ATTC) for traffic control sign violations occurring in these types of locations, employees will ensure the words CITY OF PHOENIX are imprinted on the bottom of the sign.

(3) Any private road restricting public access by sign or guardhouse is not subject to traffic enforcement other than driving under the influence (DUI), hit and run, or reckless driving.

D. Out-Of-State Student - Out-of-state students enrolled with seven or more semester hours in this state in a publicly funded or private educational institution should not be cited for having an out-of-state driver license or vehicle registration.

(1) The driver license/registration must be current.

(2) This also applies to students on semester breaks and summer vacations

2. **REGISTRATION**

A. General Guidelines - Violators who are cited or warned for a registration violation will be advised they are subject to another citation for the same violation should they continue to drive the vehicle on the roadway.

B. Enforcement Procedures:

(1) Registration Display ARS 28-2158C	• Cite only the owner
(2) Mutilated License Plates ARS 28-2008	• Cite only the owner

2. B. Enforcement Procedures: (Continued)

(3) Transfer Title in 30 Days ARS 28-2058A2B	• Cite only the owner
(4) Attachment of Plates/Tabs ARS 28-2354	• Warnings will normally be given when plates are improperly fastened. • If two plates were issued and the owner chooses to display the second plate, it will be displayed on the front of the vehicle.
(5) Current Registration ARS 28-2532A	• Cite violators who are Arizona residents and owners of the vehicles in the following situations: ∗ Individuals who knowingly fail to register their vehicles in Arizona for the first time ∗ Individuals who are stopped with an expired registration who have not sent their registration renewal to the Motor Vehicle Division (MVD) and have the registration renewal form in their possession or have not had the vehicle emissions checked • Road rollers or road machinery, including power sweepers, are exempt from this code when operated temporarily on the roadway. • Military personnel are not required to have an Arizona vehicle registration if they possess a valid registration from another state or the District of Columbia. ∗ This exemption does not apply to military dependants. ∗ If it can be shown the dependent is an Arizona resident pursuant to ARS 28-2001, and the vehicle is owned solely by the dependent, an Arizona registration is required.
(6) Fictitious Plates ARS 28-2531B1 (Criminal)	Fictitious plates means the plates are counterfeit or have been altered with "intent to defraud." An expired license plate with a current registration tab from another vehicle or a homemade tab is considered fictitious. • Employees will seize plates from any vehicle to which they have legal access if the plate has been physically altered or if it is a homemade plate designed to look like an official plate. • The seized plate will be returned to MVD. • The owner or operator may be cited for this violation.
(7) License Plates Belonging to Another ARS 28-2531B2	• Cite the registered owner of the plates under ARS 28-2531B2 • Cite the borrower under ARS 28-2532A, Failure to Display Assigned Plates • Seize the plates and return them to MVD
(8) Canceled Vehicle Registration ARS 28-2532A	• Take no action for this violation • Employees will not issue an ATTC for canceled plates • Canceled plates will not be seized. • If the registration on canceled plates is expired, cite for expired registration.
(9) Dealer Plates ARS 28-4532	• Cite violators and impound the plates for safekeeping • Dealer plates may be used by an owner, an employee, or a prospective buyer (this includes personal use by an owner or a full-time employee). • Dealer plates may not be used on work, service, leased, rented laden, or sold vehicles. • A dealer may demonstrate a vehicle laden with cargo after obtaining a permit from MVD (the permit must be carried in the vehicle). • Dealer plates expire each December 31; there is no grace period.
(10) Suspended Vehicle Registration (Financial Responsibility) ARS 28-4139A	• Violators whose license plates and registration are suspended for financial responsibility should be cited for a civil violation. • The 21- to 28-day rule will be used. • License plates will be seized and placed in the large plastic tote located in the property room at each precinct and the Tactical Support and Traffic Bureaus.

3. **DRIVER LICENSES**

A. General Guidelines

(1) Violators - Violators who are cited or warned for a driver license violation will be advised they may be cited for the same violation should they continue to drive a motor vehicle.

(2) Military and Military Dependent Exemptions

(a) Active-Duty Military - Active-duty military members transferred to Arizona need not obtain an Arizona driver license if they have a valid CURRENT driver license from their home state or the District of Columbia.

- Some states, like Arizona, provide active duty military personnel with special licenses that do not expire until after discharge.
- In accordance with ARS 28-3171, the Arizona operator or chauffeur license of active-duty military members does not expire until six months from the date of their discharge from military service.
- Arizona does not recognize a driver license issued to U.S. military personnel by the military or a foreign country. However, returning military personnel will be allowed to drive on such a license directly from the port of entry to their assigned base.

(b) Military Dependents

- The active duty military exemption does NOT apply to military dependents.
- Military dependent are required to obtain an Arizona driver license as soon as they become residents.
- The Military Spouses Residency Relief Act of 2009 (MSRRA) does not affect whether a spouse must get a driver license in a non-domiciliary state. This is entirely a function of state law. ARS 28-3152 has not been amended or changed to specifically exempt military dependents.

B. Enforcement Action:

(1) Suspended or Revoked Licenses	General Guidelines • Cite and release violators. • If the situation is aggravated, violators may be booked. • An indication of an MVD license suspension or revocation received via the Mobile Data Computer (MDC) or Information Services Unit (ISU) Arizona Criminal Justice Information System (ACJIS) computer, is sufficient evidence to issue an ATTC. • Advise the violator of Miranda rights and question the violator about the suspension or revocation, identity, residency, etc. • VIOLATORS WILL NOT BE ALLOWED TO DRIVE. • Licenses will be seized and placed in the large plastic tote located in the property room at each precinct and the Tactical Support and Traffic Bureaus. ARS 28-3473A (Criminal) - This code will be used if: • The license is suspended, revoked, canceled, refused, or disqualified ARS 28-3151A (Civil) • If a license has been suspended or revoked for a non-DUI offense in another state, this code will be used.

3. B. Enforcement Action: (Continued

(1) Suspended or Revoked Licenses (Continued)	ARS 28-3169 (Civil) - This code will be used if either of the following apply: • The violator has not picked up the license even though the period of suspension has ended. • The violator has an expire Temporary Driver Permit and there is no record of a suspension in MVD records. ARS 28-1464 (Criminal) - This code will be charged when a person subject to ARS28-1461 (Ignition Interlock Devices), violates the restriction. • Persons subject to this restriction will have a notation on their MVD record.
(2) No Driver License ARS 28-3151A	Cite violators when the license has expired, a resident is using an out-of-state license, or the driver has never been licensed (including motorcycles). • Officers will not give violators permission to drive. • Expired licenses will not be seized. • Violators will not be given advice regarding fines nor will they be told the charge will be dismissed if a license is obtained prior to their court appearance.
(3) Unlawful Use of License ARS 28-3478.3 (Criminal)	• Seize and impound licenses that are fictitious, fraudulently obtained, or intentionally altered. • Seize licenses that are canceled, revoked, or suspended and place in the large plastic tote located in the property room at each precinct and the Tactical Support and Traffic Bureaus. • If a driver's license is seized in connection with a booking, it will be so indicated in the Arrest/Booking Record.
(4) Legible License ARS 28-3169A	• Violators who do not possess a legible driver license may be warned or cited.
(5) Duplicate Driver License ARS 28-3170	• Do not cite. • If a subject has both a duplicate and an original driver license with the same expiration date, the duplicate license will be returned to the subject and the original license will be forwarded to MVD.
(6) Re-examination for License ARS 28-3314	• Do not cite. • Submit a memorandum requesting re-examination to the Vehicular Crimes Unit (VCU). VCU will forward the memorandum to MVD.

4. **MANDATORY INSURANCE, ARS 28-4135**

A. Definitions

(1) Motor Vehicle	For the purposes of this statute, a motor vehicle is defined as any self-propelled vehicle having a motor that exceeds 5 horsepower or is designed to be operated at more than 25 miles per hour.
(2) Proof of Insurance	A motor vehicle insurance identification card or any proof of current vehicle insurance acceptable under the provisions or ARS 28-4133 may be considered as evidence of financial responsibility for the motor vehicle.

B. Enforcement Guidelines

(1) Officers will not stop motorists solely for the purpose of checking for proof of insurance.

(2) When a motorist is legally stopped, the officer shall request proof of insurance from the driver.

(a) The driver shall then provide the proof of insurance that must be carried in the vehicle.

(b) Information from a 10-28 will show whether there is any Notice of Insurance Cancellation or Non-renewal on record with MVD.

4. B. (2) (c) The driver shall be given an ATTC charging ARS 28-4135C, Failure to Provide Proof of Mandatory Insurance, if MVD records reflect a cancellation of insurance and the driver cannot produce a more recent proof of insurance coverage or financial responsibility.

(3) Refer to ARS 28-4132 for those vehicles exempt from mandatory insurance.

(4) Mandatory insurance does not apply to private property accidents.

C. Vehicles Registered Out of State

(1) If the driver of a vehicle registered out of state is found in violation, the driver should be cited.

(2) If the driver produces proof of insurance from the state in which the vehicle is registered, the driver is not in violation.

5. **MOVING VIOLATIONS**

A. Speeding Violations

(1) Speed Greater than Reasonable and Prudent, ARS 28-701A

(a) General Guidelines

- To determine what speed is deemed reasonable and prudent, officers will utilize posted speed limits along with existing road conditions.
- In non-accident situations, the charge will be SPEED GREATER THAN REASONABLE AND PRUDENT.

(b) Accidents - When this code is used for accidents involving a collision with any object, person, vehicle, or conveyance on, entering, or adjacent to the highway, the charge will be FAILURE TO CONTROL SPEED TO AVOID A COLLISON.

(2) Speed in Alleyways, PCC 36-43 will be used for alley speed and is the only exception to the use of ARS speed codes.

(3) Excessive Speed, ARS 28-701.02.A (Criminal)

(a) Cite or book for excessive speed when the violator is driving 21 mph or more above the posted speed limit in a business or residential district.

- The decision to book should be based upon the danger posed to the community by the actions of the violator and that which is in the best interests of the Department.

(b) Cite or book for the specific subsection: for example, ARS 28-701.02.A.1 or 28-701.02.A.2.

(c) **Do not** charge for both ARS 28-701A and ARS 28-701.02 when the violation has arisen from the same circumstance.

(d) When the violator is booked and additional civil traffic violations will be issued, refer to Operations Order 6.2, Arizona traffic and Ticket Complaint for further information.

(4) Speed in School Zones, ARS-797E - Cite when the violator is driving 16 mph or more between the portable signs indicating SCHOOL IN SESSION and STOP WHEN CHILDREN IN CROSSWALK.

5. B. Traffic Control Devices

(1) Obedience to Traffic Control Devices ARS 28-644	• Cite only when another specific code does not exist to cover the violation. • This code applies only to drivers of vehicles and cannot be used for pedestrians.
(2) Flashing Yellow Signal ARS 28-647.2	• Cite for accident cause or when a hazard exists.
(3) Required Yield at Yield Sign ARS 28-855C	• Cite for accident cause or when a hazard exists.

C. Vehicle Movement

(1) General Guidelines - Cite for the following traffic violations when a hazard exists or an accident has occurred.

(a) State Codes	• Passing on the Left, ARS 28-723 • Passing on the Right, ARS 28-724B • Limitations on Passing to Left, ARS 28-725 • One-Way Roads, ARS 28-728B • Driving in One Lane/Changing Lanes, ARS 28-729.1 • Obedience to Slow-Moving Traffic Lane Markings, Obedience to Lane Direction Markings, ARS 28-729.3 • Following Too Closely, ARS 28-730A • Controlled Access Roads, ARS 28-732 • Driving, Stopping, or Parking in a Designated Bicycle Path, ARS 28-815D • Limitation on Backing, ARS 28-891
(b) City Codes	• One-Way Alley, PCC 36-52 • Reversible Lane, PCC 36-53 • Temporary Markings and Barricades, PCC 36-54 • Obstructing Traffic, PCC 36-57 • Boarding or Alighting from Moving Vehicle, PCC 36-66

(2) Limitations on Driving Left of Center, ARS 28-726.A2 - Cite violators if they drive left of center within 100 feet of an intersection.

(3) No Passing Zones (Marked), ARS 28-727

(a) Cite violators for zones created by the State Highway Commission.

(b) ARS 28-644 will be used for zones created by the City traffic engineer.

(c) ARS 28-727 will be used for school zones.

(4) Turning Movements

(a) General Guidelines - Cite for the following traffic violations when a hazard exists or an accident has resulted.

- Starting Parked Vehicle, ARS 28-753
- Turning Mid-Block/Intersection, ARS 28-754A
- Signal Before Stopping/Slowing, ARS 28-754C

(b) U-Turns - Cite for unsafe U-turns under PCC 36-47 when any one of the following conditions exist:

- The movement is prohibited by a sign.
- The movement results in an accident.
- The movement requires another motorist to take evasive action.

5. C. (5) Squealing Tires, PCC 36-69 - Cite violators when the action appears to be intentional.

D. Right-of-Way, Vehicle - Cite for the following traffic violations when a hazard exists or an accident has resulted.

(1) Car on Right, Open Intersection	ARS 28-771A
(2) Turning Left at Intersection	ARS 28-772
(3) Yield From Stop Sign	ARS 28-773B
(4) Yield From Private Road/Driveway	ARS 28-774
(5) Yield to Emergency Vehicle	ARS 28-775A1
(6) Following Fire Truck Within 500'	ARS 28-775B
(7) Emerging From Alley or Drive	ARS 28-856

E. Cruising, PCC 36-57.01

(1) General Enforcement Guidelines

(a) Cite violators

(b) This ordinance will only be enforced in areas properly posted as no cruising zones: for example, Metrocenter or South Phoenix.

(c) Every no-cruising area shall be posted with sufficient signs to provide notice that cruising is prohibited.

(2) Enforcement Criteria - In order to cite a violator for this ordinance, officers must establish:

(a) A stationary traffic control point from which officers observe the flow of traffic.

(b) That congestion exists throughout the measuring period. Congestion exists when a vehicle is unable to clear a signalized intersection in two light changes.

(c) That violators cause or permit their vehicle to be driven past the traffic control point three times in a two-hour period.

- Persons permitting a vehicle under their care, custody, or control to be driven past the traffic control point can be cited even if the drivers change.

F. Reckless Driving, ARS 28-693 (Criminal) - The violator must show reckless disregard for the life and property of others.

(1) Submit an Incident Report (IR) detailing all violations committed and include the ATTC number.

(2) The ATTC will be issued for Reckless Driving and all underlying civil infractions as well as administrative (insurance, registration, etc.) citations.

- Ensure the IR number is listed on the ATTC.

G. Aggressive Driving, ARS 28-695 (Criminal) - The elements of Reckless Driving apply under this statute in addition to the following:

(1) There must be a speed violation as defined in ARS 28-701A or ARS 28-701.02, **and** there must be at least two moving violations as defined in ARS 28-695.

(2) If the elements of Aggressive Driving exist, charge the suspect with both Reckless Driving and Aggressive Driving.

5. G. (3) Cite all of the underlying civil infractions as well as any administrative or other applicable civil infractions.

- Ensure the IR number is listed on the ATTC.

(4) An IR describing all of the infractions as well as the physical conditions at the time of the infractions (locations of pedestrians, buildings, and other hazards) will be completed.

- Ensure the ATTC number is listed in the IR.

H. Racing on Highways, ARS 28-708A (Criminal)

(1) Enforcement Criteria - ARS 28-708A encompasses a diversity of violations therefore officers should refer to the below examples for charging criteria.

(a) Racing/ Exhibition of Speed ARS 28-708A	Exhibition of Speed • When only one vehicle is involved and it can be established the vehicle was being monitored • "Exhibition of acceleration" and "making a speed record" are within this section. Racing - As defined in ARS 28-708H2 • When two or more vehicles are involved and at least one of the vehicles is attempting to out-gain, outdistance, or prevent the other vehicle/s from passing • If one of the drivers is not party to the race, only the participating driver/s will be cited. Drag Racing - As defined in ARS 28-708H1 • When two or more vehicles, from a point side by side, accelerate in a competitive attempt to outdistance each other, or when one or more vehicles are driven over a common selected course, from the same point, for the purpose of comparing the relative speeds or power of acceleration of the vehicle or vehicles within a certain distance or time limit.

(2) Enforcement Action

(a) All participating vehicle operators will be cited for these and any other traffic violations that occurred.

(b) An IR will be completed ensuring the specific wording, Exhibition of Speed, Racing, **or** Drag Racing, is listed in the Narrative section as well as any other factors involved in the offense: for example, fishtailing, burning rubber, and squealing tires.

6. **OBEDIENCE TO POLICE OFFICERS**

(1) Obedience to Police Officers ARS 28-622 (Criminal)	• This statute applies when: ∗ An officer is directing, controlling, or regulating traffic ∗ An officer gives a driver or a pedestrian a lawful order relating to traffic: for example, tells a motorist not to drive on an expired or suspended license. • ARS 13-2509, Resisting an order directing, regulating, or controlling motor vehicle, may be used in situations when it is appropriate to complete an IR.
(2) Failure to Stop Motor Vehicle Upon Command of a Peace Officer ARS 28-1595 (Criminal)	• Cite violators. • If the situation is aggravated: for example, continued refusal to obey command, violators may be booked.

7. **NON-MOVING VIOLATIONS (EQUIPMENT)**

(1) Pickup Truck Mud Flaps ARS 28-958.01	• Rear fender splash guards (mud flaps) are required on pickups, three-quarter tons or less, that have been modified from the original bumper height in such a way as to raise the center of gravity of the pickup truck. • Cite only when the absence of mud flaps has caused an accident. • This code only applies to vehicles registered as pickup trucks.
(2) Size, Weight, and Loads	• The following codes are criminal offenses only if the excess weight is more than 2,501 pounds or if it is the second violation within six months: * ARS 28-1099 * ARS 28-1100 • All other size, weight, and load violations are civil in nature.
(3) Vehicle Lighting Equipment ARS 28-925C ARS 28-931C	Violators should be warned for the following violations: • ARS 28-925C - White lamps required on rear license plate rendering it legible from a distance of 50 feet • ARS 28-931C - White lamps required on rear license plate Except in the following circumstances: • When a hazard exists • An accident has occurred • The violation is probable cause for a traffic stop that results in a criminal arrest
(4) Space Between Towed Vehicles (15' Maximum) ARS 28-1108	• Cite for accident cause or when a hazard exists

8. **NOISE VIOLATIONS**

(1) Unreasonable Use of Horn, PCC 36-72	• Cite violators. • Time of day or night should be considered when citing this statute.
(2) Loudspeakers or Amplifiers in or on Vehicles, PCC 36-73	• Enforced only on complaint or in aggravated circumstances.

9. **UNLAWFUL FLIGHT FROM PURSUING LAW ENFORCEMENT VEHICLE**

A. General Information - Unlawful flight from a pursuing law enforcement vehicle is a class 5 felony. The statute for this violation is ARS 28-622.01.

B. Enforcement Criteria - The following elements must exist before a subject can be charged with unlawful flight:

(1) The driver has willfully fled or attempted to elude the pursuing officers by rapid speeds and/or by making evasive maneuvers, looked over the shoulder toward the police vehicle, moved the head to look into the rearview mirror, turned off headlights, etc.

(2) The law enforcement vehicle was being operated in accordance with ARS 28-624C (siren sounding and red light/s on).

- Emergency lights alone are not sufficient.

(3) The law enforcement vehicle is equipped with identifying decals, emergency lights, and a siren.

C. Completion of an IR - An IR will be completed when any driver of a motor vehicle willfully flees or attempts to elude a pursuing official law enforcement vehicle.

9. C. (1) The IR will include:

- The distance between all vehicles involved and the sequence of the chase
- Preliminary breath test (PBT) results, if administered
- Any evidence to show the suspect's knowledge of being pursued, such as elements listed in section 9.B of this order
- A complete description of the pursuing vehicle, including the equipment number
- A statement that the pursuing vehicle was operating with red lights and siren in accordance with ARS 28-624C
- A motive for the unlawful flight (possession of stolen vehicle or property, driving on a revoked license, etc.)

(2) Refer to Operations Order 8.4, Reports, for proper reporting procedures.

D. Enforcement Action

(1) Suspects must be advised of their Miranda rights per prior to questioning.

(2) Officers will cite for any traffic violations observed prior to the unlawful flight.

(3) Do not cite for those traffic offenses that occurred during the pursuit, but all violations will be described in detail in the IR.

(4) If there are insufficient elements to substantiate an unlawful flight charge, officers will consider citing the violator for ARS 28-1595, Failure to Stop at Peace Officer's Signal.

10. **BICYCLES**

A. General Guidelines

(1) Bicycle riders are subject to the same laws as motor vehicles and may be cited for appropriate sections of ARS Title 28 the same as drivers of vehicles.

(2) According to state law, a person under the age of eight (8) cannot commit an offense and, therefore, will not be cited for the violations contained in this section.

B. Enforcement Guidelines - Cite for the following civil traffic violations when a hazard exists or an accident has occurred.

(1) Riding on a Bicycle Seat	ARS 28-813A
(2) More than One Person on Bicycle	ARS 28-813B
(3) Clinging to Vehicles	ARS 28-814
(4) Riding on Roadway/Bicycle Path	ARS 28-815
(5) Carrying Articles While Riding	ARS 28-816
(6) Bicycle Brakes Required	ARS 28-817C
(7) Bicycle Lamps Required	ARS 28-817A
(8) Yielding Pedestrian Right of Way on Sidewalks	PCC 36-113

11. **MOPEDS**

A. Definition - A moped is defined as a pedal bicycle with a helper motor.

B. Registration

(1) Mopeds require a registration but not an MVD title; the notarized bill of sale shows ownership.

11. B. (2) Operators of mopeds that do not bear registration will be cited for ARS 28-2513, Moped Without Permanently Affixed Registration Number.

C. Driver License

(1) Moped operators are required to possess either a valid Class D driver license, a Class M motorcycle license, or a commercial driver license.

(2) No motorcycle M endorsement is required for operation of a moped.

D. Equipment Violations - Mopeds are not subject to equipment violations (mirrors, eye protection, etc.) as are motorcycles.

E. Insurance - Moped operators are not required to provide proof of insurance.

12. **OFF-ROAD VEHICLES**

A. Operation on A Public Thoroughfare

(1) Off-road vehicles (dirt bikes, mini-bikes, ATCs, etc.) may not be operated on a public thoroughfare unless the operator and the vehicle are licensed in accordance with ARS 28-3151A and ARS 28-2153.

(2) Adult and juvenile violators may be cited or warned, as appropriate, but will not be allowed to drive on a public thoroughfare.

B. Equipment - Equipment required in accordance with ARS 28-964 is applicable to off-road vehicles that are driven on any highway and that satisfy the definitions for motorcycles or motor-driven cycles in ARS 28-101.

C. Miscellaneous Enforcement

(1) View Phoenix Online Codes for enforcement codes, such as for dust-proof driveways (PCC36-62) and City parks (PCC 24-43).

(2) Officers will warn violators if the violation is unintentional or unavoidable but may cite in all other circumstances.

13. **PEDESTRIANS** - Pedestrians may be issued an ATTC for violations of various sections of ARS Title 28, as well as PCC violations.

(1) PCC	• Crossing a Roadway, PCC 36-128 • Cite in accidents or when a hazard exists.
(2) ARS Title 28	• Use state codes for all other violations, such as hitchhiking, etc.

14. **MOTORIZED SKATEBOARDS**

A. Definitions

(1) A motorized skateboard is defined in PCC 36.1 as a self-propelled device that has a gas or electric motor, a deck on which a person may ride, and at least two tandem wheels in contact with the ground and which is not otherwise defined in ARS Title 28 as a motor vehicle, motor-driven cycle, motorized wheelchair, or electric personal assistive mobility device.

(2) In ARS 28-101.33(b)(i), a motorized skateboard is defined as a self-propelled device that has a motor, a deck on which a person may ride, and at least two tandem wheels in contact with the ground.

14. A. (3) Motorcycle is defined in ARS 28-101.35 as a motor vehicle that has a seat or saddle for the use of the rider and that is designed to travel on not more than three wheels in contact with the ground but excluding a tractor and a moped.

(4) Motorized play vehicle is defined in PCC 36.1 as a coaster, scooter, any other alternatively fueled device, or other motorized vehicle that is self-propelled by a motor or engine, gas or electric, and which is not otherwise defined in ARS Title 28 as a motor vehicle, motorcycle, motor-driven cycle, motorized wheelchair, or electric personal assistive mobility device.

B. Enforcement Action

(1) General Enforcement Guidelines

(a) Officers may take enforcement action when the operator of a motorized skateboard/ play vehicle violates any laws or ordinances that apply to motor vehicles.

(b) Major traffic offenses, such as hit and run, DUI, and reckless driving also apply to motorized skateboards/play vehicles.

(c) Officers will obtain a supervisor's permission prior to citing a violator who is eight (8) to 14 years of age.

(2) Specific Codes - Officers will use the following specific PCC codes when citing violators, all violations under PCC 36-64 are civil traffic offenses:

(a) PCC 36-64.A	• Violators operating motorized skateboards/play vehicles (gas or electric) and/or other "play vehicles" will be cited with this code when operated on any sidewalk, street, bike path or bikeway, equestrian trail, or shared use path. • This code **will not** be used for mini-motorcycles or vehicles that meet the definition of a motorcycle or motor vehicle under ARS Title 28; use the following appropriate ARS Title 28 codes: ∗ No motorcycle license ∗ No vehicle registration ∗ No insurance ∗ No windshield, etc.
(b) PCC 36-64.B	• Prohibited operation on private property without owner's permission. • Upon complaint by a property owner, cite violators. Use this code if violations are observed in City parks or on City property.
(c) PCC 36-64.C	• Prohibited operation on private property causing excessive, unnecessary, or offensive noise. • Cite violators whose actions disturb the peace and quiet of any neighborhood or which causes discomfort or annoyance to a reasonable person of normal sensitivity.
(d) PCC 36-64.D	• Allowing minor to operate motorized skateboard/play vehicle • Cite parents where applicable.
(e) PCC 36-64.E.1	• Failure to post notice of PCC 36-64.
(f) PCC 36-64.E.2	• Failure to provide copy of notice of PCC 36-64

1. **DRIVING UNDER THE INFLUENCE (DUI) VIOLATIONS**

A. DUI/Alcohol, Drugs, or Any Combination Arizona Revised Statute (ARS) 28-1381A1	• Suspects must have been driving or in actual physical control of a motor vehicle. • The ability to drive must have been impaired to the slightest degree by the use of intoxicating liquor, drugs, toxic vapors, or any combination thereof.
B. Blood Alcohol Concentration (BAC) of .08 or More Within Two Hours of Driving ARS 28-1381A2	• Suspects must have been driving or in actual physical control of a motor vehicle. • Suspects must have an alcohol concentration of .08 or more within two hours of driving or being in actual physical control of the vehicle.
C. DUI While Having Any Drug or Its Metabolite in the Body ARS 28-1381A3	• Suspects must have been driving or in actual physical control of a motor vehicle. • Suspects must have had a drug, as defined in ARS 13-3401, or its metabolite in their body. • This section may only be charged if a certified drug recognition expert (DRE) officer has evaluated the suspect and determined that drug impairment is actually present, or in the absence of a DRE evaluation, after the blood/urine has been analyzed. In the latter situation, the City Prosecutor's Office will file this charge. • Without exception, this charge will only be written along with an ARS 28-1381A1 violation.
D. Driving a Commercial Vehicle While Having a BAC of .04 or More ARS 28-1381A4	Definition of Commercial Vehicle: • For the purposes of this charge, a commercial motor vehicle is one that requires a person to obtain a commercial driver's license as defined in ARS 28-3001. • Officers may consult a member of the Department's Commercial Vehicle Squad if they have any questions. Charging Criteria: • Suspects must have been driving or in actual physical control of a commercial motor vehicle. • Suspect must have a blood alcohol concentration of .04 or more at the time of driving or being in actual physical control of a commercial vehicle.
E. Extreme DUI BAC .15 to .199 ARS 28-1382A1	• Suspects must have been driving or in actual physical control of a motor vehicle. • Suspects must have an alcohol concentration of .15 to .199 within two hours of driving or being in actual physical control of the vehicle.
F. Extreme DUI BAC .20 or More ARS 28-1382A2	• Suspects must have been driving or in actual physical control of a motor vehicle. • Suspects must have an alcohol concentration of .20 or more within two hours of driving or being in actual physical control of the vehicle.
G. Aggravated DUI ARS 28-1383	A person is guilty of aggravated driving or actual physical control of a motor vehicle while under the influence of intoxicating liquor or drugs if the person does any of the following: • Commits a violation of ARS 28-1381 or ARS 28-1383 while the person's driver's license or privilege to drive is suspended, canceled, revoked, or refused, or in violation of a restriction placed on a driver's license as a result of violating ARS 28-1381 or ARS 28-1385 • Commits a violation of ARS 28-1381 or ARS 28-1383 and has two prior convictions for violations of ARS 28-1381 or ARS 28-1383 within a period of 84 months prior to this incident – Acts committed in another state, a court of the United States or tribal court also apply • Commits a violation of ARS 28-1381 or ARS 28-1383 while a person under 15-years of age is in the vehicle • Commits a violation of ARS 28-1381 or ARS 28-1383 and has a previous conviction for a violation of ARS 28-1381 or ARS 28-1383 and has never applied for a driver's license • Aggravated DUI committed under paragraphs A (1) or A (2) is a class 4 felony. • Aggravated DUI committed under paragraph A (3) is a class 6 felony.

2. **INVESTIGATION OF DUI VIOLATIONS**

A. Making the Traffic Stop

(1) Officers will make every effort to prevent intoxicated individuals from driving a vehicle.

(2) Any driver who appears to be DUI will be stopped immediately if it can be done safely.

B. Standardized Field Sobriety Tests (SFSTs) - SFSTs **will be** administered to all impaired drivers.

(1) Exceptions - Must be thoroughly documented in the Incident Report (IR) Narrative section.

- Suspect refuses
- Suspect safety concerns
  - Dangerous conditions and suspect could not be moved to a safer location
  - Injured suspect (physically incapable of performing SFSTs, not just complaint of injury)
- Officer safety concerns
  - Combative and/or threatening suspect
  - Dangerous conditions and suspect could not be moved to a safer location

C. Horizontal Gaze Nystagmus (HGN)

(1) Only HGN certified officers or officers who have successfully completed HGN training and are in the certification process will:

- Administer HGN tests to suspected DUI drivers.
- Make notations in the HGN portion of the field sobriety test worksheet in the Suspect-Impaired Driver Report (IDR) section of the IR.

(2) HGN Log Information:

(a) Maintenance of HGN Logs	• HGN-officers will document each administration of HGN test resulting in an arrest in the web based HGN Log located at the City Prosecutor's website, https://www.phxlrt.com/hgn/jsps/Login.jsp • Entries will be made while **on duty** within **one week** following the administration of the HGN test. • HGN Logs may be inspected by the City Prosecutor's Office, Department supervisors, and the Professional Standards Bureau (PSB). • HGN certification may be forfeited if the officer fails to maintain the log.
(b) Required Documents to be Submitted	• All HGN-certified officers will immediately submit complete (no information blacked out) copies of their AzPOST Certificate of Achievement (or equivalent), if issued, and their "Standardized Field Sobriety Testing and HGN Progress Log" to the: ∗ Legal Assistance Unit of the City Prosecutor's Office ∗ Vehicular Crimes Bureau of the Maricopa County Attorney's Office. ∗ Vehicular Crimes Unit (VCU) - DUI Detective • HGN Logs are available on the internet and paper copies will no longer be used.

2. C. (2) HGN Log Information: (Continued)

(c) Requests for Information	• If an officer receives a request to update their HGN Log, it will be done immediately via the City Prosecutor's Office website. • Officers will provide copies of the following documents in response to a subpoena or at the request of a prosecuting agency: ∗ A copy of their AzPOST Certificate of Achievement, if issued ∗ A copy of their Standardized Field Sobriety HGN Control Sheet • Officers will forward a copy of the requested documents within one week of receiving the subpoena or request. • If officers are unable to meet this time line, they will immediately notify both the requesting agency and their immediate supervisor and provide an anticipated date when the documents will be forwarded.

D. Preliminary Breath Test (PBT)

(1) PBT devices are tools used to determine BAC for the purpose of charging, impounding vehicles, and/or the need for a drug recognition expert (DRE).

(2) In impaired driver cases, every attempt will be made to use a PBT device by a PBT trained officer after completing SFSTs.

(3) All PBT devices will be submitted to the Traffic Bureau calibration technicians at least every six months to confirm the device is functioning properly.

(4) Authorization for Use of Personally Owned PBTs - Ownership of a PBT device is strictly voluntary; they are not required equipment.

(a) Only PBT devices authorized by the Laboratory Services Bureau (LSB) will be used.

(b) PBT device operators will be trained on the operation of the PBT by the DRE coordinator or LSB.

3. **PROCESSING DUI SUSPECTS**

A. Arrest of DUI Suspects

(1) Officers will arrest, search, and secure DUI suspects following the procedures as outlined in Operations Order 7.1, Prisoners.

(2) Officers will transport the suspect to the nearest precinct, DUI van, Northern Command Station, or other DUI processing location, for administering a blood draw (see section 3.G of this order for more information).

(a) If the arresting officer/s is not a phlebotomist and is transporting the suspect to a precinct or the Northern Command Station, an on-duty phlebotomist should be requested City-wide through a Communications operator, to respond to the location where the suspect is being detained, to obtain a blood sample.

(b) When a blood draw is not possible, and with a supervisor's approval, suspects will be taken to either the Northern Command Station or South Mountain Precinct where a breath test will be administered (see section 6.C of this order for more information).

NOTE: Samples of urine **will not** be requested for determining BAC (urine is only used when drugs, toxic vapors, or substance combination is suspected).

(3) The period of time a suspect spends in police custody should be kept to the minimum necessary to properly process the suspect.

3. B. The following chart provides information regarding procedures and **required** documentation for processing DUI suspects:

DOCUMENTATION AND PROCEDURES	(1) MISDEMEANOR DUI	(2) FELONY (AGGRAVATED) DUI	(3) AGGRAVATED ASSAULT/ HOMICIDE
(a) Admin Per Se/Implied Consent [4]	YES	YES	YES
(b) Arizona Traffic and Ticket Complaint (ATTC)	YES [1]	NO	NO
(c) IDR [4]	YES	YES	YES
(d) IR	YES	YES	YES
(e) Blood Test	YES	YES	YES
(f) Breath Test	YES [2]	YES [2]	YES [2]
(g) DRE Call Out	YES [3]	YES [3]	YES

[1] Supervisor approval is required if BAC is .06 to .07 and impairment is visible. See section 3.N.(4) of this order for charging criteria.
[2] **Only** if collecting blood evidence is not possible
[3] If impairment is inconsistent with PBT results
[4] The Admin Per Se/Implied Consent and IDR are available on PolicePoint under Resources/Document Center/Authorized Forms/DUI Packet.

C. Incident Report (IR) - An IR will be completed for **ALL** arrested impaired drivers.

- Names of witnesses/occupants will be listed in the IR Other Person section.
  - Witness statements should be documented in the IR Narrative section, audio recorded when possible, and the recording processed/stored as outlined in Operations Order 8.1, Evidence, Impounding, and Property.

D. Impaired Driver Report (IDR) - Officers will ensure the following IDR sections are completed:

(1) IDR Sections	• Interview questions ∗ Advise suspect of their Miranda Rights, utilizing the Adults Right Card PPD #29 for adults or the Juvenile Arrest/Miranda Warnings Worksheet 80-119D for juveniles, prior to interviewing ∗ If the suspect requests an attorney during the course of the interview, the interview will end and the suspect will be permitted access to the telephone and the "A" section of the "Yellow Pages". If the suspect refuses to answer the interview questions, the specific reasons will be documented in the Narrative section of the IR. • Independent chemical test advisement (see section 3.L for additional information) • Chemical test information ∗ If search warrant is completed, it will be scanned and attached to the IR as a "Document." • Phlebotomy information • DUI records check ∗ Driver license checks and DUI history (past 84 months) will only be made through the Information Services Unit (ISU) ∗ When officers are unable to verify driver license history information with ISU and no other bookable charges are reasonable, the subject should be issued an ATTC and released following the procedures as outlined in Operations Order 6.2, Arizona Traffic Ticket and Complaint. • Observations of subject's physical condition ∗ Officers are encouraged to more fully describe the suspect's condition in the "Description" boxes

3. D. Impaired Driver Report (IDR) (Continued)

(1) IDR Sections (Continued)	• Information concerning phone calls/attorney ∗ Suspects will be specifically asked if they wish to make any telephone calls. ∗ The suspect will be given a reasonable amount of privacy during the call. ∗ If the suspect requests complete privacy, officers will ensure it is provided. • External conditions at scene of arrest • SFSTs
NOTE: The completed IDR must be saved and attached to the IR as a "Document."	

E. Arizona Department of Transportation (ADOT) Motor Vehicle Division (MVD) Admin Per Se/ Implied Consent Affidavit Form 40-5807 (English) or 40-5801 (Spanish)

(1) In all cases where DUI is being charged, suspects **will be** advised, in their language by a certified translator if not English speaking, Arizona State Law requires officers to:

- Give suspects a choice of whether to submit to chemical tests of the officer's choosing to determine the alcohol concentration or drug content
- Inform suspects their driver license **will be** suspended in the following circumstances:

  ∗ If they have an alcohol concentration of .08 or more
  ∗ If they refuse to submit to the test/s requested by the officer

(a) The Admin Per Se/Implied Consent Affidavit "Admonition" **will be** read in their language by a certified translator if not English speaking, to all suspects refusing to submit to tests to determine alcohol concentration and/or drug content.

(b) The suspect's responses to the "Admonition" on the Admin Per Se/Implied Consent Affidavit will be documented in the "Additional Comments" box for evidentiary purposes.

(2) The Admin Per Se/Implied Consent Affidavit also applies to drivers in violation of the underage drinking and driving law, ARS 4-244.33 and DUI-Drugs ARS 28-1381A3.

(3) The implied consent provision applies whether the DUI occurs on private or public property.

(4) The Admin Per Se/Implied Consent Affidavit will be completed on all suspected impaired drivers and will include:

(a) Probable Cause	• Officers will specify what actions led them to believe the person was driving or was in actual physical control of a motor vehicle while under the influence of intoxicating liquor or drugs; for example: ∗ Improper driving ∗ Physical impairment/actions ∗ Odor of intoxicating liquor • If probable cause is not established, MVD will not schedule a hearing and the suspension will be voided.
(b) Expressed Consent	• Arrestees must expressly (verbally) consent in their language and physically submit to a blood draw; otherwise a search warrant will be obtained (see section 3.G of this order for more information) • The exact verbiage of the response will be documented in the IDR and/or IR.
(c) Failure to Complete Test	• If the arrestee refused or failed to successfully complete any test/s, specify the manner in which the refusal or failure occurred by using a factual statement; for example: ∗ Refused-stated they would not submit to/take any tests ∗ Completed one test, refused another

3. E. (4) (Continued)

(d) Serious Physical Injury	• Indicate by checking "yes" or "no" if the arrestee caused serious physical injury. • ARS 13-105 defines serious physical injury as "physical injury which creates a reasonable risk of death, or which causes serious and permanent disfigurement, or serious impairment of health or loss or protracted impairment of the function of any bodily organ or limb."
NOTE: The completed Admin Per Se/Implied Consent must be saved and attached to the IR as a "Document."	

F. Blood Draws

(1) All DUI suspects will be informed they are under arrest for DUI before they are asked to give a blood sample for analysis.

(a) Blood draws will be administered by a Department phlebotomist (preferred) or other qualified phlebotomist.

(b) When an arrested DUI suspect asks to contact an attorney prior to submitting to a blood draw, access to a telephone, and the "A" section of the "Yellow Pages", will be provided.

- Suspects will be given a reasonable amount of privacy during the call.
- The officer should note in the IDR the time/s of the suspect's request/s to contact an attorney and whether or not the suspect requested privacy.
- If a suspect requests privacy, it **will be** provided.
- If the suspect is unable to reach an attorney after being given a reasonable opportunity to do so, the suspect must decide whether or not they consent to the blood draw.

(c) A search warrant will be obtained when a suspect refuses to consent to a blood draw (see section 3.G. of this order for information/procedures reference search warrants).

(2) When obtaining blood samples, Department phlebotomists will follow the phlebotomy procedures outlined in Operations Order 8.1, Evidence, Impounding, and Property.

G. Search Warrants for Impaired Drivers

(1) Responsibility for Completion of Search Warrant - Only officers trained to complete the search warrants will do so.

(2) Procedures

(a) When it is determined a DUI suspect is refusing to provide blood, breath, or urine samples, the arresting officer will:

- Notify his/her supervisor prior to obtaining the warrant.
- Contact an on-duty warrant-qualified officer.

(b) The arresting officer must be able to articulate the following:

- All probable cause, such as improper driving actions, odor of intoxicating liquor on the suspect's breath, standardized field sobriety test impairment, or HGN
- Admin Per Se/Implied Consent Affidavit was read and how the suspect refused

(c) The arresting officer will ensure the suspect has been read the Admin Per Se/Implied Consent Affidavit "Admonition" and applicable "Order of Suspension" and understands the consequences for refusing the test/s.

3. G. (2) (c) (Continued)

- The arresting officer will submit the Admin Per Se/Implied Consent Affidavit as a refusal.
- The arresting officer will inform the suspect a request for a search warrant for blood will be made based on the refusal.
- If the suspect changes their decision, prior to the search warrant being issued, a blood draw will be offered in accordance with routine procedures and the Admin Per Se/Implied Consent Affidavit will be modified to reflect the change.

(d) If a suspect requests to speak to an attorney prior to the service of the search warrant, reasonable attempts to accommodate the request will be made.

- A suspect is not guaranteed the right to have counsel present during the actual service of the search warrant, however, it may be allowed if it does not hinder the investigation.

(e) The arresting officer will be available to assist the responding search warrant-qualified officer during the continuation of the investigation.

(3) Search Warrant-Qualified Officer Responsibilities

(a) The search warrant-qualified officer will contact the arresting officer and/or suspect to confirm the suspect understands he/she is under arrest for DUI and the suspect is refusing to submit to or successfully complete the specified test/s.

- Once facts are established, the search warrant-qualified officer will advise the suspect a search warrant for a biological sample will be requested.
- If the suspect continues to refuse, the process to obtain a search warrant will begin.
- If a judge grants the search warrant, the search warrant-qualified officer will be responsible for overseeing the taking of a blood sample from the suspect, even if the suspect continues to refuse.
- If the suspect re-opens dialogue, the officer will explain the Department's policy on search warrants and blood draws and answer questions asked by the suspect; the conversation will be documented in the IR/Incident Supplement.
- The suspect will be allowed the opportunity to consent to the blood draw **only** prior to the search warrant being issued by the court/judge.

(b) The search warrant-qualified officer will complete the Search Warrant and Affidavit with the information obtained from the arresting officer.

(c) Search Warrant - Once the warrant is completed, the search warrant-qualified officer will contact a judge:

- The affiant must sign the Search Warrant and Affidavit.
- The search warrant-qualified officer must include a return facsimile telephone number and a contact telephone number in case the judge has any additional questions.

(e) If the search warrant-qualified officer is not a phlebotomist, he/she will contact a Communications operator and request an on-duty phlebotomist to respond to the location where the suspect is being detained to obtain a blood sample.

(f) The search warrant-qualified officer will serve the suspect with a copy of the Search Warrant, noting the date and time of service on the warrant.

(4) Obtaining a Blood Sample From an Uncooperative Suspect - In compelling a suspect to give a blood sample, officers will take all steps necessary to ensure only reasonable force is used to obtain the blood sample.

3. G. (4) (a) The shift commander of the precinct in which the warrant was served will be notified prior to the use of any force to obtain a blood sample.

- The circumstances surrounding the arrest and processing of the suspect will be explained to the shift commander who will make the final determination on whether or not the search warrant will be executed.

(5) Procedures for Obtaining a Blood Sample

(a) When a blood sample is obtained, the search warrant-qualified officer will be responsible for observing the draw if he/she is not the phlebotomist.

(b) Upon completion of the blood draw, the search warrant-qualified officer will document the number of tubes of blood taken from the suspect on both copies of the warrant as property taken.

(6) Return of the Search Warrant

(a) The search warrant-qualified officer will return the following completed document to the issuing judge **within** three (3) business days after serving the search warrant:

- Return of Search Warrant

(b) The search warrant-qualified officer will ensure one complete copy of all the search warrant documents is distributed as follows:

- Impounded under the appropriate IR listing the search warrant number and issuing court in the Narrative section

(c) If officers were unable to execute the search warrant, the reason/s must be documented on the search warrant prior to its return to the issuing judge.

H. Photographs - Officers will take a digital photograph of the suspect which will be attached to the IR/Incident Supplement as an "Image" and then deleted from the memory card (see Operations Order 8.1, Evidence, Impounding, and Property, for more information).

- Physical restraint will not be used to obtain photographs and if the suspect refuses or fails to cooperate in having their photograph taken, they **will be** booked.

I. Fingerprints - Officers **WILL** fully fingerprint (ten-print) **ALL** DUI suspects whether they are booked or released.

- Physical restraint will not be used to obtain fingerprints and if the suspect refuses or fails to cooperate in having their fingerprints taken, they **will be** booked.
- Fingerprints may be obtained by either of two methods:

  * LiveScan system
  * Inked prints using the Federal Bureau of Investigations (FBI) Criminal Fingerprint Card (FD-249) which will be forwarded to the Automated Fingerprint Identification System (AFIS) Detail of Central Booking via interoffice mail.

J. Seizure of Driver Licenses

(1) Arizona driver licenses will be seized in **ALL** DUI investigations and attached to a copy of the face sheet of the Admin Per Se/Implied Consent Affidavit and forwarded to MVD.

EXCEPTION: When PBT results are below .08 and no drug impairment is confirmed by a DRE, driver licenses **will not** be seized.

3. J. (1) (a) Valid breath tests must be .08 or more to seize a driver license except in the case of a .04 or more reading on a commercial motor vehicle charge.

(b) Out-of-state licenses or permits **will not** be seized.

(c) The Surrender of Arizona Driver License section of the Admin Per Se/Implied Consent Affidavit will be completed ensuring one box is checked under Order of Suspension.

(2) When a Driver's Arizona Driver License is Unavailable - If the driver's Arizona driver license is already suspended or not able to be seized: for example, not in possession, lost, or destroyed, the listed steps will be followed:

- Ensure the descriptive portion of the Temporary Driver Permit section is completed.
- After printing the driver's copy, fill in the box labeled "Permit Not issued Because" indicating why the permit is not issued (license already suspended, etc.).

K. Distribution of the Admin Per Se/Implied Consent Affidavit

(1) All Impaired Drivers	
(a) Driver	• A copy of all the pages of the Admin Per Se/Implied Consent Affidavit will be given to the driver. • These copies will serve as the Notice/Order of Suspension and temporary driving permit. • If the driver refuses to sign the Admin Per Se/Implied Consent Affidavit, the word "SERVED" will be written on the licensee's signature line. • The driver is responsible for reading, understanding, completing, and delivering or mailing if a summary review or hearing is requested.
(b) MVD	• A copy of the face sheet of the Admin Per Se/Implied Consent Affidavit and the driver license will be placed in a pre-addressed envelope and sent with the downtown paperwork for mailing to MVD.
(c) Department	• A copy of the face sheet of the Admin Per Se/Implied Consent Affidavit will be attached to the impounded evidence sample. **NOTE**: The Admin Per Se/Implied Consent Affidavit will not be listed as an impounded item.
EXCEPTION: If the PBT results are below .08 and no drug impairment is confirmed by a DRE, a copy **will not** be sent to MVD.	

L. Advisement of Right to Independent Chemical Tests - Officers will advise suspects under arrest for DUI they have the right to arrange and pay for an independent chemical test.

(1) The advisement will be documented in the appropriate section of the IDR.

(2) This right applies whether or not the suspect has refused to submit to a blood draw or breath test.

(3) Telephone Calls Reference Independent Chemical Tests - The suspect will be given the opportunity to make a reasonable number of telephone calls to arrange for such tests as soon as practical.

(a) Officers should record the telephone number dialed and who, if anyone, was contacted.

(b) This information should be included in the IR Narrative section and/or IDR.

(c) If suspects are to be booked, the call will be made **prior** to transporting them to jail.

- At the discretion of the Maricopa County Sheriff's Office (MCSO) 4th Avenue Jail staff, medical personnel may be permitted access to the jail for the purpose of an independent chemical test.

3. M. Disposition of DUI Vehicle/Keys

(1) If requested by the driver, the vehicle may be towed and the keys will be left with the vehicle/towing company.

- If the driver does not request the vehicle to be towed, it will be legally parked and secured at or near the scene.

(2) DUI Suspects Booked into Jail - If the DUI suspect is to be booked into jail, the vehicle keys will be included with the personal property, and no further action is required.

(3) DUI Suspects Cited and Released - If the DUI suspect is to be cited and released, the vehicle keys will remain in storage at a precinct a minimum of 10 hours from the time of arrest.

(a) Required Documentation - Completed by the arresting officer (forms are available on PolicePoint under Resources/Document Center/Authorized Forms/DUI Packet):

(i) Release of Vehicle Keys Information (Form 80-150D)	• A printed copy will be given to the suspect prior to release.
(ii) DUI Key Impound form	• The DUI Key Impound form will include: ∗ Name of vehicle's registered owner ∗ Name of DUI suspect ∗ Vehicle description ∗ Date and time of arrest ∗ Location of vehicle ∗ Arresting officer's name ∗ Arresting officer's signature • The DUI Key Impound form will be printed, placed in an impound envelope, and filed at the precinct along with the vehicle keys. **NOTE**: Officers **will** ensure the IR number is written on the impound envelope.
NOTE: The completed forms must be saved and attached to the IR as a "Document."	

(b) Advising the Suspect of the Disposition of the Keys - DUI suspects will be advised:

- Their keys will remain in storage a minimum of 10 hours from the time of arrest
- Which precinct they may pick up their keys from after the ten hours have passed

(c) Release of Keys

(i) Vehicle keys will not be released within 10 hours of the DUI arrest.

(ii) Vehicle keys may be released to the following individuals:

- DUI suspect
- Registered owner of the vehicle
- Person presenting the signed Authorization for Release of Vehicle Keys section of the Release of Vehicle Keys Information form

(iii) Keys may be released by personnel designated by the precinct commander (police aides, etc.).

(iv) Keys will not be released to any intoxicated person.

- If a question exists, an officer will be summoned to evaluate the situation.
- If there is a doubt as to the person's condition, the keys will not be released.

3. M. (3) (c) (v) Those persons taking possession of the vehicle keys will be required to sign the DUI Key Impound form.

- If the signed Authorization for Release of Vehicle Keys section on the Release of Vehicle Keys Information Form 80-150D has been presented, it will be retained and attached to the DUI Key Impound form.
- The DUI Key Impound form and Release of Vehicle Keys Information form will be scanned and inserted into the records management system (RMS) Incident module using the "Doc" viewer.

  * Once verified the form/s has/have been suitably inserted into the Incident module, the original form/s will be disposed of in accordance with Operation Order 2.13, Administrative Procedures.

(d) Keys Held Longer Than 72 Hours - Precinct DUI key files will be checked on a regular basis.

- Keys that have not been released within 72 hours of the DUI arrest will be impounded as Evidence-*Safekeeping* by completing an IR supplement.
- The arresting officer's original plastic evidence envelope will be used for this purpose.

(4) Exceptions - Exceptions to section 3.M may be authorized by a supervisor, providing the following conditions are met:

(a) The person demanding the keys has a legal right to the vehicle; for example, a registered owner or spouse of the suspect driver.

(b) The person has not been drinking; there is no evidence of recent alcohol consumption or other impairment.

(c) The person accepts responsibility for ensuring the suspect driver does not drive the vehicle within the 10-hour period.

(d) Officers will indicate in the Details of Arrest section of the IDR the name and address of the person taking possession of the keys.

N. Misdemeanor DUIs

(1) General Enforcement Guidelines - Issuing an ATTC as a CLD should be strongly considered when the elements of a misdemeanor DUI are present.

(2) Exceptions to Issuing a CLD:

(a) The suspect is uncooperative; for example, refuses to be photographed or fingerprinted.

- Suspects will not be presumed uncooperative if they refuse to consent to a blood draw or take the breath test.

(b) The suspect is not a local resident (outside the metropolitan area) and has no local business interests.

(c) The suspect has an extensive record of "failure to appear".

(d) The suspect is charged with Aggravated DUI ARS 28-1383 (see section 3.O for more information).

(e) Suspect is unable to get a responsible person to take him/her home.

3. N. (2) (f) The arresting officer believes the suspect will drive again if released.

- The officer will document all relevant information supporting that belief in all appropriate reports; for example, statements made by the suspect~~,~~ or lack of a responsible party to release the suspect to.

(3) Completion of ATTCs When the Suspect is Booked - When a misdemeanor DUI suspect is booked, **only** the civil violations will be listed on the ATTC.

(4) Charging Criteria for Misdemeanor DUIs

(a) BAC of .05 or Less	• A driver whose blood alcohol concentration is .05 OR LESS will not be charged with the offense of DUI unless drugs are suspected (28-1381A3) or a commercial vehicle (28-1381A4) is involved. • When the driver is charged with a DUI offense and will be cited in lieu of detention (CLD) following the guidelines as outlined in Operations Order 6.2, Arizona Traffic and Ticket Complaint, an ATTC will be issued for violation of ARS 28-1381A1.
(b) BAC of More than .05 but Less than .08	• A driver may be charged with DUI if the blood alcohol concentration is MORE than .05 but LESS than .08 and the visual examination indicates strongly that a person is intoxicated. • Charging a person with a BAC of .06 to .07 requires the permission of a supervisor. • If the officer chooses to charge the driver with DUI, the charge will be ARS 28-1381A1.
(c) BAC of .08 or More	When a driver's blood alcohol concentration is .08 or more on all tests, the driver will be charged with all of the following: • ARS 28-1381A1, DUI • ARS 28-1381A2, Driving (or in Actual Physical Control of) a Motor Vehicle with a BAC of .08 or more
(d) BAC of .15 to .199	When a driver's blood alcohol concentration is .15 to .199 on all tests, the driver will be charged with all of the following: • ARS 28-1381A1, DUI • ARS 28-1381A2, Driving (or in Actual Physical Control of) a Motor Vehicle with a BAC of .08 or more • ARS 28-1382A1, Extreme DUI with a BAC of .15 to .199
(e) BAC of .20 or More	When a driver's blood alcohol concentration is .20 or more on all tests, the driver will be charged with all of the following: • ARS 28-1381A1, DUI • ARS 28-1381A2, Driving (or in Actual Physical Control of) a Motor Vehicle with a BAC of .08 or more • ARS 28-1382A1, Extreme DUI with a BAC of .15 to .199 • ARS 28-1382A2, Extreme DUI with a BAC of .20 or more
(f) BAC of .35 or More	• When the BAC is .35 or more, a Medical Examination Report Form 80-22D will be completed and a doctor's examination conducted before the suspect is booked. • When suspects are released, medical attention becomes their responsibility or the responsibility of the person accepting custody. • When the BAC is .35 or more, the accepting party will be advised to seek medical attention for the suspect. • Applicable reports will indicate the person accepting custody of the suspect was advised of the suspect's physical condition
(g) Refusal to Submit to Any Test	• Cite the suspect for violation of ARS 28-1381A1, DUI.
(h) Blood Samples Obtained	• Department phlebotomists will impound blood evidence as outlined in Operations Order 8.1, Evidence, Impounding, and Property. • If PBT results are known, cite all applicable charges. • If PBT results are not known, cite ARS 28-1381A1.

O. Felony DUI - All suspects arrested for Aggravated DUI, ARS 28-1383 **will be** booked into jail unless the suspect is admitted to a hospital or the release is in the best interest of the Department **and** is approved by a lieutenant or higher.

3. O. (1) If after being advised of their rights, and the suspect waives those rights, officers must interview the suspect as to the status of his/her driver license.

(2) The Felony DUI box on the IDR will be marked. The IDR will also contain the following information:

- Suspect's driver license number listed in the appropriate box, even if it is suspended, revoked, expired, etc.
- Details leading to the apprehension as well as substantiation for all alleged traffic violations committed by the suspect

(3) ATTCs **will not** be issued for any Aggravated DUI.

- When a DUI-related ATTC is written prior to learning of the aggravated driving violation, the ATTC will be voided in accordance with procedures outlined in Operations 6.2, Arizona Traffic Ticket and Compliant.

(4) Charging Criteria for Felony DUIs - **DO NOT** charge the suspect with any **misdemeanor DUI** charges.

(a) Suspended Revoked License	• The person's driver license or privilege to drive is suspended, canceled, revoked, or refused, or restricted as a result of violating ARS 28-1381, 28-1382, or 28-1385. • Charge the suspect with ARS 28-1383A1.
(b) Two or More Prior DUI Convictions	• After two (2) confirmed DUI convictions within a period of eighty-four months, driver commits a third or subsequent DUI • Charge the suspect with ARS 28-1383A2.
(c) Passenger Under the Age of 15	• Driver commits a DUI violation while a person under 15 years of age is in the vehicle • Charge the suspect with ARS 28-1383A3 for every person under 15 years of age. The following will be documented in the IR and/or completed: • Digital photographs of each child/victim **will be** taken and processed/stored as outlined in Operations Order 8.1, Evidence, Impounding, and Property. • The name, date of birth, current address, and telephone number of each child/victim • The name, date of birth, current address, and telephone number of a parent, guardian, or responsible person who assumed care of the child (usually the person other than the suspect who can identify the child by name and age) • Any statements indicating the suspect's knowledge as to the age of the children involved • Any information regarding the relationship of the child to the suspect
(d) Ignition Interlock Device	• Driver commits a DUI violation while the person is ordered by the court or MVD to equip any motor vehicle he/she operates with a certified ignition interlock device • Charge the suspect with ARS 28-1383A4.

P. Drugs, Toxic Vapors, or Substance Combination Suspected - Procedures for handling DUI/drugs, toxic vapors, or DUI/combination drugs/alcohol/toxic vapors will be the same as for DUI involving alcohol.

(1) Preliminary Breath Tests

- In those instances where drugs, toxic vapors, or substance combinations are suspected, a PBT will be administered by a DRE, phlebotomist, and/or PBT trained officer to establish the absence or presence of alcohol concentration.

(2) DRE - A DRE will be requested to assist the arresting officer with processing the suspect whenever drugs, toxic vapors, or any combination is suspected and/or the BAC reading is not consistent with the impairment observed.

3. P. (2) (a) Only certified DRE officers will perform drug evaluations on suspected drug-impaired drivers.

(b) If a DRE is not available by radio, officers will contact a Communications supervisor to request a DRE.

(c) DRE officers must maintain certification from the International Association of Chiefs of Police (IACP).

(d) All DRE officers will document each evaluation performed (including rule-outs) in the officer's DRE Log.

- These logs will be inspected periodically by supervisors and the inspection staff of the Professional Standards Bureau (PSB).
- DRE certification may be forfeited if the officer is found to have failed to maintain their log.

(e) If toxic vapor substances (as defined in ARS 13-3401) are involved, a blood sample must be obtained to confirm the substance.

4. **COLLISIONS INVOLVING DUI**

A. In cases involving collisions, based on probable cause, officers will handle drivers suspected of DUI under ARS 13-3883A3 as if the officers had actually witnessed the violation.

B. Collisions involving impaired drivers may result in criminal prosecutions; for example, aggravated assault or endangerment.

- Elements to support these charges must be backed by a thorough on-scene investigation.

C. Collisions Involving Serious Physical Injury or Death

(1) In serious injury and/or fatal collision situations when a driver shows signs of impairment, the investigating officer must realize the situation is no longer "just a collision" and is now a criminal investigation.

- Officers will not inform suspects they are under arrest for DUI.
- Officers will collect evidence of impairment, such as SFSTs, PBT readings, or any other observations.
- Officers will collect any evidence of drugs; to include prescription medication and any illegal drugs and/or drug paraphernalia in the vehicle or in the suspect's possession.
- Admin Per Se/Implied Consent warnings will be given.

(2) DRE certified officers will process all impaired drivers involved in a serious injury and/or fatal collisions.

(3) In those instances where there is doubt as to the elements of the offense, or the investigation requires a greater level of expertise than is readily available, the Vehicular Crimes Unit (VCU) should be contacted for assistance.

D. Gathering Evidence at Collision Scenes Involving DUI

(1) The following evidence must be obtained at collision scenes involving impaired drivers and will be documented in the IR:

- A complete description of the scene
- A listing of the victim's injuries (if serious or life threatening)
- Digital photographs (if serious or life threatening injuries exist)

4. D. (1) The following evidence must be obtained at collision scenes involving impaired drivers and will be documented in the IR: (Continued)

- Witness statements
- Suspect's injuries
- Names of medical personnel tending to impaired drivers, if necessary
- Any evidence supporting the fact the suspect was driving or in actual physical control of the vehicle at the time of the collision

(2) Officers will document any evidence supporting the fact the suspect was driving or in actual physical control of the vehicle at the time of the collision, to include:

- Identification of witnesses who can place the suspect as the driver
- Whether the suspect suffered injuries consistent with being in the driver's seat
- If all possible drivers on the scene were intoxicated
- Who had the keys to the suspect vehicle when the officer arrived
- Who exercised control of the vehicle in deciding disposition; for example, vehicle parked and locked or towed
- Any additional information pointing to the suspect as the driver
- Evidence of beer or any other liquor, open or unopened, in the vehicle

5. **INJURED DUI SUSPECTS**

A. Treated and Released

- If injured DUI suspects are treated and released from either Fire personnel on scene or a hospital within a reasonable length of time, they will be processed the same as other DUI suspects.

B. Hospital Follow-Up

(1) If officers suspect a driver is DUI and the driver is transported to a hospital, officers should make their hospital follow-up as soon as possible.

(2) If follow-up will be delayed, a second unit should be requested to proceed to the hospital to conduct the DUI portion of the investigation.

(3) If a law enforcement officer has **PROBABLE CAUSE** to believe a person has violated ARS 28-1381, a blood sample **will be** collected.

(4) Officers will make every effort to utilize a Department phlebotomist to obtain blood samples; however, in rare cases another qualified phlebotomist may be used.

(a) Unconscious Suspects - If the suspect is unconscious or otherwise in a condition rendering the suspect incapable of consent, officers will make every effort to obtain a search warrant following the procedures outlined in section 3.G. of this order.

(b) Conscious Suspects - If the suspect is conscious and capable of consenting, officers will place the suspect under arrest and ask for consent to obtain blood.

- If verbal consent is given, a Department phlebotomist should collect blood samples following the procedures outlined in Operations Order 8.1.F, Evidence, Impounding, and Property.
- If verbal consent is not given, the suspect will be processed as a refusal and officers will make every effort to obtain a search warrant following the procedures outlined in section 3.G. of this order.

(5) Blood Samples Drawn for Medical Purposes - Are a last resort option to obtain DUI evidence; therefore, officers will make every effort to obtain a search warrant for blood samples for law enforcement (not medical) purposes.

5. B. (5) (a) Per ARS 28-1388E, if hospital personnel collect urine or other bodily substance from a suspect for any reason, a portion of that sample sufficient for analysis shall be provided to a law enforcement officer if requested for law enforcement purposes; however, officers should still obtain a search warrant for the medically drawn blood samples.

(b) Officers may temporarily seize (and then later permanently seize pursuant to a search warrant) medically drawn blood samples when all of the following has been established:

- The suspect consented to medical treatment generally or the capture of the blood specifically
- Probable cause exists to support DUI
- Exigency (other than simply that alcohol dissipates) justifies the warrantless seizure of part of the medically drawn blood sample

NOTE: Officers **SHALL ENSURE PROBABLE CAUSE** exists before accepting the medically drawn blood sample and must document in the IR the details of how the suspect consented to the taking of the medically drawn blood sample and any exigent circumstances for the temporary or permanent seizure of the medically drawn blood sample without a warrant and that the sample obtained was: "blood drawn for medical purposes".

(c) Hospital personnel who fail to comply with ARS 13-1388E are guilty of a class 1 misdemeanor.

(6) Procedures for Blood Drawn for Medical Purposes

- If possible, hospital personnel drawing blood for medical purposes should be requested to use a Department Blood Alcohol Kit or a preservative vial (gray colored top).

  * If possible, officers will observe the sample being taken.

(7) Procedures for Processing Blood Evidence - Officers will impound any blood sample as evidence by taking it directly to a precinct, command station, or LSB refrigerator.

Blood Samples	• Collected blood samples will be refrigerated as soon as possible. • A draft copy of the IR Evidence section will be printed and left with the blood sample. • A copy of the face sheet of the Admin Per Se/Implied Consent Affidavit will also be left with the blood sample (except in refusal cases).

(8) Required Documentation - Officers/phlebotomists will document the following information in the IR:

- Name, address, employee identification number, and telephone number of the medical person who drew the blood if not a Department phlebotomist
- Type of non-alcohol preparation used; for example, betadine
- Date, time, and hospital address where the blood was drawn

(9) Hindering Prosecution - Hospital personnel who prevent or obstruct by means of force, deception, or intimidation, officers from performing a blood draw, may be charged with Hindering Prosecution, ARS 13-2511 or 13-2512.

- Hospital personnel performing their normal job duties or emergency medical procedures will not be considered as hindering prosecution.
- Officers will not arrest or issue an ATTC to hospital personnel who refuse to comply.
- An IR will be completed requesting prosecution, which will be routed to VCU.

(10) Officers will not interfere with medical procedures.

(11) Issuing ATTCs to Injured Drivers

5. B. (11) (a) If officers believe a suspect is misdemeanor DUI based upon probable cause, the suspect will be issued an ATTC.

(b) If the suspect is unconscious or otherwise in a condition rendering the suspect incapable of signing the ATTC, a responsible person (spouse, parent, etc.) may acknowledge receipt of the ATTC.

- In such cases the ATTC has the same effect as a summons.
- The responsible person should be properly identified and noted in the IR.
- If an ATTC cannot be acknowledged by a responsible person, an ATTC will not be issued which will be noted in the IR.

6. **OTHER DUI PROCESSING PROCEDURES**

A. Juvenile DUI Suspects - If parental consent cannot be obtained, officers will obtain a search warrant following the procedures listed in section 3.G of this order.

(1) Appropriate ATTCs will be issued, and the juveniles will be released to a parent or guardian, whenever possible.

(2) Officers will advise parents the juvenile should be examined by a doctor.

(3) Officers will complete an IR to include the IDR.

- Ensure the name and telephone number of the juvenile's parents or guardian are listed in the Other Person section.

(4) If juveniles must be detained, they must first be transported to a hospital where a medical release will be obtained.

B. Underage Drinking and Driving, ARS 4-244.334 - A defendant must be under arrest for DUI or underage drinking and driving before a blood draw (or breath test if blood draw is not possible) can be required.

(1) This offense **will be** cited any time a driver under the age of 21 is determined by any test to have **any** measurable alcohol concentration.

EXCEPTION: If charging the suspect with Aggravated DUI, see section 3.O for proper procedures and charging criteria.

(a) If a PBT result is available, use the result as probable cause and charge the suspect with ARS 4-244.34 and all other applicable charges.

(b) If no PBT is available, charge the suspect with ARS 4-244.34 and ARS 28-1381A1.

(2) Enforcement Guidelines - Follow the procedures as outlined in Operations Order 6.2, Arizona Traffic Ticket and Complaint, for issuing ATTCs to the below violators:

(a) Violators Under 18	• Juveniles under the age of 18, who are charged with Underage Drinking and Driving, ARS 4-244.34, will be cited into the Maricopa County Juvenile Court Center (JCC). • Juveniles, who are 17 on the violation date but will turn 18 on, or prior to, the court date, will be cited into City Court.
(b) Violators 18 to 21	• All misdemeanor DUI and underage drinking and driving violators between the ages of 18 and 21, will be cited into City Court.

(3) Charging for Underage Drinking and Driving Only - A DUI charge will not be included with the underage drinking and driving charge when the alcohol concentration is below .05 and no other evidence of drug impairment exists.

6. B. (3) (a) An IR is required.

(b) The IR must include the facts establishing probable cause (odor of alcohol, bloodshot/watery eyes, etc.).

(c) Ensure the IR number is included on the ATTC.

(d) The arresting officer will issue the ATTC and submit to the appropriate court depending on the suspect's age.

(4) Charging for Misdemeanor DUI **and** Underage Drinking and Driving - Only one IR **will be** completed when charging both ARS 28-1381, DUI, and ARS 4-244.34, Underage Drinking and Driving.

(a) The fact that the ARS 4-244.34 charge is being made, and the basis for it, will be included in the Narrative section of the IR.

(b) The ARS 4-244.34 charge will be cited along with the applicable DUI charge/s and submitted to the appropriate court depending on the suspect's age.

(5) Aggravated DUI - See section 3.O for proper procedures and charging criteria.

C. Aid and Abet

(1) Examples of DUI aid and abet:

- The vehicle owner is a passenger and the driver is obviously intoxicated and it is apparent the owner knew the driver was intoxicated.
- The responsible party who takes custody of a cited and released DUI suspect, allows the suspect to drive.

(2) The suspect being charged with aid and abet will be listed in the same IR as the DUI driver.

(3) ARS 28-1381A1 will be selected as the offense code for aid and abet DUI.

(4) An ATTC should be issued following the guidelines as outlined in Operations Order 6.2, Arizona Traffic and Ticket Complaint.

D. Breath Testing

(1) Breath tests will **only** to be administered when a blood draw is not possible.

(a) The breath test should be done within **two hours** of the time the defendant was first seen driving.

(b) All DUI suspects will be informed they are under arrest before they are asked to give a breath sample for analysis.

(c) Where the test was conducted, South Mountain Precinct or Northern Command Station, and the serial number of the employee who transported the suspect to the station will be noted in the IDR.

(2) Persons Authorized to Conduct Breath Tests - Breath tests will only be conducted by officers or LSB personnel who have been trained and certified by the Arizona Department of Public Safety (DPS) on the use of the Intoxilyzer 8000.

(3) Documentation of Breath Test - Data entered into the Intoxilyzer 8000 is recorded and may be retrieved by contacting LSB.

6. D. (4) Administering the Breath Test

(a) When a person suspected of DUI asks to contact an attorney prior to taking a breath test, access to a telephone, and the "A" section of the "Yellow Pages", will be provided.

- Suspects will be given a reasonable amount of privacy during the call.
- The officer should note in the IDR the time/s of the suspect's request/s to contact an attorney and whether or not the suspect requested privacy.
- If a suspect requests privacy, it **will be** provided.
- If the suspect is unable to reach an attorney after being given a reasonable opportunity to do so, the suspect must decide whether or not to take the test.

(b) The breath test operator will utilize the approved DPS operational checklist and will initial the appropriate places on the checklist for each test administered.

(c) Force or restraint will not be used to obtain breath samples.

(d) The suspect's name, date of birth, violation date, time the breath tests were conducted, and the officer's initials and serial number will be placed on the suspect's photograph.

(e) Officers will advise suspects of test results upon completion of the examination.

(5) Operation of Breath Test Instruments - Breath tests for alcohol concentration will be conducted on an Intoxilyzer 8000 using the following procedures:

(a) Conduct a 15-minute deprivation period; the Depravation Period is defined as a 15-minute period immediately prior to a quantitative duplicate breath test during which time the suspect has not ingested any fluids, vomited, eaten, smoked, or placed any foreign objects in the mouth.

(b) Complete and follow, in writing, the DPS standard operational procedure checklist for the specific breath test instrument used.

(c) Administer two breath tests **NOT LESS** than five minutes and **NOT MORE** than ten minutes apart.

- Results of both tests **must be** within .020 alcohol concentration.
- If the second test is not within .020 alcohol concentration of the first test and not within the specified time limits, perform additional tests until the results of **two consecutive tests** are within .020 alcohol concentration of each other.

(d) Advise the suspect of the right to obtain an independent chemical test.

(e) **No** additional sample is required to be provided to the suspect when duplicate tests are conducted successfully.

(f) Faulty instruments will be immediately reported to LSB 24 hours a day.

(6) 15-minute Deprivation Period - The exclusive use of a 15-minute deprivation period followed by duplicate tests is required for breath tests performed on the Intoxilyzer 8000.

1. **DEFINITIONS**

A. Motor Vehicle Traffic Crash*	A reportable motor vehicle traffic crash occurs when: • The incident includes one or more occurrences of injury, death, or damage in excess of $1,000 (Arizona Revised Statute (ARS) 28-667.A), which was not a direct result of a natural disaster. • The incident involves one or more motor vehicles, and at least one vehicle was in transport. • The incident was an unstabilized situation originating on a trafficway or the injury or damage occurred on a trafficway.
B. Private Property Accident	Motor vehicle accidents where the unstabilized situation, leading to damage, injury, or death, does not originate nor occur on a trafficway. Private property accidents include collisions occurring in parking lots, driveways outside the trafficway, on private property, farmland, or in the desert.
C. Serious Physical Injury ARS 13-105.39	Includes physical injury which creates a reasonable risk of death or which causes serious and permanent disfigurement, serious impairment of health, or loss or protracted impairment of the function of any bodily organ or limb.
D. Motor Vehicle ARS 28-101.33	A self-propelled device in, on, or by which a person or property is or may be transported or drawn on a public highway excluding devices moved by human power or used exclusively on stationary rails or tracks. • Does not include a motorized wheelchair, an electric personal assistive mobility device, or a motorized skateboard.
E. In Transport*	When applied to motor vehicles it includes: • Motor vehicle in motion or on a roadway • Motor vehicle in traffic on a highway • Driverless motor vehicle in motion • Motionless motor vehicle abandoned or disabled on a roadway • In roadway lanes used for travel during rush hours and parking during off peak periods, a parked motor vehicle is in transport during periods when parking is forbidden.
F. Trafficway*	The entire width between boundary lines of every way if a part of the way is open to the use of the public for purposes of vehicular travel (defined as a street or highway in ARS 28-101.52). • This **includes** alleys and non-dedicated streets. • This **does not include** private driveways, parking stalls, aisles of parking lots, or roads on airfields, farms, industrial premises, and private grounds.
G. Roadway ARS 28-601.22	The portion of a highway that is improved, designed, or ordinarily used for vehicular travel, exclusive of the berm or shoulder. If a highway includes two or more separate roadways, roadway refers to any such roadway separately but not to all such roadways collectively.
H. City Vehicle	Any vehicle owned or leased by the City including; buses, Dial-a-Ride vans, and utility vehicles.
I. Arizona Crash Report (ACR)	The Arizona Crash Report (ACR) Form 01-2704 must be completed utilizing the Field Based Reporting (FBR) Accident form, for any reportable vehicle accident.
* As defined in the Arizona Department of Transportation (ADOT) Arizona Crash Report Forms Instruction Manual	

NOTE: The term accident, crash, and collision are used interchangeably.

2. **REQUIRED RESPONSE TO ACCIDENTS** - An officer will be dispatched to the scene of an accident involving:

- Death or injury
- Hit-and-run (as specified in this policy)
- Impairment of an operator due to alcohol or drugs
- Damage to **all** City or other government buildings, vehicles, or property
- Disturbances between subjects involved in the accident
- Major traffic congestion as a result of the accident
- Damage to vehicles to the extent towing is required

3. **LATE REPORTING OF ACCIDENTS**

A. When non-injury or non-visible minor injury accidents are reported late and one of the following conditions exists, the victim will be informed no report will be taken:

- The accident scene cannot be reconstructed.
- The victim is reporting the accident from a location other than where the incident occurred, and sufficient information is not available to complete an ACR.

B. Employees will advise victims to contact their insurance company if further assistance is required.

C. Employees will adequately describe the circumstances of the incident, including the reason/s why the investigation could not be completed, in the "Remark" section of the "Clear Call" dialog box on the Mobile Data Computer (MDC) prior to transmitting the disposition.

4. **REPORTABLE TRAFFIC ACCIDENTS** - Refer to the tables below (sections 4.A and B) to determine the necessary reports (Incident Report (IR) and/or ACR) to be completed regarding traffic accidents.

NOTE: An ACR **will be** completed whenever there is doubt concerning the amount of damage or the severity of injury, or any time it is in the best interest of the Department.

A. Accidents Occurring in the Trafficway

ACCIDENTS INVOLVING:	TRAFFICWAY ACCIDENT		TRAFFICWAY HIT AND RUN	
	IR	ACR	IR	ACR
Death	Yes	Yes	Yes	Yes
Injury (possible/minor)	No	Yes	Yes	Yes
Injury (hospitalization)	Yes	Yes	Yes	Yes
Driving under the influence (DUI)	Yes	Yes	Yes	Yes
Reckless driving	Yes	Yes	Yes	Yes
$1,000 damage or less	No	No	No[1] Yes[2]	No[1] Yes[2]
Any time a citation is issued for a moving violation pertaining to an accident	No	Yes	Yes	Yes
Any time a citation is issued for a criminal violation pertaining to an accident	Yes	Yes	Yes	Yes
Damage greater than $1,000	No	Yes	No[1] Yes[2]	Yes
Any[3] City vehicle or property regardless of amount or severity of injury	No	Yes	No[1] Yes[2]	Yes

1. No witness can identify the suspect driver
2. Witness can positively identify driver and there is strong possibility of follow-up such as an exact license plate number obtained
3. **EXCEPTION**: Refer to Operations Order 4.2, Operation of Department Vehicles, when a police vehicle is the only vehicle damaged and the damage is minor.

B. Private Property Accidents

ACCIDENTS INVOLVING:	PRIVATE PROPERTY ACCIDENT		PRIVATE PROPERTY HIT AND RUN	
	IR	ACR	IR	ACR
Death	Yes	Yes	Yes	Yes
Injury (possible/minor)	No	Yes	Yes	Yes
Injury (hospitalization)	Yes	Yes	Yes	Yes
DUI	Yes	Yes	Yes	Yes
Reckless driving	Yes	Yes	Yes	Yes
$5,000 damage or less	No	No	No	No

4. B. Private Property Accidents (Continued)

ACCIDENTS INVOLVING:	PRIVATE PROPERTY ACCIDENT		PRIVATE PROPERTY HIT AND RUN	
	IR	ACR	IR	ACR
Damage greater than $5,000	No	Yes	No[1] Yes[2]	Yes
Any[3] City vehicle or property regardless of amount or severity of injury	No	Yes	No[1] Yes[2]	Yes

1. No witness can identify the suspect driver
2. Witness can positively identify driver and there is strong possibility of follow-up such as an exact license plate number obtained
3. **EXCEPTION**: Refer to Operations Order 4.2, Operation of Department Vehicles, when a police vehicle is the only vehicle damaged and the damage is minor.

5. **NON-REPORTABLE ACCIDENTS** - Any motor vehicle accident not meeting the criteria as indicated in the tables in sections 4.A and B of this order.

- When a non-reportable accident is brought to the attention of the Department, employees will:

  * Evaluate the accident to ensure it does not meet any of the criteria that requires a report.
  * Assign a disposition of "N" to the incident and note the drivers' names, addresses, and telephone numbers in the "Remark" section of the "Clear Call" dialog box on the MDC prior to transmitting the disposition.

6. **TRAFFIC ACCIDENT INVESTIGATION PROCEDURES**

A. Procedures for All Accidents - The first employee to arrive on scene of any accident will:

(1) Evaluate any injuries and provide necessary care, perform first aid, and request Fire Department personnel be dispatched if appropriate.

(2) Protect the accident scene and preserve short-lived evidence until arrival of the investigating employee.

(3) Establish a safe traffic pattern around the scene.

(4) Locate and interview witnesses.

(5) Expedite the removal of vehicles, persons, and debris from the roadway.

(6) Safeguard the property of accident victims.

(a) Employees will take necessary steps to protect property belonging to accident victims from theft.

(b) When accident victims are unable to care for their property, high-value items or items subject to theft will be impounded for safekeeping.

B. Property Damage Only (961) - For accidents originating in the trafficway, involving more than $1000 in property damage, or $5000 for a private property crash, employees will:

- Interview drivers, passengers, and witnesses.
- Ensure an Accident Exchange Information form is completed and provide each involved driver with a copy (to expedite the completion of the form, employees may utilize the Easy Forms application located on MDC desktops).
- Release the non-violator driver as soon as practical.
- Record measurements and other accident information.
- Conduct any necessary follow-up.
- Complete the ACR, including the diagram.

6. C. Injury (962) - In addition to the procedures listed in sections 6.A and B of this order, the investigating employee will:

(1) Advise a supervisor of the severity of the injuries.

(2) When possible, obtain written statements from witnesses using the Witness Statement Form 80-66D.

- Statements will be scanned and attached to the ACR as a "Document."

(3) If any driver suspected of operating a motor vehicle while impaired by alcohol or drugs, is to be treated at an emergency facility, an officer will immediately go to the facility and be available to take possession of blood samples drawn by emergency treatment personnel.

(4) Employees will determine the degree and extent of injuries to any persons involved in the accident by visiting the hospital or doctor's office to which they were removed.

- The injured should be interviewed, if possible, and additional evidence secured.

D. Fatality (963)

(1) Any accident involving a vehicle in transport that results in death will be classified as a fatal accident.

- If there is a question regarding whether a driver died as the result of a motor vehicle accident or the collision occurred as the result of the driver's death, such as in the event of a heart attack or suicide, the accident will be classified as a traffic fatality until such time as the medical examiner's investigation determines otherwise.

(2) Initial Response - In addition to the procedures listed in sections 6.A and B of this order, the first responding employees will:

- Immediately notify a supervisor
- When possible, obtain written witness statements from witnesses using the Witness Statement form which will be given to the assigned VCU detective.

(3) Supervisor's Responsibilities

(a) Contact the Vehicular Crimes Unit (VCU) to request detectives respond to conduct the investigation.

(b) If any driver, suspected of impairment due to alcohol or drugs, is to be treated at an emergency facility, supervisors **will** ensure an officer immediately responds to the facility to be available to take possession of blood samples drawn by emergency treatment personnel.

(4) Vehicular Crimes Unit (VCU)

(a) VCU will take disposition of all fatalities at the scene.

(b) VCU may be utilized at serious 962s where the victim is critical or at the direction of a supervisor.

(c) In order to maintain the chain of evidence, the first employee to arrive on the scene will remain at the scene to brief the VCU detective.

6. D. (5) Victim

(a) If the victim is not transported to a hospital because a Fire Department paramedic, who is in radio contact with a medical doctor, pronounces the victim dead at the scene, the body will not be moved until authorized by a VCU supervisor.

- An ambulance **will not** be used to transport the victim to the Medical Examiner's Office.

(b) Employees will obtain the names of the Fire Department personnel who treated the victim/s and, if applicable, the name of the paramedic who pronounced the victim dead.

- This information will be documented in an Incident Supplement.

(6) Delayed Fatality

(a) When a victim of a traffic accident dies at a later date as the result of injuries, detectives from VCU will write the delayed fatality IR or Incident Supplement.

(b) When VCU detectives are not available, the report on the delayed traffic fatality will be completed by field officers.

(7) From Other Jurisdiction (FOJ) Fatality

(a) When a fatality results from a traffic accident that occurred outside the City limits but where the victim is pronounced dead at a hospital in the City, a detective assigned to VCU will be responsible for completing an IR when the responsible agency is unable to make an immediate follow-up to the hospital.

(b) When VCU detectives are not available, the IR for the FOJ fatality will be completed by field officers.

E. Hit-and-Runs

(1) Hit-and-Run IR Information - Whenever possible, the following information will be included in the IR when documenting hit-and-runs:

- Complete description of the accident, to include the suspect and suspect vehicle description
- List of damage to specific areas of the involved vehicles
- Name of the driver of the vehicle damaged by the hit-and-run vehicle or name of the owner of any property damaged, listed as a victim
- Names of passengers and all available witnesses
- Complete list of impounded evidence and impound location
- If the suspect is apprehended, the suspect's personal information, driver license number, booking or citation number and charges, and any statements and/or admissions
- If the suspect is not apprehended, recommendation of charges to be filed

(2) No Report Required

(a) A separate hit-and-run IR will not be completed when a stolen vehicle is involved in an accident, when there is damage only to the stolen vehicle, and when the driver of the stolen vehicle leaves the scene.

- Related information will be included in the stolen vehicle IR.

6. E. (2) (b) When no reports are required, the employee will list the complainant's name, address, telephone number, and any significant observations of the scene in the "Remark" section of the "Clear Call" dialog box on the MDC prior to transmitting the disposition.

(c) Reports will not be made for insurance purposes only nor will they be made for late reporting of a hit-and-run accident unless the accident involves death or injury requiring hospitalization.

(d) If a report is not being made, the employee will ensure the complainant understands no report is being generated and no follow-up will be conducted.

(e) The employee will provide the complainant with the employee's name, serial number, and the incident number to assist the complainant in the event the complainant's insurance company later questions the validity of the location of occurrence, etc.

(3) Hit-and Run Investigations (At the Scene)

(a) Radio Broadcast Assistance - Radio broadcasts of hit-and-run suspect vehicles and suspects will be made only when the accident has just occurred or when there are injuries or extensive damage involved.

(b) Physical Evidence

- Physical evidence present at the scene (headlight glass, tire prints, particles of paint, etc.) will be documented and preserved as evidence by means of photographs, mileage, containers, tags, etc.
- The vicinity of the accident will also be searched for evidence that might have been lost from the fleeing vehicle.

(c) Interview Witnesses at the Scene

- When practical, employees will obtain written witness statements using the Witness Statement form.
- A statement will include the full name, address, date of birth, and business and home telephone numbers of the witness.
- Statements will be scanned and attached to the IR as a "Document."

(d) Suspect Vehicles

(i) Impounding Hit and Run Vehicles As Evidence	• Vehicles involved in serious injury or fatal hit-and-run accidents may be impounded as Evidence with the approval of a VCU detective or a supervisor. ∗ Vehicles discovered on a suspect's private property away from the scene may be impounded as Evidence after obtaining a search warrant. ∗ Vehicles may be impounded as Evidence from public property at any time. • Impound vehicles following the procedures as outlined in Operations Orders 6.6, Towing and Wreckers, and 8.1, Evidence, Impounding, and Property.
(ii) Towing Hit-and-Run Vehicles	• If hit and run vehicles are not needed as Evidence, they should be towed following the procedures as outlined in Operations Order 6.6, Towing and Wreckers. • Owners of property damaged as a result of a hit-and-run accident **will not** be advised the vehicle may be held pending payment of damages by the suspected driver.

6. E. (4) Hit-and-Run Enforcement

(a) General Information

- If a suspect in a hit-and-run is located, the suspect should be booked or issued an Arizona Traffic Ticket and Complaint (ATTC) in accordance with the enforcement guidelines listed in this order.
- Officers will bear in mind that many hit-and-run drivers leave the immediate scene for reasons other than fault, such as fear, shock, injury, drinking, or possibly to use a nearby telephone to call for assistance.
- **ALL** reportable hit-and-run offenses will be documented in an IR.

(b) Hit-and-Run Violations

(i) Accidents Involving Death or Physical Injuries ARS 28-661	• This statute covers those accidents where the suspect left the scene of an accident resulting in injury or death of a person without providing information and rendering assistance as defined in ARS 28-663. • Injuries should be visible rather than just complaints of pain. • Do not use this statute when the hit-and-run suspect is the only injured person. • Investigating officers will conduct hospital follow-up if the victim is transported for any reason. • VCU should be consulted on serious injury cases when possible. • Injuries, or the lack thereof, must be documented in the IR for both victims and suspects. Enforcement • A hit-and-run driver involved in an accident resulting in death or serious physical injury as defined in ARS 13-105, has committed a class 3 felony, except if the driver caused the accident then it is a class 2 felony. • A hit-and-run driver involved in an accident resulting in any visible physical injuries has committed a class 5 felony. ∗ **Do Not** issue an ATTC for any civil or criminal offenses. ∗ **Suspects in custody will be booked** if elements of the offense are present and probable cause exists. • If a victim claims to be injured but signs of injury are not visible, officers will not arrest the suspect; the IR will be submitted for prosecution.
(ii) Accidents Involving Damage to Vehicle ARS 28-662	• A hit-and-run driver involved in an accident resulting only in damage to an attended vehicle has committed a class 2 misdemeanor. ∗ The suspect should be issued an ATTC as a citation in lieu of detention (CLD)*.
(iii) Duty to Give Information and Assistance ARS 28-663	• Duty to give information and render assistance. • This offense is a requirement of ARS 28-661, ARS 28-664, and ARS 28-665. • A driver who fails to provide their name, address, vehicle registration number, and on request, their driver license, has committed a class 3 misdemeanor. ∗ The suspect should be issued an ATTC as a CLD*. • A driver who fails to render reasonable assistance, including: for example, calling 911, has committed a class 6 felony.
(iv) Duty on Striking Unattended Vehicle ARS 28-664	• A driver who leaves the scene of a traffic accident after striking an unattended vehicle without providing information as defined in ARS 28-663, has committed a class 3 misdemeanor. ∗ The suspect should be issued an ATTC as a CLD*.

6. E. (4) (b) Hit-and-Run Violations (Continued)

(v) Striking Fixtures on a Highway ARS 28-665	• A driver who leaves the scene of a traffic accident after striking fixtures on or adjacent to a highway or roadway without providing information as defined in ARS 28-663, has committed a class 3 misdemeanor. • This code applies to fixed objects (fences, buildings, poles, signs, etc.) that are on or near a roadway. * The suspect should be issued an ATTC as a CLD*.
* Refer to Operations Order 6.2, Arizona Traffic Ticket and Complaints, for guidelines on issuing an ATTC as a CLD.	

F. **ABBREVIATIONS** - Officers will use the following abbreviations for reporting information in the ACR and diagrams:

AC	Access (Freeway)	**LA**	Lane
AV	Avenue	**LO**	Loop
BL	Boulevard	**PY**	Parkway
CN	Canyon	**PL**	Place
CR	Circle	**RD**	Road
CT	Court	**SQ**	Square
DR	Drive	**ST**	Street
EX	Express/Expressway	**TE**	Terrace
FW	Freeway	**TR**	Trail
HI	Highway	**WY**	Way
PI	Point of Impact	**LOC**	Left of Center
PR	Point of Rest	**ROC**	Right of Center
BPI	Before Point of Impact	**VEH**	Vehicles
API	After Point of Impact	**P/U**	Pick-up Truck
N, S, E, W	North, South, East, West	**CONV**	Convertible
PE	Pavement Edge	**M/C**	Motorcycle
TP	Traveled Portion	**SKTR**	Scooter
CL	Curb Line	**BIKE**	Bicycle
F of B	Front of Back	**DLR**	Dealer
B of F	Back of Front	**N/B, S/B**	Northbound, Southbound, etc.
LFC	Left Front Corner, or other applicable combinations	**RFW**	Right Front Wheel, or other applicable combinations

7. **WITNESSES**

A. Witnesses and passengers will be located and interviewed as soon as possible.

B. The following information will be obtained and, if possible, the statements will be recorded on the Witness Statement form.

- Where the witness was located prior to the accident
- What the witness was doing when the accident occurred
- Description of all involved vehicle movements seen by the witness
- Condition of traffic control devices
- If the witness knows or is related to the drivers or passengers

C. Witness Statement forms should be signed by witnesses whether personally written or written by the investigator.

- Completed Witness Statement forms will be scanned and attached to the ACR or IR as a "Document."

8. **PHYSICAL EVIDENCE COLLECTION AT ACCIDENTS**

A. Measurements will be taken at every reportable accident scene in order to complete an appropriate diagram for the ACR.

(1) Refer to the below table to determine the appropriate diagram to be completed as part of the ACR.

DIAGRAM TYPE	WHEN TO COMPLETE	MEASUREMENTS AND ITEMS TO INCLUDE
(a) Extensive Diagram	For accidents involving: • Bodily injury • Death • Hospitalization • Extensive damage to property • Criminal violation (DUI, hit-and-run, reckless driving, etc.)	• Reference point from which the measurements are taken. • Point of rest of all traffic units involved* • Point of impact in relation to the reference point • Individual width of street lanes, pavements, and shoulders • Distance traveled of any objects struck by a vehicle • Skid marks, scuff marks, and other marks on roadway (length and position) • Location of visual obstruction (and height) from intersection or roadway • Location of traffic control devices • Location of any fixed object that was struck • Location of major vehicle parts, accident debris, victims, etc. • Any other relevant measurements **NOTE**: The more serious the accident, the greater the need for accurate and complete measurements.
(b) Simplified Diagram	For all other accidents not requiring an extensive diagram	• Reference point from which the measurements are taken • Point of rest of all traffic units involved* • Point of impact in relation to the reference point • Individual width of street lanes, pavements, and shoulders
* At least two (2) measurements: for example, one (1) from the right front tire and one (1) from the right rear tire, will be taken for each involved traffic unit and noted on the diagram.		

(2) In the **rare** instance where an accident cannot be reconstructed on a diagram, officers will advise a supervisor and document the reason/s and the advisement in the Narrative section of the ACR.

B. Photographs

(1) Digital photographs should only be taken at the following accident scenes by digital camera certified personnel:

- Fatal accidents
- Serious injury accidents
- City equipment/liability accidents

(2) Digital photographs will be processed/stored as outlined in Operations Order 8.1, Evidence, Impounding, and Property.

C. Inspection of Vehicles - Inspection and testing of vehicles will be undertaken to establish the extent, location, and nature of the damage caused by the impact and for evidence of violations.

8. D. Collecting Off-Scene Data

(1) Employees investigating traffic accidents shall conduct the necessary follow-up, such as hospital follow-up, Laboratory Services Bureau (LSB) requests, and witness follow-up, to obtain sufficient information to complete the ACR and to support criminal or civil traffic charges.

(2) If time becomes a problem, or if the investigator is unable to make the necessary follow-up, assistance may be requested from VCU.

- The employee will make the request by memorandum through a supervisor, attaching copies of the investigative report.

E. Use of Expert and Technical Assistance - Employees investigating serious injury or fatal accidents will, on occasion, need technical assistance from experts like traffic engineers, photographers, mechanics, doctors, and other specialists, to aid employees in completing their investigation.

(1) When the employee believes technical assistance is required, the employee will contact the VCU supervisor.

- The circumstances of the accident will be reviewed, and those facts will be weighed to determine if the case warrants the technical assistance.

(2) VCU maintains a list of services available from technical experts and will be responsible for obtaining their services should they be necessary.

9. **ARIZONA CRASH REPORTS (ACR)** - When the investigation has been completed, an FBR ACR will be completed in sufficient detail to indicate known relevant facts.

A. General Information

(1) ACRs will be submitted to a supervisor by the end of the employee's shift.

- The supervisor will review the ACR for completeness and accuracy, and approve within 48 hours of submittal.

(2) When a subject is to be booked on accident-related charges (hit-and-run, DUI, aggravated assault, or manslaughter) the ACR will be attached to the FBR Booking as a "Document".

B. Telephone Numbers

(1) If victims and witnesses do not object, employees will obtain their business and home telephone numbers, entering them in the spaces provided.

(2) Home telephone numbers and addresses of police employees **will not** be listed in reports.

C. Vehicle X - When the action of a vehicle not physically involved in a accident causes a collision involving another vehicle/s, the uninvolved vehicle will be referred to as Vehicle X.

(1) Information pertaining to Vehicle X will be placed in the following sections of the ACR:

- Narrative
- Diagram
- Witness statement and other pertinent reports

(2) Vehicle X will not be included in the total number of vehicles physically involved in the accident.

9. C (3) If Vehicle X is still at the scene of the accident and is cited for the cause of the accident, the driver will be provided an Accident Exchange Information form.

- The name, date of birth, and driver license number of the driver of Vehicle X will be included in the Narrative section of the ACR.

D. Diagrams

(1) A diagram, using the Quick Scene application via the FBR ACR or located on the computer desktop, will be completed for all accidents as outlined in the table in section 8.A. (1) of this order.

- Diagrams will represent, as accurately as possible, the space relationships between vehicles, objects, and roads, so that the accident can be visualized more easily.
  - The small scale (20 feet to the inch) will be used.
  - More than one diagram may be necessary in complicated accidents.

E. Physical Conditions at the Scene - Employees will describe the location of the accident and will note any defects at the scene with respect to the following items:

- Street surfaces (unprotected excavation holes, slippery surface, depressions, etc.)
- Visibility of warning signs or devices (signal lights, pavement guidelines, etc.)
- Lighting conditions
- Unusual circumstances that may have had an affect on the accident; such as wind or dust

10. **ENFORCEMENT ACTION**

A. When an ACR is completed, employees will cite all violators when there is sufficient physical evidence and/or witnesses to establish probable cause.

(1) Causing Serious Physical Injury or Death by a Moving Violation ARS 28-672	A person is guilty of causing serious physical injury or death by a moving violation if the person violates any one of the following and the violation results in an accident causing serious physical injury as defined in ARS 13-105 or death to another person (a class 3 misdemeanor): (a) Red light violation ARS 28-645.A.3.a (b) Drive in one lane/unsafe lane change, ARS 28-729 (c) Failure to yield right-of-way at intersection, ARS 28-771 (d) Left turns at intersections ARS 28-772 (e) Failure to yield from stop sign, ARS 28-773 (f) Failure to yield at a crosswalk ARS 28-792 (g) No due care to avoid pedestrians ARS 28-794 (h) School zone violation ARS 28-797 F, G, H, or I (i) Stop sign violation ARS 28-855.B (j) Overtaking/passing school bus ARS 28-857.A **NOTE**: Cite for ARS 28-672 as well as the underlying violation listed above.
(2) Causing Death by Use of a Vehicle ARS 28-675	A person is guilty of causing death by use of a vehicle if all the following apply (a class 4 felony): • The person is not allowed to operate a motor vehicle if the person's driving privilege is revoked or suspended. • While operating a motor vehicle, the person causes the death of another person. • The person commits any of the violations noted above in section 10.A.(1)(a) through (j).

10. A. (Continued)

(3) Causing Serious Physical Injury by Use of a Vehicle ARS 28-676	A person is guilty of causing serious physical injury by use of a vehicle if all the following apply (a class 5 felony): • The person is not allowed to operate a motor vehicle if the person's driving privilege is revoked or suspended. • While operating a motor vehicle the person causes serious physical injury to another person. • The person commits any of the violations noted above in section 10.A.(1)(a) through (j).

B. Officers will complete an IR on suspected violations and ensure suspects (including those that are hospitalized) are properly identified.

C. When an accident does not meet the criteria for being reported on the ACR, an Arizona Traffic Ticket and Complaint (ATTC) will not be issued for moving violations associated with the accident.

(1) An ATTC may be issued for administrative or non-moving violations (no insurance, expired registration, etc.).

(2) The name, address, and telephone number of the other drivers or passengers should be documented in the employee's notes of the ATTC for future reference.

11. **JURISDICTION ON FREEWAYS**

A. The Department of Public Safety (DPS) has jurisdiction over accident investigations occurring on the freeways, access roads, and on/off ramps.

- "On ramps" and "off ramps" include that portion of the roadway between the gore point and the intersecting street of the interchange or intersection.

B. The Department will investigate all accidents at locations not investigated by DPS including overpasses and underpasses, as well as frontage roads not considered part of the "on ramp" and "off ramp."

C. When a frontage road is not present, DPS will take jurisdiction on accidents occurring on the freeway and on/off ramps, but not on overpasses and underpasses.

D. When a disagreement arises regarding jurisdiction, Department employees will conduct the necessary investigations (there is concurrent jurisdiction under state law).

12. **UNLAWFUL SOLICITATION OF TORT VICTIM** - ARS 13-2924 makes it a class 1 misdemeanor to solicit a tort victim at the scene of any accident.

A. Upon initial contact with a person suspected of this crime, obtain adequate information to complete a Field Interview (FI) and then ask the person to leave.

- Select VCU as "Offense Element 1" for proper routing.

B. In aggravated circumstances (suspect refuses to leave or stop soliciting victims):

- An IR will be completed.
- Arrests may be made with a supervisor's approval.

13. **SPECIAL TRAFFIC ACCIDENT INVESTIGATIONS** - Officers will follow the procedures as listed in Operations Orders 6.5 Addendum A for investigating accidents involving:

- City equipment/property and governmental vehicles
- An on duty Department employee
- An on duty Phoenix Fire Department employee
- An on duty police or fire department employee from other jurisdictions
- Railroad trains
- Explosives, chemicals, or gasoline tankers
- Commercial vehicles
- Commercial shipments of meat and poultry
- Light Rail Vehicles (LRVs)

1. **SPECIAL TRAFFIC ACCIDENT INVESTIGATION PROCEDURES**

TYPE OF INVESTIGATION	NOTIFICATIONS	REQUIRED DOCUMENTATION	ENFORCEMENT ACTION	OTHER SPECIAL INSTRUCTIONS
A. City Equipment/ Property and Governmental Vehicles (This does not apply to Valley Metro Light Rail which is covered in section 1.I of this addendum)	• Notify a police supervisor immediately. • Notify the City or governmental department responsible for the equipment involved. Fire Hydrant Damage • Notify the Fire Department Alarm Room at 602-262-6595. Extensive Property Damage or Injury • Notify the Field Engineering Department at 602-262-6011	• An Arizona Crash Report (ACR) will be completed for all accidents. ∗ All passengers will be listed on the ACR. • Photographs will be taken at all accidents (includes City buses, Dial-A-Ride, and City shuttles).	• The investigating officer will take enforcement action as outlined in this order, unless on duty police or fire department employees are involved.	• At the discretion of the duty commander, accidents involving City equipment, which occur out-side the City limits or on a freeway or freeway access road inside the City limits, will be concurrently investigated with the agency having original jurisdiction. • "CITY PROPERTY", "CITY EQUIPMENT NUMBER ____" or "GOVERNMENTAL EQUIPMENT NUMBER ____" will be noted in the Narrative section of the ACR.
B. On Duty Department Employee Involved	• Notify a police supervisor immediately.	• An ACR will be completed for all accidents. • The involved employee will complete a memorandum to their supervisor. • The supervisor overseeing the investigation will complete the City's Equipment Management Vehicle Accident Report Form 125-40D. • Photographs will be taken.	• The involved employee will not be cited at the scene. • If the employee is deemed responsible after the Driving Analysis Committee (DAC) review, the supervisor will issue an Arizona Traffic Ticket and Complaint (ATTC) and complete an ACR Supplement to reflect issuance of the citation.	• An employee not involved in the accident will conduct the investigation. • A supervisor (preferably the employee's direct supervisor) will respond to the scene to ensure a complete investigation is conducted. • The employee involved in the accident will not make statements regarding the incident to anyone other than the supervisor and investigating officer.
C. On Duty Phoenix Fire Department Employee	• Notify a police supervisor immediately.	• An ACR will be completed for all accidents.	• The involved employee will not be cited at the scene. • If the employee is found to be responsible, forward a copy of the ACR and a memorandum through your immediate supervisor to the Vehicular Crimes Unit (VCU) supervisor.	Memorandum to VCU will include: • A request to cite the Fire Department employee for the violations • Activity at the time of the collision and whether or not the equipment was being operated as an emergency vehicle • Whether or not the equipment was being used in accordance with Fire Department responsibilities • Total amount of damage

1. **SPECIAL TRAFFIC ACCIDENT INVESTIGATION PROCEDURES** (Continued)

TYPE OF INVESTIGATION	NOTIFICATIONS	REQUIRED DOCUMENTATION	ENFORCEMENT ACTION	OTHER SPECIAL INSTRUCTIONS
D. On Duty Police or Fire Department Employee From Other Jurisdiction	• Notify a police supervisor immediately.	• An ACR will be completed for all accidents.	• The involved employee will not be cited at the scene. • If the employee is found to be responsible, forward a copy of the ACR and a memorandum to VCU for disposition.	Memorandum to VCU will include: • Description of any violations committed by the employee • Activity at the time of the collision and whether or not the equipment was being operated as an emergency vehicle • Whether or not the equipment was being used in accordance with official duties
E. Explosives, Chemicals, and Gasoline Tankers Involved	• Fire Department's Fire Prevention Office • Arizona Corporation Commission; Hazardous Materials Enforcement • Arizona Atomic Energy Commission (if radioactive or nuclear materials are involved or suspected) • Phoenix Police Department's Commercial Vehicle Inspector (CVI)	• An ACR will be completed for all accidents.	• Cite all violators when an ACR is completed.	• CVIs are available during Shift I and may be contacted via police radio. • During Shift II or III, CVI assistance may be requested through the Communications Bureau supervisor.
F. Railroad Trains Involved	None	• An ACR will be completed for all accidents. ∗ Trains will not be listed as traffic units. ∗ If the train is damaged as a result of the accident with a motor vehicle, the train will be listed as "Property Damaged." ∗ If there is no damage to the train, this will be listed in the Narrative. ∗ Personnel aboard the train should be listed as witnesses (not as passengers)	• Cite the operator of the motor vehicle for any applicable traffic violations when an ACR is completed. • **DO NOT CITE** the train operator for any violation of Title 28 as the train is not a motor vehicle. • Under certain situations, such as reckless operation of the train, the operator may have violated a section of Title 13. Any suspected misconduct by the train operator should be referred to the VCU supervisor.	• Most railroad personnel have been instructed by their employers not to give signed statements. • Railroad personnel have been instructed to provide the following: ∗ Identification for correct spelling of name and address ∗ Identification of train involved ∗ Approximate speed of train prior to the accident ∗ Confirmation that a whistle, bell, and/or headlight was operating ∗ Direction the train was traveling prior to the accident • Further information may be obtained by contacting the claims department of the railroad.

1. **SPECIAL TRAFFIC ACCIDENT INVESTIGATION PROCEDURES** (Continued)

TYPE OF INVESTIGATION	NOTIFICATIONS	REQUIRED DOCUMENTATION	ENFORCEMENT ACTION	OTHER SPECIAL INSTRUCTIONS
G. Commercial Vehicles Involved	• CVI	• An ACR will be completed for all reportable accidents.	• Cite all violators when an ACR is completed.	• CVIs are available to assist with investigations when a commercial vehicle is involved in an accident. • If a CVI is not available, a supervisor may request assistance from a Commercial Vehicle Safety (CVS) specialist through the Department of Public Safety (DPS) switchboard.
H. Commercial Shipments of Meat and Poultry	• CVI • Veterinary meat inspector of the Livestock Board through the Communications Bureau	• An ACR will be completed for all reportable accidents.	• Cite all violators when an ACR is completed.	None
I. Valley Metro Light Rail Vehicles (LRV) Involved (Refer to sections 1.J, K, and L of this addendum for additional procedures on LRV involved accidents with: Property Damage Only, Minor injuries, and Nearly Fatal or Fatal Injuries)	• Notify a police supervisor of injuries, fatalities, or damage to the LRV that may close the roadway for an extended period of time. • Confirm with Metro Light Rail personnel that power to that section of the line has been terminated.	• An ACR will be completed for all reportable accidents. ∗ The LRV will not be listed as a traffic unit. ∗ If the LRV is damaged as a result of the accident with a motor vehicle, the LRV will be listed as "Property Damaged'. ∗ If there is no damage to the LRV, this will be listed in the Narrative. ∗ If a LRV passenger saw the collision, they will be listed as a witness. ∗ Information on passengers who did not see the collision will be the responsibility of the Metro Light Rail supervisor. (Continued on next page)	• **DO NOT CITE** the LRV operator for any violation of Title 28 as the LRV is not a motor vehicle. • Under certain situations, such as reckless operation of the LRV, the operator may have violated a section of Title 13. ∗ Any suspected misconduct by the LRV operator should be referred to the VCU supervisor.	• Patrol or motor officers are responsible for the preliminary investigation of accidents involving LRVs. • There are video cameras inside and on the outside of the LRVs therefore if a video recording of the accident is needed, contact officers from the Transit Bureau. ∗ Transit Bureau officers will obtain a digital video disc (DVD) recording of the accident from Metro Light Rail.

1. **SPECIAL TRAFFIC ACCIDENT INVESTIGATION PROCEDURES** (Continued)

TYPE OF INVESTIGATION	NOTIFICATIONS	REQUIRED DOCUMENTATION	ENFORCEMENT ACTION	OTHER SPECIAL INSTRUCTIONS
I. Valley Metro Light Rail Vehicles (LRV) Involved (Continued)		• An Incident Report (IR)/Incident Supplement and Chain of Custody form will be completed by Transit Bureau officers to document/impound any DVD recordings of the accident obtained from Metro Light Rail. ∗ The Chain of Custody form will also be impounded.		
J. LRV Involved Accidents with Property Damage Only (No Injuries)	See section 1.I of this addendum for proper notifications.	See section 1.I of this addendum for required documentation.	See section 1.I of this addendum for proper enforcement action **plus**: • Cite the operator of the motor vehicle, bicyclists, or pedestrians for any applicable traffic violations when an ACR is completed.	See section 1.I of this addendum for special instructions **plus**: • To assure prompt resumption of Light Rail service in non-injury incidents, a Metro Light Rail supervisor who arrives on scene before officers will: ∗ Collect the LRV operator's info and ensure the operator completes a signed written statement of how the collision occurred. ∗ Take photographs of the involved vehicles. ∗ Collect the names, addresses, and telephone numbers of the drivers and passengers of the motor vehicles involved and any witness information. ∗ Obtain and retain information of the LRV passengers who were not witnesses to the incident. ∗ Release the LRV back into service, as soon as possible, even if officers are not on scene yet. ∗ Stay on scene awaiting police arrival. ∗ Make the LRV and the operator available upon request. • When the officer arrives and the LRV has already been sent back into service, the officer will: (Continued on next page)

1. **SPECIAL TRAFFIC ACCIDENT INVESTIGATION PROCEDURES** (Continued)

TYPE OF INVESTIGATION	NOTIFICATIONS	REQUIRED DOCUMENTATION	ENFORCEMENT ACTION	OTHER SPECIAL INSTRUCTIONS
J. LRV Involved Accidents with Property Damage Only (No Injuries) (Continued)				∗ Obtain the information collected by the Metro Light Rail supervisor including the signed statement of the LRV operator. ∗ Contact the driver and occupants of the involved motor vehicle/s. ∗ If necessary, interview the operator and examine the LRV. ∗ Complete the ACR. • If the LRV is still on scene, officers will make returning the LRV to service a priority, without compromising the investigation.
K. LRV Involved Accidents with Minor Injuries	See section 1.I of this addendum for proper notifications **plus**: • Notify the police supervisor of the extent of injuries.	See section 1.I of this addendum for required documentation **plus**: • Photographs will be taken.	See section 1.I of this addendum for proper enforcement action **plus**: • Cite the operator of the motor vehicle, bicyclists, or pedestrians for any applicable traffic violations when an ACR is completed.	See section 1.I of this addendum for special instructions **plus**: • The fire department will properly identify and treat injured persons. • Officers will ensure the location of the motor vehicle tires and the LRV wheels are properly marked. • Investigating officers will make returning the LRV to service a priority, without compromising the investigation.
L. LRV Involved Accidents with Nearly Fatal or Fatal Injuries	See section 1.I of this addendum for proper notifications **plus:** • If the incident appears to involve fatalities or nearly fatal injuries the police supervisor will respond and once sufficient information has been gathered, notify VCU.	• VCU will document the accident according to their bureau policy as with any other fatal or near fatal collision.	• VCU will be responsible for enforcement action and will act in accordance with Department/ bureau policy and State law.	• The scene will be secured as any other fatal incident and witnesses will be retained if possible. • A thorough on-scene collision investigation will be completed by VCU. • Motor vehicles and the LRV will remain on scene until released by VCU investigators. • The decision to re-direct LRVs and buses will be the responsibility of Valley Metro and the City's Public Transit Department. ∗ Officers should provide assistance in the re-routing of LRVs and buses to reduce the impact on transportation services.

1. **AUTHORIZED WRECKERS**

A. Authorized wreckers are either:

(1) Contract Wreckers - Wreckers owned by towing companies that have been awarded towing contracts by the City.

(2) Citizen-Initiated Wreckers - Wreckers that are present at an accident scene at the specific request of a driver/owner of one of the involved vehicles.

NOTE: The term "wrecker" is synonymous with "tow truck."

B. Specific Wrecker Information

(1) Contract Wreckers	• The authorized towing contractors (list wreckers) have exclusive rights for police requested towing within their respective precincts, and will be the only wreckers dispatched by the Department. • An Information Channel may be contacted for current information on authorized wreckers. • Wreckers should not be called before they are needed. • The employee will describe to the communications operator the size or type of vehicle, as well as any special circumstances, such as vehicle stuck in a ditch, to allow the contractor to determine the type of wrecker needed. • Each contractor is responsible for towing throughout a given precinct and is required to maintain a 20-minute response time for light duty vehicles (gross vehicle weight rating (GVWR) under 10,000 pounds) and less than 30 minutes for medium and heavy duty vehicles (GVWR over 10,000 pounds). ∗ When employees experience unsatisfactory wrecker service other than poor response time, employees should submit an email to Impound@phoenix.gov, explaining the issue. • To comply with Arizona Revised Statute (ARS 28-872), employees must provide a Vehicle Removal Report (VRR) Form 80-583D to the tow truck driver at the time a vehicle, or obstruction in the roadway, is removed. See sections 5.B and C of this order for required procedures on **ALL** police requested tows. Wrecker Bill • Required when a: ∗ Department owned or operated vehicle is towed (the employee will sign the wrecker bill and list the employee's serial number, vehicle number, and destination of the vehicle). ∗ Tow is cancelled (the employee will mark the wrecker bill as a '"dry run" and sign the wrecker bill). • A VRR form is not necessary • The wrecker driver will retain all copies of the bill.
(2) Citizen-Initiated Wreckers	• Employees may request non-contract or specific wreckers via police communications at the request of a driver/owner of an involved vehicle. • The Communications Bureau will attempt to comply by contacting the requested wrecker company.
	• If the Communications Bureau is unable to contact the requested wrecker company, drivers/owners will be so advised and may make their own towing arrangements (providing traffic is not blocked). • If this is not possible, an authorized contract wrecker will be dispatched. • Requests from citizens for wreckers with a base operation in another jurisdiction will be honored only if the vehicle is not blocking traffic or if it can be moved from the roadway without a wrecker.

1. B. Specific Wrecker Information (Continued)

(2) Citizen-Initiated Wreckers (Continued)	• The requesting person will be responsible for remaining with the vehicle until the wrecker arrives. • A wrecker under contract to a particular repair agency will be permitted to tow vehicles when a specific request is made for such a company to store or repair a vehicle. • Employees will not recommend any wrecker or body repair shop, nor will they allow themselves to become involved in selecting a location to which a disabled vehicle will be taken.

2. **ENFORCEMENT POLICY** - The operation of tow trucks in Arizona is governed by the Department of Public Safety (DPS) Tow Truck Regulations in accordance with Arizona Revised Statue (ARS) 28-1108.

- A tow truck is defined as a motor vehicle that is altered or designed for use in the business of towing vehicles by means of a flatbed or other specially designed truck that is equipped with a tow sling, tow bar, tow plate, or wheel lift apparatus attached to the rear of the truck, or a crane or hoist that is attached to the bed or frame of the tow truck.

A. Permits and Decals

(1) All tow trucks operated on public roadways must pass an inspection by DPS before being issued a permit to operate.

(a) Permits are filed by company name.

(b) One copy of the permit is given to the applicant along with a decal.

- The decal must be displayed in the lower right corner of the front windshield of the tow truck.
- The month and year in which the permit expires will be punched out.

(2) Tow truck operators may be cited under ARS 28-1108.D when they are observed towing a vehicle without a current permit.

B. Tow Truck Equipment

(1) Each tow truck shall display the company name and ten digit telephone number and the full name of the town or city in which the company is located, on both sides of the truck.

(a) The letters or numbers shall contrast sharply in color with the background on which the letters are placed, be readily legible during daylight hours from a distance of 50 feet while the tow truck is stationary, and be maintained in a manner that retains the legibility.

(b) Magnetic signs are acceptable, but they must be in place while a vehicle is being towed.

- When a tow truck without proper lettering is observed towing a vehicle, a Field Interview (FI) will be completed with “Code Enforcement” selected as “Offense Element 1” for proper routing.
- Pertinent information about the driver, tow truck, and vehicle in tow will be included in the FI.

(2) Tow truck operators must affix two taillights, two stop lights, and two signal lights to the rear-most vehicle of any train of vehicles towed or operated on any street or highway (ARS 28-925(A), 28-927, and 28-939).

2. B. (3) All tow trucks with collision recovery capabilities must be equipped with:

- One (1) #2 or larger square-point shovel and one (1) 14 inch wide or larger push broom
- Five (5) gallons or 20 pounds of fluid absorbent material stored in a weatherproof container
- One appropriate sized and rated snatch block for each installed winch on the tow truck
- Electric lantern or flashlight
- Fire extinguisher
- Steering wheel clamp or its equivalent that adequately locks the steering mechanism of a towed vehicle in a straightforward position

C. Tow truck operators are not required to have a commercial driver license unless they are operating a vehicle with a GVWR of 26,001 or more pounds.

D. Enforcement

(1) Employees observing violations of the DPS Tow Truck Regulations will describe the violations an FI with "Code Enforcement" selected as "Offense Element 1" for proper routing.

(2) Employees will cite for ARS 28-1108.D or complete an Incident Report (IR) and either book or issue a citation in lieu of detention (CLD), for the criminal violations under Phoenix City Code (PCC) 36-144.

3. **UNAUTHORIZED WRECKERS**

A. Unauthorized wreckers that appear at an accident will not be allowed to solicit business from anyone involved in the accident.

(1) They may be used to clear a scene if traffic conditions preclude waiting for an authorized wrecker and the unauthorized wrecker driver volunteers the service.

(2) The investigator will advise the unauthorized wrecker driver that the investigator can neither authorize compensation nor allow the unauthorized wrecker to drive towed vehicles from the scene.

B. An FI will be completed with "Code Enforcement" selected as "Offense Element 1" when one of the following applies:

- An unauthorized wrecker driver solicits business at an accident scene
- An unauthorized wrecker driver clears an accident scene

4. **CLEARING WRECKAGE**

A. Although the first priority at an accident scene is checking for injuries and rendering aid, employees should try to remove wreckage and debris from streets as quickly as possible to clear the scene.

B. Police vehicles equipped with push bars will move disabled vehicles off the traveled portion of the roadway only when it can be done safely.

C. Employees need to remember they may need to preserve the scene on serious injury accidents for evidence purposes.

D. When an accident scene cannot be cleared for a lengthy period of time, wreckers will not be requested until the investigator is ready to release the vehicle.

NOTE: When an emergency exists and a vehicle must be moved for safety purposes prior to the arrival of the investigating officer or team, a wrecker may be requested immediately.

4. E. Prior to their departure from an accident scene, wrecker operators are required to remove all debris as part of the contract and in accordance with ARS 28-898.C.

(1) Employees will provide necessary traffic control to ensure the safety of the wrecker operator.

(2) If wreckers are not utilized, the Street Transportation Department will be notified to clear debris.

5. **IMPOUNDS AND TOWS**

A. Towed vehicles are defined as either:

(1) Private Tows - Anytime a vehicle is transported to any location by a non-contract wrecker.

- Employees **will not** sign the wrecker bill.

(2) Police Requested Tows - **Anytime** a vehicle is transported **by** a **contract wrecker**.

(a) Examples of police requested tows:

- Removing inoperable vehicles disabled in the roadway or involved in a collision
- Securing abandoned or recovered stolen vehicles
- Enforcing parking ordinances and impounding vehicles involved in specific statutory violations

NOTE: **All** police requested tows require a supervisor's approval.

(b) Owner/operators of vehicles involved in a collision or disabled in the roadway may request their vehicle be taken to a location other than a contract wrecker storage lot, such as a residence or auto shop.

- Vehicle owner/operators must make arrangements with the contract wrecker to pay all towing fees at the time the vehicle is released.
- Employees **will** provide the tow truck driver with a VRR documenting in the "Officer Notes" that the vehicle is being taken to a location other than a contract wrecker storage lot at the driver's request (see sections 5.C.(2) and (3) of this order for more information on completing the VRR and documenting the tow).

B. Police Requested Vehicle Tow/Impound Procedures

(1) When requesting a contract wrecker, employees will advise the Communications operator of the following:

- Vehicle description, to include weight/size, such as passenger car, pickup truck, or dump truck
- Vehicle condition which may require additional equipment: for example, missing wheels
- Destination (contract wrecker storage lot, police impound lot, private residence/auto shop, etc.)

(2) A **Notice of Right to Hearing** Form 80-43D (English) or 80-43.2D (Spanish) will be given to the driver or left in the vehicle of **every** police requested tow except for vehicles being impounded as evidence, such as vehicles subject to seizure for forfeiture or involved in a fatal collision.

(3) Employees **will** ensure police requested tows are properly documented and provide the tow truck driver with a copy of the VRR form by following the procedures outlined below in section 5.C of this order.

5. B. (3) (Continued)

NOTE: When listing the statutory authority used to tow/impound the vehicle (ARS or PCC), officers will use a PCC, in lieu of an ARS code, whenever possible; for example:

- PCC 36-136, impeding traffic (for accident hazards or safekeeping when a driver is arrested and his/her unattended vehicle is obstructing the roadway) instead of ARS 28-871, stopping, standing, or parking prohibited.

C. Documenting Police Requested Towed/Impounded Vehicles

(1) Prior to towing/impounding a vehicle, regardless of whether or if not already assigned to a call, employees will create a 511T radio call for the time and location of the tow.

(a) Employees with access to a Mobile Data Computer (MDC) will create the 511T call using the MDC.

(b) Employees without access to an MDC will contact their respective radio Information Channel and request the 511T call be created.

(2) Employees will provide the tow truck driver with a copy of a completed VRR form.

(a) Employees with access to an MDC will complete the VRR form by utilizing the Easy Forms Tow Slip:

- Click on the Easy Forms icon located on the MDC desktop
- Ensure all required information is entered
- Print a copy of the VRR form for the tow truck driver
  - The Tow Slip will automatically save to the employee's desktop [as a portable document format (PDF)] with the 511T incident number as the reference number.
- Click the "Send to" button to notify the Centralized Automated Records (CARS) Unit of the tow

  EXCEPTION: Do not send to the CARS Unit if the vehicle is being towed to a location other than a contract wrecker storage lot or police impound lot, such as a residence or auto shop.
- One of the below FBR form/reports will also be completed and will list the vehicle, the reason for the tow, and the address of the vehicle's destination.
  - Arizona Crash Report (ACR)
  - Citation [Arizona Traffic Ticket and Complaint (ATTC) or Notice of Violation (NOV)]
  - IR or FI
- Prior to completing and submitting the FBR form/report, attach the PDF Tow Slip as a "Document".

(b) Employees without access to an MDC (or in the event the Easy Forms application is unavailable) will complete a handwritten VRR form (usually provided by the tow truck driver) **ensuring** the below information is listed.

- 511T incident number
- Vehicle pick up location
- Supervisor's serial number

5. C. (2) (b) (Continued)

- Officer's serial number
- Statutory authority used to tow/impound the vehicle (ARS or PCC)
- Vehicle make, style, color, year, vehicle identification number (VIN), model
- License plate number, state, year, type (passenger, truck, motorcycle, etc.)
- Name of the towing company
- Tow driver's name
- Address of the vehicle's destination
- Tow company's phone number
- Date and time tow company called
- Date and time vehicle picked up
- Tow receipt number
- Comments: Reason vehicle is being towed/impounded and vehicle condition

(3) After the police requested tow has been completed, employees without access to an MDC will:

(a) Immediately contact the CARS Unit at 602-262-7101 and provide the information listed above in 5.C.(2)(b).

EXCEPTION: Do Not call the CARS Unit if the vehicle is being towed to a location other than a contract wrecker storage lot or police impound lot, such as a residence or auto shop.

(b) Prior to the end of shift, complete one of the below FBR form/reports which will list the vehicle, the reason for the tow, and the storage/impound lot address.

- ACR
- Citation (ATTC or NOV)
- IR or FI

(c) Prior to completing and submitting the FBR form/report, scan and attach the completed handwritten VRR form as a "Document".

(4) Employees will receive a NCIC FIL number from the CARS Unit once the vehicle information has been entered into Arizona Crime Information Center (ACIC)/National Crime Information Center (NCIC) and/or National Insurance Crime Bureau (NICB) via the Centrally Linked Information for Public Safety (CLIPS) application.

- This NCIC FIL number will be logged in the employee's MDC "Unit Remote Log" using the "JOUR" command in the "Command Line", attached as a "Remark" to the 511T call, and/(or if no MDC access) noted on the citation, IR, ACR, or FI.

(5) If already assigned to a call, such as a 961 or 917, and an ACR, citation, IR, or FI is/will be completed, the letter "N" will be used for the disposition code of the 511T call (see Operations Order 8.3, Communication Procedures, for more information).

- If not already assigned to a call and an ACR, citation, or IR is not/will not be completed (an FI will be completed to document the tow), the letter "R" will be used for the disposition code of the 511T call.

D. Towing Incident to Arrest

(1) Operable vehicles of arrested drivers will be released to the owner's family or friends with the owner's consent, except when the tow is mandated or as stated in Operations Order 6.4, Driving Under the Influence Investigations.

5. D. (2) Vehicles may also be legally parked and locked with the owner's consent after being inventoried following the procedures outlined in section 5.E of this order.

(3) If satisfactory arrangements cannot be made or the vehicle is disabled and a hazard, the vehicle will be towed to a contract wrecker storage lot following the procedures outlined in sections 5.B and C of this order.

E. Impounding Property From Towed Vehicles

(1) All vehicles coming under the control of officers will be inventoried, including the trunk, prior to being towed.

(2) Items determined to be evidence or contraband, such as drugs or paraphernalia, will be impounded.

(3) Employees will ensure all personal property found in vehicles valued at $200 or more, such as jewelry, weapons and/or money (except miscellaneous loose change), will be impounded separately from the vehicle for safekeeping or as prisoner's property.

- If more than one of the same type item grouped together would raise the value to more than $200, the items will be impounded for safekeeping.
- If there is question as to an object's monetary value, officers will impound the item.

F. Towing Vehicles as Evidence

(1) Vehicles may be impounded as Evidence incidental to an arrest, as an instrumentality or fruit of a crime, such as vehicles subject to seizure for forfeiture or involved in a fatal collision, but not for proof of ownership.

(2) Vehicles impounded as evidence in connection with an offense will be stored in the Police Impound Lot located at 100 East Elwood, unless the vehicles are too large for the lot; see Operations Order 8.1, Evidence, Impounding, and Property for further instructions and procedures for large vehicles.

(3) Vehicles that have been involved in a crime, but have no evidentiary value, should not be impounded.

G. ARS 28-3511 Mandated Tows

(1) **ARS 28-3511(A)** mandates a peace officer shall cause the removal and either the immobilization or impoundment of a vehicle if an officer determines that a person is driving the vehicle while **any** of the following applies:

- The person's driving privilege is revoked for any reason, **or**
- The person has never been issued a valid driver license or permit by this state and the person does not produce evidence of ever having a valid driver license or permit issued by another jurisdiction (not applicable to the operation of an implement of husbandry), **or**
- The person driving is subject to an ignition interlock device requirement and is operating a vehicle without a functioning certified ignition interlock device (not applicable to company vehicle or the operation of a vehicle due to a substantial emergency as defined by ARS 28-1464).

5. G. (2) **ARS 28-3511(B)** mandates a peace officer shall cause the removal and impoundment of a vehicle if the peace officer determines that a person is driving the vehicle when **all** of the following apply:

- The person's driving privilege is canceled or revoked, or does not produce evidence of a driver license or permit issued by another jurisdiction, **and**
- The person does not have or provide proof of insurance, **and**
- The person is driving a vehicle that is involved in an accident resulting in either property damage or injury or death to another person.

(3) **ARS 28-3511(C)** mandates a peace officer shall cause the removal and either immobilization or impoundment of a vehicle if the driver is arrested for aggravated or extreme DUI, **or** for operating a vehicle while under the age of 21 with any spirituous liquor in the person's body **unless:**

- The vehicle is currently registered and insured, and the spouse of the driver is present at the time of the arrest, has a valid license, and is not impaired (if under 21, the spouse has no spirituous liquor in their body)

(4) Employees will not tow a vehicle if:

- The driver has an expired license.
- The driver has a restricted license.
- The driver has a driver license from another country that appears to be valid even if the validity of the license cannot be confirmed with the other country.
- The driver has a valid or expired permit.

H. Investigative and Impounding Procedures for ARS 28-3511A, 28-3511B, and 28-3511C

(1) Employees investigating vehicle impoundment under ARS 28-3511 **will** verify through an MVD records check that any of the conditions mandating vehicle impoundment are present and/or applicable.

- Employees will conduct an MVD records check by completing the "Person's Query" screen on the MDC.

(2) Employees will follow all procedures outlined in sections 5.B and C of this order when impounding a vehicle for a violation of ARS 28-3511.

I. PCC 23-55, Impoundment of Vehicles for Purposes of Prostitution - PCC 23-55 dictates officers may cause the removal and either the immobilization or impoundment of a vehicle if an officer determines that the vehicle was used to transport a person for the purpose of soliciting or engaging in an act of prostitution and the person is arrested for the violating section 23-52(A)(1), 23-52(A)(2), or ARS 13-3214.

- Vehicles will only be towed following the procedures outlined in sections 5.B and C of this order.

J. Release of Vehicles Impounded Under ARS 28-3511 or PCC 23-55

(1) Citizens should be advised to read the information provided on the Notice of Right to Hearing form and may be referred to the Department's website.

- Citizens may also be referred to Code Enforcement Unit (CEU) at 602-495-2096.

(2) Release of a vehicle impounded under ARS 28-3511 or PCC 23-55 shall only occur when the provisions of the statute or code regarding the release of a vehicle has been satisfied, or if the Post Storage Hearing officer determines there was no lawful authority for the tow or it was improperly impounded.

5. J. (2) (a) The release of the vehicle will **only** be authorized by CEU.

(b) If officers impound a vehicle incorrectly for an ARS 28-3511 or PCC 23-55 violation, they will contact CEU and **CEU** will coordinate the release with the owner and tow company.

(3) The tow company will not release a vehicle to its owner without the appropriate release paperwork from the Department.

- Officers **will not** advise the owner to go to the tow company to request the release of the vehicle.

6. **STORING VEHICLES**

A. Wrecked vehicles (not needed as evidence/contraband) will be towed to either a location requested by the driver/owner or to the contract wrecker's storage lot.

B. Drivers/owners involved in accidents will make their own arrangements for the towing and storing of their vehicle with the tow company whenever possible.

(1) Employees will request the driver/owner leave the ignition key in the vehicle being towed from an accident scene.

(2) If the driver/owner does not wish to do this, the matter will be resolved between the driver/owner and the tow truck operator.

7. **HOLDING VEHICLES FOR TOWING/STORAGE FEES**

A. Police Requested Tows

- In accordance with ARS 28-872.H.2, if a vehicle has been towed and stored at the direction of a peace officer, the vehicle owner or owner's agent **shall pay**, or make satisfactory arrangements to pay, for any reasonable towing and storage costs before the towing service will release the vehicle.

B. Private Tows

(1) If the owner or any person authorized to represent the owner of the vehicle agrees to the tow, that person has agreed to make appropriate payments for the tow.

- A "Possessory" lien would then exist.

(2) As described in PCC 36-144, when a property owner/agent requests a vehicle be towed from a private driveway, private property, or a private parking area without the vehicle's owner/operator's consent, the tow company cannot hold the vehicle for payment of towing and storage fees and **must release** the vehicle upon request from the vehicle owner or any person authorized to represent the owner.

(a) A tow company may require the vehicle owner or any person authorized to represent the owner, to display a driver license or other reliable means of identification to assist in the billing and collection of towing and storage charges.

(b) Pursuant to PCC 36-144.E, it is a class 1 misdemeanor to hold or attempt to hold a vehicle as security for accrued towing and storage charges.

- Officers should first determine the person attempting to retrieve the vehicle is the owner or any person authorized to represent the owner.

7. B. (2) (b) (Continued)

- Officers should then explain PCC 36-144.E to the tow company employee and the possible criminal charge for failure to release the vehicle.
- Except in extreme circumstances, officers should not take immediate enforcement action beyond completing an IR for the PCC violation.

  * Detectives from CEU will review the case and submit for prosecution.

8. **POST STORAGE HEARINGS (PSH)**

A. The PSH is a process mandated by ARS 28-872, ARS 28-3514, PCC 23-56, or other applicable laws relating to the impoundment of vehicles.

(1) These laws require police departments to provide the owner of a towed vehicle with the opportunity for a hearing to determine the validity of the removal.

(2) The PSH must be provided within 48 hours of a request from the vehicle owner/agent.

(3) The purpose of the PSH is to determine if there was probable cause for the tow.

(a) The owner/agent is responsible for towing and storage fees if it is determined there was probable cause for removal.

(b) The Department is responsible for towing and storage fees if there was no probable cause for removal.

(4) A PSH only applies in cases where a vehicle has been removed by the police pursuant to statute.

(5) Vehicles towed and stored as evidence are not subject to the hearing process.

1. **PURPOSE**

A. This regulation governs the Department's ticket book accountability procedures by establishing compliance with the pertinent sections of Arizona Revised Statute (ARS) 28-1557 (Traffic Complaint Form), ARS 28-1558 (Disposition of Traffic Complaints), and ARS 28-1560 (Illegal Cancellation of Traffic Citation; Audit Citation Records).

B. This regulation also governs the procedures for the distribution and accounting of the ticket book Arizona Traffic Ticket and Complaint (ATTC) and Notice of Violation (NOV).

NOTE: Due to ATTC and NOV numbers being automatically generated and tracked within the electronic environment [records management system (RMS)], this order only applies to ATTCs and NOVs in paper format.

C. Copies of revisions to this order will be forwarded to the City Prosecutors Office, City Parks and Recreation, City Court Support Services, Juvenile Court Center (JCC), Maricopa County Hospital, and the Fire Department in addition to standard distribution within the Department.

2. **AUDIT TRAIL**

A. The City Court Management System (CMS) is designed to control the processing of ATTCs, thus establishing an audit trail for each ticket issued by the Department. This database system is shared with the Department's Court Services Detail/Citation Accountability, Fiscal Management Bureau (FMB), City Court Services, and the City Prosecutors Office.

(1) The ticket book ATTC book cover is used to create the ticket accountability record in CMS and must be entered by Citation Accountability personnel before any of the tickets from that book are issued.

(2) Final accountability for ticket book ATTC book covers is established when all tickets from the book have been processed through the City CMS database or are otherwise lawfully accounted for under the provisions of ARS 28-1558.

(3) Ticket book NOV book covers are filed by month and year issued. They are retained for two (2) years before being purged by the Citation Accountability Detail. NOVs are not entered into the CMS database.

B. Property Management Bureau (PMB) Responsibilities

(1) PMB will maintain the following information pertaining to ticket book ATTCs and NOVs:

- A log of books received which will be maintained in a PMB database program
- Monitor current/adjusted stock levels and books issued
- Monitor issuing employee's name and bureau/precinct/unit
- Monitor ticket numbers issued
- Order stock ATTCs from the City Court Administration (602-262-1608) when necessary
- Complete a City Purchase Requisition for NOVs when necessary

(2) Copies of the ATTC log will be sent to Court Services Detail/Citation Accountability by PMB at the end of each month.

(3) PMB will conduct a physical inventory of the ticket book ATTCs and NOVs during the annual Automated Inventory Management System (AIMS) inventory, and any discrepancies between the physical and book inventory will be resolved.

(4) PMB will be the custodian of the log and retain copies for three (3) years.

2. C. Bureau/Precinct Responsibilities - Each bureau/precinct/unit of the Department that contains an operating element whose employees issue ATTCs or NOVs will comply with the following when utilizing ticket book ATTCs or NOVs:

(1) A requisition will be required from FMB before ticket book ATTCs or NOVs will be issued by PMB.

- An internal requisition must be signed by a lieutenant or higher ranking officer from the requesting bureau/precinct/unit.

(2) Bureau/precinct/unit commanders will provide one locked, uncongested, and secure area for retention of ticket book ATTCs and NOVs pending issue to employees.

(3) Citation Accountability Log Form 80-215D will be maintained at each bureau/precinct where ticket book ATTCs and NOVs are issued and the log will contain:

- Numbers included in the ticket book
- Date the ticket book was issued
- Name, signature, and serial number of the employee receiving each book of tickets

(4) The original Citation Accountability Log form will be forwarded to Court Services Detail/Citation Accountability on or before the fifth working day of each month.

(5) Ticket book ATTCs and NOVs will be signed out only to the employee receiving the ticket book ATTCs or NOVs and the employee needs to ensure the following:

(a) The ticket book ATTCs or NOVs are issued in numerical sequence.

(b) The Citation Accountability Log form is cross-checked to ensure numerical sequencing.

(c) Name and serial number are neatly and legibly printed on all book covers at the time the ticket books are issued.

(d) Immediately upon signing out a ticket book of ATTCs and/or NOVs, the book covers will be placed in an interoffice envelope, and routed to the Information Desk for distribution to the Court Services Detail/Citation Accountability.

(e) Employees who sign an ATTC book cover will be held accountable for each ATTC in the book.

(f) Employees are not relieved of their responsibility for the ATTCs until all are accounted for in CMS or are returned for voiding or canceling.

(6) ATTC/NOV ticket books will not be left in the glove compartment or trunk of Department vehicles.

(7) Prior to leaving the Department or transferring to a detail where ATTCs are not utilized, employees will write a memorandum to their supervisor listing all unused ticket book ATTCs.

(a) Supervisors will then reissue those ticket book ATTCs to another officer, ensuring the original officer's serial number is placed on the front of the ATTC below the City logo.

(b) The officer's name and serial number who was reissued the ticket book ATTCs, along with a written effective date, will be listed on the memorandum.

2. C. (7) (c) The memorandum will be forwarded to Court Services Detail/Citation Accountability where it will be scanned into the Citation Reassignment Memos database and kept for two (2) years. Citation Accountability will update CMS with the receiving officer's serial number and listed issue date.

D. Specific Bureau/Unit Responsibilities

(1) Information Desk	• Will receive all completed ATTC/NOV book covers, and any ticket book ATTCs* from the precincts/bureaus through the inter-department mail system.
(2) Court Services Detail/Citation Accountability	• Pickup all ATTC/NOV book covers, and any ticket book ATTCs* from the Information Desk. ∗ Review any ticket book ATTCS that were forwarded to maintain business continuity and then forward the ATTCs to the appropriate entity (City Court Support Services, City Prosecutors Office, or the Court Liaison Detail for JCC delivery) • Forward, via inter office mail, all ticket book NOVs* to the Downtown Operations Unit/Parking Enforcement.
(3) Fiscal Management Bureau (FMB)	• When a Department employee is terminated, resigns, or transfers, FMB will change the employee's bureau and detail to TERM, resigned, or transferred in the Officer Personnel file in CMS.
(4) Computer Management System (CMS) Help Desk	• Assist Court Services Detail/Citation Accountability in correcting any system problems which might occur. • Process requests for changes to CMS.
(5) Professional Standards Bureau (PSB)	• The Policy Unit of PSB will modify and publish changes made to policy and procedures deemed necessary as a result of changes made to CMS.
NOTE: *Only applicable when the FBR and RMS were offline for an extended period of time and the ticket book ATTC/NOV was forwarded to maintain business continuity	

E. Each bureau/precinct affected by this order will conduct an annual inspection to ensure they comply with the guidelines of this policy.

3. **COURT SERVICES DETAIL/CITATION ACCOUNTABILITY RESPONSIBILITIES**

A. The Court Services Detail/Citation Accountability has primary responsibility for the operation, maintenance, and quality control of the CMS system.

- The Court Services Detail/Citation Accountability will also assist the City Auditor during audits and ensure the Department is in full compliance with the statute dealing with the accountability of ticket book ATTCs.

B. Entering Voided, Dismissed, Cancelled, and Impounded Ticket Book ATTCs into CMS

- See the Court Services Detail/Citation Accountability bureau manual for procedures/ guidelines.

C. Maintenance of the CMS

(1) To facilitate the accountability of missing tickets, Court Services Detail/Citation Accountability will:

- Initiate or activate the recall of unused ATTCs when a format change occurs.
- Mail a quarterly list to administrative sergeants for distribution to supervisors whose officers have signed for ATTCs more than six (6) months old.
- Ensure the officer's supervisor accounts for each ticket and book cover, and returns that information to Court Services Detail/Citation Accountability.

3. C. (2) The following reports will be provided to Court Services Detail/Citation Accountability to aid in the general maintenance of CMS and to pinpoint problem areas and resolve identified problems:

(a) CMS Report-144 (Citation Book Error Report)	• This printout contains a list of all book covers that have been accepted and/or rejected by CMS due to an invalid officer serial number or a duplicate book cover number. ∗ These errors could be caused by illegible information on the cover or an error in data entry. ∗ Court Services Detail/Citation Accountability will verify and/or correct the information on the cover.
(b) CMS Report PUW142 (Incomplete ATTC Book Report)	• This quarterly report lists by officer name, serial number, division/bureau, and detail, all outstanding tickets that are more than six (6) months old. ∗ Information on this report will be sent to each officer's supervisor, who will account for all outstanding ticket book ATTCs. ∗ The information will be returned to Court Services Detail /Citation Accountability for final verification and action.
(c) CMS Report-142 (Unmatched ATTC Report)	• This printout contains a list of all ATTCs rejected by CMS if the book cover has not been received by Court Services Detail/Citation Accountability or the officer who signed for the ATTC did not sign the issued ATTCs. ∗ In these instances, after seven (7) days, Court Services Detail /Citation Accountability will ascertain which officer signed for the book of tickets. ∗ If the book cover has been lost, Court Services Detail /Citation Accountability will create a "dummy" book cover. ∗ When the book cover has entered the CMS, Court Services Detail/Citation Accountability will update the status code of ATTCs from the no-match list on the CMS Report 142 from **N** (not issued) to **C** (canceled). ∗ Court Services Detail/Citation Accountability will document each transaction where a book cover has been completed and provide this documentation to the auditors/inspectors upon request.
(d) CMS Report-5566 (Police Term Bureau Roster)	• This monthly report lists all terminated, retired, or resigned employees in the Officer Personnel File. • This report will be used to ensure all terminated, retired, or resigned employees who have outstanding ticket book ATTCs are known to Court Services Detail/Citation Accountability and the City Prosecutors Office 602-262-6469.

D. <u>Book Cover Purging</u>

(1) Court Services Detail/Citation Accountability will ensure final accountability has been completed on all ATTC book covers.

(2) The book covers will be retained by Court Services Detail/Citation Accountability for no less than two (2) years and will then be purged and disposed of according to current regulations.

(3) All ATTCs outstanding after 18 months will be recalled.

1. State law provides cities may enact most of their own parking regulations.

   A. Phoenix City Code (PCC) 36-133 provides a presumption of responsibility upon the registered owner/s of the vehicle for any violations of City parking codes.

   B. If an Arizona Revised Statue (ARS) and PCC exist for a parking violation, employees will use the PCC.

   C. If a vehicle requires towing due to a parking violation, employees will follow the procedures outlined in Operations Order 6.6, Towing and Wreckers, sections 5 and 6.

2. **OCCUPIED VEHICLES**

   A. A Notice of Violation (NOV) may be used if the driver is the registered owner according to Motor Vehicle Department (MVD) records.

   B. An Arizona Traffic and Ticket Complaint (ATTC) will be used if the driver is not the registered owner according to MVD records.

3. **COMMON PARKING VIOLATIONS**

A. Vehicle Parked in Fire Access Lane PCC 15-503.9	• Red painted curb and posted sign are required. • Cite violators on complaint.
B. Parking Prohibited PCC 36-134	• Cite unattended vehicles if they are not mechanically disabled. • Must indicate specific subsection on NOV. * See Traffic Violation Card Form PPD #7 for specific subsections.
C. Parking to Impede Traffic PCC 36-136	• Cite the driver of an occupied vehicle. • If unoccupied, a reasonable effort will be made to locate the operator. • If the operator is not located, tow vehicles that are creating a hazard.
D. Parking in Alley PCC 36-137	• Cite unattended vehicles after allowing 30 minutes for loading and unloading. • Vehicles may park for a maximum of five minutes for the purpose of loading/unloading physically disabled persons. • Loading/unloading of persons or items must be accomplished without blocking other traffic or interfering with a fire escape. • Commercial license plates are required to load/unload items in an alley adjacent land zoned for commercial or industrial use.
E. Parking for Display or Work on Roadway PCC 36-138	• Cite on complaint.
F. Parking Trucks or Trailers on Residential Streets PCC 36-140	• Cite on complaint when the violation occurs on the street or on the improved or unimproved shoulder, in accidents, or when a hazard exists.
G. Parking on Private Property PCC 36-144	• Refer to paragraphs 4.A. thru 4.D. of this order.
H. Abandoned Vehicles PCC 36-144	• Refer to paragraph 4.H. and 4.I. of this order.
I. Parking on Non-Dust Free Lots PCC 36-145	• Vehicles must be on a “dust free” surface such as asphalt, concrete, 3 inches of gravel, etc., as specified by the zoning administrator. • Cite violators. • An exception would be vehicles that may be parked in the backyard of residential lots.
J. Parking on a Public Right-of-Way PCC 36-147	• Vehicles may be cited after the vehicle has been “red tagged” (Vehicle Removal Notification and Unattended Vehicle Check Form 80-288D affixed to vehicle) for 48 hours.

3. **COMMON PARKING VIOLATIONS** (Continued)

K. Parking on Registered, Posted Lots PCC 36-148	• Cite when a vehicle is parked for any reason on any lot or area registered with the City (lot must be posted with official signs prohibiting any parking). • Note the lot number on the NOV.
L. Restricted Parking Area Reserved for Physically Disabled PCC 36-149	• Cite on-view on public and private property. • Vehicle must display a State Department of Transportation Disabled License Plate or mirror placard. • Spaces must be posted with a sign including the international wheelchair symbol, minimum verbiage of "Reserved Parking" or similar phrase and PCC 36-149. • Sign height will be no less than 3' and no more than 6' as measured from the bottom of the sign to the parking surface. • Accessible parking spaces will be identified with an international wheelchair symbol on the ground within the confines of the space.
M. Emergency Brake Set PCC 36-150	• Cite in accident situations.
N. Freight Loading Zones PCC 36-153	• Cite when vehicles are parked longer than 30 minutes for loading and unloading in loading zones abutting land zoned for commercial use (unless an extended loading permit is displayed). • Zones are for vehicles bearing commercial plates. • Cite vehicles not bearing commercial plates at any time. • Vehicles with disabled parking permits may park for a maximum of five minutes while loading or unloading physically disabled persons.
O. Expired Meter PCC 36-154B	• Cite violators. • Vehicles with disabled parking permits are exempt for one hour.

4. **PARKING AND TOWING FROM PRIVATE PROPERTY**

A. For specific information on police ordered and private tows, see Operations Order 6.6, Towing and Wreckers.

B. Residential/Non-Commercial Parking Violations, PCC 36-144.A

(1) No person shall park in any private driveway or on private property without the consent of the owner.

(2) Complaints concerning residential or other non-commercial areas:

(a) The complainant may select a wrecker company and have the vehicle towed at their expense.

- The tow company must notify the Department.

(b) No citations or reports are required.

(c) If the complainant insists and the problem cannot be resolved in any other manner, an officer may issue an NOV and have the vehicle towed.

- This is a **CIVIL** matter.

C. Registered and Operable Vehicles on Residential Lots (Civil), PCC 36-161

(1) Any vehicle parked on a residential lot, visible from beyond the lot boundary, must be operable and have current registration.

4. C. (2) Routine violations will be the responsibility of the City's Planning Department, Zoning Information Division.

- Zoning personnel will request assistance from officers when confronted with hostile or uncooperative property owners.
- Officers may issue an ATTC at the request of a zoning inspector.
- If the zoning inspector determines a zoning ordinance is more appropriate than the City Code, the officer will issue an ATTC and/or write an Incident Report (IR) as appropriate.
- Zoning personnel will provide officers with the necessary information to complete the ATTC and IR.
- Officers will not tow vehicles in violation.

(3) This is not applicable to off road vehicles.

D. Posted Parking Lots/Areas, PCC 36-144A

(1) Officers may issue an ATTC on complaint if the owner/operator is present and the lot is properly posted and meets the requirements listed in PCC 36-144B.

(2) Officers will not utilize a contract wrecker for tows from such lots.

(3) The owner of the parking area must call the wrecker listed on the required sign.

(4) The owner of the parking area can have illegally parked vehicles towed without any citations or reports being issued.

(5) Tow truck operators must have one of the following:

- Permission from the vehicle owner
- A request from a law enforcement agency
- A written tow order signed by the property owner/agent

E. Non-Posted Parking Lots/Areas, PCC 36-144H

(1) This is not a citable offense as the owner of the private parking lot/area gives implied consent to unrestricted parking unless posted signs are in accordance with PCC 36-144B.

(2) Tow truck operators cannot tow a vehicle from a private parking area unless the proper signs are posted.

(3) No action will be taken by police employees.

(4) Owners should be advised to post their lots.

(5) Lot owners may have an abandoned vehicle towed from their lots at their own expense, however:

- The vehicle must be left for more than 15 days to be considered abandoned.
- The tow truck operator must have the towing order in possession.
- The real property owner or his agent will sign the towing order which will list the specific vehicle to be towed.
- Unlike posted lots, the order cannot authorize the tow of an unknown vehicle at a future date.

(6) A wrecker will not be called by police employees.

4. F. Illegally Parked Vehicle on a Public Thoroughfare

(1) Illegally parked vehicles on a public street, per ARS 28-871/874, may be towed if a hazard exists.

(a) A check through Arizona Crime Information Center (ACIC)/National Crime Information Center (NCIC) will be conducted to verify the vehicle is not an outstanding stolen.

(b) The officer will run a registration check to determine the registered owner.

(c) An Information Channel dispatcher will attempt to contact the owner.

- If the owner cannot be contacted or the owner was initially contacted and the vehicle has not been moved, employees will request a contract wrecker for an immediate tow.
- Employees will stand by for the wrecker and follow the procedures outlined in Operations Order 6.6, Towing and Wreckers, sections 5 and 6.

(2) An NOV is not required.

G. Inoperable Vehicle on a Public Right-of-Way, PCC 36-162

(1) For purposes of this order, an inoperable vehicle is defined as any vehicle that is incapable of moving under its own power and not merely temporarily disabled or being repaired.

(2) Employees will check the vehicle through ACIC/NCIC.

(a) An NOV should be issued if current ownership can be established.

(b) If current ownership cannot be established, a citation is not required.

- When making registration checks of vehicles displaying handicap plates, enter the plate with “WC” for a registration check only.
- Enter the plate without “WC” to determine if it is a reported stolen vehicle.

(3) Employees will request a contract wrecker for an immediate tow unless the owner is present and able to remove the vehicle.

- Employees will stand by for the wrecker and follow the procedures outlined in Operations Order 6.6, Towing and Wreckers, sections 5 and 6.

H. Unattended Operable Vehicle on a Public Street

(1) Any operable vehicle left unattended on a public street or public right-of-way for 48 hours, or on public property for 72 continuous hours, may be considered abandoned and is subject to seizure under ARS 28-4801 and ARS 28-4834.

(2) In on-view situations or on a first complaint, the following procedures will be used:

(a) The license and vehicle identification number (VIN) will be checked through ACIC/NCIC.

- If the VIN tag has been removed or altered, the vehicle will be towed/impounded following the procedures outlined in Operations Order 4.17, Stolen Vehicle Investigations, section 6.C.

4. H. (2) (b) The owner of the vehicle will be contacted and advised to remove the vehicle.

- Employees will not advise owners that moving the vehicle a few feet either way will prevent the vehicle from being towed/impounded.

(c) A Vehicle Removal Notification and Unattended Vehicle Check form ("red tagged") will be completed and affixed to the vehicle's rear window.

- Results of a registration check and whether or not the owner was contacted will be noted on the tag.
- Vehicle tires will be marked with a traffic crayon across the tread.

(c) Employees will ensure the call is assigned a 917 radio code and a disposition code of "R".

- Employees will complete a Field Interview (FI) ensuring all pertinent vehicle information is included with the correct precinct selected as "Offense Element 1" for proper routing.

(3) Employees should recheck the abandoned vehicle 48 to 72 hours later (based on the information on the Vehicle Removal Notification and Unattended Vehicle Check form) and check the license and VIN through ACIC/NCIC again.

(a) If the information regarding the registered owner was not initially obtained due to MVD being down, etc., employees will obtain a registration check and contact the owner.

- If the owner cannot be contacted, or the owner was initially contacted and the vehicle has not been moved, employees will request a contract wrecker for an immediate tow.
- Employees will stand by for the wrecker and follow the procedures outlined in Operations Order 6.6, Towing and Wreckers, sections 5 and 6.

(4) An IR or parking citation is not required.

(5) If the owner arrives during the tow, and is prepared to move the vehicle immediately, the vehicle will be released.

(a) If the wrecker is at the scene, the employee will mark the wrecker bill as a '"dry run" and sign the wrecker bill.

(b) The employee may cite the vehicle owner for PCC 36-147.

5. **COMPLETING THE NOV**

A. Field Based Reporting (FBR) NOVs - The FBR Citation form will be the primary method for issuing NOVs (refer to the FBR User Manual for procedures on completing the Citation form).

- If the FBR NOV is unavailable, a ticket book NOV may be issued.

  * Employees will be required to complete an FBR NOV as soon as possible using the information listed on the ticket book NOV.

B. Ticket Book NOVs

(1) The appropriate violation box will be marked with an X, and the specific code will be circled.

NOTE: Only **one** (1) violation will be marked/circled per NOV.

5. B. (2) For violations not listed on the NOV, box 1 will be marked with an X, and the following will be clearly printed on the line provided:

- Specific code number (circled)
- Violation description
- Amount of the fine due (reference PCC 36-156.02)

6. **VOIDING ATTCS AND NOVS** - See Operations Order 6.2, Arizona Traffic Ticket Complaint, section 6.

7. **VOIDING NOVS RECEIVED BY DEPARTMENT EMPLOYEES**

A. If an employee fails to adhere to parking policies/regulations, the employee will be responsible for paying the fines imposed.

B. Procedures for voiding NOVs inappropriately received by Department employees are outlined in Operations Order 4.2, Operation of Department Vehicles.

1. **RESTRAINING PRISONERS**

A. Handcuffs

(1) General Guidelines

(a) Prisoners will be handcuffed with their hands behind their backs except when doing so would aggravate an injury.

(b) All arrested persons in the following categories will be handcuffed **at the time of arrest** and remain handcuffed **until** confined in jail.

- Felony prisoners
- Belligerent or combative prisoners
- Verbally abusive prisoners who are likely to become combative
- Prisoners who are likely to cause injury to themselves or others
- Any other prisoners the officer feels necessary to restrain

(c) The tightness of the handcuffs should always be checked before placing a suspect in a vehicle.

- As a general rule, handcuffs should easily move up and down the wrist while tight enough to avoid sliding over the hands.
- Handcuffs will always be double-locked before placing a subject in a vehicle.
- When suspects complain of handcuff tightness, officers will check them immediately.

(2) Prisoners Handcuffed for More Than One Hour

(a) If a prisoner is handcuffed for more than one (1) hour, consideration will be given to bringing the handcuffs from behind the suspect's back to the front.

- Discretion of the officer and common sense should be the deciding factors.

(b) Officers may use one of the following options:

- Utilize the RIPP™ restraining device or leg irons.
- Secure one of the prisoner's wrists to the fixed restraining device (detention ring) within the holding cells.

(3) Physically Compromised Prisoners

(a) A physically compromised prisoner is a prisoner who is apparently physically disabled, physically ill, or physically injured.

(b) Physically compromised prisoners will be restrained in accordance with the section 1.A.(1) above with consideration given to the prisoner's physical condition.

(c) Officers may refrain from using handcuffs on physically compromised prisoners as long as officer safety is not jeopardized.

- This **does not** apply to mentally ill prisoners.

(d) Officers may consider alternative methods of restraint, such as those listed in section 1.B.(2) of this order, for:

- Subjects apparently under the influence of alcohol/drugs.
- Subjects who are obese.
- Subjects known to have cardiovascular disorders.
- Subjects who have injuries preventing handcuffing to the rear.

1. A. (3) (e) These conditions may increase the risk of injury or death by positional asphyxiation when a suspect is kept face down for a prolonged period of time.

(4) Prisoners Appearing Before a Judge

(a) In-custody defendants may appear before judges without handcuffs or restraints whenever, in the opinion of the officer or police assistant, there is little likelihood of the prisoner attempting to escape.

(b) The officer may request the judge keep the prisoner restrained for the safety of the court; however, the **final decision** in these matters rests with **the judge**.

(5) Fixed Restraint Devices

(a) Prisoners may be handcuffed to a fixed restraint device in the holding room processing area when being questioned outside the holding room.

(b) Prisoners will not be secured to an immovable object not designed and intended for such purposes.

B. Leg Restraints

(1) Authorized Equipment

(a) The only leg restraints authorized are the Department issued RIPP™ strap and modified leg irons.

- The RIPP™ strap may be used to temporarily secure a prisoner who is handcuffed to the rear and to secure the legs during transportation.
- Leg irons may also be used to secure a prisoner who is handcuffed to the rear or in the front.
- The Wolfstrap (nylon with caribiner) may only be used in conjunction with the leg irons to secure the prisoner's legs during transportation.

(b) Leg irons may be obtained from patrol supervisors.

(2) Guidelines for Use

(a) Leg-restraint straps may be used to secure combative or violent subjects to prevent injury to the subject, officers, and others and to minimize the opportunity for escape.

(b) If either of the restraints is applied, officers will minimize the facedown exposure of the prisoner.

(c) If the opportunity presents itself, officers should place prisoners in an upright position, on their side or back.

(3) Prisoner Welfare During Transportation by Officers - See Operations Order 7.2, Prisoner Transportation.

(4) Medical Aid

(a) Suspects displaying difficulty breathing or loss of consciousness will be removed from restraints at the earliest opportunity.

(b) First-aid and/or lifesaving measures will be initiated, including a request for the Fire Department.

1. B. (4) (c) Officers should use caution to ensure the individual is not feigning the condition to affect an escape.

2. **SEARCHING PRISONERS**

A. General Guidelines

(1) Officers will control and secure all persons in their custody for the protection of officers and others.

(a) Prisoners will be considered potentially dangerous regardless of the charges against them.

(b) Prisoners will be searched before being transported, placed in a holding room, or booked into jail.

(2) A search must be thorough and should not be discontinued when one weapon is found as the subject may have more than one.

- The same is true for narcotic drugs, dangerous drugs, etc. and other contraband.

(3) All property, including smoking materials, will be removed from prisoners before placing them in a police vehicle.

B. Types of Searches

(1) Standing Search	• Used subsequent to the standing speed cuffing • Considered the safest and most versatile search • Should be used in most non-high-risk arrest situations
(2) Kneeling or Prone Search	• Should be used in most high-risk situations • May be used for group searches
(3) Strip Search	• Most thorough search • In most instances is conducted when a prisoner is in jail or in a police holding facility • See section 2.D. of this order for more information.

C. Searches by Officers of the Opposite Sex

(1) When practical, officers will request an officer of the same sex as the prisoner to be dispatched to conduct the search.

(2) Prisoners of the opposite sex who have not been thoroughly searched **will be** handcuffed until a thorough search has been performed.

(3) When an officer of the same sex as the prisoner is not available, a limited but thorough search will be made for weapons only before transporting the prisoner.

(a) Officers will consider requesting another officer to respond and act as a witness to this search to minimize allegations of misconduct.

(b) If exigent and articulable circumstances exist, officers may proceed with the search without a witness.

(c) Items such as coats, jackets, hats, footwear, and handbags will be removed from the suspect and thoroughly searched.

(d) A more thorough search for contraband or evidence will be delayed until it can be accomplished by an officer or jail personnel of the same sex as the prisoner.

2. D. Strip Searches

(1) Permission of a commander or higher will be obtained before conducting a strip search.

(2) The strip search must be reasonable, and justification will be documented in an Incident Report (IR).

(3) Only an officer who is of the same sex as the suspect will conduct a strip search.

- Officers will limit searches of the vaginal or rectal areas to a visual one only.

(4) Strip searches will be conducted in private rooms with due regard for the subject's dignity.

E. Body Cavity Searches

(1) A body cavity search is any physical intrusion into the body (anal or vaginal) regardless of the how the intrusion occurs.

(2) Permission of a commander or higher will be obtained before having a body cavity search conducted.

(3) A body cavity search will only be conducted by a medical doctor **after** obtaining one of the below:

- Search warrant
- Consent by the suspect (the consent will be captured on video (body-worn camera (BWC) or other means).

(4) An officer of the same sex as the suspect will be present during the body cavity search for evidentiary purposes.

3. **MEDICAL TREATMENT OF PHYSICALLY COMPROMISED PRISONERS**

A. General Guidelines

(1) Any time a prisoner is sick or injured, claims to have been injured while being arrested or while in custody, inflicts injury to himself/herself while in custody, or has a pre-existing medical injury/illness that requires medical attention, these procedures will be followed:

(a) Employee's Responsibilities	• If the physical condition requires emergency medical attention, officers will take appropriate action and notify their supervisor as soon as practical. • When necessary, summon the Fire Department to the scene. • Inform the Fire Department of general observations concerning the subject's condition, such as loss of consciousness, combativeness, unusual strength, or vomiting. • Inform the Fire Department of police activity the person has been involved in, such as being hobbled, carotid technique applied or a struggle with an officer. • Officers will obtain a supervisor's approval before booking a physically compromised prisoner. • Officers will verbally advise jail personnel when a prisoner has any handicap, injury, illness, and/or violence potential. • Officers who arrest persons with a pre-existing medical injury or illness that requires a medical review or medical release while in police custody will document the injury/illness in the same IR which documents the arrest (a separate IR will not be generated for the pre-existing medical injury or illness). **NOTE**: If the arrest is for an offense not requiring an IR, such as a Failure to Appear (FTA) warrant, the pre-existing medical injury or illness will be documented in a Field Interview (FI).

3. A. (1) (Continued)

(a) Employee's Responsibilities (Continued)	• When prisoners inflict injury to themselves while in custody, officers will complete a Report of Property Damage/Loss/Injury Form 80-511D, which will be forwarded to the incident Review Unit (IRU). **EXCEPTION**: If the self-inflicted injury is a result of an attempted suicide, results in a completed suicide, or requires hospitalization, an FI will be completed.
(b) Supervisor's Responsibilities	• Upon notification of a use of force incident, a Use of Force report will be completed as outlined in Operations Order 1.5, Use of Force. • The supervisor will review the circumstances of the arrest to evaluate the need for booking the prisoner. • If medical care is deemed necessary, a supervisor will authorize transportation of the prisoner to a hospital. • Consideration should be given to issuing an Arizona Traffic Ticket and Complaint (ATTC) as a citation in lieu of detention (CLD) or releasing the subject pending issuance of a complaint.

(2) Physically compromised prisoners who require medical treatment will normally be seen at the Maricopa County Medical Center (MCMC).

- Officers will have a physician examine the arrested person to verify the need for medical treatment.
- Unconscious prisoners will not be transported to jail, but will be taken to the nearest hospital either by ambulance or by the Fire Department.
- An intoxicated prisoner who cannot be awakened will be treated as an unconscious prisoner.

(3) If it is believed arrested persons do not require hospitalization for an extended period and they have adequate insurance, they may be treated and released from another medical facility.

(4) The City will not accept financial responsibility for any prisoner injuries that occurred before the arrest.

(5) Unless required by law, officers **will not** use or disclose any medical information they see or hear during transportation to or while at the medical facility.

B. Transport of Physically Compromised Prisoners

(1) When a prisoner is restrained with handcuffs or other police restraint devices, an officer will remain with the prisoner at all times, including transport to the hospital in the ambulance.

(2) If a prisoner is transported by ambulance, officers will either follow or ride in the ambulance to the hospital, at the request of Fire Department personnel, after notifying their supervisor.

(3) When a prisoner is refused at the Maricopa County Sheriff's Office (MCSO) 4th Avenue Jail by medical staff and needs a medical release, officers should request an ambulance to transport the prisoner to the nearest medical facility.

(4) The officer standing by the prisoner at the hospital will contact the nurses' station upon arrival.

- The officer will have PRISONER IN CUSTODY written in large blocks on the admission form.
- If a physician does not see the prisoner within a reasonable time (one (1) to two (2) hours), officers should contact either an emergency room nurse or the nursing supervisor and request the initial examination be expedited.
- If a satisfactory arrangement is not reached, the officer will advise a police supervisor of the situation.

3. C. Security of Physically Compromised Prisoners at the Medical Facility

(1) Officers will be responsible for the prisoner starting at the hospital and ending when the MCSO 4th Avenue Jail nurse accepts the prisoner.

(2) In most circumstances, officers may be present in the hospital treatment areas as necessary for the security and safety of hospital personnel and others, and to prevent the escape of the patient/prisoner.

(a) The prisoner should be kept in sight, whenever possible, being careful not to interfere with necessary medical care.

(b) If consistent with security needs, an officer may wait outside of a treatment or patient care area when requested to do so by hospital personnel.

(3) Prisoners Receiving Surgery - Officers will be responsible for the prisoner until all surgery, recovery, etc., is completed, and the prisoner is ready for release to a special care unit (ICU, coronary care, etc).

(4) Visitation Guidelines for Hospitalized Prisoners:

(a) General Guidelines	• Prisoners confined to hospitals will be allowed visitors with approval of hospital personnel. • Individual doctors will have ultimate control as to whether a prisoner will be allowed visitors for health reasons. • The officer assigned to guard the prisoner will use discretion in matters of officer safety and prisoner security. • **All** visitors will be logged in on the Hospitalized Prisoner Visitor Log Form PPD #11 located on PolicePoint. • At the time of booking, the booking officer will be responsible for finalizing the Hospitalized Prisoner Visitor Log form which will send an email notification to the assigned case agent.
(b) Number of Visits Allowed	• Prisoners will be limited to two regular visits per day and unlimited privilege visits; a visit consists of one person. * Privilege Visits - Includes visits with attorneys, clergy, etc. * Regular Visits - Visits by immediate family including mother, father, spouse, son, daughter, stepchild, brother, sister or relative who has been a parent substitute. • Additional visits may be provided at the request of the treating physician.
(c) Time of Visits	• Visits will only be allowed during established hospital visiting hours. • Visits will be limited to a maximum of 30 minutes by any one individual. • Attorneys may stay longer to conduct conferences with their client. • Hospital personnel can conclude a visit at any time. • A visit also may be concluded in the interest of officer safety and prisoner security.
(d) Searches of Visitors	• With consent, all visitors, including attorneys, will be subject to an electronic search by a handheld metal detector; however, officers may refuse to allow entry and/or contact with a hospitalized prisoner if an electronic search is refused. • With consent, the officer guarding the prisoner may stop and frisk a visitor for the purpose of officer safety and prisoner security; a consent refusal may result in refusal to allow entry and/or contact with a hospitalized prisoner.
(e) Visitor Requirements	• All visitors will present picture identification, which will be documented on the Hospitalized Prisoner Visitor Log form. • Visitors will not be permitted to have physical contact with the prisoner.

3. C. (4) Visitation Guidelines for Hospitalized Prisoners: (Continued)

(e) Visitor Requirements (Continued)	• No more than one visitor will be allowed in the prisoner's hospital room at one time. • All items carried by visitors (purses, packages, etc.) will be left outside the room during the visit.
(f) Officer Responsibilities	• The officer will remain in the room with the prisoner during the entire visit, except for visits by the prisoner's attorney. • Officers should record all voluntary statements made by a prisoner concerning the commission of a crime on an Incident Supplement.
(g) Attorney Visits	If attorneys request to speak to their client privately, they will be allowed to do so with following stipulations: • The prisoner will be handcuffed to the bed before the officer steps outside the room. • The entrance door to the hospital room will remain open during all visits. • The officer will remain just outside the entrance door at all times so any unusual noises can be monitored. • Officers should make every effort to position themselves so they do not overhear the conversation between the attorney and the prisoner. • The officer should make periodic visual checks of the activities in the room but limit interruption of the attorney's conference.

(5) Hospitalized Felony Prisoners

- When an injured violent felony prisoner requires treatment at a hospital, the prisoner's security will remain the responsibility of the arresting officer's precinct/bureau.
  - The arresting officer will be responsible for completing the original IR and a Booking form template listing the appropriate charges.
  - Upon release of the prisoner from the medical facility, the booking officer will complete the associated Booking form template and an Incident Supplement.

(6) Use of Guards - The use of guards for a prisoner requiring admission to a hospital for an extended period of time will be left to the discretion of a precinct/bureau/duty commander.

D. Additional Documentation

(1) Photographs of Prisoner Injuries - Whether or not the suspect is booked or released, photographs will be taken and impounded in accordance with Operations Order 8.1, Evidence, Impounding, and Property.

- Photographs will be taken of the prisoner's injury or alleged injury, even if no obvious injury is visible.
- Photographs will be taken in all instances of those individuals whose injuries were self-inflicted or were the result of fighting, etc., before the police arrived.
- All photographs should be taken with a color chart adjacent to the injured area.
- Photographs should include the following:
  - Subject's face (for identification purposes)
  - All four sides of the subject (front/back/both sides)
  - Injuries

(2) Audio Recordings - Any audio recordings of interviews with the injured prisoner, involved officers, witnesses, parents (if juvenile involved), etc., will be documented in the IR and impounded as outlined in Operations Order 8.1, Evidence, Impounding, and Property.

3. D. (3) Medical Clearance

(a) Medical clearance documentation will be completed by both the treating physician and the officer, listing the injury and treatment.

(b) Before the prisoner is booked, the medical clearance documentation must indicate jail custody will not endanger the prisoner's health.

(c) The medical clearance documentation will be left at the jail.

E. Illness or Injury After Booking (Felony Arrest)

(1) Once the MCSO 4th Avenue Jail has accepted a prisoner (booking number obtained and officer has left the jail), any required medical treatment becomes the responsibility of the jail.

(2) Department assistance in obtaining a medical release for a prisoner accepted by the jail will be in an emergency situation only and will require approval of a lieutenant.

4. **PRISONER ESCAPES, ARIZONA REVISED STATUTES (ARS) 13-2502 – 13-2504**

A. If a prisoner escapes from a police facility or while being transported, officers will:

- Provide radio with a complete description of the escaped prisoner to be broadcasted immediately.
- Establish a perimeter.

B. A supervisor will respond to the area and mobilize the necessary resources, such as canine or air support.

C. If the suspect is apprehended, an additional charge of escape will be added, an appropriate report completed, and the suspect booked.

D. If the suspect is not apprehended, an IR will be completed and all offenses (to include an escape charge) submitted for complaint.

5. **RELEASE OF PRISONERS** - When releasing a prisoner for any reason, officers will ensure:

A. Positive identification of the prisoner is made before release.

B. The sign-out time is logged in the records management system (RMS) "Jail Management/Inmate Tracking" module, "Detained Persons Log" tab, if the prisoner is released from a police facility.

C. All personal property is returned to the prisoner.

1. **OFFICERS RESPONSIBILITIES**

A. Officers will transport prisoners with consideration given to the following:

- Officers' safety
- Prisoners' health and welfare
- Prevention of any escape attempts by the prisoner

B. Officers will bear full responsibility for the safety of their prisoners and for the safekeeping of prisoners' property.

2. **SECURITY**

A. Searches

(1) Search of Prisoners	• All prisoners will be searched prior to being placed in the transport vehicle.
(2) Search of Transport Vehicles	• Vehicles used to transport prisoners will be searched for contraband, weapons, etc., at the following times: ∗ At the start of the shift ∗ At the end of the shift ∗ As soon as practical after a prisoner has been transported • At no time will a prisoner be transported in a vehicle which has not been thoroughly searched.

B. Restraint of Prisoners

- Prisoners will be restrained during transport in accordance with Operations Order 7.1, Prisoners.

C Contact with Prisoners

(1) Officers will keep their prisoners in sight at all times.

(2) Passenger officers will not sit with prisoners in shield cars or wagons but will monitor prisoners from the front seat compartment.

(3) Prisoners will not be allowed to communicate with anyone other than Department personnel during the time they are being transported.

D. Prisoner Transport Guidelines

(1) Transport Documentation

(a) Officers transporting prisoners will utilize the "Change Status" function on the Mobile Data Computer (MDC) to access the "Transport" and "Transport Complete" status option masks.

(b) Officers will enter their intended location and vehicle mileage in the "Transport" status option mask before transporting a prisoner.

EXAMPLE: 400 W. Madison St/75000

(c) Officers will enter their ending location and vehicle mileage in the "Transport Complete" status option mask upon arrival at the intended location.

EXAMPLE: 400 W. Madison St/75009

2. D. (2) Special Transport Situations

(a) Prisoners of the Opposite Sex	Prisoners of the opposite sex will not be transported or confined together.
(b) Juvenile Prisoners	Juveniles will not be transported or confined with adults unless extreme circumstances exist.

(3) Prisoners Transported Using Leg Restraints

(a) If officers transport the prisoner, a second officer will ride with the arresting officer and will maintain continual observation of the suspect.

- Officers will leave the dome light on or use their flashlight to assist in monitoring the welfare of the prisoner.
- If the prisoner moves to a facedown position officers will pull over and move the prisoner to one of the positions listed in Operations Order 7.1, Prisoners.

(b) Officers will limit the time a prisoner is restrained in this manner to as short as possible.

(c) Prisoners restrained in this manner should be transported to a holding facility or the jail as soon as possible.

E. Response to Radio Traffic While Transporting Prisoners - Officers transporting prisoners will not respond to routine radio traffic.

(1) Officers may however, respond to life-threatening situations.

(2) Officers will give due regard to the safety of the prisoner and public.

F. Making Stops During Prisoner Transport - Officers will not make personal or administrative stops when transporting prisoners: for example, stopping for food or gas or dropping off or picking up paperwork.

3. **TRANSPORT VEHICLES**

A. Vehicles specifically designed (wagons) or modified [shield cars/sport utility vehicles (SUVs)] for the transportation of prisoners will be used for prisoner transport.

EXCEPTION: Non-shield cars/SUVs may be used to transport prisoners for short distances when shield cars are not available.

(1) When using a non-shield car/SUV:

- Two (2) officers will be used to transport one (1) prisoner.
- The prisoner will be seated in the right rear seat with hands cuffed behind the back and the seat belt secured.
- The second officer will be seated behind the driver.

(2) When using a shield car/SUV:

(a) In vehicles equipped with an Officer-Safe Seat Belt System (OSSBS), prisoners will be seat belted while in transport.

- Exceptions to this requirement: for example, combative, size, or disabilities, require supervisory approval.

(b) In vehicles not equipped with an OSSBS, prisoners should be seat belted when it can be done safely and practically prior to transport.

3. B. If there are indications that injury or damage may result from transporting prisoners in a police car, officers should wait for a patrol wagon.

C. Transport Capacity - The following chart indicates the maximum number of prisoners which may be transported in each specific type of transport vehicle (officers may deviate from this policy only in emergency situations).

Wagons	12 prisoners
Shield Cars	3 prisoners

D. Police Wagons

(1) Purpose for Police Wagons - The primary purpose of the wagon is prisoner transport. Police wagons may also be used for:

- Special events
- Crowd control
- Patrol
- Transporting property

(2) Safety Precautions

(a) When backing a police wagon, a Department employee will stand outside to the rear of the wagon to guide and signal the driver.

- If a Department employee is not available, the driver will carefully back the wagon to the desired location.

(b) During the hours of darkness, the prisoner compartment light in wagons will remain lit at all times while there is a prisoner on board.

(3) Transporting Prisoners with Wheelchairs

(a) A City-contracted vendor will transport any person who requires a wheelchair and is being transported by the Department.

(b) Officers requiring this service should contact communications via an Information Channel and request the City-contracted vendor respond to their location.

- The requesting officers will be required to ride in the transportation van with the subject and will be responsible for security.

(c) An additional charge will be assessed against the City if transportation is not ready to commence within five minutes of the contract service's arrival.

(d) The contracted vendor is available 24 hours a day, 365 days a year and should arrive within one hour of being contacted.

(e) The wheel chaired prisoner will be transported to the jail facility.

4. **TRANSPORTING PRISONERS FOR OTHER OFFICERS**

A. Arresting Officers will:

(1) Complete all Booking forms and ensure the booking is approved by the Centralized Booking Detail prior to turning the prisoner over to the transport/wagon officer/employee.

(2) Notify the transport/wagon officer/employee if the prisoner is combative, suicidal, or poses a security risk, such as having prior arrest for escape, assault, murder, or mental illness.

4. A. (3) Be responsible for completing all Incident Reports (IRs), medical standbys, and impounding evidence.

B. Transport/Wagon Officers/Employees will:

(1) Confirm the identity of the prisoner/s and ensure the booking has been approved by the Centralized Booking Detail.

- Verify the prisoner's identity through jail records, photographs, tattoos, etc., when transporting prisoner/s from a detention facility to another location.

(2) Prisoners will be transported to a jail facility, and upon arrival, will be escorted into the secure holding area provided.

- Transport/wagon officers/employees will standby the prisoners until the prisoners are processed by jail personnel (see Operations Order 7.4, Booking Procedures, for additional information).

C. Guidelines for Specialty Units

(1) Specialty units should be self-contained and prepared to provide transportation/booking of prisoners by members of their own unit.

(2) If a non-patrol unit is unable to make the transport, patrol units will be utilized subject to the following conditions:

(a) Notify Radio - Specialty units will advise radio for the need for a wagon officer.

- All requests for wagons will be considered a priority 2 radio call.
- These calls will be queued at the top of the priority 2 list.

(b) Assistance Provided by Patrol Units

(i) Transportation and Booking	Patrol officers will transport and book prisoners into jail for the following: • Undercover officers assigned to the Drug Enforcement Bureau (DEB) and Violent Crimes Bureau (VCB) • Street Crimes officers • Motor officers • Airport Unit officers
(ii) Transportation Only	Transportation only will be provided for all other bureaus/units.

(c) Responsibilities of the Arresting Officer - The arresting officer will be responsible for completing all Booking forms, IRs, medical standbys, and impounding evidence.

5. **TRANSPORTS FOR OTHER JURISDICTIONS**

A. Within the Phoenix Metropolitan Area - Requests from other jurisdictions (federal agencies, Maricopa County Sheriff's Office (MCSO), Adult or Juvenile Probation, etc.) will be referred to the affected precinct shift commander.

(1) Decisions to provide such service will be made with primary consideration to providing uniformed service to the community and the existing or anticipated demand for service at the time of the request.

(2) If another jurisdiction has a subject in custody on Phoenix charges only, transportation and booking will be provided.

5. A. (3) If transporting a prisoner arrested by Maricopa County Adult Probation for probation violations only, see Operations Order 7.4, Booking Procedures.

B. Outside the Phoenix Metropolitan Area - Exchanging prisoners with jurisdictions outside the metropolitan Phoenix area must be approved by the precinct or duty commander.

1. **DEFINITIONS**

A. Detainees	• Arrested subjects in police custody at a police facility with holding rooms and juvenile interview areas.
B. Prisoners	• Arrested subjects taken to Maricopa County Sheriff's Office (MCSO) Jail or Juvenile Corrections Center (JCC) and placed in their custody.
C. Holding Room	• A room with handcuff rings used for one (1) adult or two (2) juveniles that has a locking device which can be secured.
D. Juvenile Interview Area	• A room used for juvenile status offenders or non-offenders that has no locking device or handcuff rings, but can be monitored by officers both visually and audibly.

2. **PROCEDURES**

A. The Department has holding facilities for the purpose of temporary detention in the following locations:

- All precincts
- Ahwatukee substation
- Code Enforcement Unit (CEU)
- City Court [Court Services Detail (CSD)]
- Northern Command Station
- Police Headquarters
- Sky Harbor International Airport
- Southern Command Station
- Sunnyslope substation

B. All employees who have the responsibility of detaining arrestees will be trained in the policies and procedures for the use of Department holding rooms/juvenile interview areas.

- This training will normally occur during the Field Training Program.

C. Detained Persons Log

(1) When a person is arrested and detained at a police facility, the arresting officer **will** enter the required information into the records management system (RMS) "Jail Management/Inmate Tracking" module, under the "Detained Persons Log" tab, as soon as possible after arriving at the holding facility.

(2) When subjects are detained at a facility not equipped with a computer with RMS access, employees will contact the Information Desk or their precinct/command station to log the arrestee in and out of the "Jail Management/Inmate Tracking" module, under the "Detained Persons Log" tab, by selecting the *Other* "Arrival Cell".

(3) Bureau/precinct commanders will designate a supervisor to compare, during each shift, the number of detainees present in the holding room/juvenile interview area against the names listed in the Detained Persons Log.

(4) Any discrepancies will be noted for follow-up.

D. Handling Detainees in Holding Rooms/Juvenile Interview Areas

(1) Arrested persons should not be taken to police facilities and detained in holding rooms unless it is to wait for the arrival of a responsible party to take custody of the subject or to further any of the following:

- Processing a subject for booking
- Blood alcohol concentration testing or drug impairment evaluations
- One-rolls
- Investigations/Interviews/Interrogations

2. D. (2) Detained persons that require the use of a wheelchair, walker, or other mobility assistance device, due to an extremely limited ability to maneuver, will not normally be taken to a Department holding facility.

(a) The person should be booked directly into jail or issued an Arizona Traffic Ticket and Complaint (ATTC) as a citation in lieu of detention (CLD) when possible.

(b) If it is necessary to one-roll the detained person, they should be taken to a precinct or Centralized Booking.

(c) When it is absolutely necessary to bring a person in a wheelchair to a Department holding facility, they will not enter the holding area through a transfer cell or be placed in a holding room.

(3) After arriving at the holding room/juvenile interview area, officers **will** secure their firearm/s and **will not** enter an occupied holding room/juvenile interview area while wearing a firearm.

- All other weapons, oleoresin capsicum (OC) spray, electronic control device (ECD), baton, etc., may be worn in the holding room/juvenile interview area as long as they are in a proper carrying case or concealed.

(4) Prior to placing a detainee in a holding room/juvenile interview area, employees **will** check the room for property, weapons, or contraband.

(a) The room will be inspected again after the arrested subject is removed.

(b) Detainees will not be allowed to retain any property while in the holding room including shoe laces and belts.

(5) Bureau/precinct juvenile interview areas are not to be used as holding rooms, except in the case of juvenile status offenders.

(6) Juveniles who are either status offenders or non-offenders will remain unsecured and placed in the unlocked juvenile interview area without handcuff rings, unless the juveniles by conduct are a danger to themselves or others. More security may be necessary.

- The names of these juveniles will be entered under the “Detained Persons Log” tab by selecting the appropriate “Arrival Cell” as the holding room number to indicate their unsecured status, such as *SMJ02/400 Juvy 02 (unsecured).*

(7) Juveniles in adult holding areas for blood alcohol concentration testing, drug impairment evaluation, or to use the toilet facilities, will be under constant supervision of an officer.

(8) Sight and sound contact between juveniles and adults will be limited to incidental or accidental contact.

- Juveniles who, by conduct, endanger their safety or the safety of others in custody will be separated and secured in a lockable holding room.

(9) All juveniles held in a secured manner will be entered under the “Detained Persons Log” tab by selecting the appropriate “Arrival Cell” as the holding room number to indicate their secured status, such as *SMJ01/400 Juvy 01 (secured)*.

- Officers should select the *Other* “Arrival Cell” option when all rooms are occupied.

  * Update the “Arrival Cell” field when a numbered holding room becomes available.

2. D. (10) Detainees will not be left unattended in holding rooms/juvenile interview areas.

(11) Male and female detainees will not be placed in a holding room together.

E. Holding Room Capacity/Time Limits

(1) Holding rooms will not be used for more than **one** adult detainee at a time or more than **two** juvenile detainees at any time.

(2) Juvenile detainees should not be placed into a juvenile holding room already occupied, unless the other juvenile rooms are at capacity.

(3) If the maximum capacity of a holding facility is exceeded, arrested persons will be taken to another holding room facility or taken directly to jail.

(4) Employees will make an effort to limit the time detainees spend in holding rooms to two (2) hours.

(a) Signs will be posted in holding areas to remind employees of the two (2) hour time limit.

(b) If a subject is detained for more than two (2) hours, a supervisor will be notified and advised of the circumstances (search warrants, lengthy investigations, etc).

(c) The serial number of the supervisor who was contacted will be entered in the "Comment" date field under the "Detained Persons Log" tab.

(d) Prisoners from the County jail awaiting City court appearances may be held in the holding rooms at CSD longer than two (2) hours depending on the court docket schedule.

F. Supervision of Detainees

(1) Employees will perform a face-to-face check of their detainees at least once every 30 minutes.

- Under certain circumstances such as severe impairment, a serious medical condition, or suicidal statements, detainees will be checked every 15 minutes.

(2) Employees with a detainee in a holding room must be able to monitor the holding area and their detainee either visually or in a clearly audible manner.

(a) Employees will not allow a detainee out of their direct line of sight if the detainee is in the holding area, but not secured in a holding room.

(b) An employee, who needs to leave the area where they are monitoring their detainee, will not do so without first ensuring another qualified employee will be present to monitor the holding area and has agreed to do so.

(3) Audio or visual recording equipment will not be used to invade the personal privacy of a detainee such as when they are speaking with their legal counsel.

(4) Detainees **will not** be allowed to supervise or assume any authority over any other detainee.

(5) Employees will provide detainees access to bathrooms and drinking water upon request and when it is reasonable to do so.

2. F. (5) (a) Employees having custody of detainees of the opposite sex will have a qualified employee of the same sex escort the detainee to the bathroom.

(b) Detainees with physically limiting disabilities may be allowed to use an Americans with Disabilities Act (ADA) accessible restroom in the public area of the police facility. Employees will use discretion and caution when allowing a detainee outside the holding area and maintain visual contact at all times.

G. Processing Detained Persons at Command Stations

(1) Whenever a person is detained at a command station after normal business hours, a minimum of two (2) officers will be present and officers will verbally notify a supervisor.

- After hours are from 5 p.m. to 7 a.m., Monday through Friday, and any time during holidays and weekends.

H. Violent or Self-Destructive Prisoners

(1) Whenever possible, violent or self-destructive prisoners will be taken directly to a hospital, psychiatric urgent care center, or jail as appropriate.

(2) If it is not possible to immediately transport a violent or self-destructive prisoner to a permanent holding location, the detainee will be incapacitated with restraints and detained within sight of the employee responsible for the detainee.

(3) These types of violent persons will not be placed near or allowed to be in close proximity to other detainees.

I. Detainees/Prisoners Under the Influence of Alcohol or Drugs

(1) Arrested persons that are not self-destructive or violent may be detained in holding rooms.

(2) Extremely impaired detainees/prisoners will not be kept in a holding room with other detainees or in the holding area where other detainees are not secured.

(3) An intoxicated detainee/prisoner who cannot be awakened will be treated as an unconscious person.

- The Fire Department will be summoned.
- Officers will provide first aid and notify their supervisor.
- Officers will follow procedures outlined in Operations Order 7.1, Prisoners.

3. **SECURITY**

A. Holding room doors will be secured, whether occupied or not.

B. Employees may enter a holding room to question the detainee, check welfare, or when necessary to remove the detainee from the holding room.

C. All tools, such as screwdrivers, hammers, and wrenches, will be kept in a secured location to prevent access by detainees.

D. Officers will have access to restraining devices when necessary to control a detainee.

4. **VISITORS TO FACILITIES CONTAINING HOLDING ROOMS**

A. Detainees will not receive visitors or mail during the short time they are in the custody of theDepartment

B. Visitors entering holding rooms for special circumstances, such as maintenance, medical personnel, or a responsible adult for a juvenile, should register their names and reason for entering the facility in the Visitors' Log.

- Identification will be required.
- Visitors may be searched at the discretion of the senior officer present.

5. **EMERGENCY ASSISTANCE**

A. In the event an employee requires assistance in an emergency situation and is unable to exit the holding area, the panic alarm will be activated.

B. If the holding area is not equipped with a panic alarm or if the employee is unable to reach the alarm, the employee will advise the Communications operator of the need for assistance.

6. **HOLDING ROOM/INTERVIEW AREA MAINTENANCE**

A. Each bureau/precinct commander will be responsible for the operations and maintenance of the holding room/juvenile interview area within their bureau/precinct.

B. Physical Plant - Facilities containing holding rooms/juvenile interview areas will provide the following minimum comforts for each person occupying the facility:

- Lighting and circulation as required by the International Building Code, Section 1200
- Access to toilets, wash basins, and drinking water

C. Emergency Procedures

(1) In the event of fire or other emergency requiring the evacuation of a holding facility, employees will:

- Immediately remove detainees/prisoners from the holding area.
- Handcuff detainees/prisoners, as soon as possible, and place them in the rear of a police vehicle parked a safe distance from the fire or other emergency circumstance.

(2) Each facility containing interview area/holding rooms must have a written emergency evacuation plan with a directive including:

- A designated primary emergency exit facilitating the evacuation of persons from the facility to a hazard free area.
- A designated alternate emergency exit.
- A map with the emergency evacuation plan illustrating primary and alternate exits and escape routes will be placed in a conspicuous place in the holding room/juvenile interview area.
- Subsequent disposition and housing of detainees.
- Provisions for medical care and hospital transportation of detainees who may be injured as a result of the emergency.

D. Fire Equipment

(1) Fire Suppression Equipment (Fire Extinguishers and Sprinklers)	• Equipment will be located in areas approved of in writing by state or local fire officials. • Equipment should be located in easily accessible locations affording minimum opportunity for tampering.

6. D. Fire Equipment (Continued)

(1) Fire Suppression Equipment (Fire Extinguishers and Sprinklers) (Continued)	• An annual inspection/test will be completed by a contracted vendor and any inoperable devices will be removed and repaired or replaced immediately. • Fire extinguishers will be inspected by designated personnel to ensure operational readiness six months after the annual inspection/testing preformed by the contracted vendor. • Fire extinguishers and sprinklers will be inspected weekly by designated personnel to ensure equipment has not been removed, tampered with, or damaged. • All inspection/test results will be logged on the Holding Room/Juvenile Interview Area Inspection Log Form 80-530D.
(2) Fire Monitoring Equipment (Fire Alarms and Smoke Detectors)	• Facilities will have an automatic fire alarm and a smoke detection system approved of in writing by state or local fire officials. • An annual inspection/test will be completed by a contracted vendor and any inoperable devices will be removed and repaired or replaced immediately. • Fire alarms and smoke detectors will be inspected daily by designated personnel with the results logged on the Holding Room /Juvenile Interview Area Inspection Log.

E. Sanitation of Holding Rooms/Juvenile Interview Areas

(1) Sanitation Inspection	• Holding rooms/juvenile interview areas will be inspected for cleanliness daily if used, otherwise weekly. • The results of the sanitation inspection will be noted in the Holding Room/Juvenile Interview Area Inspection Log. • Any unsanitary conditions will be corrected promptly.
(2) Body Fluids	• Fluids will be immediately removed and employees will use the cleaning procedures outlined in Operations Order 4.9, Communicable Disease Control.
(3) Pest Control	• If pests or vermin are found in the holding rooms, designated personnel will contact pest control professionals to remedy the problem. • Bureaus/precincts with holding rooms having pest control contracts will log the servicing date by pest control professionals in the Holding Room/Juvenile Interview Area Inspection Log to ensure pest control contracts are fulfilled.

F. First Aid Kits

(1) First aid kits will be available at all police facilities.

(2) First aid kits will be inspected monthly and will contain:

ITEM	QUANTITY
Adhesive tape - 1/2” x 5 yards	1
Merthiolate swabs	10
Gauze pads - 4” x 4”	10
“King” roll bandage - 2” x 5 yards	1
Eye wash - 1 oz bottle	2
Alcohol swabs (clean wipes)	10
Scissors	1
Kit tweezers	1
Sting kill swabs	10
Knuckle bandage - 1 1/2” x 3”	10
Elastic strip bandage - 7/8” x 3”	50
Fingertip bandage - 1 3/4” x 2”	10

7. **HOLDING ROOM/JUVENILE INTERVIEW AREA INSPECTIONS**

A. **All** inspections will be documented on the Holding Room/Juvenile Interview Area Inspection Log form.

(1) Commanders of bureau/precincts containing holding rooms will be responsible for maintenance of the Holding Room/Juvenile Interview Area Inspection Log.

(2) Logs will be maintained for three years.

B. Designated personnel will conduct weekly security inspections of the following areas in the holding facility:

- Bars/screens
- Locks
- Windows
- Walls
- Floors
- Ventilator covers
- Protective screens
- Doors

C. The following schedule of inspections will be completed by designated personnel for facilities which have holding rooms and juvenile interview areas.

TYPE OF INSPECTION	FREQUENCY OF INSPECTION
(1) Fire Suppression Equipment • Inspect to ensure equipment has not been removed or tampered with • Inspect for operational readiness	• Weekly • Six months after annual inspection/test by contracted vendor
(2) Fire Monitoring Equipment • Visual inspection	• Daily
(3) Sanitation Inspections	• Daily if used, otherwise weekly
(4) First Aid Kit	• Monthly
(5) Security Inspections	• Weekly

1. **BOOKING PRISONERS INTO JAIL**

A. Locations

FACILITY	ADDRESS
Maricopa County Sheriff's Office (MCSO) 4th Avenue Jail	201 South 4th Avenue
Arizona Department of Corrections/Alhambra	2500 East Van Buren Street
Arizona Department of Corrections/Perryville	2014 North Citrus Road
Juvenile Court Center (JCC)	3125 West Durango Street
Adobe Mountain Correctional Facility	2800 West Pinnacle Peak Road
Avondale Jail	920 East Van Buren Street

B. General Procedures - Prisoners will be booked as soon as practical after an arrest.

(1) Prior to booking any prisoner into jail, officers will verbally review the circumstances of the arrest with a sworn supervisor, except for arrests involving subjects with undisputed warrants.

- Strong consideration will be given to issuing an Arizona Traffic Ticket and Complaint (ATTC) in lieu of detention whenever allowable by Department policy (see Operations Order 6.2, Arizona Traffic Ticket and Complaint, for ineligible offenses).

(2) Officers should refer to Operations Order 7.1, Prisoners, for prisoners needing medical attention.

(3) Employees will complete all booking procedures as outlined in section 6 of this order or section 7 when a manual booking is necessary.

(a) All prisoner property will be inventoried and listed in the Inmate Property section of the Booking Report.

(b) Fingerprints will be entered in the Live Scan system for all bookings in order to create or update criminal history.

- See section 7.A of this order for instructions on obtaining fingerprints when manual bookings are necessary.

(c) Arrest numbers will not be obtained until the subject is in police custody and is to be booked.

C. Rule 15 Evidence Paperwork

(1) In order to satisfy Rule 15 for evidence discovery, the listed paperwork will be scanned and attached to the Booking Report of a suspect being charged with the following crimes:

- Interference with Judicial Proceedings - A copy of the Order of Protection/Injunction Against Harassment
- Forgeries - Photocopies of all forged documents

NOTE: Failure to attach the appropriate paperwork to the Booking Report may result in a delay in charging the suspect or charges being dismissed all together.

(2) Prior to scanning, officers should label documents with either the booking number or Incident Report (IR) number.

2. **SECURITY**

A. Weapons will be placed in security lockers or locked inside the trunk of a police vehicle when booking or holding a prisoner at a police detention or jail facility.

2. B. Restraining devices will not be removed from prisoners until they have entered the booking/detention area of the jail or detention facility.

3. **PRISONER PROPERTY**

A. General Procedures

(1) Arresting officers will search each prisoner and account for all prisoner property and currency in the prisoner's possession.

(a) When prisoners are found in possession of contraband, potentially dangerous, or large items of personal property that cannot be handled by the jail facility (see the table in section 3.A.(2) of this order for more information), such property will be impounded in accordance with the guidelines set forth in Operations Order 8.1, Evidence, Impounding, and Property.

- If officers are in doubt, the item/s will be impounded.
- If any prisoner property is impounded, officers will ensure a Property Notification Card Form 80-116D is completed and the card is listed as "Inmate Property" and placed in the prisoner's property bag.

  * Officers should obtain a valid mailing address in order for the Property Management Bureau (PMB) to mail a letter detailing the prisoner's impounded property.

(b) Currency taken from prisoners will be counted in the presence of two officers and placed in a money envelope which both officers will sign with their name and serial number.

- See the table in section 3.A.(2) of this order for currency items which **MUST** be included as prisoner property and **not** placed in a money envelope.

NOTE: If the prisoner is released or cited in lieu of detention (CLD'd), the prisoner's currency count will be listed in the IR, officer's notes of the ATTC, etc.

(2) Property Acceptance Guidelines - The following guidelines reflect the policies of the MCSO Jail reference prisoner property:

(a) General Property	• Cell phones with removable batteries will be the **ONLY** electronic equipment accepted (No Iphones). • **NO** batteries other than cell phone batteries • **NO** CDs, DVDs • **NO** combustibles of any type; for example, lighters or matches • **NO** drugs or drug paraphernalia – only medications in their proper bottle prescribed to the prisoner • **NO** food, gum, or candy • **NO** glass items • **NO** handcuffs or handcuff keys • **NO** knives with a fixed blade - folding knives with blades less than four (4) inches long and taped shut are acceptable. • **NO** liquids – including perfume/cologne or make-up • **NO** tools, weapons, utensils (forks, spoons), or sharp instruments • Shoelaces and belts will be included as prisoner property. • Wallet contents will be removed, inventoried, and listed in groups: for example, three (3) business cards, six (6) pictures, two (2) misc. papers. * Credit and social security cards will be listed separately using only the last four digits.

3 A. (2) (Continued)

(b) Currency	The following currency items will be listed on the Prisoner Property screen and placed in the prisoner's property bag: • Foreign currency of any kind • Fifty (50) cent coins • One (1) dollar coins • Two (2) dollar bills • U.S. collector coins • Contaminated currency

(3) Property Descriptions - The following property descriptions will be used when listing prisoner property.

(a) Items that appear to be gold, silver, or diamonds will be described as yellow metal, white metal, and clear stones.

(b) Jewelry containing settings will be described indicating the number of settings, color of the settings, and notation if any of the settings are missing.

EXAMPLE: 1 yellow ring w/8 settings (6 clear, 1 red, 1 missing)

(c) Watches shall have the brand name and a description listed.

EXAMPLE: 1 yellow Pierre Cardin watch, crystal broken, excessively worn, not running.

(d) Medical alert bracelets and necklaces will be included as prisoner property.

- Officers will notify the jail's medical screener reference the prisoner's medical alert bracelet/necklace.

(4) Packaging Prisoner Property

(a) Prisoner property will be placed in a property bag.

(b) An MCSO label, which includes the prisoner's name (last, first), date of birth (DOB), and MCSO's prisoner number (P#), will be affixed to the property bag and money envelope.

(c) Officers will print out two copies of the Inmate Property section of the Booking Report:

- One will be placed in the prisoner's property bag with the information being readily visible.
- The other will be included with the booking paperwork which will be given to a jail intake officer.

(d) The property bag will be sealed using a heat sealer at the jail.

4. **FINGERPRINTS**

A. General Guidelines

(1) Fingerprints must be obtained from each prisoner through the LiveScan system by an officer or other LiveScan trained employee.

- If the LiveScan system is down City-wide, the FBI criminal fingerprint card (FD-249) shall be used.

  * All spaces should be completely filled in.
  * Each print must be a clear, usable impression.
  * **Immediately** turn in to the Centralized Booking Detail Fingerprint Unit after booking a prisoner into jail.

4. A. (2) Subjects transported to a police facility for fingerprinting as part of the CLD process, may be released **after** the fingerprinting process is completed and the ATTC is signed and issued.

- The suspect's right index fingerprint will be placed in the space provided at the bottom of the ATTC.
- The LiveScan system should be used to obtain prints in the case of a CLD or field "one roll" in order to obtain a positive identification; however, obtaining fingerprints using the FBI criminal fingerprint card may be used if the LiveScan system is down.

  * All spaces should be completely filled in.
  * Each print must be a clear, usable impression.
  * Inked fingerprint cards will be placed in an inter-office envelope and forwarded to the Centralized Booking Detail before the end of shift.

B. Paperwork Requiring Fingerprints - Prints will be obtained every time a prisoner is booked or has additional/Page 2 charges added or scratched.

(1) Suspect Refusing Fingerprints

(a) Physical force will not be used to obtain fingerprints.

- A reasonable effort will be made to obtain prints, such as manipulating the fingers in order to get a clear impression.
- Prisoners who physically resist or are combative will be booked without prints.

(b) Officers will notify the MCSO staff of why prints were not obtained.

- The Centralized Booking Detail must also be notified if fingerprints are not taken at the time of booking; 602-495-3612.
- When manual bookings are necessary, the original arrest/booking record must be turned in to the Centralized Booking Detail if fingerprints were not obtained.

(c) Arizona Revised Statute (ARS) 41-1750 - Requires accurate and complete personal identification data (including full fingerprints) be made of **all** suspects arrested for the following:

- All felonies
- All DUIs
- All domestic violence offenses
- All sexual offenses (including Indecent Exposure, Public Sexual Indecency, and Lewd and Lascivious Acts)

5. **ARREST TIMES AND INITIAL APPEARANCES**

A. General Information

(1) Officers will book prisoners as soon as possible after an arrest and ensure all necessary arrest-related paperwork, including the availability of an IR, is accessible in the records management system (RMS) immediately after booking.

Arrests Made Between:	All Necessary Arrest-Related Paperwork Must Be Submitted and Approved Prior To:
11 p.m. and 11 a.m.	12 p.m.
11 a.m. and 11 p.m.	3 a.m.

5. A. (2) Delays and Cancelled Bookings

- In the event of a delay on any arrest, Centralized Booking Detail personnel will be advised of the situation as soon as possible.
- If a suspect is not arraigned within 24 hours, the charges will be scratched.
- If a suspect to be booked is not accepted at the jail due to medical reasons and a medical clearance cannot be obtained within 24 hours, the officer must call the Centralized Booking Detail at 602-262-6657 or 602-534-0034 to cancel the booking number.

  * If the suspect is still going to be booked after medically cleared, a new booking number must be obtained.
  * If the suspect is released from custody, the officer releasing the suspect **must** document the release in the IR (either in the original or with an Incident Supplement).

  NOTE: The releasing officer must also notify the victim of the release.

B. Initial Appearances

(1) Booking prisoners as soon as possible helps ensure they will be processed for an initial appearance within 24-hours of the arrest.

Initial appearance courts are held at the following times:		
(a) Monday through Sunday (Felonies or Felonies and Misdemeanors Combined)	2 a.m. 5 a.m. 8 a.m. 11 a.m.	2 p.m. 5 p.m. 8 p.m. 11 p.m.
(b) Monday through Sunday (Misdemeanors Only)	10 a.m.	4 p.m.

6. **BOOKING PROCEDURES**

A. Unless otherwise outlined in this order, all Booking Reports/forms will be completed in the Field Based Reporting (FBR) system (refer to the FBR User Manual for procedures on completing the Booking forms).

EXCEPTION: In cases involving intimate partners, a Form IV(C) Release Questionnaire Intimate Partner Risk Assessment Form 80-597D **will be** completed manually and scanned and attached (or uploaded) to the Booking Report as a "Document" (see Operations Order 4.26, Domestic Violence, for more information).

B. Traffic Violations When a Suspect Is Booked

(1) Officers must either book the arrested person or issue an ATTC as a CLD with **all** or **none** of the criminal traffic offenses as long as there are no felony charges involved.

(2) When an adult subject has committed both civil and criminal traffic offenses resulting in the subject being booked, he/she will be booked on the criminal/s offenses and the civil offenses/s will be entered as an additional "Offense" in the Booking Report.

NOTE: In the case of Aggravated DUI, the civil violation/s **will not** be listed as an additional "Offense"; they will be described in the Narrative portion of the IR.

7. **COURT JURISDICTION**

A. Officers will normally charge offenses to the following courts:

- Misdemeanor Offenses - City Court
- Felony Offenses - Appropriate Justice of the Peace (JP) Court

7. A. (1) Exceptions:

- Co-defendants - In incidents where multiple or co-defendants are involved, and any one of the defendants is charged with a felony, ALL defendants will be charged into the same JP court.
- Specific Reduced Class 6 Felonies - See Operations Order 4.10, Arrest.
- Warrants - Warrants will be heard in their court of origin.
- Court Order Violations - See chart below.

B. Court Orders - When a suspect is booked for a violation of a court order occurring in Phoenix, select one of the following from the "Court" drop-down box in the Offense section of the Booking Report:

(1) Court Order Issued by Any City Court	• With misdemeanor charges only, select Phoenix I/A Court. • If a related felony charge is included, select the appropriate JP court where the felony occurred.
(2) Court Order Issued by JP Court	• With misdemeanor charges only, select the JP court on the court order. • If a related felony charge is included, select the appropriate JP court where the felony occurred.
(3) Court Order Issued by Superior Court	• When misdemeanor and/or felony charges have occurred, select the appropriate JP court where the incident occurred.

C. Combined Felony and Misdemeanor Charges

(1) All non-traffic misdemeanors coupled with felony charges will be initially referred to the County Attorney's Office via the appropriate JP court.

- The County Attorney's Office will determine which misdemeanor offenses to file or to utilize as an aid to prosecution in conjunction with the felony charges.
- The County Attorney's Office may also refer the misdemeanor charges back to the City Prosecutor.
- All related misdemeanor offenses that are a violation of Titles 4, 5, or 28, will be forwarded to City Court for disposition.

(2) Misdemeanor Criminal Traffic Charges - All misdemeanor criminal traffic charges will be referred to City Court, except in the following situations where both charges will be submitted to the Superior Court/County Attorney's Office:

- Misdemeanor DUI coupled with a charge of Unlawful Flight
- Reckless Driving coupled with a charge of Unlawful Flight
- Misdemeanor DUI Drugs (ARS 28-1381A3) coupled with a felony Possession of Drugs (ARS Title 13, Chapter 34)

D. Form IV

(1) The Form IV section of the Booking Report will be completed on all bookings.

- Manual bookings require a handwritten Form IV (Release Questionnaire form).

  * When booking a suspect manually, a separate Form IV must be completed for each different court jurisdiction in which the arrested person is to be seen.

(2) Officers will complete the Form IV section detailing the information below so the initial appearance judge may make the appropriate decision regarding the arrested person's release from custody:

7. D. (2) (Continued)

- Court of jurisdiction
- Each charge (code, description, and classification)
- Information regarding the offense and arrest
- Reasons for opposing an unsecured release
- Probable cause for the arrest

8. **SUBMISSION OF BOOKINGS**

A. All Booking forms will be completed and submitted for review and **approval** to the Centralized Booking Detail **prior** to transporting the prisoner.

B. Errors on Booking Forms

(1) When Centralized Booking Detail personnel have reason to believe Booking forms are incorrect, the Booking will be rejected and re-submitted to the arresting officer for clarification, corrections, or additions.

(2) If the Booking has been approved by the Centralized Booking Detail, the changes/corrections can **only** be made in the RMS Booking module **by** the Centralized Booking Detail.

9. **ADDITIONAL CHARGES OR SCRATCHING CHARGES (SUBJECT IN JAIL)**

A. Additional Charges - A **new** Booking Report will be completed whenever charges are to be added or changed.

(1) Subjects in Custody At MCSO 4th Avenue Jail	• "Page 2" will be selected as the "Arrest Action" in the Arrest & Booking Information section. • A new booking number, new arrest number, and new arrest time will be entered.
(2) Subjects in Custody At Another Jail Facility	• When an additional charge has been made and the subject is in custody at another jail facility, the officer may have to transport the prisoner to the MCSO 4th Avenue Jail to meet the mandatory 24-hour initial appearance time following the arrest on the new charge.
NOTE: Subjects **must be** fully fingerprinted (ten-printed) when additional charges are added.	

B. Scratching Charges Page 2 - When a subject has been incarcerated and subsequent information is developed that the charge should be scratched, a Page 2 handwritten Arrest/Booking Record will be completed using the original booking number, and the listed procedures will be followed:

(1) A sworn supervisor will review the elements of the offense and arrest.

(2) Charges will be scratched with a sworn supervisor's approval.

NOTE: If there are no other valid charges, the suspect will be released from custody.

(3) The arresting officer, a sworn supervisor, or other officer as designated by a sworn supervisor, will complete the Page 2.

(a) The Page 2 will have the same information as the original Booking Report.

- The miscellaneous section of the Page 2 of the Arrest/Booking Record will explain the reason for scratching the charge/s.

9. B. (3) (b) The Charges section will have the incorrect charge written verbatim, and a diagonal line will be placed through the entire section.

- The correct charge (if applicable) will be written below the incorrect charge.

(c) The arresting officer, a sworn supervisor, or other officer as designated by a supervisor, will proceed to the jail facility where the suspect is incarcerated to affect the release (when applicable) and/or deliver the Page 2 to MCSO staff.

- The suspect's fingerprints (ten-print) **will be** obtained on the Page 2, listing the scratched charges.

(4) Page 2 of the Arrest/Booking Record will be taken immediately to the Centralized Booking Detail.

(5) The arresting officer will write a memorandum to the supervisor who approved scratching the charges.

(a) The memorandum will include all the circumstances of the offense and the arrest.

(b) If the arresting officer is not available to immediately write the memorandum, it will be written during the next assigned shift.

10. **SPECIAL PROCEDURES FOR WARRANTS**

A. General Guidelines - Refer to Addendum A of this order to use as a guideline for booking warrants.

(1) Signing Off Warrants

- All City warrants will be verified by the Data Integrity Unit (DIU) prior to obtaining a booking number.
- DIU will advise officers of the proper entry of Phoenix warrants.

(2) Booking on Disputed Warrants

(a) Subjects will be booked when sufficient information exists to believe the warrant is outstanding and proper identification of the subject is established.

(b) Officers will contact a supervisor before booking a subject on a warrant in the following circumstances:

- The subject arrested does not admit to the charges on the warrant.
- The subject arrested claims the warrant is no longer valid.
- There is an indication or claim that the subject arrested is not the one named on the warrant.

B. Failure to Appear Warrants - Maricopa County Justice Courts or Superior Court

- When warrants from these courts indicate the subject failed to appear on an original charge, the subject will be booked on the original charge.

C. Fugitive Warrant - The defendant will be booked into jail on all charges.

(1) ARS 13-3842, Fugitive from Justice, and any additional local charges, will be selected from the "Offense Code" drop-down box.

- The Sup Crt/Fugitive of Justice will be selected from the "Court" drop-down box.

10. C. (1) (Continued)

- When booking a Fugitive of Justice manually, write "Superior Court" in the court jurisdiction box in the charging section of the arrest/booking record.
- All other charges, if any, will be sent to the appropriate JP or City Court.

(2) Ensure the Fugitive of Justice Information panel in the Offense section of the Booking Report is completed with the required information:

D. Arizona Department of Corrections (ADC)/Parole Warrants

(1) ADC/Parole Warrants Only

(a) Persons with **only** ADC warrants will not be transported to the MCSO 4th Avenue Jail and **NO** booking procedures/paperwork will be required.

(b) Officers will call ADC's Central Office Communications Center at 602-542-1212 before transporting prisoners to the following Arizona State Prison Complexes (ASPC):

Male Prisoners	• ASPC-Phoenix (Alhambra) at 2500 East Van Buren Street, telephone number 602-685-3100.
Female Prisoners	• ASPC-Perryville at 2014 North Citrus Road, Goodyear, Arizona, telephone number 623-853-0304.

(2) ADC /Parole Warrants with Other Charges

(a) If there are Phoenix charges or non-ADC warrants along with an ADC warrant, officers will book the prisoner into the 4th Avenue Jail.

(b) The arresting officer will contact ADC and advise them of the circumstances.

(c) The ADC warrant information, contact person's name, and any additional comments will be included in the Hold Information panel of the Arrest section

E. Combination Warrant/Charges

(1) Persons arrested for committing a felony crime, in addition to having outstanding warrants, will not be allowed to post bail for the warrants; the person will be booked on all charges.

(2) Persons arrested for committing a misdemeanor crime which is eligible for a CLD (see Operations Order 6.2, Arizona Traffic Ticket and Complaint for ineligible offenses) in addition to having outstanding warrants, should be strongly considered for a CLD if the suspect has sufficient bond money for the warrant.

F. Adult Probation Violators

(1) Probation Violation Warrants

(a) A subject found to have an outstanding probation violation warrant will be arrested using Phoenix ORI AZ0072300.

(b) The charge will be ARS 13-901C, Probation Violation.

- Ensure the Probation Violation Information panel in the Offense section of the Booking Report is completed with the required information.

10. F. (2) Probation Violation With Phoenix Charges

(a) If officers arrest an individual and an adult probation officer requests an additional charge of "Probation Violation" be added, the Phoenix officer will complete the booking procedures using the Phoenix ORI number.

(b) The charges for which the individual was arrested will be listed first, followed by the charge for the warrantless probation violation, ARS 13-901D.

(3) Probation Violation With No Other Charges

(a) If an officer contacts an adult probation officer reference a subject detained for an incident in which no enforcement action is anticipated and the probation officer requests a warrantless arrest, the Phoenix officer will provide the wagon of the prisoner to jail.

(b) The adult probation or a warrant officer will meet the wagon officer at the jail to take custody of the prisoner and complete the booking procedures using their ORI number and to include the transporting officer as the wagon officer.

(4) Assisting Adult Probation Officers

(a) If an adult probation officer desires to make an arrest (with or without a warrant) for a probation violation and calls for a backup, after providing the backup, the Phoenix officer will then provide the wagon of the prisoner to jail.

(b) The adult probation officer will meet the wagon officer at the jail to take custody of the prisoner and complete the booking procedures using their ORI number and to include the transporting officer as the wagon officer.

- If there are any new charges; for example, the subject is found to be in possession of dangerous drugs, the Phoenix officer will maintain custody of the prisoner and complete the booking procedures using the Phoenix ORI number.

11. **BONDABLE RELEASE**

A. If a person is charged with a warrant and a cash bond is indicated, the person will be allowed to post bond.

NOTE: Officers **will ensure** the warrant is verified as outlined in Operations Order 4.10, Arrest, **prior** to proceeding with the procedures for bond outs in section 11.B. of this order.

(1) Bond payments must be for the exact amount as MCSO will not give change or accept over payments; acceptable forms of payment are:

- Cash
- Cashier's check from a bank
- United States Postal Service (USPS) money order
- Western Union money order

(2) If the arrestee cannot or does not desire to post bond, the arrestee will be booked following standard established procedures.

- Once the booking procedure has begun, it will be completed unless otherwise directed by a supervisor.

(3) If a booking number is obtained but the prisoner is allowed to bond out, the booking number will be canceled with the Centralized Booking Detail.

11. B. Procedures for Bond Outs

(1) Prisoners who wish to post bond will be transported to the MCSO Bonds and Fines Window at the 4th Avenue Jail.

(a) MCSO will accept bond payments for warrants issued throughout the State.

EXCEPTION: MCSO cannot accept bond payments for Failure to Pay Child Support warrants.

(b) The MCSO Bonds and Fines Window is open 24/7.

(c) Officers bringing prisoners for a bond payment will be given priority and moved to the front of the line.

(2) Officers will be required to fill out an MCSO form (available at the MCSO Bonds and Fines counter) to include prisoner/pertinent warrant information (name of issuing judge, warrant number, bond amount, etc.).

(3) MCSO will verify the warrant and send a teletype notification of the bond payment to the issuing agency.

(4) A receipt and court date notice will be issued and the prisoner will be released.

(5) Officers may use discretion whether or not to transport subjects back to the place of arrest.

C. Citizen Inquiries

(1) When officers receive citizen inquiries about posting bond for a prisoner in jail on City charges, the citizen will be instructed to call the Bonds and Fines Window at the 4th Avenue Jail.

(2) When citizens post bond on City charges, the jail will be notified by the Bonds and Fines Window personnel that a bond has been posted, and the prisoner will be available for release.

12. **MANUAL BOOKING PROCEDURES**

A. General Procedures

(1) Manual bookings will only be accepted in the following situations:

- The FBR system is down **and** the Centralized Booking Detail has prompted manual booking procedures.
- Charges need to be scratched and the subject is still in jail (Page 2).

(2) Officers will complete a handwritten Arrest/Booking Record and call the Centralized Booking Detail to obtain a booking number.

NOTE: Once the FBR system is back up, officers will be required to complete an FBR Booking Report as soon as possible using the information listed on the handwritten Arrest/Booking Record.

(3) When obtaining fingerprints from prisoners on the Arrest/Booking Record, officers will:

- Place the prints of the prisoner's right-hand fingers and thumb in the appropriate IN box on the back of the white copy of the Arrest/Booking Record.
- Place the prints of the prisoner's left-hand fingers and thumb in the OUT box on the back of the white copy only of the Arrest/Booking Record.

12. A. (4) Officers will also complete a handwritten Release Questionnaire (Form IV) form 3899-031 IV-D and in cases involving intimate partners, a Form IV(C) Release Questionnaire Intimate Partner Risk Assessment Form 80-597D (see Operations Order 4.26, Domestic Violence, for more information).

(5) Officers will not use the MCSO Prebooking system to book a prisoner manually.

(6) A copy of the handwritten Arrest/Booking Record will be given to MCSO personnel.

- MCSO personnel will enter the subject's charge/s into the MCSO Prebooking system.

B. The necessary sections of the Arrest/Booking Record will be completed as follows:

(1) Suspect Information Scars Marks Tattoos	• Indicate subjects name, address, description, and any identifying marks
(2) Arrest Information	• Indicate originating agency (ORI), Phoenix booking number, arrest date and time, and IR number (if any apply). • Indicate arrest location, grid/beat, arresting officer's name, serial number, and work unit. • Indicate wagon officer/s, supervisor that approved arrest, disposition of evidence, and prisoner property (if any).
(3) Number of Counts	• List the number of counts on each charge and circle if there is more than one. • List the number of counts in the "Counts" block if the court of jurisdiction is the same for multiple counts of identical charges. **EXCEPTIONS**: • Warrants - Even though warrants may have multiple identical charges, the charges will be listed separately. • On-View (OV) Charges - When a subject is arrested on multiple identical OV charges with different violation dates, the charges will be listed separately to avoid confusion.
(4) Violation Code/Section	• Indicate the ARS or Phoenix City Code (PCC).
(5) Class of Offense	• The classification of the offense will be indicated (C1M, C6F, etc.). • If the appropriate classification is not indicated on a felony warrant or for "From Other Jurisdiction" (FOJ) charges, the classification will be listed as "F" only.
(6) Date of Violation	• Indicate the date on which the offense occurred.
(7) Charge Description	• The police jurisdiction for each charge will be determined and indicated at the beginning of the "Charge Description" block. * Y/(charge) - Indicates the charge originated with the Phoenix Police Department. * N/(charge) - Indicates the charge originated with another agency. * U/(charge) - Indicates the original agency cannot be determined.
(8) Warrant Number	Warrant Numbers • Officers will list each charge separately, listing the full warrant number in each of the "Warrant/Citation Number" blocks.
(9) Court Jurisdiction	• See section 8 of this order for details.
(10) Bond	• All warrant charges will have the appropriate bond listed in the box provided.

COMPLETION OF REQUIRED BOOKING INFORMATION FOR WARRANTS

TYPE OF WARRANT	REQUIRED BOOKING INFORMATION		
	CHARGE	HOLD	FORM IV
DPS			
In County Traffic Warrant	X		X
In County Criminal Warrant	X		X
Out Of County Traffic Warrant		X	X
Out Of County Criminal Warrant		X	X
MARICOPA COUNTY			
Criminal Warrant	X		X
Felony Traffic Warrant	X		X
Misdemeanor Traffic Warrant	X		X
Civil Warrant	X		X
OTHER AZ COUNTY WARRANTS			
All		X	X
PROBATION			
Violation with Warrant	X		X
Violation without Warrant (warrantless)			X
FEDERAL			
FBI Warrant		X	X
US Marshall Warrant		X	X
Military Warrant		X	X
GAME & FISH			
In County	X		X
Out Of County		X	X
TRIBAL WARRANTS			
In County	X		X
Out Of County		X	X
FUGITIVE FROM JUSTICE			
FOJ + Local Charges and Local Warrants	X		X*
FOJ + Other City Warrants (OCW)	X		
PHOENIX CITY			
Traffic Warrant	X		X*
Criminal Warrant	X		X*
Misdemeanor Traffic Charge	X		X*
Misdemeanor Criminal Warrant	X		X*
Felony Traffic Charge	X		X*
Felony Criminal Charge	X		X*
OTHER CITY WARRANTS			
Apache Junction	X		X
ASU	X		X
Avondale		X	X
Buckeye	X		X
Chandler		X	X
Carefree	X		X
Cave Creek	X		X

COMPLETION OF REQUIRED BOOKING INFORMATION FOR WARRANTS (Continued)

TYPE OF WARRANT	REQUIRED BOOKING INFORMATION		
	CHARGE	HOLD	FORM IV
OTHER CITY WARRANTS (Continued)			
El Mirage	X		X
Fountain Hills	X		X
Gila Bend	X		X
Gilbert		X	X
Glendale		X	X
Goodyear	X		X
Guadalupe	X		X
Litchfield Park	X		X
Mesa		X	X
Paradise Valley	X		X
Peoria	X		X
Queen Creek	X		X
Scottsdale		X	X
Surprise	X		X
Tempe		X	X
Tolleson	X		X
Wickenburg	X		X
Youngtown	X		X
DEPARTMENT OF CORRECTIONS/PAROLE WARRANTS			
With Local Charges		X	X*
With Local Charges and Local Warrants		X	X*
No Local Charges	**TRANSPORT TO DOC**		

* In the event the Centralized Booking Detail requests a manual booking, a handwritten Form IV will be taken to the Centralized Booking Detail along with any other arrest related paperwork.

1. **ITEMS REQUIRING IMPOUNDING**

A. Employees will be responsible for the disposition of any item coming into their possession during the course of their shift.

B. All items will be impounded prior to the end of shift, with the following exception:

- When authorized by a supervisor

  * Employees will provide their supervisor with a verbal or written descriptive inventory of the items.
  * The items will be kept in a secure location until formally impounded.
  * The bureau commander must approve secure locations that are used solely for the purpose of temporary storage.
  * Items to be impounded will be kept on Department property.

C. Impounding of cash, jewelry, items of value, drugs, and drug paraphernalia will not be delayed.

D. In any criminal investigation where ownership of evidence is disputed and cannot be determined through proof of ownership, officers will seize and impound the item/s.

EXAMPLE: Victim and suspect both claim money, television set, etc.

E. Documentation - An Incident Report (IR)/Field Interview (FI) will be completed and all items to be impounded (physical custodial control by the Department) will be listed in the **Evidence** section (refer to the Field Based Reporting (FBR) User Manual for additional information).

(1) Ensure a barcode number is generated for each "Category" of evidence. A "Category" is one of the following:

Entered as a Single Item	Should Be Entered as a Single Item	Multiple Items May Be Entered
• Bicycle • Blood tube for alcohol/drugs* • CODIS (Combined DNA Index System) confirmation standard* • Firearm • Item • Latents for priors for Chrg (charge)/Sent • Standard from deceased individual* • Standard from suspect/IL (investigative lead)* • Standard from victim/witness • Toxic vapors for toxicology* • Urine for alcohol/drugs* • Vehicle • Victim Sex Crime Evidence Kit*	• Drugs*	• Container • Currency • Latents* • Photos
* Automatically generates a request for laboratory analysis when the *Evidence* "Action" is selected		

(2) After selecting a "Category", an "Action" will be selected:

(a) Evid No Auto Lab Requests at this Time	Items in a specific "Category" not requiring an analysis at the time of impounding
(b) Evidence	Items that can be used to prove or disprove the commission of a crime
(c) Found	Items not defined as *Evidence* that are from an **unknown** owner
(d) OOP Hold	Firearms being transferred to the Department due to an Order of Protection in accordance with Arizona Revised Statue (ARS) 13-3602(G)(4)

1. E. (2) After selecting a "Category", an "Action" will be selected: (Continued)

(e) Prisoner Property	Personal property of an arrested person not defined as *Evidence* that cannot be released to another person or held by the jail at the time of arrest • In accordance with ARS 12-944, a Property Notification Card Form 80-116D will be completed, listed as an Inmate Property item in the FBR Booking, and placed in the prisoner's property bag.
(f) Safekeeping	Items not defined as *Evidence* or *Prisoner Property* that are to be temporarily held pending its return to the rightful **known** owner • Items will not be impounded as safekeeping for the convenience of an individual who is going on vacation or wants valuables to be kept secure.
NOTE: Any perishable item not containing possible biological evidence or a suspected controlled substance will **NOT** be impounded/listed in the Evidence section (the perishable item and the disposition of the item should be listed in the Narrative section of the IR).	

F. Prior to impounding any items, employees will carefully "Preview" the PDF (portable document format) draft of the IR/FI to ensure the items are properly listed in the Evidence section.

- Once the employee is sure all the items are listed properly, one (1) PDF copy (even when there are several items for analysis) of the Evidence section will be printed (the draft is acceptable) and included with the impounded item/s.

G. Modify/Canceling an Impounded Item - Contact a Property Management Unit (PMU) supervisor for further instructions when the IR/FI has been approved and submitted by a reviewing supervisor.

- During PMB's normal business hours (6 a.m. to 5 p.m.), call the PMB Officer's Counter.
- After PMB's normal business hours, email PMBOfficersCounter.PPD@phoenix.gov with the modification/cancellation information and a contact name and phone number.

EXCEPTION: Errors which only affect affidavits generated by controlled substance officers (CSOs) will be corrected with guidance from the Controlled Substance Section of the Laboratory Services Bureau (LSB).

H. When scientific analysis is required for impounded evidence, such as a latent print comparison or a firearm analysis, a Forensic Form will be completed by the case detective or a crime scene specialist.

- The type of analysis to be performed by LSB will be included in the "Examination Instructions" box.

2. **RESPONSIBILITY FOR EVIDENTIARY ITEMS NOT REQUIRING IMPOUNDING**

A. Items should be processed (if appropriate) and will be photographed and returned to the owner when practical.

(1) The below items will not be impounded unless otherwise noted in this order.

- Items where ownership is not disputed or are essential to the operation of a business/taken in a shoplifting (the owner/appropriate store personnel will be advised the items must be readily available for court proceedings)
- Large or bulky items which present a problem in handling or storage

  * If large/bulky items must be impounded, they will be taken to 100 East Elwood.

- Perishables items (items that are edible or may spoil) not containing possible biological evidence or a suspected controlled substance

2. B. Documentation - When an IR/FI is to be completed, all items which will **NOT** be impounded (physical custodial control by the Department) will be listed in the **Property** section and the release or disposal of any item will be documented in the Narrative section.

3. **CRIME SCENE SPECIALISTS** - May be utilized when an investigation requires a unique and targeted training or specialized equipment, such as comparative photography for shoeprints, tire prints, tool-marks, or latent ridge detail.

   A. Crime scene specialists will be utilized for all homicides, death investigations, and police involved shootings.

      - Crime scene specialists may also be utilized for sexual assaults, aggravated assaults, and child abuse investigations.

   B. Officers will notify a supervisor, who will determine if the incident meets the above criteria for a crime scene specialist's assistance.

      (1) Supervisors will make all requests for a crime scene specialist's assistance by calling the main Crime Scene Response Unit (CSRU) phone number at 602-534-8050 or by contacting the Communications Bureau for the CSRU supervisor's cell phone number.

         EXCEPTION: For child abuse investigations, officers may request a crime scene specialist's assistance after supervisor notification.

         (a) The type of incident being investigated and specific details will be provided to the CSRU supervisor in order to ascertain the type of assistance required, and if crime scene assistance can be provided.

            NOTE: CSRU services will not be requested until search and/or arrest warrants have been secured and/or the scene has been rendered "safe".

         (b) The CSRU supervisor will determine if a response is required or possible and the expected timeline.

            - Crime scene specialists will make every attempt to respond to violent crime scene requests with the following prioritization:

               * Homicides, police involved shootings, and death investigations
               * Sexual assaults
               * Aggravated assaults
               * Child abuse investigations

   C. Officers will remain at the crime scene to brief the crime scene specialist, secure the scene, and provide security for the crime scene specialist during the crime scene search, processing, photographing, etc.

   D. Once on scene, the crime scene specialist will be advised/provided the following:

      - If a suspect is in custody and the suspect information
      - The IR number

   E. Crime scene specialists will not be requested to take care of property or prisoners while at the scene.

4. **PACKAGING ITEMS FOR IMPOUND**

   A. When practical, appropriate sized plastic evidence envelopes/bags will be used to package and impound the majority of items unless otherwise noted in this section/order.

4. B. A paper-backed evidence bag, paper bag, or cardboard box will be used to package and impound the items listed below in 4.B.(1) through (3).

(1) Biological evidence/biohazard material and items containing biological evidence/biohazard material.

- **EXCEPTION**: Fecal matter or items containing liquid biological evidence, such as used condoms, should be packaged in plastic evidence bags.
- **All** packaging must clearly display a BIOHAZARD sticker.

(2) Any wet/damp/moist item/s which do not contain biological evidence/biohazard material.

(3) Fresh plant materials believed to be a controlled substance/drug (large plants will be photographed prior to packaging).

NOTE: Refer to section 5 of this order for more information on the above topics.

C. A sealed driving under the influence (DUI) blood or urine evidence collection kit/box will be used to package and impound:

- Blood sample/s collected for alcohol and/or drug analysis
- Urine sample/s collected for drug analysis

(1) The samples will be placed in a properly labeled DUI box/kit and resealed with the provided box seal.

(2) Do not place blood collection kits in plastic evidence bags.

D. Large or Bulky Items

(1) Items may be placed in a large container, such as a Liberty/Banker box or other suitable cardboard box, if sealed with clear packaging/evidence tape.

- Multiple items packaged in such containers will be itemized on a string ID Tag Form 80-63 affixed to the outside of the main container or listed on the exterior of the container.

(2) Items too bulky to be packaged will be identified by affixing a string ID Tag to the item and will have all possible entrances: for example, suitcase zippers, sealed.

(3) If bulky items are to be processed for latent prints and are too large to be packaged, officers may contact the Evidence Processing Unit (EPU) during normal business hours or CSRU after hours for instructions.

E. Each “Category” of evidence will be packaged (if applicable) separately.

F. All packaging will be sealed and all seals will be marked with the initials and serial number of the person/s sealing/submitting the evidence.

- All packaging and ID Tags will also include:
  - Date of impound
  - IR/FI number
  - Officer’s/crime scene specialist’s name and serial number
  - Barcode number
  - Item number (optional)

G. Items to be impounded which are listed in the same IR/FI should be placed in the same locker if possible unless otherwise outlined in this order.

4. H. Enter the required information on the handwritten Key Sign Out/Evidence Retrieval Log Form 80-527D.

   I. Plastic evidence envelopes/bags, paper-backed evidence bags, DUI blood and urine evidence collection kits/boxes, and small glass vials are available at any precinct/bureau or Police Supply.

5. **HANDLING/COLLECTING, PREPARING, DOCUMENTING, AND IMPOUNDING ITEMS**

   A. General Guidelines

      (1) Items will not be defaced in any manner.

      (2) No identification markings will be placed directly on any item unless needed for analysis purposes: for example, marking revolver cylinders or areas of clothing tested in the field.

      (3) Tape, labels, or other adhesive will not be placed on any visible wood or metal surfaces, firearms, ammunition, documents, credit cards, or driver licenses.

      (4) Breakable items, such as glass vials/jars, and sharp items, such as knives, should be wrapped with/contained in appropriate protective packaging, prior to placing in an appropriate evidence envelope/bag.

   B. Ammunition

      (1) Ammunition should **not** be removed from the magazine.

      (2) If a firearm is also being impounded, the ammunition may be impounded in a separate bag contained within the same bag as the firearm.

         NOTE: When completing the IR/FI Evidence section, only one barcode will be generated for the firearm, and the ammunition will be listed in the "Description" box.

      (3) Small amounts of found ammunition that have no apparent owner or evidentiary value will be placed in the designated ammunition destruction container located in each precinct's impound room.

         - An IR or evidence bag is not needed.
         - If ammunition displays signs of deterioration or leakage, it should be impounded at the academy range.

   C. Asset Forfeiture Items - Refer to Operations Order 4.23, Asset Forfeiture.

   D. Bicycles

      (1) Officers/crime scene specialists will complete a string ID Tag and attach it to the bicycle.

      (2) The PDF copy of the IR Evidence section will be printed (the draft is acceptable) and left with the bicycle if the bicycle is stored in a precinct/bureau evidence room, or with the Key Sign Out/Evidence Retrieval Log if stored elsewhere.

   E. Biological Evidence

      (1) Biological evidence includes, but is not limited to:

         - Blood and blood stains
         - Urine and urine stains
         - Saliva and saliva stains
         - Semen and semen stains
         - Human tissue, teeth, or bones
         - Skin cells and sweat stains
         - Feces and fecal stains

5. E. (2) Handling Biological/Biohazard Materials

(a) Items possibly containing biological evidence should be considered a potential biohazard and must be handled carefully to prevent contamination and decomposition.

- Disposable nitrile or latex gloves will be worn at all times and other proper personal protective equipment (PPE) will be used in accordance with Operations Order 4.9, Communicable Disease Control Plan.

(b) Proper decontamination procedures will be followed in accordance with Operations Order 4.9, Communicable Disease Control.

(3) Collecting Biological Evidence

(a) To prevent cross contamination, **each** biological evidence item, including controls, will be packaged separately and in accordance with section 4.B of this order.

- Biological evidence that also needs arson analysis should be packaged according to section 5.M of this order.

(b) All items with biological evidence should be collected at the scene and packaged unless the items are large or immobile.

- Large or immobile items should have the biological evidence collected from the item at the scene.

  * Cutting of the stain should occur if the stain is absorbed into the item, such as the cutting of a possible stain from carpet.
  * Swabbing of the stain should occur if the stain is on a non-porous surface, such as a wet swab of a possible blood stain on a piece of glass, or wet and dry swabs off of a steering wheel.
  * Contact CSRU if clarification/further instructions are needed.

(c) Blood obtained from a victim or suspect for analysis (10 ml is ideal with a minimum 2 ml required) must be placed in color-coded vials or tubes which are available at hospitals or from a DUI blood evidence collection kit/box (the color-coded caps on blood vials/tubes are standard for all laboratories in the United States).

- Blood for **alcohol/drugs** and toxic vapor analysis must be drawn into a **gray-topped tube**.
- Blood for **DNA** (deoxyribonucleic acid) analysis must be drawn into a **purple-topped tube**.
- If possible, serum tubes will not be used for alcohol/drugs or DNA analysis and are unacceptable for toxic vapor analysis.
- Parafilm sealed tubes from medical draws are unacceptable.
- All vials/tubes and outer packaging will be properly sealed and clearly marked with the IR number and the name of the suspect/victim.

(d) Urine obtained for analysis (30 ml is ideal with a minimum 5 ml required) must be placed in a standard urine vial obtained at a hospital or from a DUI urine evidence collection kit/box.

- All vials and outer packaging will be properly sealed and clearly marked with the IR number and the name of the suspect/victim.

5. E. (4) In order to preserve the characteristics of biological evidence, proper storage is necessary.

- Dried porous evidence, such as clothing, swabs, or fabric, or food items with possible biological material present, should be stored in frozen storage.
- Dried non-porous evidence, such as baseball bats, firearms, or leather shoes, with possible biological material present, should be stored at room temperature.
- Blood vials/tubes and urine vials must be stored in refrigerated storage.

(5) Preparing Biological Evidence for Impound

(a) Items containing wet/damp/moist biological evidence **MUST** be air dried, as soon as possible, at the Evidence Drying Facility located at 621 W. Washington, prior to impounding for frozen storage (see section 6 of this order for information on drying procedures).

EXCEPTION: Fecal matter or items containing liquid biological evidence, such as used condoms, should **NOT** be dried prior to impounding/frozen storage.

(b) The paper-backed evidence bags, paper bags, or cardboard boxes used to collect biological evidence at the scene should be placed inside plastic bags only for transportation to the Evidence Drying Facility (the plastic bags will be securely closed prior to being transported to avoid contamination of police vehicles and other areas).

(c) For items requiring refrigeration/freezing, the words REFRIGERATE or FREEZE will be printed on the front of the evidence package where it can be clearly seen by PMB and LSB personnel.

(d) A BIOHAZARD sticker will be clearly displayed on all packaging.

(e) For sexual assault kits, IL/suspect biological collection kits, and strangulation examination kits, see section 5.E.(8) below for additional procedures.

(6) Sexual Assault Kits - A sexual assault examination and the collection of evidence (sexual assault kits) from a live sexual assault victim is the responsibility of a designated, trained forensic nurse examiner (FNE) or, if the victim is deceased, personnel from the Office of the Medical Examiner (OME).

(a) Examinations of live victims are generally performed at the Phoenix Family Advocacy Center (FAC).

(i) FNEs are responsible for the collection, drying, and packaging of sexual assault kits of live victims.

- Once the examination is completed, the kit is packaged per protocol and placed in a locked, secured temporary refrigerator.

(ii) A Family Investigations Bureau (FIB) detective will assume responsibility of the kit by removing the kit from the temporary refrigerator and impounding the kit in a second designated refrigerator located at FAC (**see** section 5.E.(8) below for preparing and documenting the kit for impound).

∗ If the kit is collected in another city/FAC (not Phoenix), the FIB detective will retrieve the kit from its location and then impound the kit in the designated refrigerator located at the Phoenix FAC.

(iii) PMB personnel will pick up the kit from FAC and transport it to PMB for long-term refrigerated/frozen storage.

5. E. (6) (b) Examinations of deceased victims are performed at the OME with a Homicide detective standing by.

(i) Personnel from the OME are responsible for the collection and packaging of sexual assault kits of deceased victims.

(ii) Once the examination is completed, the kit is handed over to the Homicide detective and they are responsible for drying (if necessary), documenting, and impounding the kit (**see** section 5.E.(8) below for preparing and documenting the kit for impound).

(7) IL/Suspect Biological Collection Kits and Strangulation Examination Kits

(a) IL/suspect biological examinations are generally performed on individuals potentially involved in a sexually based incident but can be completed in other incidents as well.

(b) Strangulation examinations are generally performed on victims potentially involved in a strangulation/domestic violence based incident but can be completed in other incidents as well.

(c) The examinations, to include the collection of biological evidence from an IL, suspect, or strangulation victim, are the responsibility of a designated, trained FNE.

- FNEs are responsible for the collection, drying, and packaging of these kits.
- Once an examination is completed, the packaged kit will be turned over to the assigned officer/detective and they will prepare, document, and impound the kit in accordance with sections 5.E.(8) and (9) below.

NOTE: This does not prohibit a trained biological collection employee to obtain buccal swabs as a standard from an IL, suspect, or strangulation victim.

(8) Preparing and Documenting Sexual Assault Kits, IL/Suspect Biological Collection Kits, and Strangulation Examination Kits for Impound

(a) For each sexual assault kit, IL/suspect biological collection kit, or strangulation examination kit, **all** the envelopes with swabs collected during the course of an examination will be packaged in **one** evidence bag and listed and entered as one item in the Evidence section of the IR following the below procedures.

(i) Sexual Assault Kit swabs

- Select *Victim Sex Crime Evidence Kit* as the "Category"
- Select *Evidence* as the "Action"
- Select *Victim Sex Crime Evidence Kit* as the “Property Type”

(ii) IL/Suspect Biological Collection Kit swabs

- Select *Item* as the “Category”
- Select *Evidence* as the “Action”
- Select *IL/Suspect Biological Collection Kit* as the “Property Type”

(iii) Strangulation Examination Kit swabs

- Select *Item* as the “Category”
- Select *Evidence* as the “Action”
- Select *Strangulation Examination Kit* as the “Property Type”

5. E. (8) (a) (iv) **NOTE**: A laboratory request will not be automatically generated for an IL/suspect biological collection kit or strangulation examination kit; therefore, if an analysis is needed, a Forensic Form will be completed and submitted with *Process for DNA* as the "Requested Action".

(b) The remainder of a kit (clothing, blood tubes, urine samples, etc.) will be packaged separately in their own evidence bag and listed in the Evidence section of the IR under the appropriate "Category" (NOT under the *Victim Sex Crime Evidence Kit* "Category"): for example, *Item* for clothing, *Blood Tube for Alcohol/Drugs* for gray-topped blood tubes, and/or *Urine for Alcohol/Drugs* for urine samples.

NOTE: A gamma-hydroxybutyrate acid (GHB) analysis can only be performed if the sample has been collected 12 hours or less from the alleged incident; therefore, the time of the incident and the time of collection will be noted in the "Description" box of the Evidence section of the IR.

(c) Ensure the appropriate procedures listed in section 5.E.(5) above are also followed.

(9) Impounding Biological Evidence

(a) Dried, packaged biological evidence will be handed directly to a PMB technician during PMB's normal business hours (see section 6 of this order).

- After PMB's normal business hours, dried biological evidence will be impounded in the refrigerator or evidence lockers located in the PMB Annex at 621 West Washington.

(b) DUI blood and urine evidence collection kits/boxes will be impounded in a precinct property room refrigerator (if available) or the PMB Annex refrigerator.

F. Controlled Substances/Drugs and Drug Paraphernalia

(1) Preparing Controlled Substances/Drugs and Drug Paraphernalia for Impound

(a) Employees will package all controlled substances/drugs and drug paraphernalia in accordance with section 4 of this order and with the guidelines outlined below.

(b) All controlled substances/drugs and drug paraphernalia will also be packaged in such a manner as to reduce the incidence of damage or loss and prevent exposure/injury to those persons handling the items at a later date.

(c) Suspected controlled substances/drugs and drug paraphernalia (pipes, hypodermic needles, syringes, razor blades, etc.) will not be placed loosely in evidence bags.

- Vials, plastic bags, cardboard boxes, and/or puncture resistant containers will be used to package these items prior to placing in evidence bags.
  - If a plastic puncture resistant container is not available for a sharp item, the entire item may be taped to a piece of cardboard or other similar material, ensuring the ends of the item do not extend past the edges of the cardboard.
  - Glass vials will be used for Phencyclidine (PCP) and products containing PCP.
- Hypodermic needles should be left attached to the syringe.
  - Care should be used when packaging these items so the contents of the syringe do not empty out prior to analysis.

5. F. (1) (d) When preparing fresh marijuana plants for impound, the following procedures will be used (see section 5.H.(3)(e) for impounding Khat):

- Cut the plant off at the root level (do not include roots or soil)
- Place in appropriate packaging ensuring there is adequate airflow around the plant/s
- Contact the Drug Enforcement Bureau (DEB) for large seizures

NOTE: Plants must be allowed to air dry at the Evidence Drying Facility located at 621 W. Washington, prior to impounding for long-term storage (see section 6 of this order for information on drying procedures).

(e) All liquids must be removed from water pipes.

(f) For items that are wet/damp/moist and/or may contain biological evidence, refer to sections 4.B, 5.E, and/or 5.W of this order for procedures on packaging and handling.

(2) In cases where there are seizures of large amounts of drugs (over 10 pounds of marijuana or over one (1) pound of other substances), the suspect/s will be served with a Notice of Destruction Form 80-558D.

- A copy of the form will be forwarded to the DEB case detective, who will ensure this form is impounded as evidence.

(3) Documenting and Impounding Controlled Substances/Drugs and Drug Paraphernalia

(a) Each controlled substance/drug type, such as marijuana, heroin, or cocaine, should be packaged separately and listed individually in the Evidence section to ensure a barcode is generated for each package/type of drug.

- If analysis is required, the item must be impounded under the *Drugs* "Category" and the *Evidence* "Action."
- If analysis is not needed or a chemical field test has been performed, the item should be impounded under the *Drugs* "Category" and the *Evid No Auto Lab Requests at this Time* "Action."
- The quantity and size of the controlled substance/drug will be described in general, non-specific terms: for example, “a small vial partly full of white powder” or “a glass jar approximately half full of liquid.”

(b) When a suspect is being booked, follow the below procedures for impounding items requiring analysis (to include perishable items):

- Items will be taken directly to the PMB Annex at 621 West Washington, between 6 a.m. and 2:30 p.m., Monday through Friday, and hand delivered to a PMB technician.
- Before or after the above listed hours, non-perishable items will be tagged “In-Custody” and placed in analysis lockers 29-74 in the PMB Annex.

  * Perishable items will be tagged “In-Custody” and placed in the refrigerator at the PMB Annex.

(c) In non-arrest situations or when a field test has been performed by a CSO, follow the below procedures for impounding items:

- For non-perishable items, place in a precinct/command station drug impound locker.

  * Items that will not fit into an evidence bag will be impounded in the PMB Annex analysis lockers 29-74.

- For perishable items, impound in the freezer at 100 E. Elwood (see section 6 of this order for more information).

5. F. (3) (d) Large bales of marijuana should be impounded at PMB, 100 East Elwood (contact the Controlled Substances Section of LSB if an analysis is necessary).

(e) When impounding Khat, freeze immediately in the freezer at 100 East Elwood, to prevent decomposition, and then notify LSB of the impoundment.

(f) An IR/FI is not needed for needles, razor blades, or glass pipes which will be disposed of in the sharps container maintained at each precinct.

(g) Found narcotics and/or dangerous drugs may be impounded in a precinct/command station impound locker.

G. Currency

(1) All currency to be impounded will be counted in the presence of two (2): officers and/or crime scene specialists.

- Both employees will sign their initials and serial numbers on the evidence bag after verifying the amount to be impounded.
  - If the amount is $5,000 or more, a sworn supervisor will be contacted (see section 6 of this order for impound locations and procedures).
  - If the amount is $5,000 or more, a Money Count Worksheet Form 80-133D should be utilized with both employees signing their initials and serial numbers in the applicable boxes.
    - A copy of the form will be placed in the evidence bag with the currency.

(2) Currency should not be folded, and tape will not be used to hold currency together.

(3) Employees will use a rubber band when bundling or stacking currency.

(4) American and foreign currency will not be packaged together.

(5) Dry, biologically contaminated currency will be impounded separately from other currency in a paper-backed evidence bag labeled with a BIOHAZARD sticker.

(6) For wet biologically contaminated currency, follow the procedures as outlined in section 5.E of this order.

(7) When completing the Evidence section of the IR/FI, ensure the *Currency* "Category" is selected.

H. Document Evidence - Refer to Operations Order 4.40, Forgery Investigations.

I. Driver Licenses and License Plates

(1) When enforcement action has been taken and the item/s may be needed for court at a later date, an IR will be completed and the item/s will be impounded as Evidence.

(a) This includes:

- Driver licenses that have been intentionally altered (fictitious), borrowed, stolen, or fraudulently obtained
- Found or stolen/recovered plates

(b) If an Arizona Traffic and Ticket Complaint (ATTC) is issued, ensure the citation number and other relevant facts are included in the Evidence section of the IR.

5. I. (2) When enforcement action has been taken and the item/s seized <u>will not</u> be needed for court at a later date, or when no enforcement action is taken, the listed procedures will be followed:

(a) Driver licenses will be placed in the license plate bin for destruction by PMB personnel.

(b) License plates will be cut in half using tin snips, and both halves will be placed in the destruction box provided.

- This includes:

  * Fictitious plates, license plates belonging to another, and suspended vehicle registrations for financial responsibility

(c) An IR is not required.

J. <u>Evidence at Department of Public Safety (DPS) Laboratory/Property Room</u>

(1) All items to be scientifically analyzed by the DPS Crime Lab must first be impounded at a Department facility.

(2) ONLY the case detective may initiate a request for the DPS Crime Lab.

K. <u>Explosives</u>

(1) All explosives (including all IR related fireworks) will be impounded by Bomb Squad technicians only at the Bomb Squad's explosive bunkers.

- Bomb Squad personnel are available 24/7 and can be contacted through the Communications supervisor.

(2) Any samples needed for analysis will be obtained by a member of the Bomb Squad.

L. <u>Firearms</u>

(1) Firearms which may require an analysis should be minimally handled while wearing gloves and a face mask to preserve possible DNA/latent print evidence.

(2) **<u>All</u>** firearms will be unloaded before being impounded.

(3) <u>Prior to</u> impounding any firearm, employees will conduct a records check on the firearm through Centrally Linked Information for Public Safety (CLIPS).

- The results of the National Crime Information Center (NCIC) check will be noted in the IR Evidence section and string ID Tag.
- If CLIPS is inoperative at the time of impound, it will be noted in the IR Evidence section.

(4) Prior to packaging, a string ID Tag will be attached to all firearms being impounded, looped through the trigger guard, and will include the following:

- The impounding officer's/crime scene specialist's serial number
- NCIC check
- Serial number of the firearm
- Barcode and IR number
- Description of the firearm
- Two officers'/crime scene specialists' signatures and serial numbers verifying an unloaded status

5. L. (5) The firearm will be rendered non-fireable by using a zip tie.

NOTE: **DO NOT** put the zip tie through the barrel of the firearm or the cylinder of a revolver (for more information on proper zip tie placement, refer to the Crime Gun Intelligence Unit's PolicePoint site).

(6) Firearms will be removed from a gun case, and the case entered as a separate item.

(7) All black powder weapons and firearms that cannot be unloaded will be taken to the Training Bureau range.

- During normal range hours, employees will contact range staff who will make the firearm safe for impounding following normal procedures.
- During the hours the range is not in use, employees will impound the firearms at the Bomb Squad's explosive bunkers in the "Gun" lockers (see section 6.G of this order for information on impounding at the explosive bunkers).

(8) Employees who are unfamiliar with the unloading procedures of any unusual firearm will request the assistance of a Firearms instructor before handling the firearm.

(9) If an employee completes an IR where the suspect used, threatened to use, or might have used a firearm, the firearm involved will be impounded under the *Evidence* "Action."

M. Flammables

(1) Only small quantities (less than a teaspoon full) of flammables are needed as evidence.

(2) After original containers have been processed for evidence (fingerprints, flammable liquids, or vapors), they should be washed with hot soapy water and impounded.

(3) Flammable samples, such as gasoline soaked wood or carpet, will be properly sealed in unused glass containers with metal lids, such as mason jars, or unused and unlined metal cans, and the lids will be sealed with an evidence label.

- Ensure each container/can is clearly marked with a description of the item.

(4) Small quantities of flammable evidence will be impounded at the:

- PMB Annex, 621 West Washington, between 6 a.m. and 2:30 p.m., Monday through Friday.
- Flammable storage lockers at the designated precincts, command stations, or PMB flammable storage area, before or after the above listed hours.

NOTE: Flammable samples/substances **will not** be impounded at the Evidence Drying Facility.

(5) Larger quantities of flammable substances **must** be impounded in the designated flammable storage area located in the northwest corner of the vehicle drop zone at PMB, 100 East Elwood, and the appropriate paperwork will be left in the mailbox adjacent to the guard shack in the vehicle drop zone.

- Items containing fluids, such as battery acid or oil, will be placed in lockers so as not to spill or cause damage.

N. Jewelry

- Employees will impound jewelry, including costume, fine jewelry, and watches, in accordance with sections 1 and 4 of this order.

5. O. Lab Analysis - Due to the large amount of evidence submitted to LSB for analysis, cases must be prioritized.

(1) Refer to the LSB Case Evidence Acceptance Policy on PolicePoint for more information and prioritization guidelines.

(2) Items requiring lab analysis may be impounded at any precinct/command station's property room or in the PMB Annex at 621 West Washington.

EXCEPTION: Controlled substances/drugs impounded as evidence in arrest situations and latent fingerprints impounded to prove prior convictions for sentencing enhancement **must** be impounded at the PMB Annex (a Prior Submission form must be attached to the latent print packaging).

ITEM	TYPE OF ANALYSIS PERFORMED BY LSB
(a) Blood	• Examine for presence • Determine if human • Develop DNA profile, compare with known specimens, and enter into CODIS when appropriate • Determine the type and quantity of controlled substances/drugs • Determine the presence of toxic vapors
(b) Drugs	• Determine the identity and legal classification of suspected drugs
(c) Firearms Projectiles Cartridge Casings	• Determine whether a firearm fired a particular cartridge or projectile • Determine type/s of firearm/s used from a recovered bullet or fired cartridge • Restore obliterated serial numbers
(d) Footwear/Tire Tracks	• Compare known shoes/tires to impressions from scene, documented by comparative photographs taken by CSRU personnel
(e) Gunshot Residue (GSR)	• Examine stub samples for particles characteristic of gunshot residue from cartridge primers
(f) Hair	• Examine for the presence of and determine if animal or human • Determine forensically useful characteristics • If root is present, possibly develop a DNA profile and enter into CODIS when appropriate • If a comparison with known specimens is required, items must be submitted by the case detective to the DPS Crime Lab for analysis.
(g) Latent Fingerprints	• Examine for presence of friction ridge detail • Compare with known subjects and enter into the Automated Fingerprint Identification System (AFIS) when appropriate
(h) Paint/Fibers/ Glass	• Examine for the presence of paint/fibers/glass transfers and comparison with a known specimen
(i) Semen	• Examine for presence • Develop DNA profile, compare with known specimens, and enter into CODIS when appropriate
(j) Tools/Tool Marks	• Characterize adhering substances on tools and compare with known samples • Compare and identify responsible tools with marks
(k) Volatile Liquids	• Examine debris from a suspicious fire to determine the presence of accelerants such as gasoline, kerosene, or other ignitable liquid • Determine the presence of ignitable liquid in liquid samples
NOTE: Materials and substances should be collected from known sources, when possible, for submission to the laboratory for comparison with the collected evidence.	

(3) Contact LSB to inquire about analyzing items not included in the above table.

5. P. Latent Prints

(1) Latent prints are extremely valuable as physical evidence; therefore, officers and crime scene personnel will make every effort to obtain them at crime scenes.

- The IR or Incident Supplement will indicate when prints are not obtained after processing the scene.
- If the scene was not processed, the reason will be noted.

(2) The Latent Print Card Form 80-77D (3 X 5) and/or Large Latent Print Card Form 80-77.1D (4 X 6) will be utilized as follows:

NOTE: For situations where the lifting surface has multiple fingerprints and/or palm prints that do not fit on the 3 X 5 Latent Print Card, use the 4 X6 Large Latent Print Card.

(a) Only one lift, which can obtain multiple impressions, will be placed on a card.

- Latent prints that are next to each other need not be lifted separately but can be lifted with one piece of tape and placed on one card.

(b) If the collector's fingerprints are inadvertently left on the tape, place an "X" over the top of the prints using an ink pen.

(c) Officers will ensure **All** boxes, except for the "I.D. Use Only" box, are correctly filled in.

(d) In the Location Print Lifted From area, include both a sketch and a clearly written description of the item/object processed to include where the print was obtained ensuring whether the print was lifted from the inside or outside surface of the item/object is noted: for example, driver side rear door exterior window.

NOTE: Place an "X" on the sketch to identify the exact point and orientation on the item/object from where the print was lifted.

(e) Officers will not write on or deface the glossy (back) side of the Latent Print cards except with directional arrows.

- Draw an up arrow on vertical surfaces or a directional arrow on horizontal surfaces (ensure the arrow does not obscure any prints)

(f) Multiple Latent Print cards from the same crime scene should be packaged in the same evidence envelope/bag.

- When preparing the latent print cards for impounding, trim any overhanging tape that does not fit on the card.

Q. MedReturn Box Items - Impound in accordance with sections 4, and 5.F.(1)(c) of this order if applicable.

NOTE: See Operations Order 4.24, Community Based Policing, for additional information.

R. Phlebotomy Procedures

(1) Qualifications	• Only those employees recognized through training and experience as a phlebotomist may draw blood for law enforcement purposes. ∗ Employees trained through a recognized phlebotomy program, such as the AzPOST recognized "Phlebotomy for Law Enforcement" program provided by Phoenix College. ∗ Any other qualified Phoenix employee as determined by the phlebotomy coordinator.

5. R. Phlebotomy Procedures (Continued)

(1) Qualifications (Continued)	• Phlebotomists must also adhere to an on-going annual re-qualification process as designated by the phlebotomy coordinator. • This process will include, but not be limited to: ∗ Drawing a minimum of 24 blood samples per year ∗ Attending annual training as scheduled by the phlebotomy coordinator or designee
(2) Documentation	• A Phlebotomy Draw Report or an Impaired Driver Report (for DUI suspects) must be completed for each subject blood draw. • An Incident Supplement will also be completed to impound the blood tubes and to include any statements and/or actions which may aid in prosecution of the suspect. • Every effort should be made to properly identify the subject. **NOTE**: Per Operations Order 6.4, Driving Under the Influence Investigations, a photograph of a DUI suspect will be taken, attached to the IR/Incident Supplement as an "Image", and then deleted from the memory card.
(3) Refusal	• If the subject verbally consents to the draw but refuses to sign the consent form, document "REFUSED TO SIGN" in the signature block. In this situation the case officer and phlebotomist can testify that the subject verbally consented. • If the subject initially consents and then changes their mind, a warrant will need to be obtained. • ARS authorizes blood draws without a warrant in exigent circumstances; however, a warrant will be obtained in all cases where verbal consent is not given. • Document whether the subject was cooperative or resisted the blood draw, such as cooperative, had to be escorted to restraint chair, or held down. • Not complying with a search warrant or court order is a violation of ARS 13-2810.A.2, Interfering with Judicial Proceedings.
(4) Combative Suspects	• Only force that is reasonable and necessary will be used to execute a search warrant for blood. • Officers will not use a stun device, hard impact weapon, chemical irritant, or any other weapon to subdue the suspect for the sole purpose of obtaining blood. • Phlebotomy restraint chairs are available at the Northern Command Station and all precincts. • If it appears a suspect may become combative, either through the suspect's statements or actions, in their refusal to submit to a blood draw, consideration will be given to transporting the suspect directly to a command station. • Prior to utilizing a restraint chair, an on-duty first level supervisor must respond to the appropriate command station to oversee the use of the restraint chair. • If a first level supervisor is unable to respond to the command station in a timely manner, a second level supervisor may grant verbal permission to utilize the restraint chair. • Each restraint chair is equipped with video monitoring/recording equipment which must be utilized during the blood draw to document suspect and police actions. ∗ Officers will state the IR number, date, and suspect name and date of birth prior to recording the blood draw. ∗ Officers will ensure the log sheet is completed for each video recording. ∗ The video recording will be impounded according to procedures outlined in section 5.S of this order
(5) Equipment	• Used needle or betadine pads will not be returned to the kit box or impounded. • The needle, hub, and pad must be disposed of using the recommended Occupational Safety and Health Administration (OSHA) guidelines.
(6) Blood Draw Attempts	• A phlebotomist may draw blood from a suspect they have personally arrested for DUI. • If the officer/phlebotomist feels it would be in everyone's best interest to have another phlebotomist draw the blood, one will be requested. • Phlebotomists who are unsuccessful on their first draw must select an alternative site if a second draw attempt is necessary. • Phlebotomists will not exceed two attempts to make a successful draw without supervisor authorization.

5. R. Phlebotomy Procedures (Continued)

(6) Blood Draw Attempts (Continued)	• Phlebotomists will not exceed two attempts to make a successful draw without supervisor authorization. • If the initial phlebotomist is unable to obtain an adequate blood sample, they may request the services of another phlebotomist. • The assisting phlebotomist must evaluate the site selection and may make one additional attempt to successfully obtain a sample. • Any other additional attempts will require supervisor authorization.
(7) Transportation and Storage of Blood	• The phlebotomist that obtained the blood sample/s will impound the blood as evidence in accordance with current impounding procedures. • If the blood was obtained for the purposes of testing for communicable/ contagious diseases, the procedures will be followed in Operations Order 4.9, Communicable Disease Control Plan. • If there is a delay before transporting the blood, the sample/s should be refrigerated or maintained in a cool environment, and never be frozen.
(8) Additional Phlebotomist Responsibilities	• Phlebotomists will complete all pertinent documentation contained in the blood kit, ensure another officer witnesses the blood draw, and label and package the blood evidence. • Phlebotomists will retain the blood in their possession until they have impounded it as evidence. • Phlebotomists will wear lab coats or disposable protective gowns, and protective gloves while performing all blood draws. • All phlebotomy equipment must be approved by the Department's phlebotomy coordinator. • Appropriate medical supplies may be obtained from a hospital or fire paramedics in emergency situations.
(9) Coordinator Responsibilities	• The phlebotomy coordinator is also the drug recognition expert (DRE) coordinator from the Traffic Education Safety Squad (TESS). • The phlebotomy coordinator is responsible for: * Coordinating initial training of phlebotomists. * Coordinating on-going training of active phlebotomists * Securing equipment and maintaining a call-out list and records. * Performing quality control of all blood draws performed by Department phlebotomists. * Exposure source draws (refer to Operations Order 4.9, Communicable Disease Control Plan, for more information)

S. Photographs

(1) All policy references to "photographs" will refer to photographic images taken by digital camera certified personnel with authorized cameras, and "film" will be referred to as digital film cards or imaging disks.

(2) The Forensic Imaging Unit (FIU) will not support images taken by non-authorized cameras.

(3) Only those cameras approved by FIU will be authorized for evidentiary images.

- FIU will supply all Department issued camera equipment with the exception of LSB and CSRU camera equipment.
- Employees will consult with FIU prior to purchasing a digital imaging camera if they plan to use it on duty.
- FIU is responsible for providing authorized training on approved digital cameras it has authorized.
- Employees will not use any personal electronic device, such as a personal digital assistant (PDA) or cellular phone, to take law enforcement related photographs.

5. S. (3) Only those cameras approved by FIU will be authorized for evidentiary images. (Continued)

- Employees must have supervisor approval to deviate from this policy.

  * If a personally owned device is used, it may be subject to public information requests, discovery, or seizure as evidence.

(4) Seized camera equipment must meet FIU specifications prior to being used for Department purposes.

(5) Definitions:

- Evidentiary images are images obtained for the purposes of evidence to support a criminal investigation or other investigative purpose, such as crash investigations involving City equipment.
- Non-evidentiary images are images taken for administrative, intelligence, or other reasons not originally believed to be evidence, such as field interview photographs; employees should be aware in some cases these images could become evidence at a future date.

(6) Photograph Procedures:

(a) When Evidentiary Photographs Will Be Taken	• When investigating serious crimes against persons or property, evidentiary photographs will be taken of all appropriate crime scenes and evidence. • Examples of serious crime scenes include, but are not limited to: ∗ Homicides ∗ Aggravated Assaults ∗ Sexual Assaults ∗ Child Neglect/Abuse ∗ Arson ∗ Use of Force incidents ∗ Burglaries ∗ Injured Prisoner ∗ Robberies ∗ Traffic fatalities/serious injury crashes ∗ Anytime a citizen is injured as a result of police contact, including traffic crashes • Photographs will be taken of recovered property that is to be returned to the victim in lieu of impounding, such as Operation Identification items or shoplifting evidence. • Only assigned imaging disks will be used and each disk can be utilized to store more than one crime scene. • Prior to taking evidentiary photographs (except DUI suspect photographs), the photographer must complete and photograph a blue/white Digital Data Form 80-93 (or similar form) with the case information, such as an IR or calls for service number, crime/incident type, date, subject, and photographer's serial number. • Digital images will only be deleted from the memory card by FIU or CSRU personnel after all images, whether usable or not, are uploaded into the Digital Imaging Storage System by FIU or CSRU personnel (see section 5.S.(6)(d) of this order for storing images). **EXCEPTION**: Photographs of DUI suspects will be deleted by the photographer after the photographs are attached to the IR/ Incident Supplement as an "Image."
(b) Personnel Authorized to Take Evidentiary Photographs	• CSRU personnel • Employees who have completed Department sponsored digital photography training on crime scene photography
(c) Documenting Photographic Crime-Scene Evidence	• An IR or Incident Supplement will be completed to include information regarding the crime scene photographs to describe their evidentiary value.

5. S. (6) Photograph Procedures: (Continued)

(d) Processing/ Storing Evidentiary Images	• Prior to submitting imaging disks to FIU, images will only be viewed using the camera's liquid-crystal display (LCD) to ensure adequate quality and/or evidentiary value was achieved. ∗ CSRU personnel and, in extraordinary circumstances, investigative units where a photograph is immediately needed, such as a package suspected to contain a bomb, may view images on-scene utilizing laptop/tablet computers (or other available computer peripherals that do not modify the image) to review quality. ∗ Under some circumstances, employees may enhance images as long as the original image is not modified. • Imaging disks, along with the blue/white Digital Data form/s, will be placed in an appropriate photo envelope when submitting to FIU. • The name, serial number, bureau/precinct and detail of the photographer will be included on the front of the envelope. • All other information requested on the envelope will be completed. • Injured prisoner and use of force evidentiary photographs will be designated as such on the front of the Digital Data form. • Photographs of traffic crashes that do not require an IR number will have a calls-for-service number assigned. • Except for CSRU personnel, the photo envelope will be hand-delivered to the appropriate personnel in FIU during normal business hours or inserted in the front slot of the locked box marked for imaging disks at all precincts, command stations, and the Information Services Unit (ISU) at the end of the shift. • The photographer will complete the log sheet for each photo envelope to be hand-delivered to FIU or that is being deposited in the locked box. • Each Monday through Friday, 6 a.m. to 3 p.m., the precinct/resource bureau runner will take the locked box and log sheet to FIU. • FIU personnel will verify the delivered photo envelopes and sign the log sheet which will be maintained in the Photography Lab to preserve the chain of custody (CSRU may maintain its own photography log). • The precinct/bureau runner will also sign the log sheet in the presence of FIU personnel when the locked box/photo envelopes are delivered. • FIU or CSRU personnel will upload the photographs into the Digital Imaging Storage System. • Evidentiary images will be stored in a database and a separate working copy may be created for investigative use, such as enhancement. ∗ This will prevent the original image from being corrupted. • Imaging disks will be cleaned and returned to the appropriate bureau/precinct for reuse. Units with Special Needs • Some bureaus have special needs and will be permitted to authenticate and store evidentiary photographs at their site due to court ordered investigations, open/on-going investigations, intelligence storage, etc. • These bureaus must comply with the same authentication and storage procedures utilized by FIU.
(e) Non-Evidentiary Images	• Non-evidentiary photographs may only be taken on a "GMIC" (Gang Information Card) imaging disk supplied by FIU. • If a total of ten or less non-evidentiary photographs have been taken of any incident, they may be uploaded as an attachment to FBR forms/reports and then deleted from the imaging disk. **NOTE**: To update a subject's master name index (MNI) with an uploaded photo, contact the Central Booking Unit at RIBFingerprintUnit.PPD@phoenix.gov or 602-495-3612.

5. S. (6) Photograph Procedures: (Continued)

(e) Non-Evidentiary Images (Continued)	• Non-evidentiary photographs may also be submitted to FIU in an appropriate photo envelope ensuring some type of identifying information is included for each incident, such as a calls for service number or the photographer's serial number and the subject's name and date of birth.
(f) Ordering Prints/Compact Discs (CDs) from FIU	• All evidentiary photographs and audio/video recordings of blood draws will be stored on the Department's centralized Digital Imaging Storage System, or when applicable, in LSB's imaging storage system. • If needed, prints/CDs may be ordered from FIU by sending an email to forensic.imaging.unit@phoenix.gov with the IR/FI/calls for service number, what is needed (photos, audios, or both), and how many copies. • Only photographs/recordings required for court or investigative purposes will be requested. • Upon completion of the request, the prints/CDs will be sent to the requestor through inter-office mail.

T. Recordings: Audio, Video, and Audio/Video

(1) Department audio recordings only will be uploaded to PolicePoint by accessing the "Audio Upload" link under "Applications" (left side of the Home page).

(2) Department audio/video recordings of blood draws will be submitted to/processed by FIU following the procedures as outlined in section 5.S.(6)(d) of this order.

NOTE: Imaging disks for blood draw audio/video recordings will be logged and inserted in the locked box at least once a week.

(3) Department audio/video recordings, other than for blood draws and recordings obtained by body worn video technology, are automatically stored in the Video Oversight system (see the specific investigative detail bureau manual for more information on the Video Oversight system and Operations Order 4.49, Body-Worn Video Technology, for body-worn video technology impounding procedures)

U. Tapes: Audio, Video, and Audio/Video

- Employees will impound all audio, video, and audio/video tapes in separate evidence bags separate from other items.

  * This procedure will eliminate the accidental erasing of tapes due to impounding with magnetic sources, such as magnets or speakers.

V. Vehicles

(1) Only vehicles impounded as Evidence, such as vehicles subject to seizure for forfeiture or involved in a fatal collision, will be placed in the Police Impound Lot located at 100 East Elwood.

(a) Impounded vehicles will be parked at the drop zone on the west side of the PMB building.

- The driveway entrance is located off Elwood.
- The code number to the gate is available from the Communications Bureau supervisor.

NOTE: If vehicles are too large for the 100 East Elwood Police Impound Lot, contact a PMB supervisor for further instructions.

5. V. (1) (b) All vehicles brought to 100 East Elwood by any towing company must be accompanied by a detective or uniformed officer.

- All employees and tow truck drivers will sign the logbook located in the guard shack.

(2) An IR will be completed for all vehicles impounded at the Police Impound lot.

(3) The PDF copy of the IR Evidence section will be printed (the draft is acceptable) and placed in the mailbox adjacent to the guard shack in the drop zone prior to the end of shift.

(4) A string ID Tag will be tied to the vehicle steering wheel and will list:

- IR number
- Date
- Location where the vehicle was removed from
- Offense type
- Officer's name and serial number

(a) If the vehicle is a motorcycle, the tag will be tied to the handlebars.

(b) If the item is a go-cart, rototiller, or similar gasoline-powered item, the tag will be tied to an exposed, readily visible part of the chassis.

(5) Officers will ensure all property found in vehicles, regardless of its value, will be impounded separately from the vehicle for evidence, safekeeping, or as prisoner's property (see Operations Order 4.17, Stolen Vehicle Investigations).

(6) Officers will not list vehicles stored at non-police/private impound storage locations or vehicles released to the registered owner, in the Evidence section of the IR.

W. Wet/Damp/Moist Items - Must be dried following the procedures as outlined in section 6.D.(3) of this order prior to impounding for long-term storage.

NOTE: For wet/damp/moist items containing biological evidence, follow the procedures as outlined in section 5.E. of this order.

6. **IMPOUND LOCATIONS**

A. Items will be impounded only at Department authorized impound locations, unless otherwise specified by this order.

B. Impound storage locations will be entered in the IR Evidence section.

C. Property Management Unit (PMU) - 100 East Elwood:

(1) Main Property Room and Freezer **Open:** **6 a.m. to 5 p.m.** **Monday - Friday**	• Items, including dried biological evidence, may be taken to the Main Property Room and handed directly to a property technician. • The appropriate paperwork will also be given to PMB personnel. • In arrest situations, controlled substance/drug items for analysis **will not** be impounded at this location. • The employee area for retrieving property is located on the west side of the building, just east of the officer's parking lot; look for the sign identifying the entrance. • After hours, weekends, or holidays, contact the Communications supervisor to request an on-call PMB supervisor for items requiring frozen storage.

6. C. Property Management Unit (PMU) - 100 East Elwood: (Continued)

(2) Impounding Large Items/Night Impound Room	• Items that will be impounded at this location are as follows: ∗ Items that are too large to fit into a precinct impound locker ∗ Any large quantity of property that would occupy more than one station locker space ∗ Cash (more than $5,000) ∗ Any large, heavy, or bulky items that cannot easily be handled by one employee (truck tires, safes, etc.) ∗ Any item exceeding 50 pounds • The Night Impound Room is located in the north section of the PMB building. • Items may be impounded inside this facility when PMB is closed (5 p.m. to 6 a.m.). • The magnetic/electric card to the room may be obtained from the lockbox or from the Communications Bureau radio supervisor at 100 East Elwood at any time. • Items that contain any amount of fuel will not be impounded in the Night Impound Room. • The appropriate paperwork will be completed and left with the items. • The Property Log will also be completed.

D. Laboratory Services Bureau (LSB) Building – 621 West Washington:

(1) PMB Annex **Open:** **24 Hours a Day, Seven (7) Days a Week**	• Located in the basement of the LSB building • Between the hours of 6 a.m. and 2:30 p.m., Monday through Friday, items may be handed directly to the property technician on duty along with the appropriate paperwork. • When the property technician is unavailable, all items and appropriate paperwork will be placed in appropriate sized lockers whenever possible. • Lockers should automatically lock when closed; officers will check lockers to ensure they are completely closed.
(2) Evidence Drying Facility	• Items of evidence that are wet/damp/moist, contain biological substances, or are fresh marijuana plants, must be dried prior to being impounded for long-term storage. • Employees that need to impound extremely odorous items should contact the VCB desk sergeant. • The following procedures will be used to prevent cross-contamination while placing evidence in the Evidence Drying Facility: ∗ Before employees enter the evidence packaging/prep room, they will put on protective equipment as required in Operations Order 4.9, Communicable Disease Control Plan. ∗ Employees will obtain and complete the Evidence Bay Control form. ∗ Employees will clean prep room work surfaces with the cleaning solution provided. ∗ Clean butcher paper will be placed on the work surface. ∗ Items to be placed in the evidence bay to be dried will be sorted on the butcher paper. ∗ Items will be searched before being placed in the evidence bay and contaminated items will be placed in the bay. ∗ Employees will repeat the cleaning/butcher paper process for each suspect and/or victim evidence processed, even when related to the same IR. ∗ Employees will change nitrile or latex examination gloves when processing or handling each evidence item. ∗ Evidence for each victim and suspect will be placed in separate bays, even if related to the same IR. ∗ Butcher paper and packaging used for transportation will be placed in the evidence bay with the wet items, but will not be listed in the Evidence section of the IR. ∗ Employees will use hangers and rods provided to hang items as appropriate. (Continued on next page)

6. D. Laboratory Services Bureau (LSB) Building – 621 West Washington: (Continued)

(2) Evidence Drying Facility (Continued)	• The following procedures will be used to prevent cross-contamination while placing evidence in the Evidence Drying Facility: (Continued) * To prevent cross-contamination of evidence, care will be taken to ensure items do not come into contact with each other. * A plastic numbered security seal will be used to secure the bay door, with the serial number noted on the Evidence Bay Control form. * The Evidence Bay Control form will be clipped to the bay door. * Before employees exit the Evidence Drying Facility, they will discard all soiled protective gear in the containers provided. * Employees will exit through the decontamination room using the cleanup supplies provided. Documentation • Patrol officers will generate an IR/Incident Supplement ensuring each item is listed in the Evidence section, a description of each item is provided, and the Drying Room is selected as the "Impounded Site". * The PDF copy of the IR Evidence section will be printed (the draft is acceptable) and clipped to the bay door with the Evidence Bay Control form. • Detectives and crime scene specialists will follow procedures as outlined in their bureau manuals. Drying Time • Fresh marijuana plants with stalks up to 1/2 inch in diameter will be allowed to dry for up to five (5) business days. • Fresh marijuana plants with stalks larger than 1/2 inch in diameter will be allowed to dry for up to10 business days. • All other items will be allowed to dry up to five (5) days unless otherwise necessary. Removing Items from the Evidence Drying Facility • After items have been given the appropriate amount of drying time, the follow-up detective or a crime scene specialist will remove, repackage separately, and impound the items (to include the original packaging and if necessary, the butcher paper) according to normal procedures or deliver the items to the PMB Annex if analysis is desired.
(3) Refrigerator	• Located in the PMB Annex and used for items such as, dried biological evidence, blood tubes/vials, and perishable items requiring analysis, during the hours when the property technician is not on duty. • Employees will indicate in the IR which items of evidence were placed in the PMB Annex refrigerator. • The PDF copy of the IR Evidence section will be printed (the draft is acceptable) and placed with the evidence in the refrigerator. • Only VCB personnel will empty the refrigerator, delivering items to PMB Annex personnel during business hours.
(4) Temporary Storage	• Lockers are available for detectives to secure items for up to 24 hours (this does not include weekends and holidays). • Patrol officers will only use these lockers under emergency situations. • Lockers will not be used for storing items prior to/before the scheduled court date. • Lockers are numbered 214-229 and are keyed in order to maintain the security of evidence. • Biohazard and hazardous items will not be stored in temporary lockers. • During PMB Annex business hours, a temporary locker will be assigned with the assistance of the property technician on duty.

6. D. Laboratory Services Bureau (LSB) Building – 621 West Washington: (Continued)

(4) Temporary Storage (Continued)	• After PMB Annex business hours, the following procedures will be followed when accessing temporary storage lockers: ∗ All key logs will be filled out completely when accessing lockers. ∗ The logs are hanging on the door of each locker available for temporary storage. ∗ The key for each locker will be left in the key slot of the locker. ∗ When the locker is in use, the detective will retain and be responsible for the key. ∗ When items are removed from the locker, the key will be left in the lock for later use. • The VCB administrative section has the responsibility for the inspection, audit, and policy enforcement of the temporary lockers. • A duplicate key for each locker will be retained off site at PMB. • CSRU maintains temporary evidence lockers in the Crime Scene Lab for the storage of evidence from scenes until impounded. ∗ If items cannot be impounded by end of shift, authorization by the employee's supervisor is necessary detailing the special circumstances required for longer storage. ∗ Duplicate keys for CSRU lockers are maintained in a lock box in CSRU.

E. Precinct/Command Station/Substation Property Rooms

(1) Black Mountain, Cactus Park, Central City, Desert Horizon, Mountain View, Maryvale/Estrella Mountain, and South Mountain Precincts **North and South Command Stations** **Ahwatukee Foothills, Public Records and Services Unit, Goelet Beuf, and South Mountain Village Substations**	• All items may be impounded at a precinct station/command station property room, unless otherwise specified in this order. ∗ A refrigerator is available at most precincts to impound DUI blood and urine evidence collection kits/boxes. • Keys to enter a precinct station/command station property room are located at their respective service desks. • Employees will complete the Key Sign Out/Evidence Retrieval Log form when impounding items. • Lockers should automatically lock when closed; officers will check lockers to ensure they are completely closed. • When all precinct station/command station locker space is filled, items will be impounded in the PMB Annex or at 100 East Elwood. • Items impounded at precinct stations/command stations will be removed regularly by PMB personnel and transported to the Main Property Room for storage. • PMB personnel finding incorrectly impounded items at the precincts/command stations will complete a Correction Request/Notification Form 80-6D. • Controlled substance/drug evidence seized from suspects that have been arrested may not be impounded at these locations.

F. Sky Harbor Airport - 3300 Sky Harbor Boulevard

(1) Found Property	• Found property at Sky Harbor International Airport will be turned over to the Aviation Department for disposition, with the exception of firearms, drugs, or money/jewelry valued at $50 or more. ∗ In these cases, the items will be turned over to Airport Bureau employees for impounding.

6. G. Training Bureau Range - 10001 South 15th Avenue

(1) Bomb Squad's Explosive Bunkers - "Gun" Lockers	• Located on the hill behind the shotgun range • The gate will remain unlocked during the hours the range is not in use. • Prior to going to the bunkers, raise the yellow flag • After impounding items in the "Gun" lockers, lower the yellow flag and return the flag to the box • **Ensure** a copy of the Evidence section (the draft is acceptable) is included with the impounded item/s **NOTE:** Flammables **will not** be impounded at the explosives bunkers (see section 5.M for procedures on impounding flammables).

7. **PROCEDURES FOR DOCUMENTING IMPOUNDED ITEMS WHEN THE FIELD BASED REPORTING (FBR) SYSTEM IS OFFLINE**

A. An FBR IR/FI will be initiated following normal procedures, however in lieu of obtaining a computer generated barcode number, follow the below formula to create a unique identifying number for each "Category" of evidence (refer to the Field Based Reporting User Manual for complete procedures when the FBR system is offline).

- Five (5) digit serial number, followed by the last eight (8) numbers of the incident number, followed by a "dash", followed by the package number.

  EXAMPLE: 07164 or A1243 (five (5) digit serial number), 12345678 (last eight (8) of the incident number), - , 1

- This number must be entered in the "Description" box prior to the actual description of the item.

  EXAMPLE:

"Category"	"Action"	"Description"
Item	Found	0716412345678-1: Black backpack found in northwest corner of the Walmart parking lot
Item	Found	0716412345678-2: Black wallet found in black backpack found in Walmart parking lot
NOTE: If an Incident Supplement is completed by the same officer/employee to impound additional items when the FBR system is offline, ensure the unique identifying number is the next in the series of numbers for the additional items/s (0716412345678-3, 0716412345678-4, etc.)		

B. Prior to impounding items, "Preview" the PDF draft of the IR/FI ensuring the items and package numbers are properly listed in the Evidence section.

- Once the employee is sure all the items and packages are listed and numbered properly, one PDF draft copy of the Evidence section will be printed and included with the impounded item/s.

C. Enter the required information on the handwritten Key Sign Out/Evidence Retrieval Log form.

1. **USE OF NATIONAL CRIME INFORMATION CENTER**

A. Security - Information available through NCIC is governed by policies, laws, rules, and regulations as set forth in the privacy and security of the criminal history record information (CHRI). Refer to Operations Order 4.6, Release of Records.

B. Restrictions - Officers will not request information on a subject or property unless the person or property is in custody or under observation and/or information is needed to further an investigation.

C. Negative Responses - A negative response should not be considered final, and officers may contact the Pawnshop Detail of the Property Crimes Bureau for information on stolen property reported in Incident Reports(IRs).

D. Records Check - Officers may check any of the following items through NCIC by providing the required information to a Communications operator, the Information Services Unit (ISU), or accessing the Centrally Linked Information for Public Safety (CLIPS) application on a desk top computer:

ITEM	REQUIRED INFORMATION	AUTOMATIC CHECKS / EXCEPTIONS
(1) Stolen Vehicle	• License number • Issuing state • Vehicle identification number (VIN)	• Stolen vehicles • Stolen license plates • Felony vehicles • Stolen parts • Wanted/missing persons
(2) Felony Vehicle	• License number • Year license issued • Issuing state • VIN	• Stolen vehicles • Stolen license plates • Felony vehicles • Wanted/missing persons
(3) Stolen License Plate	• License number • Year license issued • Issuing state	• Stolen plates • Stolen vehicles • Felony vehicles • Wanted/missing person
NOTE: The Motor Vehicle Division (MVD) format should not be used to enter handicap plates into the Arizona Crime Information Center (ACIC)/NCIC, only use the letters that appear.		
(4) Stolen Engine and Transmission	• Serial number	• Stolen vehicles • Felony vehicles • Stolen parts • Wanted persons
(5) Stolen Gun	• Serial number • Manufacturer • Caliber	• Stolen gun files
(6) Stolen Property	• Serial number • Type of property ($500+)	**EXCEPTIONS:** • Accumulative value $5,000+/incident • Business machines regardless of value • Color televisions • See the NCIC Code Manual for items requiring entry as a stolen vehicle
(7) Stolen Boat/Trailer/ Securities	• See the NCIC Code Manual	**EXCEPTION**: • Credit cards not entered
(8) Wanted Person	• Name and/or one of the following: ∗ DOB ∗ FBI number ∗ SSN ∗ Driver license number	• Wanted/missing person

2. **NCIC ABBREVIATIONS** - The abbreviations listed in this section will be used for NCIC input, citations, and reports. Refer to the NCIC Code Manual for complete listings.

A. States

(1) United States

AL	ALABAMA	**NB**	NEBRASKA
AK	ALASKA	**NV**	NEVADA
AZ	ARIZONA	**NH**	NEW HAMPSHIRE
AR	ARKANSAS	**NJ**	NEW JERSEY
CA	CALIFORNIA	**NM**	NEW MEXICO
CO	COLORADO	**NY**	NEW YORK
CT	CONNECTICUT	**NC**	NORTH CAROLINA
DE	DELAWARE	**ND**	NORTH DAKOTA
FL	FLORIDA	**OH**	OHIO
GA	GEORGIA	**OK**	OKLAHOMA
HI	HAWAII OR	**OR**	OREGON
	PACIFIC ISLANDS	**PA**	PENNSYLVANIA
ID	IDAHO	**PR**	PUERTO RICO
IL	ILLINOIS	**RI**	RHODE ISLAND
IN	INDIANA	**SC**	SOUTH CAROLINA
IA	IOWA	**SD**	SOUTH DAKOTA
KS	KANSAS	**TN**	TENNESSEE
KY	KENTUCKY	**TX**	TEXAS
LA	LOUISIANA	**UT**	UTAH
ME	MAINE	**VT**	VERMONT
MD	MARYLAND	**VI**	VIRGIN ISLANDS
MA	MASSACHUSETTS	**VA**	VIRGINIA
MI	MICHIGAN	**WA**	WASHINGTON
MN	MINNESOTA	**DC**	WASHINGTON, D.C.
MS	MISSISSIPPI	**WV**	WEST VIRGINIA
MO	MISSOURI	**WI**	WISCONSIN
MT	MONTANA	**WY**	WYOMING

(2) Other than United States - See the NCIC Code Manual for complete listings on the following:

- Territorial Possessions
- Indian Nations
- Canadian Provinces
- Mexican States
- Countries/Dependencies/Territories

B. Personal Descriptors

(1) Ethnic Origin

A	Asian/Pacific Islander	**U**	Unknown
B	Black	**W**	Caucasian
I	American Indian/Alaska Native		
NOTE: Hispanic will be designated as W on all Arizona Traffic and Ticket Complaints (ATTCs) and NCIC inquiries.			

2. B. (2) Hair color

BLD	Bald	**ONG**	Orange
BLK	Black	**PNK**	Pink
BLN	Blonde/Strawberry blonde	**PLE**	Purple
BLU	Blue	**RED**	Red
BRO	Brown	**SDY**	Sandy
GRY	Gray	**WHI**	White
GRN	Green	**XXX**	Unknown or Completely Bald

(3) Eye color

BLK	Black	**HAZ**	Hazel
BLU	Blue	**MAR**	Maroon
BRO	Brown	**MUL/COL**	Multi-Colored
GRY	Gray	**PNK**	Pink
GRN	Green	**XXX**	Unknown

(4) Names

(a) Apostrophized	Condense to eliminate apostrophe **EXAMPLE**: O'Neal › Oneal
(b) Hispanic	Use the full name including both surnames **EXAMPLES**: Subject's Name - (hyphenated): • Jose Rodriguez-Gonzalez › Rodriguez-Gonzalez, Jose Subject's Name - (non-hyphenated) • Jose Rodriguez Gonzalez › Rodriguez Gonzalez, Jose Subject's Name - (with Spanish letter "Y") • Jose Rodriguez y Gonzalez › Rodriguez y Gonzalez, Jose
(c) Asian	Enter the last unit as the master last name and the alternate **EXAMPLES**: • NAM/Nai, Donald Lee • AKA/Lee, Donald Nai • AKA/Donald, Lee Nai

(5) Social Security Numbers - The first group of a Social Security number indicates the state or territory of original registration. Listed below are group numbers assigned to each state.

001-003	**New Hampshire**	429-432	**Arkansas**
004-007	**Maine**	433-439	**Louisiana**
008-009	**Vermont**	440-448	**Oklahoma**
010-034	**Massachusetts**	449-467/ 627-645	**Texas**
035-039	**Rhode Island**		
040-049	**Connecticut**	468-477	**Minnesota**
050-134	**New York**	478-485	**Iowa**
135-158	**New Jersey**	486-500	**Missouri**
159-211	**Pennsylvania**	501-502	**North Dakota**
212-220	**Maryland**	503-504	**South Dakota**
221-222	**Delaware**	505-508	**Nebraska**
223-231	**Virginia**	509-515	**Kansas**
232-236	**West Virginia**	516-517	**Montana**

2. B. (5) Social Security Numbers (Continued)

237-246	**North Carolina**		518-519	**Idaho**
247-251	**South Carolina**		520	**Wyoming**
252-260	**Georgia**		521-524	**Colorado**
261-267/589-595	**Florida**		525/585/648-649	**New Mexico**
268-302	**Ohio**		526-527/600-601	**Arizona**
303-317	**Indiana**		528-529/646-647	**Utah**
318-361	**Illinois**		530	**Nevada**
362-386	**Michigan**		531-539	**Washington**
387-399	**Wisconsin**		540-544	**Oregon**
400-407	**Kentucky**		545-573/602-626	**California**
408-415	**Tennessee**		574	**Alaska**
416-424	**Alabama**		575-576	**Hawaii**
425-428/587-588	**Mississippi**		577-579	**District of Columbia**
580	**Virgin Islands**		700-728	**RR Retirement**
586	**Guam, American Samoa, Northern Mariana Islands, Philippine Islands**		580-584/596-599	**Puerto Rico**

C. Vehicles - The most common manufacturer's abbreviations are given in the following tables. A complete listing can be found in the NCIC Code Manual.

(1) Automobiles

MAKE	CODE		MAKE	CODE
Acura	**ACUR**		Jeep (1970 - 1988)	**AMER**
Alfa Romeo	**ALFA**		Jeep (1989)	**JEEP**
American Motors	**AMER**		Karmann-Ghia (Volkswagen)	**VOLK**
Audi	**AUDI**		Lexus	**LEXS**
Austin	**AUST**		Lincoln	**LINC**
Austin-Healy	**AUHE**		Maserati	**MASE**
Bentley	**BENT**		Mazda	**MAZD**
BMC	**BMC**		Mercedes-Benz	**MERZ**
BMW	**BMW**		Mercury	**MERC**
Buick	**BUIC**		Merkur	**MERK**
Cadillac	**CADI**		MG	**MG**
Capri	**CAP**		Mitsubishi	**MITS**
Checker	**CHEC**		Nissan	**NISS**
Chevrolet	**CHEV**		Oldsmobile	**OLDS**
Chrysler	**CHRY**		Opel	**OPEL**
Citroen	**CITR**		Peugeot	**PEUG**
Lincoln-Continental	**LINC**		Plymouth	**PLYM**
Daihatsu	**DAIH**		Pontiac	**PONT**
Datsun	**DATS**		Porsche	**PORS**
Dodge	**DODG**		Renault	**RENA**
Ferrari	**FERR**		Rolls-Royce	**ROL**
Fiat	**FIAT**		Rover	**ROV**
Ford	**FORD**		SAAB	**SAA**
General Motors	**GMC**		Saturn	**STRN**
Honda	**HOND**		Subaru	**SUBA**
Hyundai	**HYUN**		Suzuki	**SUZI**
Infiniti	**INFI**		Toyota	**TOYT**
International (Harvester)	**INTL**		Triumph	**TRIU**
Isuzu	**ISU**		Volkswagen	**VOLK**
Jaguar	**JAGU**		Volvo	**VOLV**
Jeep (to 1969)	**JEP**		Yugo	**ZCZY**

2. C. (2) Trucks

MAKE	CODE		MAKE	CODE
American Motors - Jeep	**AMER**		Mack	**MACK**
Case	**CASE**		Massey-Ferguson	**MASS**
Caterpillar	**CAT**		Mazda	**MAZD**
Chevrolet	**CHEV**		Mercedes-Benz	**MERZ**
Datsun	**DATS**		Mitsubishi	**MITS**
Dodge	**DODG**		Nissan	**NISS**
Eagle	**EAGI**		Peterbuilt	**PTRB**
Ford	**FORD**		Plymouth	**PLYM**
GMC	**GMC**		Subaru	**SUBA**
International	**INTL**		Suzuki	**SUZI**
Isuzu	**ISU**		Toyota	**TOYT**
Jeep	**JEP or JEEP**		Volkswagen	**VOLK**
Kenworth	**KW**		Willys-Overland	**WILL**

(3) Motorcycles

MAKE	CODE		MAKE	CODE
Bianchi	**BIAN**		Kawasaki	**KAWK**
BMW	**BMW**		Lambretta	**LAMB**
Bridgestone	**BRID**		Miniscooter	**MINI**
BSA	**BSA**		Montesa	**MOTS**
Bultaco	**BULT**		Moto Guzzi	**MOGU**
Cushman	**CUSH**		Norton	**NORT**
Ducati	**DUCA**		Puch	**PUCH**
DKW	**DKW**		Reconstructed	**RECO**
Fox	**FOX**		Sears (Roebuck & Co.)	**SEAR**
General Moped	**GENR**		Sensation	**SNSA**
Harley-Davidson	**HD**		Suzuki	**SUZI**
Hodaka	**HODA**		Tote Gote	**TG**
Homemade	**HOMD**		Triumph	**TRUM**
Honda	**HOND**		Vespa	**VESP**
Husqvarna	**HUSQ**		Yamaha	**YAMA**

(4) Motorhomes

MAKE	CODE
All Seasons	**ALSE**
Arrow	**ARRO**
Balboa	**BALB**
Beachcraft	**BEAM**
Beechwood	**BEEH**
Bluebird	**BLUB**
Catalina	**CATL**
Chinook	**CHNO**
Coachman	**COAH**
Itasca	**ITAS**
Olympia	**OLYM**
Shasta	**SHAS**
Winnebago	**WINN**

2. D. Other Color Codes

Amethyst	**AME**
Beige	**BGE**
Blue, Dark	**DBL**
Blue, Light	**LBL**
Bronze	**BRZ**
Camouflage	**CAM**
Chrome (Stainless steel)	**COM**
Copper	**CPR**
Cream (Ivory)	**CRM**
Gold	**GLD**
Green	**GRN**
Green, Dark	**DGR**
Green, Light	**LGR**
Lavender	**LAV**
Mauve	**MVE**
Orange	**ONG**
Pink	**PNK**
Purple	**PLE**
Silver (Aluminum)	**SIL**
Tan	**TAN**
Taupe	**TPE**
Teal	**TEA**
Turquoise	**TRQ**
White	**WHI**
Yellow	**YEL**

Phoenix Police Department's Operations Orders Section 8.3 is restricted, and is not available for dissemination to the general public.

1. **BASIC TYPES OF DOCUMENTATION** - All employees will accurately complete all forms and reports associated with their duties prior to the end of the shift unless otherwise authorized by a sworn supervisor or specified within this order (see section 2.D of this order for form/report completion and approval priority guidelines).

- The below forms/reports may be used to document crimes, incidents, or other police activity.

NOTE: An Incomplete/Missing Field Based Reporting (FBR) report may be generated by employees to help ensure FBR forms/reports have been completed.

A. FORMS/REPORTS COMPLETED IN THE FBR	
(1) Incident Report (IR) and Incident Supplement	• IRs and Incident Supplements will be used to document criminal incidents where there will or may be further follow-up or whenever there is the possibility of a delayed request for prosecution. **NOTE**: IRs and Incident Supplements are not limited to documenting criminal incidents. • The records management system (RMS) is used to distribute, store, and retrieve IRs. • IR numbers are generated through the Computer Aided Dispatch (CAD) system. • When CAD is down (30 minutes or longer), an IR number may be obtained from the Information Services Unit (ISU). • Non-confidential information from IRs is available to the public, for a fee, from the Public Records Detail.
(2) Booking Forms	• Includes the Booking Report, Release Questionnaire (Form IV), Form IV A (Fugitive Arrest), and Release Questionnaire Supplemental - Prop 100 Questions • Refer to Operations Order 7.4, Booking Procedures, for more information
(3) Field Interview (FI) Report (Form 80-36D)	• This form will be used when it is necessary to record non-criminal information. • Officers will fill in the appropriate spaces as completely and accurately as possible including “Offense Element 1”, if necessary, to ensure proper routing.
(4) Accident Forms	• Includes the Arizona Crash Report (ACR) Forms 01-2704A & B (to include the narrative, crash diagram, and Truck/Bus Supplement Form 01-2710) and Fatal Supplement Form 01-2705 • These forms will be used to report motor vehicle accidents on public thoroughfares or private property as outlined in Operations Order 6.5, Traffic Accident Investigation. • Officers will ensure the CAD incident number is included. • Redacted and un-redacted crash reports are available online through CopLogic within 24 hours of review by the Code Enforcement Unit (CEU).
(5) Citation	• Includes the Arizona Traffic Ticket and Complaint (ATTC) (refer to Operations Order 6.2, Arizona Traffic Ticket and Complaint, for more information) and Notice of Violation (NOV) (refer to Operations Order 6.8, Parking Enforcement, for more information)
(6) BOLO	• Used to request specific information and/or caution officers on a person and/or vehicle (refer to Operations Order 4.19, Investigative Procedures, for more information)
(7) Building Check	• Used to document property checks participating in the Special Watch Programs (refer to Operations Order 4.24, Community Based Policing, for more information)
(8) Forensic Form	• Used by detectives only to request scientific analysis for impounded evidence
(9) Patrol Activity Log	• Used by supervisors to document unusual situations, wanted persons, major investigations, etc.
(10) Use of Force Report	• Used by supervisors to document use of force incidents resulting in injury/alleged injury (refer to Operations Order 1.5, Use of Force, for more information)
B. FORMS/REPORTS NOT COMPLETED IN THE FBR	
(1) Easy Forms	• This application is located on the Mobile Data Computer (MDC)/computer desktops and is to be utilized after necessary FBR forms/reports are initiated. • The following entries will be completed and sent to the Centralized Automated Records Support (CARS) Unit as soon as possible for entry into Arizona Crime Information Center (ACIC)/National Crime Information Center (NCIC) and/or National Insurance Crime Bureau (NICB) via Centrally Linked Information for Public Safety (CLIPS): (continued on next page)

1. **BASIC TYPES OF DOCUMENTATION** (Continued)

B. FORMS/REPORTS NOT COMPLETED IN THE FBR	
(1) Easy Forms (Continued)	∗ Missing/Found Person ∗ Recovered Stolen Gun FOJ ∗ Stolen/Recovered Vehicle or Plate ∗ Tow Slip (police requested towed/impounded vehicle) **NOTE**: Refer to the specific related policies for more information. • The following form may be completed to be distributed as needed: ∗ Accident Exchange Information Form
(2) Form IV(C) Release Questionnaire Intimate Partner Risk Assessment Form 80-597D	• This form must be completed for all arrested intimate partner suspects and intimate partner suspects who have fled and probable cause exists to arrest them (see Operations Order 4.26, Domestic Violence, for more information).
(3) MDC False Alarm Mask	• This MDC screen will be used to report any activated alarm to which an officer was dispatched or took on-view action. • All spaces on the MDC screen will be filled out as completely and accurately as possible.
(4) Special Service Report (SSR) Form 150-40	• Used to report problems to other City departments for action; for example, zoning violations, traffic engineering deficiencies, and street maintenance problems. • Street maintenance problems and traffic engineering deficiencies may also be submitted online at https://www.phoenix.gov/formssite/Forms/emstmnt.aspx • Zoning violations may also be submitted online at https://www.phoenix.gov/nsd/report-blight

2. **ADMINISTRATION OF IRs**

A. IR Purpose

(1) An IR is the primary reporting document for recording any crime or incident, having occurred within the City, either reported to the Department or observed by an officer.

(2) IRs convey information and intelligence to authorized persons other than the writer; therefore the primary considerations of reporting will be clarity, accuracy, and completeness of the information recorded.

(3) An IR will be completed if the elements of a crime are present, even if the victim does not desire prosecution, suspect is unknown, or there is no immediate need for a follow-up investigation.

- When in doubt, officers will notify a supervisor. If the elements of a crime are not present, an FI should be completed to document the incident.
- Officers will decide if a report will be completed, not the victim.

EXCEPTION: Hit-and-Run reports not meeting the criteria as outlined in Operations Order 6.5, Traffic Accident Investigations, do not have to be completed.

(4) IRs will be completed on criminal offenses involving adults and/or juveniles as suspects or victims.

(5) The IR is designed to report the majority of offenses investigated by the Department and will be used as indicated in this order.

2. A. (5) (a) When the following specific report forms apply to an incident, an IR will not be completed:

- Arizona Crash Report (unless otherwise noted in Operations Order 6.5; Traffic Accident Investigation)
- FI

(b) For information on the IR and/or FI, employees may utilize the "Help" file tab on the top right portion of the FBR screen.

B. Federal Bureau of Investigation (FBI) – Uniform Crime Reporting (UCR)/National Incident Based Reporting System (NIBRS) definitions:

(1) Incident - One or more offenses committed by the same offender, or group of offenders, acting in concert, at the same time and place.

(2) Acting in Concert - All offenders actually commit or assist in the commission of all of the offenses of an incident. Offenders must be aware of, and consent to, the commission of all of the offenses; or even if non-consenting, their actions, or inaction, assist in the commission of all offenses.

(3) Same Time and Place - The same person or group of persons commit more than one offense and all the offenses have occurred during an unbroken time period at the same or adjoining locations

EXCEPTION: Incidents can be comprised of offenses which, by their nature, involve continuing criminal activity by the same offender/s at different times and/or places, as long as law enforcement deems the activity to constitute a single criminal transaction.

EXAMPLE: A bank employee manipulates the bank's computer over an 18 month period and systematically embezzles $70,000 (the continuing criminal activity against the same victim constitutes a single incident of embezzlement).

C. Reporting Two or More Offenses

(1) Only one IR will be required when an incident involving more than one offense committed by the same suspect/s at the same time and location and acting in concert.

EXAMPLE: Two suspects commit a robbery in a bar. During the robbery, the first suspect begins to sexually assault a victim. The second suspect tells the first suspect to stop and only rob the victim. Although the second suspect did not consent to the sexual assault, by displaying a gun, he/she prevented someone from helping the victim and therefore assisted in the commission of the sexual assault. One IR will be completed listing the robbery and sexual assault.

- The most serious offense will be listed as the primary offense to ensure proper routing to the appropriate investigative detail.

(2) Separate IRs will be required if the addresses of two or more offenses are different-(separate of time and place) or when suspects do not act in concert during the commission of all the offenses of an incident.

EXAMPLE: [1]If a series of theft from vehicles occur at the same approximate time but in different church parking lots, and appear to have been committed by the same suspect, separate IRs will be completed.

2. C. (2) **EXAMPLE**: (Continued)

[2]When two suspects commit a robbery at a bar and in searching for additional patrons to rob; one suspect finds a female customer in a restroom and sexually assaults her. The second suspect was not acting in concert to the sexual assault (he/she was not aware). Two IRs will be completed (one for the robbery and one for the sexual assault).

- If more than two IRs are related, the first IR will have "See Narrative" in the "Related Report Number" box of the IR Heading section, the related reports will be listed in the narrative of the first report, and the related IRs will note the first IR number in the "Related Report Number" box.

D. Prioritizing Forms/Reports - The listed FBR forms/reports will be completed and submitted for review and approval following the guidelines outlined below.

NOTE: An Easy Form will also be completed following the guidelines outlined below.

Priority[1]	FBR Form/Report	Timeframe for Employee to Complete	Timeframe for Review and Approval	Who Reviews and Approves	Easy Form Completed/ Sent to CARS
1	• IRs with a suspect in custody (adult and/or juvenile)	**As soon as possible**	**As soon as possible**	Supervisor	No
	• Booking forms	**As soon as possible**	**As soon as possible**	Centralized Booking Detail	No
	NOTE: If Priority 1 forms/reports are not reviewed and approved by the noted entity within two (2) hours, the on duty lieutenant will be notified immediately.				
2	• IRs with missing person/s under the age of 21	End of shift	End of shift	Supervisor	As soon as possible[2]
	IRs with/involving: • Found missing persons • Impounded vehicles • Kidnapping • Missing person/s over the age of 21 • Recovered stolen guns FOJ • Stolen or recovered stolen license plates • Stolen or recovered stolen vehicles	End of shift	End of shift	Supervisor	As soon as possible
	IRs: • With a suspect cited in lieu of detention (ATTC issued) • Requiring immediate follow-up • Involving domestic violence (not in custody) • With Identifiable lost/stolen property (serialized, owner applied number, or unique)	End of shift	End of shift	Supervisor	No

2. D. Prioritizing Forms/Reports (Continued)

3	• All other IRs[3] • Accident forms (ACRs)[3] • FIs[3]	End of shift	Within 48 hours of submittal	Supervisor	As soon as possible[3]

NOTE: [1]Based on review and approval timeframe
[2]The Easy Form must be completed and sent to the CARS Unit as soon as possible and no later than two (2) hours of being notified of the missing person.
[3]An Easy Form is only necessary if a vehicle is being towed as a result of a police requested tow.

(1) When working supplemental overtime or off-duty, officers will follow the procedures outlined in the next sections [2.C.(1)(a) or (b)] to ensure IRs and bookings are reviewed and approved in the required timeframes

(a) Supplemental overtime - If working in a precinct other than the precinct/bureau they are normally assigned, officers **must** call the Data Integrity Detail at 602-256-4110 at the beginning of the supplemental shift and advise which precinct they will be working.

(b) Off-duty - If working in a precinct other than the precinct/bureau they are normally assigned, and a Priority 1 or Priority 2 report/form must be completed, **prior** to **submitting** the report/form, officers **must** call the Data Integrity Detail and advise which precinct they are working the off-duty.

E. Submission of IRs for Complaints

(1) In all criminal cases where an indictment, information, or complaint is sought, the Court Liaison Detail will furnish the appropriate prosecuting authority with the necessary copies of all IRs and supplements concerning the case.

(2) The following information will be included in an IR when submitting to the prosecuting attorney:

- Names, addresses, and telephone numbers with area codes of potential witnesses
- A synopsis providing a brief summary of the incident, to include a probable cause statement that accurately supports the listed charge/s
- Summary of statements made by potential witnesses and the defendant
- List of objects that have been seized and may be used in a criminal proceeding
- Whether or not electronic surveillance or a search warrant played a part in the case (a copy of the warrant will be attached to the IR)
- Whether or not an informant played a part in the case (they **will not** be named)
- Prior felony convictions of suspects
- Whether or not a live or photographic lineup was conducted
- An appropriate closing statement

(3) Crimes Involving Children Who are Placed in Foster Care

(a) The IR will include the name and business telephone number with area code of the Child Protective Services caseworker who authorized the placement.

(b) The IR will not include the names of the foster parents or address of the foster home.

(4) The Department will not submit Federal Bureau of Investigation (FBI), state, or local arrest records (rap sheets) on victims or witnesses to the prosecuting authority except upon request.

2. F. Clearing Reports - Only officers assigned to the following bureaus and details are authorized to clear IRs assigned to them:

- Judicial Process Detail
- Community Relations Bureau (CRB)
- Drug Enforcement Bureau (DEB)
- Family Investigations Bureau (FIB)
- Homeland Defense Bureau (HDB)
- Property Crimes Bureau (PCB)
- Traffic Bureau
- Violent Crimes Bureau (VCB)

G. Supervisory Review of IRs and FIs - Supervisors will review IRs, Incident Supplements, and FIs as specified in Operations Order 5.1, Line Inspections

4. **FBR IR AND FI FORMS** - Used to record information obtained during the investigation/police contact.

- Refer to the FBR User Manual for report entry guidelines/procedures.

5. **SKETCH/DIAGRAMS**

A. If a sketch is used to aid in the investigation, it will be scanned and uploaded to the RMS Incident module using the document viewer (refer to RMS User Manual/Document Capture and Viewer Component for importing procedures).

B. Sketches and diagrams should include, but are not limited, to the following:

- Dimensions
- Relation of the crime scene to other buildings, geographical features, or roads
- Address, floor, or room number, as appropriate
- Location of significant features of scene, including victim
- Date and time of the sketch
- Names and serial numbers of persons preparing sketch
- Direction of North
- Location of items of physical evidence recovered
- IR number

6. **INCIDENT SUPPLEMENTS**

A. Incident Supplements will be completed to document additional information gathered in the follow-up investigation, or to clear or record the status of an IR.

B. All requests for further investigation by detectives, City attorneys, or County attorneys will be answered in a separate Incident Supplement, using appropriate formats and/or narrative.

(1) The specific questions posed by the detectives or attorneys will not be listed in the supplement.

(2) Officers will not reply to the detective or attorney's questions by writing on the face sheet of the form.

C. Citizens Online Police Reporting System or Citizen's Mail-In Supplement Form 80-114D

(1) Officers will advise victims they may utilize the online police reporting system at phoenix.gov/police (also listed in the Victim's Rights Pamphlet Form PPD #54), if they have additional information that could be helpful to the investigation, they discover additional items missing at a later time, or want to add serial numbers to items already reported.

6. C. (1) (Continued)

- When victims advise they do not have access to the internet and/or a valid email address, officers will provide a Citizen's Mail-in Supplement Form 80-114D.

  * Officers will fill in the IR number, location of occurrence, and type of report on the Citizen's Mail-In Supplement form before leaving it with the victim.
  * If victims so not desire to use this form, none will be left.

(2) Under no circumstances will this form relieve officers of the responsibility to list known missing property during the initial investigation.

(3) Returned Citizen's Mail-In Supplement forms will be forwarded to the assigned detective for completion of an Incident Supplement, as needed

7. **HANDWRITTEN INVESTIGATION NOTES**

A. Handwritten investigation notes that have been substantially incorporated in an IR within 20 working days may be destroyed.

- This **does not** relieve officers of the responsibility to complete all reports **prior** to the end of the shift unless authorized by a sworn supervisor, as stated previously in this order.

B. Handwritten investigation notes that **have not** been substantially incorporated in an IR within 20-working days must be preserved.

- This may be done by impounding the original or photocopy of the notes, or a verbatim (word for word) recording of the content of the notes.

1. **GENERAL INFORMATION**

A. Evidence items will be retained by the Property Management Bureau (PMB) until the case has been adjudicated in a court of law, or until it is released by the responsible investigative detail or the property purge team of PMB.

- The responsible investigative detail will abide by the provisions of Arizona Revised Statute (ARS) 13-4429 concerning the return of victim's property; release of evidence.

B. The case detective must generate an "Authorize Release" in the records management system (RMS) Evidence module for items impounded as Evidence before PMB can release the items to citizens.

C. Items impounded as Found, Prisoner Property, or Safekeeping will be returned immediately to the rightful owner/authorized person upon claim with proper identification; examples of proper identification are:

- Valid driver license
- Government or state-issued identification card
- Military identification card
- Passport

2. **DISPOSTITION OF IMPOUNDED EVIDENCE ITEMS**

A. The assigned case detective is responsible for:

- The disposition of impounded Evidence items ("Authorize Release or Destroy").
- Ensuring the owner/responsible party (if known) is notified of the availability of the items.

NOTE: In the detective's absence, their supervisor will be responsible for the above responsibilities.

B. Impounded Evidence Items Belonging to a Known Owner/Responsible Party

(1) When impounded Evidence items are no longer needed and the owner **can** be determined, the assigned case detective will enter an "Authorize Release" for each item to be released in the RMS Evidence module.

- Select "R" (Available for Release) for the "Disposition Type" under the "Authorize Release" tab.

(2) The assigned case detective will also enter the name and address (if known) of the rightful owner, with the involvement code of "RT" (Release To), under the "Names" tab.

(a) A letter to the owner will be automatically generated and sent to the name and address as entered by the case detective.

- If the owner's address is not known, the case detective is responsible for notifying the owner (by phone, email, etc.) of the availability of the items.

(b) An agent/responsible party of the rightful owner must have a signed, notarized letter from the owner, in order to retrieve the property.

(3) Pre-PACE: If an item to be released was impounded pre-PACE, complete and sign a Release Authorization Form 80-14D or a Property Disposition Authorization Form 80-14DA.

2. C. Impounded Items with an Unknown Owner

- When impounded items are no longer needed and the owner **cannot** be determined, the assigned case detective will enter an "Authorize Release" for each item to be released in the RMS Evidence module.

  * If the item is not contraband select "R"; otherwise, select "S" (To be Destroyed) for the "Disposition Type" under the "Authorize Release" tab.

D. Disposal of Large Drug Seizures

(1) ARS 13-3413.D allows for the destruction of drug seizures in excess of 10 pounds of marijuana, or one (1) pound of other illegal drugs, such as narcotics or dangerous drugs.

(2) When seizures are made in excess of those amounts, the Drug Enforcement Bureau (DEB) will be contacted for assistance.

(a) The DEB detective will complete the Notice of Destruction Form 80-558D and deliver it to the suspect/s at the time of seizure and/or arrest.

(b) One copy of the form will be given to each suspect, whether or not they are booked.

- If this is not possible, a reasonable attempt will be made to deliver the form to the suspect's attorney.

(c) A copy of the form will be sent to the DEB case detective, who will ensure the form is impounded as evidence.

(d) The DEB case detective will send a copy to PMB and attach a copy to the related paperwork for the prosecuting attorney.

(3) The DEB case detective will ensure the following occurs prior to the destruction of any drugs:

(a) The evidence will be photographed and weighed in its original condition.

- Photographs will be processed/stored as outlined in Operations Order 8.1, Evidence, Impounding, and Property.

(b) Employees from the Laboratory Services Bureau (LSB) will remove core samples from each individual package, and they will be retained as evidence and scientific analysis.

- In cases over 100 pounds of marijuana, LSB or trained Bale Buddies detectives will conduct the coring process at PMB.

(c) If there are numerous packages involved, one of the original packages will be retained to demonstrate how the drugs were packaged.

(d) If there is only one package involved, the entire package will be retained as an example of drug packaging.

(4) After 30 calendar days has elapsed, the excess drugs will be available for destruction.

(5) The DEB case detective will enter an "Authorize Release" by selecting "S" for the "Disposition Type" under the "Authorize Release" tab in the RMS Evidence module.

3. E. Impounded Items Contingent on Records Disposition and/or Case Status Codes

(1) Case detectives will immediately enter an "Authorize Release" in the RMS Evidence module for impounded items in cases with the following Records Dispositions and/or Case Status codes (follow the procedures as outlined in section 2 of this order):

- Closed – Cleared (when not needed as aides to prosecution)
- Closed – Victim Refused/Declined
- Turndown (with no option for re-submittal and when not needed as aides to prosecution)
- Cases with an authorized release form issued by the Maricopa County Attorney Office (MCAO) or the City Prosecutor

(2) Detectives can retain impounded items in any of the above situations with the review and approval of a supervisor.

(3) Detectives will re-review cases involving impounded items with a Records Disposition code of "Reviewed-Limited Info for Prosecution" (RL) **and** a Case Status code of "Closed - All Leads Exhausted" (CL).

- Any items 90 days old and no longer needed, will have an "R" selected for the "Disposition Type" under the "Authorize Release" tab of the RMS Evidence module.

(4) Items seized from pawnshops and/or secondhand dealers will be handled as outlined in the Property Crimes Bureau (PCB) manual.

(5) Refer to Addendum A of this order for the statute of limitations, as outlined in ARS 13-107, and more information for releasing impounded Evidence items.

(6) Refer to the appropriate bureau manual for further impounding procedures on all cases.

4. **EVIDENCE NEEDED FOR COURT OR OTHER REASONS**

A. Employees who are required to obtain Evidence from PMB for court or other reasons: for example, needed for scientific analysis by the Department of Public Safety (DPS) Crime Lab, an internal investigation, or processing and entry in the National Integrated Ballistic Information Network (NIBIN) database, will:

(1) Present their Department identification card and/or commission card.

(2) Ensure the Officer Transfer form only lists the item/s received.

(3) Sign and place their right index fingerprint on the Officer Transfer form.

(4) If the Evidence is needed for court, bring a copy of the court order/subpoena.

(5) If the Evidence is needed for "other reasons", see section 4.C of this order for additional information.

NOTE: PMB will only release Evidence to employees who are required to impound Evidence as part of their duties.

B. Evidence Needed for Court

(1) Introduce the item/s into court as Evidence and notify PMB when the court has taken possession of the item/s by completing a Property Receipt Tag Form 80-520.

(2) The Property Receipt Tag will be completed and the top portion given to the court clerk who retains the item/s.

4. B. (3) The clerk will note on the Property Receipt Tag which items were kept, and the bottom portion of the tag (with the clerk's signature) will be returned to PMB with any items not kept by the court.

(4) If all items are retained, this will be noted on the bottom portion of the Property Receipt Tag.

(5) The completed, signed bottom portion of the Property Receipt Tag will be returned to PMB in person, through inter-Department mail, or left in a locker at the bureau/precinct within three working days.

- If inter-Department mail is used, the envelope will be addressed to PMB Attention: Property Technician.

(6) Evidence signed out for court purposes and not retained by the court **will be** re-impounded **the same day**.

(a) Evidence <u>needed</u> for court the next morning will be impounded at the Night Impound Room, located at 100 East Elwood, lockers 1 through 10.

- The items will be available for release at 6 a.m. the next business day.

(b) Evidence not needed for court the next morning may be impounded at:

- Prior to 5 p.m., the Main Property Room located at 100 East Elwood, and handed directly to a property technician.
- After 5 p.m., the Night Impound Room located at 100 East Elwood.
- Any precinct or the PMB Annex, located at 621 West Washington, at any time.

<u>NOTE</u>: Large items will only be impounded at the Night Impound Room.

(c) The impounding employee will sign their name on the copy of the Officer Transfer form provided to the employee when the items were initially checked out from PMB.

(d) The sealed evidence and signed Officer Transfer form will either be placed together in a locker and the information entered on the Key Sign Out/Evidence Retrieval Log Form 80-527D, or handed to a property technician (if available).

C. <u>Evidence Needed for Other than Court</u> - Employees who remove Evidence from PMB for reasons other than a court order/subpoena will be responsible for the return of that property within fifteen days from the date it was removed from PMB.

(1) If the employee is the case detective or assigned to the Arizona Counter Terrorism Information Center (ACTIC), Crime Gun Intelligence Unit (CGIU), Forensic Imaging Unit (FIU), or LSB, the employee will be required to follow the procedures as outlined in section 4.A of this order.

(2) If the employee is not the case detective, but is assigned to DEB, the Professional Standards Bureau (PSB), Repeat Offender Program (ROP), Special Investigations Detail (SID), or Vehicular Crimes Unit (VCU), **<u>prior</u>** to obtaining the Evidence following the procedures as outlined in section 4.A of this order, the employee must:

- Send an email to PMBOfficersCounter.PPD@phoenix.gov explaining why the Evidence is being accessed and ensure his/her immediate supervisor and the case detective are "cc'd" (carbon copied) on the email.

<u>NOTE</u>: If the request is the result of an investigation which could be compromised by emailing the above mentioned parities, the PMB lieutenant may be contacted to authorize the release of the Evidence.

4. C. (3) If the employee requesting access is not the case detective or assigned to one of the bureaus/units listed in section 4.C.(2) of this order, then one of the below options may be utilized to access Evidence **prior** to obtaining the Evidence following the procedures as outlined in section 4.A of this order:

(a) An email explaining why the Evidence is being accessed must be sent to PMBOfficersCounter.PPD@phoenix.gov from the requesting employee's supervisor ensuring the case detective is "cc'd" on the email.

(b) An email explaining why the Evidence is being accessed must be sent to PMBOfficersCounter.PPD@phoenix.gov from the case detective ensuring the requesting employee's supervisor is "cc'd" on the email.

NOTE: Prior to sending the email, the case detective must add the employee requesting access, to the RMS Case Management module, "Access Grantees" tab.

(4) All emails should include the Incident Report (IR) number in the "Subject" line, and in the body of the email, an explanation explaining why the Evidence is being accessed and a general description of the type of Evidence being accessed.

NOTE: The email will be attached to the Officer Transfer form and retained in accordance with the current retention policy for the Officer Transfer form.

5. **FIELD RELEASE OF PROPERTY**

A. When an officer finds any property or a citizen turns in any property, an attempt should be made to locate the rightful owner.

(1) If the rightful owner is located, the property will be returned to the owner following the procedures below:

(a) If an IR **is** involved, the officer will complete an Incident Supplement listing the property as *Recovered* in the "Action" drop-down box of the Property section.

- If an IR is not involved, officers should complete an IR/Field Interview (FI) listing the item/s in the Property section and ensuring the appropriate "Action" is selected from the drop-down box.

(b) The PDF copy of the Property section will be printed (the draft is acceptable) and the officer will then obtain the citizen's signature on the reverse side to indicate receipt of the property by the citizen.

(c) The signed Property section will be scanned an attached as a "Document" to the IR/Incident Supplement/FI.

(2) If the owner cannot be located, an IR/Incident Supplement/FI should be completed listing the item/s *as Found* in the "Action" drop-down box of the **Evidence** section, and the items impounded.

(a) If the finder is a citizen, officers will advise the citizen the item/s will be held at PMB for 30 days and, if unclaimed, the legal process for disposing of the item/s will begin.

NOTE: Phoenix City Code 2-312 prohibits City employees from claiming or purchasing found property.

(b) Officers will ensure the finder's complete name, address, and phone number are listed in the Other Person section of the IR/FI.

5. A. (2) (b) (Continued)

NOTE: A finder cannot claim the following items:

- Credit cards
- Contraband
- Food and beverages
- Prohibited weapons (illegal firearms, nunchuks, etc.)
- Medicines and cosmetics
- Obscene materials
- Personal identification papers

(c) Officers will advise finders they will be notified by mail as to when they may pick up the unclaimed item/s and the notification process may take 90 to 120 days.

- Finders requesting information regarding impounded property will be referred to PMB.

7. **SEARCH WARRANT EVIDENCE** - In accordance with ARS13-3920, property taken on a search warrant cannot be returned to the rightful owner until the magistrate who issued the search warrant orders the property to be released.

A. Once impounded items from a search warrant are no longer needed, the case detective will obtain such an order so the property may be returned to the rightful owner as expeditiously as possible, by following the below procedures:

(1) Two copies of a Request for Release of Seized Property Form 80-387D will be completed and submitted to the magistrate who issued the search warrant.

- The magistrate will sign both copies, retain one copy, and return the other copy to the requesting officer/case detective.
- To comply with ARS 13-3941, the signed copy will be scanned and inserted into the RMS Evidence module using the "Doc" (document) viewer.

(2) The requesting officer/case detective will then enter an "Authorize Release" for the items following the procedures as outlined in section 2.B of this order.

8. **VEHICLES**

A. Vehicles impounded at 100 East Elwood will be released through PMB after the case detective has entered an "Authorize Release" following the procedures as outlined in section 2.B of this order.

B. Vehicles are released by **appointment only**.

9. **SHIPMENT OF RECOVERED STOLEN PROPERTY FROM OTHER JURISDICTIONS (FOJ)**

A. PMB will be responsible for shipping all recovered stolen property to other jurisdictions and owners outside the Phoenix metropolitan area.

B. Case detectives who wish to have recovered stolen property returned to other law enforcement agencies will enter an "Authorize Release" by selecting "R" for the "Disposition Type" and completing the "FOJ Information" section within the "Authorize Release" tab of the Evidence module with the below information:

- The complete agency's name
- The originating case agency report number (OCA)
- Contact name (if applicable)
- A complete address

9. C. Case detectives who wish to have property courtesy shipped to a next of kin will indicate such by providing instructions in the Special Instructions field and providing the next of kin's name and complete address (including the zip code) in the "FOJ Information" section within the "Authorize Release" tab of the Evidence module.

- Provide an area code and phone number so the appropriate arrangements can be made by PMB.

D. The automated letter routinely sent to property owners when the "Authorize Release" and "Names" tabs in the RMS Evidence module are completed, contains directions for arranging shipping.

(1) Cash on delivery (COD) shipments cannot be sent to post office boxes.

(2) Guns can only be shipped to another police agency or to a licensed gun dealer after the owner or responsible party has completed prior arrangements for the shipment.

11. **CANCELLATION OF ITEMS LISTED IN THE NATIONAL CRIME INFORMATION CENTER (NCIC)**

A. Items listed in NCIC may include:

- Firearms
- Vehicles
- Televisions
- Business machines
- Items with a $500 value
- Items with a total value of $5,000 or more

B. When an employee recovers any items listed in NCIC as stolen, the following procedures apply:

(1) The employee will complete an Incident Supplement for a Phoenix original jurisdiction case.

- For recovered stolen guns FOJ and recovered stolen vehicles, an Easy Form will be also completed and sent to the Centralized Automated Records Support (CARS) Unit (see Operations Order 8.4 for more information).

(2) Employees will ensure the appropriate Property (correct property type, brand, serial number, etc.) is selected from the "Associated Property Search Window" and *Recovered* is selected from the "Action" drop-down box.

(3) If the item recovered is from another jurisdiction, the employee will contact the CARS Unit at 602-262-7101 to have the items canceled from NCIC by providing the below information:

- Incident number
- Officer name, serial number, and call sign
- Recovery location, date, and time
- FOJ originating agency identification (ORI) and originating case agency (OCA) numbers
- NCIC (NIC) number

(4) The employee will impound the item after following the proper procedures, as listed in section 5 of this order, if not able to immediately release the item to the rightful owner.

12. **RELEASE/CONVERSION OF UNCLAIMED OR FORFEITED GLOCK .45 CALIBER HANDGUNS**

A. PMB will verify the weapon is not stolen and is an unclaimed or forfeited weapon.

B. CGIU will test the weapon and verify it is not needed as evidence in another crime.

C. The PMB Warehouse supervisor will ensure the proper documentation is completed, and the weapon is removed from Evidence and entered into inventory at Police Supply (see Operations Orders 4.25, Firearm Regulations, for additional procedures).

1. **RELEASING/DISPOSITION OF ITEMS FROM IMPOUND**

	(1) TYPE OF DISPOSITION	(2) RELEASE/DISPOSAL CRITERIA
A. Impounded Items	(a) Found; Prisoner's; Safekeeping	(a) Immediately (unless moved to Evidence)
	(b) Evidence	(b) Review: Case Status and/or Statute of Limitations (sections 1.B and 1.C of this order)
B. Case Status	(a) Cases with authorization for release/ disposal from MCAO or City Court; Closed – Cleared (when not needed as aides to prosecution); Closed - Victim Refused/Declined; Turn down (no option for re-submittal and when not needed as aides to prosecution)	(a) Immediately, and/or retain impounded items with the review and approval of a supervisor
	(b) Reviewed-Limited Info for Prosecution with Closed-All Leads Exhausted	(b) 90 days
	(c) Reviewed-Limited Info for Prosecution to Pended	(c) Review: Statute of Limitations (section 1.C of this addendum)
C. Statute of Limitations ARS 13-107	(a) Petty offense	(a) Six (6) months
	(b) Misdemeanor	(b) One (1) year
	(c) Felony class 2-6	(c) Seven (7) years or 2/3 sentence as prescribed by MCAO
	(d) Offenses outlined in ARS 13-107	(d) No time limitations
D. Guns	(a) Owner's rights restored (case concluded)	(a) Immediately
	(b) Prohibited possessors (case concluded)	(b) Immediately (FI, letter to prohibited person)
	(c) Domestic violence – Safekeeping	(c) 72 Hours (six (6) months - Safekeeping under an IR)
	(d) Orders of Protection	(d) One (1) year (if not renewed or dismissed)
E. Vehicles	• Vehicles	• Review: Case Status and/or Statute of Limitations (sections 1.B and 1.C of this addendum)
F. Special Cases	• Charged cases	• Do not follow Statute of Limitations; If there is a summons, warrant, or complaint, research through the City Prosecutor's office, County Attorney's office, or Juvenile Court Center (JCC) to determine if the case is CONCLUDED and there are no pending appeals.

Phoenix Police Department's Operations Orders Section 8.6 is restricted, and is not available for dissemination to the general public.

Phoenix Police Department's Operations Orders Section 9 is restricted, and is not available for dissemination to the general public.

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3.15	Uniform Policy	88	1 thru 2 3 4 thru 6 7 thru 9 10 11 12 thru 14 15 thru 26 Addendum A: 1 thru 2 Addendum B: 1 thru 3 Addendum C: 1 thru 5 Addendum D: 1 thru 4 Addendum E: 1 thru 2 3 Addendum F: 1 Addendum G: 1 thru 2 3 thru 7 Addendum H: 1 thru 5 Addendum I: 1 thru 2 Addendum J: 1 Addendum K: 1 thru 2 Addendum L: 1 2 3	08/17 06/15 02/20 05/20 02/20 05/20 02/20 05/20 08/17 06/19 02/20 04/20 08/17 07/10 10/01/12 06/19 02/20 06/19 11/19 08/19 06/19 08/17 06/19 09/17

SECTION 3 – PERSONNEL *(continued)*

ORDER	TITLE	TOTAL PAGES	PAGE NUMBERS	DATE
3.15	Uniform Policy (continued)		Addendum M: 1 2 thru 3 4 thru 6 7 8 9 thru 10 11 thru 12 Addendum N: 1 thru 3 4 thru 5 Addendum O: 1 Addendum P: 1 2 thru 3 Addendum Q: Addendum R: 1 thru 2	 08/19 08/18 08/19 08/18 05/20 02/20 08/18 06/19 08/17 06/19 08/19 02/14 Unassigned 08/18
3.16	Funeral Policy	6	1 thru 4 Addendum A: 1 thru 2	06/17 06/17
3.17	Awards Program	8	1 thru 3 4 5 6 thru 8	09/18 02/20 06/19 10/15*
3.18	Discipline Policy and Review Boards	27	1 2 3 4 5 6 thru 7 8 9 thru 10 11 12 thru 17 Addendum A: 1 2 thru 3 4 thru 5 6 thru 8	04/16 06/20 04/16 06/20 01/17 03/17 06/20 10/18 10/20 10/18 06/20 09/20 07/20 06/20
3.19	Misconduct Investigations	15	1 thru 3 4 thru 5 6 7 8 9 10 thru 11 12 13 thru 15	06/20 09/20 06/20 09/20 06/20 09/20 06/20 09/20 06/20
3.20	Substance Use and Abuse	7	1 thru 7	11/17
3.21	Controlled Substance Screening	6	1 thru 6	05/17
3.22	Employee Personnel Files	3	1 thru 3	08/17
3.23	Department Training	13	1 2 thru 3 4 thru 6 7 thru 8 9 10 thru 13	01/16 08/16 01/16 05/18 08/20 0518

SECTION 3 – PERSONNEL *(continued)*

ORDER	TITLE	TOTAL PAGES	PAGE NUMBERS	DATE
3.24	Career Development	9	1 thru 2 3 thru 5 6 thru 7 Addendum A: 1 thru 2	06/13 12/19 06/19 06/00
3.25	Performance Management Guide	8	1 thru 2 3 thru 5 6 Addendum A: 1 thru 2	04/01 01/07 09/07 04/01
3.26	Minimum/Maximum Staffing	3	1 thru 3	08/13
3.27	Social Media Use Policy	6	1 thru 6	08/13

SECTION 4 – LAW ENFORCEMENT OPERATIONS

ORDER	TITLE	TOTAL PAGES	PAGE NUMBERS	DATE
4.1	Patrol Administration	3	1 thru 3	10/15*
4.2	Operation of Department Vehicles	26	1 thru 3 4 thru 26	02/20 10/19
4.3	Phoenix City Code Index	2	1 thru 2	04/16
4.4	Missing Person Response Plan - **RESTRICTED**	7	1 thru 5 6 thru 7	03/18 10/15*
4.5	Field Training Officer (FTO) Program	3	1 thru 3	05/20
4.6	Release of Records	8	1 thru 8	10/15*
4.7	Police-Fire Coordination	7	1 2 thru 7	02/14 07/20
4.8	Referral Agencies	6	1 thru 6	10/15*
4.9	Communicable Disease Control Plan	16	1 thru 6 7 thru 14 Addendum A: 1 thru 2	03/18 11/18 05/01/13
4.10	Arrest	19	1 2 3 thru 7 8 9 thru 10 11 12 thru 13 14 15 thru 19	10/15* 09/17 10/15* 01/16 10/15* 09/17 10/15* 05/19 10/15*
4.11	Search and Seizure	19	1 2 thru 4 5 thru 7 8 thru 16 17 18 thru 19	03/18 10/15* 05/20 10/15* 03/18 10/15*
4.12	Initial Response Procedures	16	1 2 thru 6 7 8 thru 16	10/15* 05/19 08/20 02/20
4.13	Animals	10	1 thru 9 Addendum A: 1	06/20 09/14
4.14	Civil Disputes	4	1 thru 4	10/15*
4.15	Individuals with Mental or Physical Disabilities	7	1 thru 7	10/16
4.16	Party Enforcement Complaints	2	1 thru 2	05/10

SECTION 4 – LAW ENFORCEMENT OPERATIONS *(continued)*

ORDER	TITLE	TOTAL PAGES	PAGE NUMBERS	DATE
4.17	Stolen Vehicle Investigations - **RESTRICTED**	11	1 thru 2 3 thru 4 5 thru 11	09/20 10/15* 10/20
4.18	Juvenile Procedures	17	1 2 thru 5 6 thru 7 8 9 thru 11 12 13 thru 14 15 thru 17	10/15* 04/18*** 10/15* 04/18*** 10/15* 04/18*** 10/15* 11/16
4.19	Investigative Procedures	17	1 2 3 thru 12 13 thru 17	10/15* 05/18 10/15* 11/17
4.20	Repeat Offender Program	3	1 thru 3	02/18
4.21	Criminal Code Reference	11	1 thru 11	10/15*
4.22	Information Sources - **RESTRICTED**	2	1 thru 2	06/06
4.23	Asset Forfeiture	3	1 thru 3	10/17
4.24	Community-Based Policing	7	1 thru 3 4 thru 7	10/15* 01/16
4.25	Firearms Regulations	23	1 2 3 4 5 6 thru 7 8 9 thru 17 18 thru 23	10/20 07/16 09/17 07/16 11/17 09/17 07/19 09/17 07/16
4.26	Domestic Violence	21	1 thru 3 4 thru 14 15 thru 20 Addendum A 1	04/19 10/19 12/19 10/2013
4.27	Death Investigations	7	1 thru 5 Addendum A: 1 thru 2	10/15* 07/00
4.28	Robbery - **RESTRICTED**	4	1 thru 4	10/15*
4.29	Donations/Contributions	5	1 thru 5	06/19
4.30	Assault/Aggravated Assault	5	1 2 thru 5	10/15* 06/20
4.31	Embezzlement	1	1	03/20
4.32	Kidnapping	1	1	10/15*
4.33	Sexual Assault	4	1 thru 2 3 thru 4	10/15* 04/16
4.34	Child Molestation/Child Sexual Abuse	3	1 thru 3	06/16
4.35	Child Abuse/Child Neglect/Contributing to the Delinquency	4	1 thru 4	06/16
4.36	Threats/Threatening Phone Calls	2	1 thru 2	10/15*
4.37	LOJACK Stolen Vehicle Tracking System - **RESTRICTED**	2	1 thru 2	05/14
4.38	Drug Offenses	12	1 2 thru 12	10/15* 08/17
4.39	Pawn Shops	3	1 thru 3	10/15*

***SECTION 4 – LAW ENFORCEMENT OPERATIONS** (continued)*

ORDER	TITLE	TOTAL PAGES	PAGE NUMBERS	DATE
4.40	Forgery Investigations - **RESTRICTED**	11	1 thru 3 4 5 6 thru 7 8 thru 10 Addendum A: 1	03/20 10/15* 03/20 10/15* 03/20 01/99
4.41	Burglary and Trespassing	4	1 2 thru 4	10/15* 12/15
4.42	Theft and Shoplifting	4	1 thru 4	10/15*
4.43	Criminal Damage and Graffiti	4	1 thru 2 3 thru 4	05/19 10/15*
4.44	Liquor	5	1 2 3 4 thru 5	05/19 04/20 05/19 10/15*
4.45	Investigative Case Management System	9	1 2 3 thru 9	10/15* 10/16 10/15*
4.46	Vulnerable Adult Investigations	4	1 thru 2 3 4	10/15* 03/20 10/15*
4.47	Cold Case Investigations	1	1	06/12
4.48	Immigration Procedures	6	1 thru 2 3 thru 4 5 thru 7	03/18 07/17** 12/17
4.49	Body-Worn Video Technology	7	1 2 thru 7	08/19 03/20
4.50	Federal/State/Local Grants and All Contract Procedures	10	1 thru 10	01/19
4.51	CODIS/AFIS Investigative Follow Up	2	1 and 2	New 10/15*
4.52	Unmanned Aircraft/Drone Enforcement	4	1 thru 4	New 11/17
4.53	School Related Threats/Violence	4	1 thru 4	New 08/19

SECTION 5 – OPERATIONS SUPPORT

ORDER	TITLE	TOTAL PAGES	PAGE NUMBERS	DATE
5.1	Inspections	2	1 thru 2	10/15*
5.2	Media Relations	6	1 thru 5	03/17
5.3	Specialized Investigations and Assistance - **RESTRICTED**	18	1 thru 18	05/20
5.4	Victim Rights	3	1 thru 3	10/15*

SECTION 6 – TRAFFIC OPERATIONS

ORDER	TITLE	TOTAL PAGES	PAGE NUMBERS	DATE
6.1	Traffic Patrol and Enforcement	9	1 thru 9	03/18
6.2	Arizona Traffic Ticket and Complaint	15	1 2 thru 6 7 8 thru 12 13 thru 14 15	07/18 10/15* 02/19 10/15* 05/16 02/18
6.3	State and City Traffic Codes	13	1 thru 13	10/15*
6.4	Driving While Under the Influence Investigations	19	1 thru 4 4 thru 19	10/15* 11/19
6.5	Traffic Accident Investigation	18	1 thru 13 Addendum A: 1 thru 5	10/15* 10/15*

SECTION 6 – TRAFFIC OPERATIONS *(continued)*

ORDER	TITLE	TOTAL PAGES	PAGE NUMBERS	DATE
6.6	Towing and Wreckers	10	1 thru 10	10/15*
6.7	Ticket Book Accountability	4	1 thru 4	03/16
6.8	Parking Enforcement	6	1 thru 6	10/15*

SECTION 7 – PRISONERS

ORDER	TITLE	TOTAL PAGES	PAGE NUMBERS	DATE
7.1	Prisoners	8	1 thru 3 4 5 6 thru 8	10/15* 02/20 06/20 10/15*
7.2	Transporting Prisoners	4	1 2 thru 5	10/15* 10/16
7.3	Holding Rooms	7	1 2 3 thru 7	10/15* 05/17 10/15*
7.4	Booking Procedures	14	1 thru 4 5 6 thru 9 10 thru 11 12 Addendum A: 1 thru 2	10/15* 04/18*** 09/17 10/15* 04/18***

SECTION 8 – TECHNICAL SERVICES

ORDER	TITLE	TOTAL PAGES	PAGE NUMBERS	DATE
8.1	Evidence, Impounding, and Property	25	1 2 3 thru 5 6 7 thru 10 11 thru 14 15 thru 25	10/19 06/20 10/19 10/15* 03/19 06/19 06/20
8.2	National Crime Information Center (NCIC)	6	1 thru 6	10/15*
8.3	Communications Procedures - **RESTRICTED**	15	1 thru 3 4 thru 5 6 7 8 thru 10 11 thru 13 14 thru 15	10/15* 06/20 10/15* 02/18 10/15* 06/20 10/15*
8.4	Reports	6	1 2 thru 7	08/19 04/18***
8.5	Procedures for Releasing Items from Impound	9	1 thru 3 4 5 6 7 8 Addendum A: 1	10/15* 05/20 10/16 06/17 10/15* 05/20 10/19
8.6	Criminal Intelligence Files - **RESTRICTED**	2	1 2	09/17 01/01/13

SECTION 9 – TACTICAL PLANS

ORDER	TITLE	TOTAL PAGES	PAGE NUMBERS	DATE
9.1	Incident Command System (ICS) - **RESTRICTED**	12	1 thru 12	10/15*
9.2	Barricade/Hostage Negotiation Plan - **RESTRICTED**	4	1 thru 4	04/16
9.3	Civil Disturbance Response Plan - **RESTRICTED**	36	1 thru 27 Addendum A: 1 thru 2 Addendum B: 1 Addendum C: 1 Addendum D: 1 thru 2 Addendum E: 1 Addendum F: 1 thru 2	10/15* 01/99 01/99 01/99 10/03 01/99 10/03
9.4	Hazardous Materials Response - **RESTRICTED**	10	1 2 thru 8 Addendum A: 1 Addendum B: 1	11/17 05/19 11/17 12/05
9.5	Airport Security Procedures - **RESTRICTED**	12	1 thru 8 Addendum A: 1 Addendum B: 1 Addendum C: 1	09/20 09/20 09/20 09/20
9.6	Bomb Threats and Explosives - **RESTRICTED**	13	1 2 3 thru 12 Addendum A 1	10/15* 10/16 10/15* 10/15*
9.7	Tactical Events Response Plan - **RESTRICTED**	11	1 thru 8 Addendum A 1 Addendum B 1 thru 2	11/18 11/08 02/18
9.8	Mass Influx/Evacuation Plan - **RESTRICTED**	11	1 thru 11	01/10
9.9	Isolation and Quarantine Response Plan - **RESTRICTED**	8	1 thru 8	10/15*
9.10	Critically Injured Employee Hospital Response - **RESTRICTED**	3	1 thru 2 3	New 02/17 06/19

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ORDER	TITLE	TOTAL PAGES	PAGE NUMBERS	DATE
	INDEX	31	1 thru 31	10/20

NOTE: From April 28, 2009 to August 28, 2011, revisions were uploaded to the Phoenix Police Department Information Center on the 28th of each the month unless otherwise noted.

As of October 1, 2011, revisions are uploaded to PolicePoint on the first of each month unless otherwise noted.

* Uploaded on 10-18-15
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