

Table of Contents

Chapter-Page

Chapter One ~ Department Manuals

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

Chapter Two ~ Department Organization

I.	Organization of the Department.....	2-1
II.	Function of the Department	2-1
III.	Administration of the Sheriff's Department	2-1
IV.	Expectations of all Management Staff, Commissioned, and Civilian	2-2
V.	Additional Expectations and Responsibilities of Commissioned Mgmt.	2-3
VI.	Authority and Responsibility of the Supervisor.....	2-4

Chapter Three ~ Major Policies

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

Chapter Four ~ General Policies, Procedures, and Regulations

I.	Standards of Conduct	4-1
II.	Department Member Relationships with Inmates and Arrested Persons.....	4-12
III.	Off-Duty / Outside Employment.....	4-13
IV.	Property and Evidence Procedures.....	4-28
V.	Corrections Bureau Criminal Investigations	4-64
VI.	Radio Policy	4-65
VII.	Radio Procedures.....	4-67
VIII.	Request for Preservation of Communications Tapes	4-75
IX.	Mobile Data Computers (MDC)	4-76
X.	Tactical Call-Out and Electronic Messaging Procedure	4-82
XI.	Equipment	4-83
XII.	Computer Entries.....	4-83
XIII.	Victims' Bill of Rights - Department Obligations	4-85
XIV	Victims of Trafficking and Violence Prevention Act	4-88
XV.	No Smoking Policy	4-88
XVI.	Conflict of Interest Policy	4-89
XVII.	Exposure Control Plan	4-89
XVIII.	Notification of Exposure to Potentially Life-Threatening Diseases	4-98
XIX.	Procedures for Notifying Crime Victims of Possible Exposure to Diseases	4-101
XX.	Tuberculosis (TB) Exposure Control Plan.....	4-102
XXI.	Hazardous Materials Awareness Program	4-106
XXII.	Body Worn Cameras (BWC)	4-107

Table of Contents

Chapter-Page

Chapter Five ~ Commissioned Policies, Procedures, and Regulations

I.	Professional Conduct and Responsibilities	5-1
II.	Conduct While Off Duty	5-2
III.	Code 999 Procedure	5-4
IV.	Critical Incidents (Officer Involved Shootings and In-Custody Deaths).....	5-5
V.	Confidential Informant Program	5-7
VI.	Child Abuse.....	5-10
VII.	Medical Examiner's Death Cases	5-10
VIII.	Forfeiture Investigations	5-13
IX.	Electronic Surveillance	5-14
X.	Enforcement Action for Incidents that occur within a Native American Nation ...	5-15
XI.	Explosives and Hazardous Devices	5-17
XII.	Hazardous Materials and Chemicals.....	5-18
XIII.	Financial Institution Robbery Investigations	5-19
XIV.	Robbery Response.....	5-19
XV.	Dispatching Seriously Wounded or Dangerous Animals	5-20
XVI.	Photographing and Fingerprinting Juveniles	5-21
XVII.	Requesting Information on Box Holders and Change of Address Information.....	5-21
XVIII.	Pawn Shops	5-21
XIX.	Missing Persons.....	5-22
XX.	Arizona Traffic Ticket and Complaint.....	5-26
XXI.	Reports	5-27
XXII.	Auto Theft Affidavit Procedures.....	5-31

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

I.	Results of Review Boards, Disciplinary Actions, and Formal Grievances	6-1
II.	Medical Review Board.....	6-1
III	Pre-End-Of-Probation Executive Review Board	6-1
IV.	Traffic Accident Review Board	6-3
V.	Use of Force Review Process.....	6-7
VI.	Critical Incident Review Board (Officer Involved, In-Custody Death Outside the Jail, and Critical Incident)	6-10
VII.	Jail Death Review.....	6-13
VIII.	Evaluation Meeting for In-Custody Death Cases and Critical Incidents	6-14
IX.	Other Departmental Review Boards	6-15
X.	Disciplinary Action	6-16
XI.	Administration of Disciplinary Actions	6-19
XII.	Grievance and Appeals Procedures.....	6-20
XIII.	Employee Representative.....	6-23

Table of Contents

Chapter-Page

Chapter Seven ~ Administrative Policies and Procedures

I.	Accidents, Injuries, Illnesses, and Disabilities	7-1
II.	Awards Program.....	7-10
III.	Citizen Observer Program.....	7-15
IV.	Access and Use of Information Systems.....	7-18
V.	Cross-Certification of Federal Peace Officers	7-32
VI.	Background Investigations.....	7-33
VII.	Department Personnel Files	7-33
VIII.	Equal Employment Opportunity	7-35
IX.	Americans with Disabilities Act	7-36
X.	Facilities Management Repairs, Improvements, and New Construction.....	7-37
XI.	Federal and State Grants	7-38
XII.	Fiscal Matters	7-39
XIII.	Forms Management.....	7-48
XIV.	Drug Screening Program.....	7-48
XV.	Internal Affairs Process	7-53
XVI.	Issuance of Identification Cards.....	7-56
XVII.	Law Enforcement of Pima County Buildings and Property	7-57
XVIII.	Long Distance Telephone Calls	7-58
XIX.	Personnel Information	7-58
XX.	Press Relations	7-59
XXI.	Probationary Employee Performance Appraisal Forms.....	7-62
XXII.	Reassignment of Personnel within the Department	7-63
XXIII.	Request for Schools and Seminars	7-68
XXIV.	Security.....	7-68
XXV.	Termination	7-70
XXVI.	Department Member Deaths/Life Threatening Injuries	7-73

Chapter Eight ~ Appearance, Uniforms, and Equipment

I.	Appearance of Personnel.....	8-1
II.	Professional Attire.....	8-5
III.	Uniforms and Equipment for Commissioned Members	8-9
IV.	Uniforms and Equipment for Corrections Members.....	8-16
V.	Departmental Badges	8-23
VI.	Departmental Patches, Name Tags, Service Ribbons, Rank and Longevity Insignias	8-24
VII.	Replacement of Damaged Uniform Equipment and Personal Effects	8-31

Table of Contents

Chapter-Page

Chapter Nine ~ Vehicle and Traffic Procedures

I.	Traffic Enforcement	9-1
II.	Enforcement Action	9-2
III.	Traffic Stops	9-4
IV.	Apprehension of Drivers Under the Influence	9-5
V.	Traffic Collision Investigation	9-7
VI.	Required Reports in Traffic-Related Matters.....	9-9
VII.	Aircraft Accidents	9-10
VIII.	Vehicle Towing	9-12
IX.	Department Vehicle Collisions	9-24
X.	Vehicle Operation and Care	9-28
XI.	Vehicle Maintenance.....	9-31
XII.	Vehicle Service Cards	9-33
XIII.	Transporting Personnel in Department Vehicles	9-33
XIV.	Assigned Vehicles	9-34
XV.	Operation of Department Vehicles.....	9-36

Chapter Ten ~ Arrest, Detention, and Transportation Procedures

I.	Arrests by Peace Officers	10-1
II.	Field Release Arrests.....	10-1
III.	Misdemeanor Field Release Arrests.....	10-1
IV.	Domestic Violence Arrests	10-2
V.	Criminal and Fugitive Warrants.....	10-13
VI.	Extraditions	10-15
VII.	Civil Arrest Warrants	10-16
VIII.	Orders for Custodial Evaluation, Petitions to Revoke Outpatient Treatment Plan, and Order to Transport.....	10-17
IX.	Request for Law Enforcement Assistance by Bondsmen	10-20
X.	Release of Arrested Persons	10-21
XI.	Persons Immune to Arrest	10-22
XII.	Immigration Border Related Issues.....	10-26
XIII.	Consulate Notifications on Arrest of Foreign Nationals.....	10-28
XIV.	Restraining Arrestees	10-30
XV.	DNA Testing of Arrestees.....	10-31
XVI.	Transporting Prisoners	10-33
XVII.	Interview Room Security	10-33
XVIII.	Interrogation of Suspects.....	10-34
XIX.	Telephone Calls for Arrestees	10-34
XX.	Initial Appearances.....	10-34
XXI.	Transportation of Sick or Injured Persons	10-35
XXII.	Emergency Admission of a Mentally Disturbed Person	10-36

Table of Contents

Chapter-Page

Chapter Eleven ~ Specialized Units

I.	Air Operations Unit	11-1
II.	Employee Support and Assessment Unit	11-1
III.	Canine Unit (K-9).....	11-3
IV.	Search and Rescue Unit.....	11-5
V.	Sheriff's Department Rural Deputies	11-6
VI.	Bicycle Patrol Functions	11-7
VII.	All-Terrain / Utility-Task Vehicle Operation	11-11
VIII.	School Resource Officer Section	11-12

Chapter Twelve ~ Volunteers

I.	Sheriff's Auxiliary Volunteers	12-1
II.	Sheriff's Department Posse	12-1

Chapter Thirteen ~ Weapons

I.	Firearms.....	13-1
II.	Registration and Safety Certification of Firearms	13-2
III.	Firearms Qualification.....	13-2
IV.	Firearm Regulations	13-5
V.	Department Handguns.....	13-7
VI.	Rifles and Shotguns.....	13-10
VII.	Modification of Firearms	13-11
VIII.	Handgun Optical Sighting Devices	13-13
IX.	Issuance of Departmental Ammunition	13-14
X.	Firearms Inspections	13-14
XI.	Carrying Weapons Outside the State of Arizona	13-15
XII.	Impact and Less-Lethal Defensive Equipment	13-15