

I. PROFESSIONAL CONDUCT AND RESPONSIBILITIES

A. Duties and Responsibilities

1. All members of the Pima County Sheriff's Department are required to establish and maintain a working knowledge of all laws and ordinances that apply within the boundaries of Pima County.
2. All members shall perform their duties as required or directed by law, department rules and regulations, or procedures, or by order of a superior.
3. Members shall not treat any person or animal cruelly, use excessive physical force, or neglect to take any necessary humane actions that circumstances may require.
4. Members assigned to special duties are not relieved from taking proper action outside the scope of their specialized assignment when necessary.
5. General Duties
 - a. Protect life and property
 - b. Preserve the peace
 - c. Prevent crime
 - d. Enforce all Federal and State laws and County ordinances
 - e. Detect and arrest violators of the law
 - f. Investigate criminal activities and traffic accidents
 - g. Give aid and information to the public
 - h. Regulate non-criminal conduct when in the public interest
 - i. Serve processes, writs, orders, subpoenas, and papers required or permitted by law
 - j. Collect delinquent taxes and fees

- k. Sell, deliver, or take into custody property or persons as ordered by the court
 - l. Direct and control the movement of prisoners in cooperation with the Sheriff's Corrections Bureau and the judicial system
6. Members shall cooperate with all law enforcement agencies, other county departments, and public service organizations and shall give such aid and information as such organizations may be entitled to receive consistent with department procedures.
 7. All members are required to take appropriate police action toward aiding a fellow peace officer or department member exposed to danger or in a situation where danger might be pending.
- B. No member in uniform shall enter any buildings, structures, or premises where a labor dispute is in progress except when necessary to perform duties as a peace officer. Members at the scene of a labor dispute shall remain strictly impartial and not accept any gratuity from either of the parties involved.

II. CONDUCT WHILE OFF DUTY

- A. Members shall be assigned regular hours for active duty and shall be considered off duty during unassigned hours.
- B. Members shall be subject to emergency stand-by or on-call status as deemed necessary by the Sheriff.
- C. Law Enforcement Action
 1. A member shall act in an official capacity, whether on or off duty, if an incident is observed which requires police action and time is of the essence or when such action will safeguard life or property, preserve the peace, or prevent the escape of a criminal. All responses must be consistent with the responses of an on-duty member.
 2. A member must consider his/her physical condition and/or impairment, i.e., alcohol, prescription medicine, etc., prior to taking any action.

3. If a member is off duty and observes or is aware of an incident requiring police action where time is not of the essence and where life or property is not endangered, the member shall report the incident to the proper police agency.
4. Members shall not, while off duty, conduct follow-up investigations, transport arrested persons, or enforce minor traffic violations unless authorized to do so by a supervisor.

D. Undercover Operations

1. Department Undercover Operations shall be authorized by a Bureau Chief prior to implementation.
 - a. **UNDERCOVER OPERATION:** Any investigation involving undercover activities by a commissioned member or confidential informant (CI). Undercover operations include, but are not limited to narcotics violations, stolen property, murder for hire, cold homicide cases, and “stings” or “scam” operations. Surveillance is not considered an undercover operation.
2. Any supervisor considering approval or authorization of a proposed undercover operation shall weigh the risks and benefits of the operation, giving careful consideration to the following factors:
 - a. The risk of personal injury to the undercover agent, property damage, financial loss to persons or businesses, damage to reputation, or harm to other persons
 - b. The risk of civil liability
 - c. The risk of invasion of privacy or interference with privileged or confidential relationships
 - d. The risk that individuals engaged in undercover operations may become involved in illegal conduct
 - e. The act(s) committed by the undercover are authorized by department guidelines

- f. The act(s) committed by the undercover are approved by prosecutorial guidelines, when applicable
- g. The act(s) committed by the undercover are not so grievous that they overshadow the intent and scope of the operation

E. Conflicts of Interests

1. Members shall not intentionally become involved in neighborhood quarrels or disputes. These disputes shall be handled by the proper police agency for the area in which the dispute occurs.
2. Members shall not make arrests in their homes or the homes of their friends or neighbors unless such action is warranted to stop a fleeing felon, prevent injury, or prevent extensive property damage.
3. Members shall not conduct investigations of relatives, friends, or business associates where a potential for conflict of interest exists unless authorized to do so by a supervisor.
4. Members shall not initiate case reports or make computer entries under circumstances where the members or a family member is the victim or suspect unless authorized by a supervisor.

III. CODE 999 PROCEDURE

- A. In the event of a Code 999 (officer needs help urgently), the on-duty supervisor in charge of the area in which the situation occurs shall take immediate command and assign all field units. Should the Force Commander or a sergeant be unavailable, a squad leader or senior deputy shall take command.
- B. Units not responding to the call for assistance shall remain in radio contact and await further assignments.
- C. Members in Districts other than the one in which the Code 999 is occurring shall await direction from their supervisor prior to responding to the Code 999.

- IV. CRITICAL INCIDENTS (Officer Involved Shootings and In-Custody Deaths)
- A. The Regional Critical Incident Team shall investigate all officer involved shootings and in-custody deaths, not involving the Pima County Adult Detention Complex.
- B. Unintentional discharges and in-custody deaths at the Pima County Adult Detention Complex will be investigated by the Criminal Investigations Division unless directed otherwise by the Sheriff or designee.
1. The Homicide or Robbery/Assault Unit supervisor, or designee, shall be responsible for the Regional Critical Incident Team.
 2. Incidents involving death – Regional Critical Incident Team supervisor
 3. All other incidents – Robbery/Assault or appropriate supervisor
- C. The first supervisor, or acting supervisor, on-scene shall:
1. Ensure that the scene is secure
 2. Separate and isolate the department member(s) directly involved in the critical incident, i.e., the shooter(s) and any member(s) who witnessed the shooting.
 - a. Any department member(s) who was involved in and/or witnessed the shooting and in-custody death shall not be permitted to speak with an attorney or an employee group representative unless authorized by the Critical Incident Team.
 - (1) This shall not limit the department member from contacting a family member.
 - b. A non-involved member shall be assigned to act as a cover officer to assist and remain with the involved member(s) until the Critical Incident Team has relieved the cover officer of this duty. The cover officer shall document this activity in a report.

- D. Obtain public safety statement to identify existing threats to public safety and evidence that must be preserved.
1. The scope of the public safety statement is limited to the collection of critical fleeting information in the immediate aftermath of a critical incident.
 2. The public safety statement shall NOT inquire as to why any type(s) of force was used.
 3. Involved members shall answer limited on-scene questions from supervisors, or their designee, that are exigent:
 - a. The type(s) of force used.
 - b. The direction and approximate number of shots fired by each department member or non-department member.
 - c. The location(s), description(s), and status of injured persons.
 - d. Information about any suspects-at-large.
 - e. Information about threats and/or weapons.
 - f. The location(s) and description(s) of any evidence.
 - g. Additional information that would ensure officer safety or public safety.
 4. Public safety statements shall be recorded using a body worn camera for accountability and investigative clarity.
- E. The first on-duty supervisor shall notify the following, as soon as practical:
1. The involved member's chain of command
 2. The appropriate Criminal Investigation Division or Regional Critical Incident Team supervisor

- F. The Regional Critical Incident Team shall be responsible for the criminal investigation of officer-involved shootings, or in-custody incidents unless directed otherwise by the Sheriff or designee.
 - 1. If a conflict of interest exists, the Sheriff or designee may direct an alternate team of individuals with suitable experience to investigate the incident.
- G. The Regional Critical Incident Team shall be responsible for the investigation of all officer-involved shooting incidents and in-custody deaths, regardless of jurisdiction, for the purpose of investigating the circumstances of the incidents for administrative review and possible action.
- H. Results of the investigation will be reviewed by the Critical Incident Review Board as provided in Chapter 6.
- I. Unless circumstances dictate otherwise, prior to returning to work members involved in shootings shall:
 - 1. Remain on administrative leave with pay for three (3) working days
 - 2. Receive clearance from the PRTC firearms staff
 - 3. Complete a psychological visit

V. CONFIDENTIAL INFORMANT PROGRAM

A. Policy

- 1. Informants can be used to obtain valuable information which is used to fulfill and execute the mission of the department.
- 2. The informant's selection, confidentiality, and behavior, as well as the safety and appropriate actions of the investigator are maintained through sound informant control procedures.
- 3. Investigators must employ proven investigative strategies to corroborate information provided by informants.
- 4. Confidentiality is maintained by limiting the release of information regarding informants to those persons who have both a need-to-know and a right-to-know.

5. Criminal Investigations Division (CID) commander authorization is required prior to utilizing an informant.

B. Definitions

1. Informant – Category I

A Category I informant is an individual who agrees to provide information and/or perform services in lieu of prosecution for criminal offenses or as a result of a plea bargain.

2. Informant – Category II

A Category II informant is an individual who agrees to provide information and/or perform services that could result in a monetary payment in the furtherance of a criminal or intelligence investigation.

3. Informant – Category III

- a. Civic Minded Source: A non-criminal individual who agrees to provide information and/or perform services without expectation of payment and who may be required to testify in court.
- b. Confidential Source: A non-criminal information source, which may include an individual from another governmental agency, who provides information but wishes to remain anonymous.

C. Duties and Responsibilities

1. Commander

- a. The Narcotics and Special Investigations Section (NSIS) commander is ultimately responsible for the maintenance of confidential informant (CI) files and procedures related to the management of informants.
- b. An additional commander may be designated as a backup

D. Procedures

1. Informant Registration

- a. A commissioned member contemplating the use of a Category I or II informant shall obtain commander approval as well as approval from the prosecutor, when appropriate, and shall contact the Investigations Support Unit (ISU) supervisor for the appropriate forms and information. All forms and documentation of any informant payment shall be maintained in that informant's file. Category I informants who fail to fulfill their agreements shall be referred by the control officer to the appropriate prosecutor's office for prosecution of the original charges.
- b. All Category I and II informants, as well as informants on probation or parole and any other informant so designated by the involved unit supervisor, shall be required to read and sign the Confidential Informant Advisor/Agreement Sheet.
- c. The control officer shall conduct a records inquiry on the proposed informant.
- d. Section/District commanders may recommend these guidelines be suspended for cause in special circumstances. Justification must be documented in writing and approved by the Criminal Investigations Division (CID) commander.

2. Restricted Use of Informants

- a. Juvenile Informants: Prior to using a person less than eighteen (18) years of age as an active informant, i.e., introductions or obtaining information, permission must be obtained from the CID commander and written permission obtained from the juvenile's parent or legal guardian.

b. Use of Probationers as Confidential Informants

Prior to using an adult or juvenile who is on probation, as an informant, the control officer shall:

- (1) Request through a prosecutor to use a probationer as a confidential informant. The prosecutor will notify the Adult or Juvenile Probation Department and submit a written request to the Presiding Judge of the Criminal Bench for permission to use the probationer as an informant.
- (2) Approval by the Presiding Judge of the Criminal Bench is required prior to the commencement of informant activity by a probationer. (Pima County Superior Court Administrative Order No. 2012-08)

VI. CHILD ABUSE

- A. Child abuse cases shall include cases of physical abuse, neglect, sexual assault, and molestation.
- B. For patrol members responding to a reported or suspected child abuse, the first priority is the protection of the child. In cases where a member has responded and has reason to believe a child has been abused or neglected, the member shall immediately notify the appropriate Crimes Against Children Unit supervisor and the Department of Child Safety.

VII. MEDICAL EXAMINER'S DEATH CASES

- A. The Office of the Medical Examiner (OME) shall be promptly notified of the death of a human being, including a fetal death, occurring under any of the following circumstances:
 1. Death when not under the current care of a health care provider, as defined in A.R.S. § 36-301
 2. Death resulting from violence
 3. Unexpected or unexplained death
 4. Death of a person in a custodial agency, as defined in A.R.S. § 13-4401

5. Unexpected or unexplained death of an infant or child
 6. Death occurring in a suspicious, unusual or non-natural manner, including from an accident believed to be related to the deceased person's occupation or employment
 7. Death occurring as a result of anesthetic or surgical procedures
 8. Death suspected to be caused by an unreported or undiagnosed disease that constitutes a threat to public safety
 9. Death involving unidentifiable bodies
- B. When encountering circumstances 2, 4, 5, 6, 8 and/or 9 as outlined under paragraph A of this section, responding members shall immediately notify their supervisor as well as the supervisor of the Homicide Unit. The supervisor of the Homicide Unit need NOT be notified in the case of natural death, even if it is a Medical Examiner's case.
- C. During the initial contact, the Homicide Unit supervisor shall determine whether or not investigators need respond. If the Homicide Unit will respond, Patrol members shall secure the scene, witnesses, and possible suspects and wait for Homicide investigators to arrive.
- D. When Patrol responds to a death case, they shall contact the Forensic Unit as appropriate, and investigate to obtain, and include in the case report, with as many of the following facts as possible:
1. Name of the deceased
 2. Age and sex of the deceased
 3. When, where, and by whom the deceased was last seen alive
 4. When, where, and by whom the body was found
 5. Whether the deceased was seeing a physician prior to death
 6. Name, address, and telephone number of any physician(s) the deceased was seeing
 7. Any condition for which the deceased was receiving treatment

8. The presence of any drugs in the home, at the scene, or on the body (All drugs must be photographed, documented, and retained as evidence if believed to be a dangerous or unlawful substance.)
9. An itemization and description of clothing worn by the deceased or laid out to be worn
10. The person who pronounced death, where pronounced, and at what time
 - a. A commissioned member may pronounce death when there are obvious signs of death.
 - b. Death is assumed when the body is dismembered or decomposed (total or partial) or rigor mortis has occurred, or in the case of a body that a reasonable and prudent person would know to be dead.
 - c. If the body meets any of the above criteria, it is not necessary to have death pronounced by a physician.
11. Identification of the next of kin and the name of the person who made notification of death. It is the responsibility of the Patrol member to arrange for next of kin notification. If notification has not been made, the member assigned the original case shall immediately notify the Homicide Unit supervisor who will arrange for notification.
12. If a body is located in a home, special attention shall be given to the following:
 - a. Whether the lights are on or off
 - b. Whether the bed was slept in
 - c. The condition of the latches and locks for windows and doors
 - d. Whether there are signs of recent food preparation and consumption
 - e. Whether any electrical or gas appliances or units appear faulty or defective

- f. The setting of the thermostat on the heater or air conditioner
 - g. If medical personnel responded, agency, names of personnel, and what they did
- E. The department is responsible for securing the deceased's property. Property of evidentiary value shall be placed in the department's Property and Evidence Unit. Other property may be secured on the premises.
- F. The Patrol member shall contact OME via Communications. The Office of the Medical Examiner will arrange for transport of the body.
- G. If a patient in a recognized hospice program dies at home or in the hospice facility from the potentially fatal illness that caused admission to the hospice program and the physician or their health care provider, as defined in A.R.S. § 36-301, is available to sign the death certificate, A.R.S. § 11-593 does not require the notification and involvement of law enforcement personnel or the OME.
- Commissioned members are not required to respond to cases meeting the above criteria.
- H. Hospice deaths, which occur outside the above-identified parameters, will be processed in the usual manner.

VIII. FORFEITURE INVESTIGATIONS

The Financial Investigations Unit (FIU) is responsible for targeting and confiscating assets traceable to forfeiture investigations, drug, and other miscellaneous criminal racketeering offenses that allow for forfeiture action. The following procedures shall be followed:

A. Notification Requirements

The FIU supervisor, or his/her designee, shall be notified:

1. In any situation with a potential for forfeiture investigative seizure of currency, property, and/or other assets (e.g., vehicle, boat, aircraft, other conveyance, dwelling, business, land, or real property).
2. Prior to the execution of search or seizure warrants in cases with the potential for forfeiture seizure of currency, property, or other assets (as in narcotics-related offenses or felony for profit investigations).

B. Release of Seized Property or Other Assets

1. Property or other assets seized in connection with a forfeiture investigation **shall not** be physically released without a court ordered forfeiture release and/or approval from all of the following individuals:
 - a. Criminal Investigations Division (CID) Commander
 - b. Financial Investigations Unit Supervisor
 - c. Financial Investigations Unit Detective
 - d. Pima County Attorney's Office

C. Ajo District Procedures for Forfeiture Investigations

1. The FIU supervisor or his/her designee shall be notified in **any situation** with the potential for currency, property, and/or other assets are located and appropriate for investigative seizure.
2. The NSIS commander or his/her designee shall determine if the FIU supervisor and detectives will respond to the Ajo District and the circumstances under which this will occur.

IX. ELECTRONIC SURVEILLANCE

- A. Any electronic surveillance conducted by the Pima County Sheriff's Department shall be in accordance with federal and Arizona law as well as applicable case law.
- B. Questions concerning the legality of any proposed electronic surveillance shall be referred to the department's legal advisor or the appropriate prosecutor.
- C. Court Approval for Wiretaps
 1. Investigating members shall comply with state and federal laws regarding wiretaps.
 2. Any commissioned member desiring to obtain a court order for a wiretap shall obtain permission from the Sheriff prior to approaching the appropriate prosecutor.

D. Electronic Monitoring

1. Monitoring equipment is assigned to and maintained by the Investigations Support Unit.
2. Units that utilize monitoring equipment are responsible for its proper use and care.
3. A commissioned member wishing to use electronic monitoring equipment shall receive prior approval from the Narcotics and Special Investigations Section commander.

X. ENFORCEMENT ACTION FOR INCIDENTS THAT OCCUR WITHIN A NATIVE AMERICAN NATION

Officers of the State of Arizona and its political subdivisions, including Pima County, do not have the law enforcement authority to arrest Native Americans for any offense committed within the boundaries of a Native American Nation, nor do such officers have the authority to arrest non Native American suspects for any offense that involves a Native American victim or property.

- A. The following enforcement actions shall be taken for situations occurring within Native American Nation boundaries that involve Native American suspects, victims, or property:
 1. Where a commissioned member apprehends an Native American suspect in violation of a criminal or traffic law, the appropriate Native American Nation law enforcement agency shall be contacted for any necessary follow-up enforcement action.
 2. Where a commissioned member has probable cause to believe that a felony is being committed or where an immediate threat to life or property exists, the member shall take that action necessary to control the situation regardless of the nationality of the persons involved.
 - a. If Native American personnel or property are involved in the situation, the member shall stand by until the arrival of the Native American Nation police representative. The tribal agency should assume responsibility for the investigation.

- b. If, during the course of establishing control, it becomes necessary to physically detain suspects, members are authorized to exercise that amount of force necessary to accomplish the detention until the arrival of Native American Nation law enforcement representative(s).
- B. The following enforcement action shall be taken in situations occurring within Native American Nation boundaries where Native American suspects, victims, or property are involved:
 1. Where a traffic offense is committed by an individual who is not a member of the particular Native American Nation on a right-of-way, e.g., State Route 86, the suspect may be cited.
 - a. Traffic accidents occurring on right-of-ways should be investigated by the appropriate state or county law enforcement agency unless Native American personnel or property are involved.
 - b. Commissioned members shall render emergency medical aid to accident victims regardless of nationality.
 2. Where a criminal offense is committed by an individual who is not a member of the particular Native American Nation, the incident shall be investigated in the same manner as any other incident occurring outside the boundaries of the Native American Nation unless Native American personnel or property are involved.
- C. The following enforcement actions shall be taken with requests for assistance by an Native American Nation law enforcement agency:
 1. If an Native American Nation law enforcement agency requests emergency law enforcement assistance, commissioned members are authorized to respond to the request and provide that degree of assistance necessary to control the situation.
 2. The responsibility for and the general control of the emergency rests with the Native American Nation law enforcement agency making the request.
 3. The Force Commander, District Commander, or his/her designee, shall be apprised of all such requests, and a supervisor shall respond to the scene of the incident.

- D. In all circumstances where a commissioned member provides voluntary or requested assistance, a department incident report shall be initiated documenting the circumstances of the incident, the member's involvement, and the names of the police representatives who were present to assume control of the situation.
- E. Where the ancestry of a suspect or victim has not been determined until after enforcement action has been taken, the matter shall be referred to the appropriate Native American Nation law enforcement agency.

XI. EXPLOSIVES AND HAZARDOUS DEVICES

- A. The first commissioned member on scene shall ascertain all available information about the incident, relay that information to the Bomb Squad, and be responsible for the initial incident report. If the member requires assistance to determine if a hazard is present, the Bomb Squad may be called at any time for such assistance. If it is determined the potential presence of such a device is real, the member shall:
 - 1. Take immediate measures to evacuate the area
 - 2. Establish a command post and perimeter within which only the Bomb Squad or authorized personnel shall enter. The perimeter shall be maintained until such time as the Bomb Squad advises that the threat is no longer present or have requested that the perimeter be moved or modified.
- B. The on-duty field supervisor of the District in which the hazard is found shall be responsible for coordinating with the Bomb Squad and ensuring that an adequate and secure perimeter is maintained.
- C. The Bomb Squad shall be responsible for the expeditious response to the incident scene, the search for, the rendering safe of, the removal of, and the disposal of explosives and hazardous devices. Additionally, the Bomb Squad shall be responsible for the following:
 - 1. The preparation of supplemental reports on those incidents where such devices are found
 - 2. Follow-up investigation on all cases relating to those devices including the closure thereof.

XII. HAZARDOUS MATERIALS AND CHEMICALS

- A. The first commissioned member on the scene shall obtain all available information about the incident, relay that information to the appropriate Hazardous Materials Response Team, and be responsible for the initial incident report. If the member requires assistance to determine if a hazard is present, the appropriate Hazardous Materials Response Team may be called at any time for such assistance. If it is determined the potential presence of such a material is real, the member shall:
 - 1. Take immediate measures to evacuate the area
 - 2. Establish a command post and perimeter within which only the Hazardous Materials Response Team or authorized personnel shall enter. The perimeter shall be maintained until the Hazardous Materials Response Team advises that the threat is no longer present, or requests that the perimeter be moved or modified.
- B. The on-duty field supervisor of the District in which the hazard is found shall be responsible for coordinating with the appropriate Hazardous Materials Response Team and for ensuring that an adequate and secure perimeter is maintained.
- C. The appropriate Hazardous Materials Response Team shall be responsible for the expeditious response to the incident scene and the search for, the rendering safe of, the removal of, and the disposal of hazardous chemicals and materials. Additionally, the Hazardous Materials Response Team shall be responsible for the completion of all appropriate paperwork in those incidents where such materials are found and the follow-up investigation on all cases relating to those materials, including the closure thereof.

XIII. FINANCIAL INSTITUTION ROBBERY INVESTIGATIONS

- A. Incidents involving a robbery of a financial institution, e.g., banks, savings and loans, credit unions, etc., are within the purview of either the Federal Bureau of Investigation (FBI) or the Sheriff's Department.
- B. The following general procedure is established to govern the working relationship between the FBI and Pima County Sheriff's Department during the course of the search for the suspect(s) and the initial investigation.
- C. Department Responsibilities
 - 1. Initial Response: Field units shall respond to the scene in accordance with the robbery response procedure, i.e., secure the scene and witnesses and relay suspect information to Communications.
 - 2. The CID supervisor and/or lead investigator shall respond to the scene and coordinate the follow-up investigation with the FBI.

XIV. ROBBERY RESPONSE

- A. The Communications Unit shall be responsible for the following activities:
 - 1. The maintenance of an open telephone link with the reportee until direct contact has been established with the affected business, and
 - 2. The coordination of a meeting of a business employee with a commissioned member. The meeting shall occur outside of the place of business.
- B. Patrol shall be responsible for the following activities:
 - 1. The expeditious response to reported robberies, using emergency equipment only when absolutely necessary. Emergency equipment shall not be used when in the vicinity of the alarm call.
 - 2. The deployment of responding units by the patrol supervisor to maintain a tactical advantage.

3. Making contact with an employee outside the building. No member shall enter the affected business until such contact has been accomplished. If no employee appears, it will be assumed that a hostage situation exists.
4. Notification of the SWAT team by the patrol supervisor if a hostage situation exists. The patrol supervisor shall also maintain a secure perimeter and establish a safe staging area for responding personnel.

XV. PROCEDURES FOR DISPATCHING SERIOUSLY WOUNDED OR DANGEROUS ANIMALS

- A. Prior to the use of a firearm to dispatch a seriously wounded or dangerous animal, commissioned members shall adhere to the following procedures:
 1. Determine if the animal's injuries are life threatening or if its suffering would be prolonged by not dispatching the animal. These findings shall be reported to the immediate supervisor.
 2. Make reasonable efforts to find the owner of the animal and, per A.R.S. § 13-2910.A.2., *Cruelty To Animals*, ensure the owner's transportation of the animal for veterinary care.
 3. In the absence of the owner or responsible party, request a response from one (1) of the following:
 - a. Pima County Animal Control: COMMON DOMESTIC ANIMALS
 - b. Arizona Department of Agriculture: LIVESTOCK
 - c. Arizona Game and Fish: GAME ANIMALS
 4. If these agencies cannot or will not respond in a timely manner, contact shall be made with the Pima County Sheriff's Department on-call member of the Animal Cruelty Task Force of Southern Arizona. This member will attempt to arrange for the transport of the animal or the response of a veterinarian to the scene.
- B. If the on-duty supervisor decides to terminate the animal's life, it will be accomplished by discharging a firearm into the animal's skull, if feasible.

XVI. PHOTOGRAPHING AND FINGERPRINTING JUVENILES

- A. After normal duty hours of the Pima County Juvenile Court Center, juveniles who are to be photographed and fingerprinted shall be transported to the Pima County Sheriff's Department's Forensic Unit.
- B. The on-duty forensic technician shall photograph and fingerprint the individual before the juvenile is transported to the Pima County Juvenile Court Center.
- C. If juveniles are photographed and fingerprinted at the Pima County Sheriff's Department, that fact shall be included in the incident report.

XVII. REQUESTING INFORMATION ON BOX HOLDERS AND CHANGE OF ADDRESS INFORMATION

- A. Requests for information from the United States Postal Service concerning box holders and changes of address shall be made only after all other sources of this information have been exhausted.
- B. All requests shall be submitted on department letterhead to the United States Postal Service, Operations Technician, via facsimile at the following number: (520) 388-5315.

For follow-up on urgent requests, contact the Law Enforcement Only Hotline at (877) 876-2455.

XVIII. PAWN SHOPS

- A. Pawn shop owners in Pima County are required to ensure that pawn slips are filled out on all items left at their places of business.
 - 1. The Burglary Unit shall be advised of all cases involving pawnshops.
- B. Recovered Stolen Items
 - 1. When identification has been made, the item may be seized as evidence. The department member shall document the amount of money paid by the pawn shop proprietor for the item seized.
 - 2. The pawn shop owner shall be given general information about the case.

3. A department receipt shall be signed by the commissioned member who seized the item and by the owner or employee of the pawn shop who released the item.
 - a. The original receipt shall be filed with the Records Maintenance Unit.
 - b. A copy of the Property and Evidence Form shall be left with the person who released the item.
4. Items shall not be seized until positive identification is made.

XIX. MISSING PERSONS

A. Patrol Response

A patrol member shall respond, in-person, and make contact with the reporting individual(s) to take the initial report of any missing person case (occurring in Pima County), and in all first-time reports of a runaway juvenile. For subsequent reports of a runaway juvenile, in-person response is preferred, but left to the discretion of the member and/or sergeant, unless specifically requested by the reportee, in which case a member shall respond to the scene.

B. Missing Children

1. The Crimes Against Children Unit supervisor shall be notified in the following instances:
 - a. A missing/runaway investigation involving a child of eleven (11) years of age or younger
 - b. A missing/runaway investigation involving a child who is severely handicapped (physically, mentally, medically, or emotionally)
 - c. A missing/runaway investigation of a juvenile of any age involving suspicious circumstances

2. Arizona Amber Alert Plan

- a. The Arizona Amber Alert Plan requires law enforcement to meet five (5) criteria when evaluating a potential child abduction. The following items are required before activation may occur.
 - (1) A child under eighteen (18) has been abducted.
 - (2) Law enforcement has determined the child is not a runaway and a custody dispute is not the sole reason for requesting an activation.
 - (3) The abduction poses a credible threat of imminent danger, serious bodily injury, or death to the child.
 - (4) There is enough description detail about the child, the abductor, and the abduction circumstances that an Amber Alert activation will locate the child and/or suspect.
 - (5) There is information available, if disseminated to the public, that would facilitate safe recovery of the child and/or apprehension of the suspect.
- b. Upon determination the Arizona Amber Alert Plan requirements have been met, the responsible deputy or sergeant shall contact the Crimes Against Children Unit supervisor, who will activate the Amber Alert.

3. Procedure for Runaway Juveniles

- a. The location of the occurrence is the juvenile's residence (home, foster home, or institution), NOT the location last seen.
- b. If physical photographs of runaway juveniles are collected, they shall be marked with the juvenile's name and case number and forwarded to the Crimes Against Children Unit. Any digital photographs taken or collected shall be uploaded as photographic evidence.

- c. The Crimes Against Children Unit shall maintain a log of runaway juvenile cases and shall be responsible for the follow-up investigation and closure.
- d. Patrol units shall check possible locations of runaways as information is received by Communications.
- e. Referral options include Physical and Paper. Returned runaways shall not be parentally referred.
- f. If the Paper Referral Form is not signed by the parent or guardian, the juvenile shall be physically referred.
- g. The referring member is responsible for ensuring the removal of runaway data from the computer.

C. Missing Vulnerable Adults

A vulnerable adult is a person 18 years of age or older and who is physically, mentally, medically, or emotionally handicapped.

1. The Homicide Unit supervisor shall be notified in the following instances:
 - a. A missing person investigation involving suspicious circumstances
 - b. A missing person investigation involving a vulnerable adult
 - c. In cases pertaining to a missing adult/vulnerable adult, the responding commissioned member shall make every effort to determine if the missing person has been admitted to a local hospital, mental care facility, or jail at the time of the initial report.
 - d. The initial responding member shall ensure that all procedures related to the NCIC local database entry of a missing person/runaway juvenile are followed, as directed in Chapter 4.XII.A Computer Entries.

2. Arizona Silver Alert Plan

- a. The Arizona Silver Alert Plan requires law enforcement meet two (2) criteria when evaluating a potential missing vulnerable adult. Both items are required before activation may occur.
 - (1) The vulnerable adult must be 65 years of age or older.
And,
 - (2) The vulnerable adult has been medically diagnosed with Alzheimer's disease, dementia, or a mental disability.
- b. Upon determination the Arizona Silver Alert Plan requirements have been met, the responsible deputy or sergeant shall contact the Homicide Unit supervisor, who will activate the Silver Alert.

3. Procedure for Missing Vulnerable Adults

- a. Photographs of missing vulnerable adults shall be marked with the adult's name and case number and forwarded to the Homicide Unit.
- b. The Homicide Unit shall be responsible for follow-up investigation and closure.
- c. The member who locates the missing vulnerable adult is responsible for ensuring the removal of the vulnerable adult from the computer.
- d. The Homicide Unit supervisor is responsible for ensuring Silver Alerts are deactivated.

XX. ARIZONA TRAFFIC TICKET AND COMPLAINT

- A. The Arizona traffic ticket and complaint issued by commissioned members of the Pima County Sheriff's Department shall be processed as follows:
1. Citation books shall be issued to commissioned members; a receipt shall be completed by the receiving member. This receipt shall indicate the citation numbers in the book and shall be retained by the Records Maintenance Unit for audit purposes under department retention guidelines.
 2. The member completing the receipt shall be responsible for the custody and proper use of the citation book issued to him/her.
 3. The following applies to the voiding of citations:
 - a. Issued citations **SHALL NOT** be voided after initial contact with the violator has been concluded, i.e., the member has cleared from the traffic stop.
 - b. If a citation is to be voided prior to issuing the citation, the member shall print "**VOID**" across the citation and ensure that all copies are so marked. (In order to void a citation, all copies must be in the possession of the department member.)
 - c. The member shall prepare a memorandum detailing the justification for voiding the citation. All copies of the citation and the memorandum shall be forwarded to the District/Section commander for review. Upon completion of the review, the voided citation should be forwarded to the Records Maintenance Unit for retention.
 4. Sheriff's Department members shall not attempt to have any other department member void a citation except as outlined in these procedures.
 5. Any Pima County Sheriff's Department member recognizing the need or necessity to dismiss a citation issued to a person that he/she is acquainted with or related to shall advise his/her supervisor of the situation and relieve himself/herself of any further involvement in the procedure.

6. Law enforcement members may correct a citation only when all copies of the citation can be changed. Once a citation has been issued, amendments to criminal citations must be coordinated through the County Attorney's office. Amendments to civil violations must be modified at Justice Court during the time of a hearing set for the defendant.
7. Members shall forward all issued citations to the District/Section office within twenty-four (24) hours of issuance. Civil citations should be entered into the computer database at the District/Section level.
8. All citations should be forwarded to the Records Maintenance Unit within two (2) business days.

XXI. REPORTS

A. Case Reports

1. Case reports are to be completed prior to the end of the responsible member's shift. In cases not involving an actual or pending arrest, supervisors may grant a 24-hour extension to this requirement.
2. A case report shall be completed in the following circumstances:
 - a. All arrests for violations of criminal laws regardless of whether the arrestee is taken into custody or field released
 - b. All arrests for criminal violations of traffic laws (e.g., DUI, Reckless Driving, Driving with a Suspended or Revoked License, or Leaving the Scene of an Accident)
 - c. All reports of criminal activity or suspected criminal activity (except gas skips meeting department waiver guidelines)
 - d. All deaths of humans, whether accidental or intentional, except for accidental deaths outlined in Chapter 9, *Required Reports in Traffic-Related Matters*
 - e. All fires

- f. All incidents in which a person is seriously injured, except as outlined in Chapter 9, *Required Reports in Traffic-Related Matters*
- g. All instances of catastrophic property loss, e.g., flood, earthquake, landslide, mudflow, or explosion
- h. All reports of missing persons
- i. All reports of lost and found property or when property is seized or taken into custody for safekeeping
- j. All reports of domestic disturbance
- k. All incidents about which supplemental or follow-up information is anticipated
- l. All instances of dispatching seriously wounded or dangerous animals
- m. All personal injury incidents when:
 - (1) The victim is an on-duty Pima County employee.
 - (2) An on-duty Pima County employee is involved in the incident during the performance of County business.
 - (3) The incident occurred on Pima County property or in an area under the official control of Pima County.
 - (4) Pima County equipment is involved.
- n. All instances where a department member has used any type of physical force, e.g., taser, baton, less lethal, or oleoresin capsicum
- o. Civil matters when an apparent breach of a court order has occurred
- p. All contacts where immunity is claimed

- q. All instances where a member transports a mentally disturbed person for evaluation
 - r. All instances where voluntary or requested assistance is provided to an Native American Nation law enforcement agency
 - s. All instances of silent or audible alarm calls which are determined to be false alarms
3. A case report may be submitted whenever a member wishes to document any other incident. Case reports should be considered in the following circumstances:
- a. Disturbances where no criminal activity or chargeable offense has occurred
 - b. Civil matters not involving an apparent breach of a court order
 - c. Other agency assists where a member's presence is only for the purpose of assistance and not that of a principal investigator or arresting officer
 - d. Suspicious persons calls where criminal conduct cannot be established
 - e. Public assist calls, e.g., delivery of emergency messages and checks for welfare
 - f. Personal injury incidents where no foul play is suspected and where neither death nor serious injury has occurred
 - g. Animal bites where the incident is referred to the Pima Animal Control Center
 - h. Calls for service where the reported activity does not constitute a reportable offense or where the activity or incident cannot be substantiated due to the lack of information from, or the absence of, a complainant or reporting person

B. Supplemental Reports

1. Supplemental reports should be submitted when commissioned members participate in law enforcement activities requiring a case report to document their involvement in the incident.
2. Supplemental reports are to be completed prior to the end of the responsible member's shift. In cases not involving an actual or pending arrest, supervisors may grant a 24-hour extension to this requirement.

C. Report Submission Options

1. Dial Dictation System (DDS)
 - a. All arrest reports shall be submitted via DDS.
 - b. All supplemental reports that include involvement details shall be submitted via DDS.
2. Spillman Mobile Client Application
 - a. The Spillman Mobile client application enables users to electronically submit case report narratives, except those that are required to be submitted via DDS.
 - b. Mobile field reporting shall not be used for lengthy reports that could be more efficiently submitted via DDS.

D. Responsibilities

1. The Records Management Section Manager is responsible for establishing data entry procedures and quality control measures.
2. The Transcription Unit provides centralized transcription, data entry, and quality control services. The Unit is responsible for:
 - a. Transcription and data entry for reports submitted via the Dial Dictation System
 - b. Data entry for case reports submitted via the Spillman Mobile client application

- c. Implementing quality control measures
 3. Members are responsible for the quality and content of their reports, and therefore shall review them for accuracy whether dictated or submitted electronically.
- E. On-Line Reporting
 1. On-line reporting allows a citizen to file certain case reports via the internet.
 2. Reports are limited to:
 - a. Minor property incidents where the total value of the loss, fraud, or damage is less than \$5,000.
 - b. No specific suspect information available.
 - c. All supplements not involving new threats or identifying a new suspect.
 - d. Certain other reports as identified on the department's website.
 3. This is an additional reporting option available to the public. It is not intended to replace personal or telephonic contact when necessary or requested.
 4. The Records Maintenance Unit shall be responsible for the management and operation of the on-line reporting system.

XXII. AUTO THEFT AFFIDAVIT PROCEDURES

- A. Any person making a report of a theft of means of transportation shall complete a Stolen Vehicle Affidavit.
- B. Responding commissioned member responsibilities:
 1. Respond in person, if possible
 2. Witness the reportee sign the Affidavit
 3. Document the completion of the Stolen Vehicle Affidavit in the report

4. Complete the Stolen Vehicle Affidavit
 5. Forward the Stolen Vehicle Affidavit to the Records Maintenance Unit
- C. If the Stolen Vehicle Affidavit is not completed in person, the department member taking the report shall:
1. Complete the top portion of the Affidavit
 2. Forward the Affidavit to the reporting party via certified mail for processing
 3. Advise the reportee that the Affidavit will be mailed to him/her for completion
 4. Advise the reportee that he/she shall make arrangements to have the completed Affidavit notarized and returned to the Records Maintenance Unit within seven (7) business days
 5. Document all actions in the report
- D. If the completed Stolen Vehicle Affidavit is not received within thirty (30) days of the report:
1. The Auto Theft Unit shall remove the stolen vehicle entry from ACIC/NCIC, unless circumstances dictate otherwise.
 2. The Auto Theft Unit shall complete a supplement.