

I. PROFESSIONAL CONDUCT AND RESPONSIBILITIES

A. Duties and Responsibilities

1. All deputies 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 deputies shall perform their duties as required or directed by law, Department Rules and Regulations, or procedures, or by order of a superior.
3. Deputies 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. Deputies 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. Deputies 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 deputies 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 deputy 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. Deputies 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. Deputies shall be assigned regular hours for active duty and shall be considered off duty during unassigned hours.
- B. Deputies shall be subject to emergency stand-by or on-call status as deemed necessary by the Sheriff.
- C. Law Enforcement Action
 - 1. A deputy 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 deputy sheriff.
 - 2. A deputy must consider his/her physical condition and/or impairment, i.e., alcohol, prescription medicine, etc., prior to taking any action.

3. If a deputy 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 deputy shall report the incident to the proper police agency.
4. Deputies 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 Deputies

1. While working in undercover assignments, deputies shall not be required to comply with Department appearance or grooming standards.
2. Clothing, hairstyles, and facial hair of undercover deputies are to be appropriate for the particular assignment of the deputy.

E. Conflicts of Interests

1. Deputies 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. Deputies 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. Deputies 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. Deputies shall not initiate case reports or make computer entries under circumstances where the deputy or a family member is the victim or suspect unless authorized by a supervisor.

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V. CHILD ABUSE

- A. Child abuse cases shall include cases of physical abuse, neglect, sexual assault, and molestation.
- B. In cases where a deputy has responded and has reason to believe a child has been abused or neglected, the deputy shall immediately notify the appropriate CID Unit Supervisor and Child Protective Services.
- C. For patrol personnel responding to a reported or suspected abuse, the first priority is the protection of the child. **Case law supports warrantless and, if necessary, forcible entry into a residence to protect or give aid to the victim of child abuse where it appears reasonably necessary.**

VI. MEDICAL EXAMINER'S DEATH CASES

- A. The Office of the Medical Examiner (OME) requires the reporting of certain deaths of human beings by any person having knowledge of the death, including a fetal death, under any of the following circumstances:
 - 1. Death occurring when the deceased is not under the current care of a physician for a potentially fatal illness or when an attending physician is unavailable to sign the death certificate
 - 2. Death resulting from violence
 - 3. Death occurring suddenly when the deceased was in apparent good health
 - 4. Death occurring in a prison or jail
 - 5. Death of a prisoner
 - 6. Death occurring in a suspicious, unusual, or unnatural manner
 - 7. Death from disease or accident believed to be related to the deceased's occupation or employment
 - 8. Death believed to present a public health hazard
 - 9. Death occurring during anesthetic or surgical procedures

- B. A.R.S. § 11-593 states that "every person who knows of the existence of a body where death occurred in the manner specified . . . and who fails to notify the nearest peace officer shall be guilty of a misdemeanor."
- C. When encountering circumstances 2, 4, 5, and/or 6 as outlined under paragraph A of this section, deputies 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.
- D. During the initial contact, the Homicide Unit supervisor shall determine whether or not investigators need respond. If it is determined the Homicide Unit will respond, field deputies shall secure the scene, witnesses, and possible suspects and wait for investigators of the Homicide Unit to arrive.

If it is determined the field deputy should conduct the investigation, the Forensic Unit shall be called as appropriate, and the investigation shall be conducted to supply the incident report with as much of the following data 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 attending physicians seen by the deceased
7. Any conditions for which the deceased was being treated
8. The presence of any drugs in the home, at the scene, or on the body (if so, these must be sent to OME with the body)

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 deputy may pronounce death if there is no chance of life.
 - b. Death is assumed when the body is dismembered or decomposed (total or partial) or rigor mortis has occurred, or in the case of any 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 field deputy to arrange for next of kin notification. If notification has not been made, the deputy assigned the original case shall immediately notify the Homicide Unit Supervisor who will arrange for the notification.
12. If a body is located in a home, special attention shall be given to the following data:
 - 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, who and what they did

- E. The security of property of the deceased is the Department's responsibility. Property of evidentiary value shall be placed in the Pima County Sheriff's Department Evidence Unit. Other property may be secured on the premises. All medications are to be sent to OME with the body.
- F. During the investigation, the field deputy shall contact the OME via Communications. The Office of the Medical Examiner will arrange for transportation of the body to the County Morgue.
- 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 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.

Deputies 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.

VII. RICO INVESTIGATIONS/ORGANIZED CRIME AND NARCOTICS

RICO forfeiture detectives assigned to the Economic Crime Unit are responsible for targeting and confiscating assets of criminals involved in racketeering offenses. The Economic Crime Unit supervisor shall be notified in any situation in which there is the **possibility** of asset seizure. The following procedures shall be followed by all personnel in the investigation of these particular crimes:

A. Procedures

1. Money

When a deputy locates currency or other means of exchange and believes seizure to be appropriate, a forfeiture deputy shall be notified. **(See Currency Counting Procedures.)**

2. Other Property

When a deputy locates other property, e.g., motor vehicles, boats, aircraft, other conveyances, dwellings, businesses, land, or real property, and believes seizure to be appropriate, a forfeiture deputy shall be notified.

3. General Considerations

- a. A forfeiture deputy shall be notified in advance of service of warrants when there is probable potential for seizure (as in narcotics-related cases).
- b. Media or other people not directly involved in an investigation shall NOT be admitted to a scene that is being processed unless prior permission has been granted by a Commander and/or the attorney assisting in the investigation.
- c. Forfeiture cases shall be filed and forfeiture paperwork shall be served only by the designated forfeiture deputy.

4. Service of Seizure Process

- a. The forfeiture deputy and County Attorney's staff shall be responsible for serving owners of property to be seized with appropriate seizure paperwork. **Owners shall NOT be told that their property is "seized" until that time.**
- b. Once they have been so informed, time restraints on the seizure process will begin.

5. Seizure Warrant

Many times, a case deputy does not have enough evidence to seize property on initial contact; however, at a later time, evidence is often obtained that makes the property seizable. A seizure warrant shall then be obtained by the forfeiture deputy, entered into NCIC, and may then be served by any peace officer. When seizure warrants are served, the forfeiture deputy shall be notified.

B. Storage of Seized Property

1. Cash, gems, precious metals, and other negotiables shall be secured initially in the safe provided by the RICO Unit. Items too large for the safe, provided by the RICO Unit, or for a safe deposit box shall be secured in the Evidence Unit until an adequate secure location is found by the forfeiture deputy and a designee of the RICO Unit.
2. When an aircraft is seized, the Air Unit Supervisor shall make arrangements for removing, housing, and securing that aircraft.
3. Motor vehicles, boats, and other conveyances shall be taken to the Sheriff's Impound Lot, and reasonable efforts shall be taken to preserve these items in the condition found at the time of seizure.

When, by virtue of size or other characteristic, a vehicle, boat, or other conveyance cannot be accommodated by the Impound Lot, or when special handling is necessary for any reason, reasonable efforts shall be made with available means to secure and preserve the item in the condition it was found at time of seizure.

4. Normally, with dwellings, businesses, land, and other real property, procedures shall be followed other than physical seizure, e.g., using racketeering lien, in order to minimize disruption of commerce, maintenance, and other responsibilities of proprietorship.
5. Special circumstances, e.g., seizure of stocks, bonds, or high-yield certificates or hiring of asset managers, shall be dealt with on a case-by-case basis.
6. All Department copies of tow sheets, property sheets, and property tags pertaining to seized items shall be clearly marked, "Seized for Forfeiture." Citizen copies or receipts shall not be marked "Seized for Forfeiture."
7. In all cases of property storage and preservation, reasonable care shall be taken. Nothing in this section is intended to promise or demand extraordinary efforts in preserving or maintaining the condition or value of seized property.

C. Release of Seized Property

1. Items may be released only by the following individuals:
 - a. Forfeiture Deputy
 - b. County Attorney
 - c. Case Officer
2. In no case, however, shall any item seized for forfeiture be physically released without the knowledge and concurrence of the forfeiture deputy.

VIII. CURRENCY COUNTING PROCEDURES

One (1) of the following money-counting procedures shall be followed when a deputy locates currency or other means of exchange:

- A. When a deputy locates currency or other means of exchange that is secured as evidence; seized for asset forfeiture; or controlled by the Pima County Sheriff's Department for any other reason, e.g., found property, the following money-counting procedures will be followed:
 1. Photographs shall be taken of the money and its location prior to counting.
 2. The case deputy and a minimum of one (1) other deputy shall each count the money in the presence of the others at one sitting. After each has made an individual count, the officers shall compare results, identifying any possible counting errors.
 - a. When there is a discrepancy in the count, recounts must be made until all counters agree. During the money count process, the number of people in the immediate area or room shall be minimized.
 - b. Precautionary measures shall be used to preserve items of evidentiary value.

3. Supplements, property sheets, and property envelopes showing money amounts shall be specific, listing money by the groups in which it was found, by number of bills for each denomination, and by total for each denomination. The grand total shall also be indicated.

Example:

Amount A:	04 x \$50.00 =	\$ 200.00
Amount B:	03 x \$50.00 =	\$ 150.00
Amount C:	11 x \$10.00 =	\$ 110.00
	16 x \$20.00 =	<u>\$ 320.00</u>
Total Amount C:		<u>\$ 430.00</u>
Grand Total:		\$ 780.00

4. The case deputy or his/her designee shall list currency on a separate Property and Evidence Control form (with no other types of property included).
 5. Currency shall be placed in a sealed property envelope (or envelopes) with time, date, and case number noted on the envelope along with initials and badge numbers of the deputies who counted the currency. Only actual counters of monies shall sign the property envelope(s) containing those monies and only after agreeing that the amounts listed match their figures. The property envelope(s) shall be delivered to Evidence or placed in a secure evidence locker.
 6. Each deputy shall document his/her findings in a supplement, including the amounts personally counted. Only those deputies actually counting money shall include amounts in supplements.
 7. The case deputy shall forward a copy of the case report documenting the circumstances under which the money was acquired to the supervisor of the Financial Crimes Unit for information purposes.
- B. The following procedure shall be followed if the amount is more than \$1,000 or any time the deputy believes the possibility of asset seizure may be appropriate:
1. The Financial Crimes Unit Supervisor or his/her designee shall be notified in any situation in which there is the possibility of asset seizure or where **more than** \$1,000 in currency is going to be placed in Evidence.

2. The money shall not be disturbed or moved until the arrival of RICO Investigators. If at all possible, a minimum of two deputies shall be present until relieved by RICO investigators. It will be the responsibility of the Financial Crimes Unit Supervisor or his/her designee to supervise, seize, process, package, and transport the items in question.

Groups of monies should not be combined at any time without the approval of the Financial Crimes Unit Supervisor or his/her designee.

3. RICO investigators from the Financial Crimes Unit shall make proper notifications to chain of command and the County Attorney or Attorney General's Office and determine the need, if any, for search warrants.
4. Photographs shall be taken of the money, its location, and its relative proximity to contraband. All the processing by the Forensic Unit shall be done at the direction of the Financial Crimes Unit Supervisor or the on-call forfeiture detective. After the money has been located and photographed, the following procedures shall be followed:
 - a. The Financial Crimes Unit Supervisor and the forfeiture detective shall place the money, undisturbed, into the large orange bag designated for transportation. The deputies shall wear gloves when this process is taking place.

The monies shall be placed into one (1) or more bags depending on the number of locations where currency was found and the amounts of money. The self-locking bag(s) shall be sealed in the presence of the Financial Crimes Unit Supervisor or his/her designee.

- b. The bag(s) containing the currency shall be transported in the transport vehicle's trunk with escort from other forfeiture detectives and the supervisor. The currency shall be transported to the Financial Crimes Unit offices in the Main Administration Building at 1750 East Benson Highway.

- c. Upon arrival at the Administration Building, the bags shall be carried to a secure office. The secure office will be locked at that time and only RICO and command personnel shall be present. At no time shall the currency be left unattended in the room. No one except RICO and command personnel shall be present during the counting of the currency.

Since the Financial Crimes Unit Supervisor is the only officer in possession of the key to unlock the bag(s), he/she shall unlock the bag(s) in the presence of a forfeiture detective. The forfeiture detective shall identify the specific location of the secure office, by room name/number, in which the currency was counted. The room name/number shall be documented in a supplement.

- d. There shall be two (2) counts by two (2) deputies of all monies, and the totals shall be compared. If the totals coincide, the monies shall be appropriately wrapped in bank wrappers and placed in a plastic bag, which shall be sealed and initialed.
- e. The outside of the sealed plastic bag shall be marked with the case number. The currency shall be placed in a property envelope(s) and sealed with the date, time, and case number and initials on the envelope(s). The forfeiture detective shall write a supplement report indicating compliance with all of the above. It is the forfeiture detective's responsibility to ensure that he/she receives the appropriate case report and supplements from the deputy(ies) initiating the investigation.
- f. Each deputy who counts the money shall document his/her findings, including the amounts counted by him/her personally. Supplements, property sheets, and property envelopes listing money amounts shall be specific, listing monies by groups in which they were found, by the number of bills in each denomination and by the total of each denomination. The grand total shall also be included.

Example:

Amount A: 08 x \$50.00 =		\$ 400.00
Amount B: 09 x \$50.00 =		\$ 450.00
Amount C: 11 x \$10.00 =	\$ 110.00	
16 x \$20.00 =	<u>\$ 320.00</u>	
Total Amount C:		<u>\$ 430.00</u>
Grand Total:		\$ 1,280.00

- g. After the money is counted and properly sealed, it shall be placed into the RICO safe utilizing the RICO Safe Procedure detailed below.

5. RICO Safe Procedure

The currency shall be transported by two (2) RICO personnel to the second floor vault. The Financial Crimes Unit Supervisor or his/her designee shall unlock the RICO safe and step away so that the forfeiture detective(s) can open the safe without compromising the combination to the safe. The keys to the RICO safe shall be maintained by the Financial Crimes Unit Supervisor, the Crimes Against Family and Property Section Commander, or the Criminal Investigations Division Commander.

The Financial Crimes Unit Supervisor shall not have the combination to the RICO safe. Upon placing the currency in the safe, the forfeiture detective(s) and the Financial Crimes Unit Supervisor shall log the items in the logbook. A minimum of two (2) signatures is required to log in or out. In addition, the Supervisor or Command Officer shall ensure that the extra key to unlock the transportation bag(s) is, in fact, in the RICO safe. It is the responsibility of the Financial Crimes Unit Supervisor or Command Officer to ensure that the safe is locked and the tumbler is rotated.

6. Transportation of Money to the Financial Institution

As soon as practical, a forfeiture detective shall complete all paperwork for depositing seized monies into the RICO account. Depending on the quantity of currency being transported and the potential level of threat to the safety of the transporting deputies, an escort by members of the Tactical Response Section may be considered. The size of the escort, if any, shall be determined by the Financial Crimes Unit Supervisor and Tactical Response Section.

The currency shall be logged out of the RICO safe as described in Section Five (5) above and the Financial Crimes Unit Supervisor or his/her designee and/or the Crimes Against Family and Property Section Commander shall physically accompany the currency from the safe to the bank.

A minimum of two (2) deputies in the transport vehicle and the Financial Crimes Unit Supervisor, or designee, in a separate vehicle shall transport the currency, which shall be locked in the trunk of the transport vehicle. A completed deposit slip from the bank will be provided to the County Treasurer/Assessor's Office. A copy of the bank deposit slip, the Treasurer's Deposit Permit, property sheets detailing the breakdown of currency, and any other pertinent paperwork regarding the transaction will be provided to the Business Office within a **reasonable time**.

7. Should any of the three authorized key persons be reassigned, it shall be the responsibility of the Financial Crimes Unit Supervisor to change the key and combination to the RICO safe. The new combination shall be provided to RICO detectives only.
- C. Ajo District procedure when more than \$1,000 is to be seized, or anytime the deputy believes the possibility of asset seizure may be appropriate:
1. The Financial Crimes Unit supervisor, or his/her designee shall be notified in any situation in which there is the possibility of an asset seizure, or in situations where more than \$1,000 in currency is going to be placed into Evidence.
 2. Upon being notified and briefed, the Financial Crimes Unit Supervisor will either elect to respond to the Ajo District and assume responsibility of the asset seizure process as outlined in Section B of this chapter, or designate Ajo District personnel to assist the Financial Crimes Unit RICO Detail in performing preliminary seizure of the asset(s) and/or currency.
 3. When Ajo District personnel perform preliminary seizure of the asset(s) and/or currency, a minimum of two (2) deputies shall be present until the arrival of a supervisor. It will be the responsibility of the supervisor or his/her designee to supervise, seize, process, package, and transport the items in question.

Groups of monies should not be combined at any time without the approval of the supervisor or his/her designee. Photographs shall be taken of money at the scene, depicting its location and its relative proximity to contraband. All the processing shall be done at the direction of the supervisor or his/her designee.

4. After the money has been located and photographed, the following procedures shall be followed:
 - a. Currency shall be transported to the Ajo District Substation after being secured for transport by the procedure outlined in this chapter.
 - b. Assets shall be properly packaged, processed (to include counting of currency), and secured.
 - c. Vehicles shall be impounded.
5. Currency-counting procedures as outlined in Section B of this chapter shall be adhered to. After the money is counted and properly sealed, it shall be secured as evidence until turned over to the Financial Crimes Unit RICO Detail.
6. The Financial Crimes Unit supervisor or his/her designee will be advised of the amount of the currency as determined by the count, and will coordinate transfer/transport of the currency to Tucson, where the Financial Crimes Unit RICO Detail shall take custody of the currency and assume the forfeiture investigation.

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 deputies shall comply with state and federal laws regarding wiretaps.
2. Any deputy desiring to obtain a court order for a wiretap shall obtain permission from the Sheriff prior to approaching the appropriate prosecutor.

D. Body Transmitters

1. Undercover units that are assigned body transmitter equipment are responsible for the proper use and maintenance of this equipment.
2. Any deputy wishing to use a body transmitter shall receive prior approval from his/her supervisor.

X. ENFORCEMENT ACTION FOR INCIDENTS THAT OCCUR WITHIN INDIAN RESERVATION BOUNDARIES

Officers of the State of Arizona and its political subdivisions, including Pima County, do not have the law enforcement authority to arrest Indians for any offense committed within the boundaries of Indian reservations, nor do such officers have the authority to arrest non-Indian suspects for any offense that involves an Indian victim or property.

A. The following enforcement actions shall be taken for situations occurring within reservation boundaries that involve Indian suspects, victims, or property:

1. Where a deputy apprehends an Indian suspect in violation of a criminal or traffic law, the appropriate Indian law enforcement agency shall be contacted for any necessary follow-up enforcement action.
2. Where a deputy has probable cause to believe that a felony is being committed or where an immediate threat to life or property exists, the deputy shall take that action necessary to control the situation regardless of the nationality of the persons involved.

- a. If Indian personnel or property are involved in the situation, the deputy shall stand by until the arrival of the Indian police representative, who shall assume responsibility for the investigation.
 - b. If, during the course of establishing control, it becomes necessary to physically detain suspects, deputies are authorized to exercise that amount of force necessary to accomplish the detention until the arrival of Indian law enforcement representative(s).
- B. The following enforcement action shall be taken in situations occurring within reservation boundaries where Indian suspects, victims, or property are involved:
1. Where a traffic offense is committed by an individual who is not a member of the particular reservation 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 Indian personnel or property are involved.
 - b. Deputies 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 reservation, the incident shall be investigated in the same manner as any other incident occurring outside the boundaries of the reservation unless Indian personnel or property are involved.
- C. The following enforcement actions shall be taken with requests for assistance by an Indian law enforcement agency:
1. If an Indian law enforcement agency requests emergency law enforcement assistance, deputies 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 situation rests with the Indian 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 deputy provides voluntary or requested assistance, a Department Incident Report shall be initiated documenting the circumstances of the incident, the deputy'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 Indian law enforcement agency.

XI. EXPLOSIVES AND HAZARDOUS DEVICES

- A. The first deputy on the scene shall ascertain all available information about the incident, relay that information to the Bomb Squad, and be responsible for the initial offense report. If the deputy 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 deputy 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 personnel advise 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 for 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 deputy 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 offense report. If the deputy 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 deputy 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 PCSD during the course of the search for the suspect(s) and the initial investigation.
- C. Departmental 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 by Communications personnel, and
 - 2. The coordination of a meeting of a business employee with an officer. The meeting shall occur outside of the place of business.
- B. Patrol personnel 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 officer 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. WITNESS IDENTIFICATION AND INTERVIEW

- A. Deputies shall make every reasonable effort to identify witnesses and obtain biographical information for re-contact if necessary.

1. Once the witness(es)' information is obtained, they will be advised if follow-up investigators are responding and the investigators' estimated time of arrival.
2. The witness(es) should be informed of the importance of a detective interviewing them while the event is still fresh in their minds. Deputies shall request and encourage witnesses to wait for detectives; however, absent exigent circumstances, witnesses will not be detained.
3. If a witness elects to leave, it will be the responsibility of the follow-up investigator to re-contact the witness.

B. Officer-Involved Shooting Incidents

1. The first supervisor, or acting supervisor, on-scene shall:
 - a. Separate and isolate the Department member(s) directly involved in the shooting, i.e., the shooter(s)
 - (1) A non-involved deputy shall be assigned to act as a cover deputy to assist and remain with the involved officer(s) until the Officer-Involved Shooting (OIS) Team has relieved the cover deputy of this duty. The cover deputy shall document this activity in a report.
 - b. Separate and isolate any Department member(s) who witnessed the incident
2. Department member(s) directly involved in the shooting shall not be permitted to speak with an attorney or an employee group representative until the OIS Team is on scene and authorizes such contact.

3. Department member(s) who only witnessed the incident shall not be permitted to speak with an attorney or an employee group representative prior to being interviewed by the OIS Team.

XVI. PROCEDURES FOR DISPATCHING SERIOUSLY WOUNDED OR DANGEROUS ANIMALS

- A. Prior to the use of a firearm to dispatch a seriously wounded or dangerous animal, deputies shall adhere to the following procedures:
 1. The deputy shall determine if the animal's injuries are life threatening or that, by not dispatching the animal, its suffering would be prolonged. These findings shall be reported to the immediate supervisor.
 2. The deputy shall make reasonable effort to find the owner of the animal and, per A.R.S. § 13-2910.A.2., *Cruelty To Animals*, facilitate the owner's transportation of the animal for veterinary care.
 3. In the absence of the owner or responsible party, the deputy shall 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, via Communications, with the Pima County Sheriff's Department on-call member of the Animal Cruelty Task Force of Southern Arizona. This member will arrange for the transport of the animal or the response of a veterinarian to the scene.
- B. If, however, a decision is made by an on-duty supervisor to terminate the animal's life, a gunshot wound shall be placed into the animal's skull, with the intention of the projectile's path to travel through the brain as illustrated below.

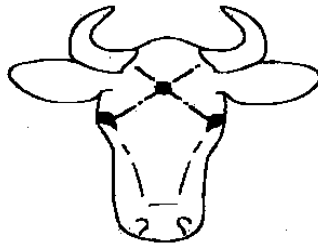
It is recommended that shotgun slug or buck shot ammunition be used when shooting livestock or game animals. Officers shall utilize their handgun for dispatching small animals. The officer shall position him or herself three (3) or four (4) feet in distance from the animal prior to shooting.



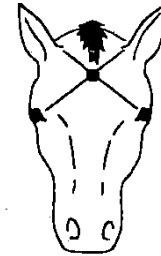
DOG: Aim at the intersection of imaginary lines crossing from ears to eyes, well up on the forehead.



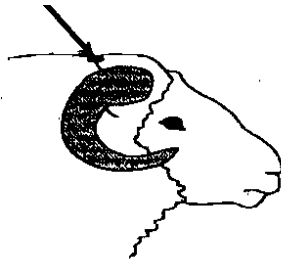
CATS: Aim at the intersection of imaginary lines crossing from ears to eyes, well up on the forehead.



CATTLE: Aim at the center of the head, 2/3 of the way up on the forehead (calves, slightly lower).



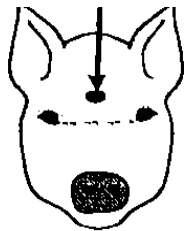
HORSES/DEER: Aim at the intersection of imaginary lines crossing from ears to eyes, well up on the forehead.



SHEEP/RAMS (HORNED): Approach from the rear. Aim between the horns, towards the mouth.



SHEEP/RAMS (WITHOUT HORNS): Approach from the rear. Aim down on the top of the head, just back of the eyes.



SWINE/JAVELINA: Aim at the center of the head, approximately 1" above the level of the eyes.



SHEEP/RAMS (WITH HORNS): Approach from the rear. Aim down on the top of the head, just back of the eyes.

XVII. 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 deputy transports the arrestee 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.

XVIII. 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 (520) 388-5265.

XIX. 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 Pima County Sheriff's Department receives and files copies of the pawn slips.
 - 2. 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.

2. The pawn shop owner shall be given general information about the case.
3. A departmental receipt shall be signed by the deputy who seizes the item and by the owner or employee of the pawn shop who releases 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.

XX. MISSING CHILDREN

- A. Patrol Response: A patrol deputy will be required to respond, in-person, and make contact with the reporting party(ies) to take the initial report of any missing child 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 deputy and/or sergeant, unless specifically requested by the reportee, in which case a deputy will respond to the scene.
- B. The Crimes Against Children Unit Supervisor shall be notified in the following instances:
 1. A missing/runaway investigation involving a child of eleven (11) years of age or younger
 2. A missing/runaway investigation involving a child who is severely handicapped (physically, mentally, medically, or emotionally)
 3. A missing/runaway investigation involving suspicious circumstances
- C. Arizona Amber Alert Plan
 1. The Arizona Amber Alert Plan requires that law enforcement meet two (2) criteria when evaluating a potential child abduction. Both items are required before activation can occur.

- a. A child 17 years of age or younger is abducted and there is reason to believe the child is in imminent danger of serious bodily injury or death. Or,

A child medically diagnosed with a mental or physical disability is missing or abducted and there is reason to believe the child is in imminent danger of serious bodily injury or death.
 - b. There is information available to disseminate to the general public, which could assist in the safe recovery of the child and/or the apprehension of a suspect.
2. Upon determination that 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.

D. Procedures for handling runaway juveniles

1. The location of the occurrence is the juvenile's residence (home, foster home, or institution), NOT the location last seen.
2. Photographs of runaway juveniles shall be marked with the juvenile's name and case number and forwarded to the Crimes Against Children Unit.
3. The investigating unit shall maintain a log of runaway juvenile cases and shall be responsible for the follow-up investigation and closure.
4. Patrol units shall check possible locations of runaways as this information is received by Communications.
5. Referral options include Physical and Paper. Returned runaways shall no longer be parentally referred.
6. If the Paper Referral Form is not signed by the parent or guardian, the juvenile shall be referred physically.
7. The referring deputy is responsible for ensuring the removal of runaway data from the computer.

XXI. ARIZONA TRAFFIC TICKET AND COMPLAINT

- A. The Arizona traffic ticket and complaint issued by deputies of the Pima County Sheriff's Department shall be processed as follows:
1. Citation books shall be issued to deputies and a receipt will be completed by the deputy receiving the citation book. 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 deputy 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 terminated, i.e., the deputy has cleared from the traffic stop.
 - b. If a citation is to be voided prior to issuing the citation, the deputy 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 deputy.)
 - c. Deputies 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 void or 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. Deputies 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.

XXII. REPORTS**A. Incident Reports**

1. An incident 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 violations of traffic laws when the arrestee is being charged with 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 accidents 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 nuclear 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 accidents 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 accident occurred on Pima County property or in an area under the official control of Pima County.
 - (4) Pima County equipment is involved in the accident.
 - 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 the officer has transported a mentally disturbed person for evaluation
 - r. All instances where voluntary or requested assistance is provided to an Indian law enforcement agency
 - s. All instances of silent or audible alarm calls which are determined to be false alarms
2. An incident report may be submitted whenever a member wishes to document any other incident. Incident 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 the deputy'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 accidents 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

Supplemental reports should be submitted when deputies participate in law enforcement activities requiring an incident report to document their involvement in the incident.

C. Multipurpose Card

The Multipurpose Card (MPC) is a form designed to document written warnings for traffic violations and vehicle equipment repair orders.

D. Report Submission Options

1. Dial Dictation System

- a. The Department's Dial Dictation System is an efficient way to submit reports so that deputies may spend more time providing law enforcement and public safety services.
- b. All arrest reports shall be submitted via the Dial Dictation System.
- c. All supplemental incident reports that include involvement details shall be submitted via the Dial Dictation System.

2. Spillman Mobile Client Application

- a. The Spillman Mobile client application enables users to electronically submit incident report narratives, except those that are required to be submitted via the Dial Dictation System.
- b. Mobile field reporting shall not be used for lengthy reports that could be more efficiently submitted through the Dial Dictation System.

3. TransDat

TransDat is a process that enables submission of supplemental reports for import into the Department's records management system from a word processing application on a desktop client.

E. Responsibilities

1. The Information Resources Section Manager is responsible for:
 - a. Establishing data entry procedures and quality control measures
 - b. Establishing TransDat data transfer procedures
2. The Transcription Unit is established to provide 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 incident reports submitted via the Spillman Mobile client application
 - c. Uploading reports submitted via TransDat into the Spillman database
 - d. Implementing quality control measures
3. Deputies are responsible for the quality and content of their reports, and therefore shall review them for accuracy whether dictated or submitted electronically.

F. On-Line Reporting

1. On-line reporting allows a person to file a case report via the internet.
2. Reports are limited to:
 - a. Minor incidents with no suspect information, i.e., harassing phone call and hit and run with no injuries.
 - b. Certain types of incidents where documentation is needed, i.e., burglary supplement, lost property, theft / larceny, fraud, and vandalism.
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.

XXIII. 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 deputy responsibilities:
 - 1. Respond in person, if possible
 - 2. Complete the Stolen Vehicle Affidavit
 - 3. Witness the reportee sign the Affidavit
 - 4. Document the completion of the Stolen Vehicle Affidavit in the report
 - 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 Records Maintenance Unit 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 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.