PROCEDURES FOR SOME SPECIALIZED UNITS

The majority of procedures for specialized units are not included in the PCSD Manual. Most procedures for specialized units can be obtained by contacting the supervisor of the specific specialized unit. This chapter is designed only to outline some specialized unit procedures, which, because of past necessity, have been included in the PCSD Manual. Therefore, any questions or concerns regarding purpose, scope, responsibility, or availability of any specialized unit should be referred to the appropriate unit supervisor.

I. AIR UNIT

A. The Air Unit shall consist of personnel assigned to operate and maintain all Sheriff's Department aircraft. Department aircraft are utilized for a variety of law enforcement purposes such as surveillance, aerial photography, transportation of investigators, transportation of prisoners, and assistance to other County and local law enforcement agencies. Additional assistance to Pima County agencies is provided on a request and time-available basis.

B. Scheduling and Communications

1. Requests for services shall be directed to the Air Unit via the Unit Supervisor or may also be requested through the chain of command.

2. The Air Unit Supervisor shall keep Communications updated regarding the on-call pilot.

II. EMPLOYEE SUPPORT & ASSESSMENT UNIT

A. The purpose of the Employee Support & Assessment Unit is to provide short-term personal assistance, crisis intervention services and training, and to act as an information and referral resource for department members.

1. Personal assistance is generally restricted to the following categories:

a. Career and educational counseling

b. Short-term personal counseling, crisis intervention, and stress management training

c. Short-term peer support counseling following traumatic incidents such as shootings. No documentation shall be made of these counselings.

2. When the department member's problem requires long-term counseling and/or exceeds the scope of services normally provided, the Employee Support & Assessment Unit shall refer the department member to the appropriate program or agency.

B. No records for personnel matters will be maintained by the Employee Support & Assessment Unit. Any such documents generated by the Employee Support & Assessment Unit shall be forwarded to the Personnel Unit. Unless "Informed Consent/Release of Confidentiality" forms have been signed, the names of department members and the content of their conversations with Employee Support & Assessment Unit personnel will not be disclosed or released to anyone without the specific permission of the department member with the following exceptions:

1. Criminal conduct

2. Serious violation of Pima County Sheriff's Department Rules and Regulations

3. The Peer Support Team member is involved in, or is a witness to, an incident which is the subject of any departmental investigation

4. There is reason to believe the employee intends to seriously injure him/herself or others

5. Instances of child or vulnerable adult abuse are disclosed

C. Department members may seek self-help from or be directed by their commander to the Employee Support & Assessment Unit and/or the Department's Employee Assistance Program (EAP).

1. Department members seeking self-help may directly contact the Employee Support & Assessment Unit or the Employee Assistance Program for needed assistance.

2. When a commander directs the department member to the Employee Assistance Program, the employee shall be directed to sign a "Release of Information" form stating that EAP shall provide the Sheriff with an evaluation of the member's ability to perform an assigned task. The details of the counseling shall remain confidential.

D. Anonymous, statistical data shall be maintained by the Employee Support & Assessment Unit on the number of contacts, nature of service, and number of hours of service. This information shall be used solely for analysis and planning.

E. The Peer Support Program is a voluntary and confidential resource to provide support for personal and/or work-related problems. The program shall have a coordinator who acts as a liaison between the Peer Support Team and the Administration. The Employee Support & Assessment Unit will serve as a resource or act in an advisory capacity to the program.

III. CANINE UNIT (K-9)

A. The mission of the Canine Unit is to provide specialized dog support to field operations in a manner consistent with the principles of professional public service and concern for officer safety.

B. The primary goals of the Unit are:

1. Provide canine support to each District for the prevention and detection of criminal activity

2. Locate and apprehend suspects in buildings and/or open areas

3. Protect law enforcement officers and/or citizens

4. Provide Search and Rescue support in locating lost or missing individuals

5. Locate narcotics, explosives, and other dangerous or illegal substances

6. Provide tactical assistance, where appropriate, to the Corrections Bureau, SWAT, or other areas as needed

7. Maintain a level of training and preparedness that will allow full support and effectiveness of the Unit's goals

C. To best take advantage of the unique capabilities of the canine resource, the Unit shall attempt to operate and respond using the following priorities:

1. Any canine-specific situations, including:

a. Building searches

b. Area searches

c. Tracking of subjects as conditions permit

d. Search and Rescue operations

e. Specialized detection, i.e., narcotics, explosives, etc.

2. Felony calls in progress or that have just occurred

3. Back-up units to beat deputies

4. Dispatched calls of a routine nature that will not inhibit response to canine specific situations

a. Repeat alarm calls

b. Past larcenies

c. Other low-priority responses

5. Priority calls of any nature when required by staffing shortages, call-load, or operational need

D. A detailed Canine Unit procedure manual is maintained at the Special Operations Section. This manual provides a description of selection and training requirements for handlers and canines. In addition, the manual contains operational procedures for all canine handlers.

IV. SEARCH AND RESCUE UNIT

A. Purpose

Arizona law requires the Sheriff to conduct and coordinate search and rescue missions within the jurisdiction of the county. The Pima County Sheriff's Department adheres to this legislative requirement by maintaining a Search and Rescue Unit. Personnel in this unit shall act as agents of the Sheriff in search and rescue matters and utilize the various resources available to them through the department and member units of the Southern Arizona Rescue Association (SARA).

B. Operational Procedures

1. The Search and Rescue Unit shall conduct a search when there is sufficient cause to believe that anyone is lost, injured, stranded, or deceased in a remote and normally inaccessible area. The urgency of a search mission shall be determined by an objective evaluation of:

    a. Subject's age

    b. Subject's medical or mental condition

    c. Subject's experience in the environment

    d. Appropriateness of equipment for the environment

    e. Number of subjects involved

    f. Terrain and potential hazards

    g. History of incidents in the area

    h. Past behavior of the subject

    i. Weather pending and forecast

    j. Possibility of the subject's having left the search location without notification

2. The Search and Rescue Unit shall conduct a rescue when there is sufficient cause to believe that anyone is injured or believed to be in immediate or potential danger. Rescues are normally conducted for those who are:

   a. Injured or immobilized in a remote or inaccessible area

   b. Stranded due to extreme environmental conditions including flood, rock face, and high-angle locations

C. Search and Rescue Missions in the Ajo District

1. Missions in this area shall be referred to the Ajo District Commander or the on-duty Shift Supervisor in Ajo.

2. The Ajo District Commander or on-duty Shift Supervisor shall determine whether or not the Tucson Search and Rescue coordinator should be requested or advised or if Ajo District personnel will handle the Search and Rescue incident.

V. SHERIFF'S DEPARTMENT RURAL DEPUTIES

A. All rural deputies must be full-time deputy sheriffs of the Pima County Sheriff's Department and assigned to one of the patrol districts.

1. Rural deputies shall be assigned shifts with variable hours by their District Commander and work when their services are needed.

2. Rural deputies shall have a geographical area in which they shall be responsible for the following:

   a. Calls for service, including:

      (1) All calls for service occurring while they are on duty

      (2) As many non-priority calls as possible, e.g., past vandalism, etc. When non-priority calls are received while the rural deputy is off duty, Communications may make an appointment with the reportee (if the reportee is willing) so that the call can be taken during the rural deputy's normal

shift, or the on-duty supervisor for that district may assign another deputy to handle the call.

b. Follow-up on all cases, with the following exceptions:

(1) Cases routinely assigned to the Criminal Investigations Division, i.e., Homicide Unit, Sex Crimes Unit, and Economic Crime Unit

(2) Fatal motor vehicle accidents

(3) Cases that are assigned to other agencies or jurisdictions

c. Rural deputies shall conduct all necessary identification procedures for cases in which they have follow-up responsibility.

d. Rural deputies shall contact as many people within their area of responsibility as possible in order to maintain open channels of communication with the residents of rural Pima County.

e. Rural deputies shall perform special assignments related to their geographical area of responsibility.

f. Rural deputies shall perform duties outside of their geographical area of responsibility at the discretion of their District Commander.

VI. BICYCLE PATROL FUNCTIONS

A. Department Bicycle Coordinator

The Search and Rescue Unit supervisor shall serve as the Department Bicycle Coordinator.

1. All bicycle training within the department shall be coordinated through the Department Bicycle Coordinator and the Training Center.

2. The Department Bicycle Coordinator will review the training lesson plans annually to ensure that training remains progressive and consistent.

3. The Department Bicycle Coordinator shall prepare, annually, an open purchase order with a local bicycle repair and sales business. All repairs or replacement of parts or accessories shall be accomplished by the designated repair facility.

B. Major Policies

1. Training

a. Each deputy assigned to bicycle patrol duties shall be required to successfully complete the departmentally approved training prior to deploying on a bicycle for any duty related purpose.

b. All deputies that deploy on bicycles shall complete an eight (8) hour block of annual refresher training. This training will be the responsibility of the Department Bicycle Coordinator or his/her designee.

c. All training will be documented and forwarded to the Training Center for proper data entry into the employee's training file.

d. Deputies who have an assigned bicycle may not use their departmentally issued equipment for the purposes of training or leisure use while off duty.

2. Pursuits

a. Except under extraordinary circumstances, bicycle patrol deputies shall not conduct motor vehicle pursuits while on their bicycles.

b. Bicycle patrol deputies conduct traffic stops only if the violator can safely be motioned to stop, or the stop can be coordinated with a marked patrol unit.

3. Operational Procedures

   a. Deputies deploying on bicycles shall operate their bicycles in a manner that is consistent with proper bicycle use, safety, and training.

   b. Deputies shall observe Arizona Traffic laws while conducting routine patrol.

   c. Deputies on bicycle patrol shall carry the basic equipment with them necessary to complete basic law enforcement duties, e.g., citations, rubber gloves, camera with film, plastic bags for evidence, etc.

4. Security of Equipment

   a. When a bicycle is left unattended for any reason, it shall be secured in a manner that deters unauthorized use or theft.

   b. Bicycles shall be secured on a bicycle rack or in a vehicle when being transported.

5. Deployment

   a. Deputies deployed on their bicycles shall notify the Communications Unit of their general operations area for the shift and advise that they will be on bicycle.

   b. Bicycles shall not be deployed in conditions deemed unsuitable, hazardous, or in violation of sound officer safety procedures.

   c. The District/Section Commander, or a supervisor, shall determine the deployment of the bicycle patrol deputies.

   d. The District/Section Commander may authorize deputies to deploy as a single bicycle unit, provided sufficient backup deputies are in close proximity and assigned to the same operation as the single bicycle deputy.

6. Equipment

a. Deputies assigned to bicycle patrol duties are responsible for the proper care and maintenance of all equipment assigned to them.

b. Deputies assigned to bicycle patrol duties are required to perform frequent inspections and routine maintenance on their bicycles. This includes, but is not limited to the following:

(1) Changing tubes, tires, and repairing flats

(2) Lubricating chain and other moving parts

(3) Making minor adjustments to brakes and gearshifts

c. All equipment shall be issued and tracked through Material Management.

d. Required equipment

(1) Helmet

(2) Rechargeable headlight system

(3) Flashing red rear taillight

(4) Small, frame-mountable pump

(5) Rear cargo rack

(6) Black cargo bag, with removable "SHERIFF" decals

(7) Tire patch kit

(8) Repair tools

(9) Both tinted and clear eye protection

7. Uniforms

   a. For routine operations, deputies shall wear the bicycle patrol uniform.

   b. For plainclothes operations, deputies should dress in a manner that will not create a safety concern with regard to the operation of the bicycle. A helmet is optional, depending on the circumstances.

   c. Bicycle patrol uniforms are not authorized for court, or for any other function where business attire is appropriate.

   d. Commissioned members shall wear an approved bicycle helmet at all times while riding their department issued bicycle unless otherwise directed by their supervisor.

   e. A District/Section Commander, with concurrence of the appropriate Division Commander, may authorize the wearing of plainclothes for special assignments.

8. Off-Duty Employment

   a. Commissioned members utilizing their department-issued bicycle for off-duty employment must do so in accordance with Department Rules and Regulations (Law Enforcement Related Off-Duty Work Regulations) where applicable.

VII. ALL-TERRAIN / UTILITY-TASK VEHICLE OPERATION

Members shall operate department all-terrain vehicles (ATV) and utility-task vehicles (UTV) as required by this regulation, with the exception of the Training Section and Evidence Unit which shall be governed by internal policy specific to their individual needs.

This section supplements traditional vehicle operation regulations and does not replace or negate existing regulations.

A. Units within the department may operate ATVs and UTVs for specialized enforcement and support operations.

B. The Training Section shall be responsible for the following:

1. Developing and maintaining standard operating procedures

2. Coordinating all training and training requirements for ATV/UTV operation

3. Maintaining a list of ATV/UTV qualified members

C. Only department members who have completed and maintain the required ATV/UTV training are authorized to operate a department ATV/UTV.

1. ATVs/UTVs shall be operated in a manner that is consistent with proper use, safety, training, and with ATV/UTV standard operating guidelines and other department vehicle operation regulations.

2. Safety equipment, as prescribed through ATV/UTV training, must be worn at all times while operating the ATV/UTV.

3. Passengers shall not be carried on any ATV/UTV not specifically designed for such use, except under emergency situations.

D. Absent extraordinary circumstances, department members are not authorized to engage in motor vehicle pursuits while operating an ATV/UTV, without supervisor approval.

E. ATVs/UTVs will be transported to use locations via trailer. Only properly equipped vehicles will be utilized to tow the ATV/UTV trailer.

F. Department members are responsible for the proper use and care of the ATV/UTV and trailer. This includes ensuring all equipment is functional and reporting any damage or malfunctions observed or incurred while using the ATV/UTV and trailer. Members are expected to leave the equipment in serviceable condition, to include adequate fuel, when finished using the ATV/UTV.

VIII. SCHOOL RESOURCE OFFICER SECTION

A. The mission of the School Resource Officer is to enhance civility and safety in community schools by functioning as a resource, mentor, and

teacher, and providing law enforcement services for schools, students, and parents. The section is comprised of commissioned members who are assigned to a single school as a primary assignment.

B. The School Resource Officer Section shall:

1. Establish a presence and take calls for service at the primary school to which they are assigned.

2. Support patrol functions by responding to calls for service at other Pima County schools, when available.

3. Act as a liaison for departmental needs to provide names and phone numbers of students and school staff for investigative purposes.

C. School Violence Threats Investigations:

1. Threats of violence against schools, the student body, and faculty represent a significant public safety concern. Recognizing this, the Pima County Sheriff's Department shall investigate threats of these types immediately and until the investigation reaches its logical conclusion. When applicable, a threat assessment should be completed in these types of incidents.

2. During school hours, the School Resource Officer Section shall respond to reports of school threats and investigate. If unavailable, Patrol shall respond and investigate. School threats investigated after school hours may be followed up on by the Night Detectives Unit.

D. School Violence Threats Advisories:

1. Up-channel notifications shall be made as soon as significant information concerning the school violence threat is obtained.

2. Advisories shall be made to the Community Problems Unit.

3. Advisories of such threats shall be made to a School Resource Officer supervisor by the Criminal Investigations Division (CID) as soon as possible.