I. MANUAL ACCESS, MAINTENANCE, AND REVISION

A. Department Rules and Regulations shall be issued to department employees.

B. Department members assigned manuals are responsible for keeping them current.

C. All department members shall be provided access to other manuals used in conjunction with the Department Manual.

D. Immediate supervisors are responsible for ensuring that department members under their direction have been provided Manuals and current update materials, and they shall periodically audit department members' copies to ensure they are current.

E. Revision Procedures

1. The Community Resources Section shall submit all proposed revisions through the appropriate review process and, if approved, make arrangements to have them prepared in final format, printed, and distributed.

2. Supervisors and commanders are responsible for ensuring that changes submitted through them do not contradict existing policy.

3. The Community Resources Section shall keep a file of all previous Rules and Regulations for any future reference requirements.

F. General Orders: Written instructions authorized by the Sheriff or Bureau Chiefs that establish or update policies, rules, or procedures designed to be incorporated into the Department Rules and Regulations.

1. General Orders may be proposed by any department member.

2. The Community Resources Section shall submit all proposed orders through the appropriate review process and, if approved, make arrangements to have them prepared in final format, printed, and distributed.

G. Command Directives: Written instructions authorized by the Sheriff or Bureau Chiefs that establish programs, procedures, orders, or other management instructions of a permanent or temporary nature not incorporated in the Pima County Sheriff's Department Rules and Regulations.

1. Command Directives may be proposed by any department member.

2. The Community Resources Section shall submit all proposed directives through the appropriate review process and, if approved, make arrangements to have them prepared in final format, printed, and distributed.

H. Unit Procedures

1. Detailed methods of directing and controlling specific functions of a division may be developed by Division Commanders subject to the approval of the Sheriff.

2. Division Commanders may establish written rules and procedures for their respective Divisions as long as they do not conflict with the Department's Rules and Regulations, or procedures, Pima County Personnel Policies, Pima County Merit System Rules, or the Pima County Law Enforcement Merit System Rules.

3. Copies of unit procedures shall be forwarded to the Community Resources Section for reference purposes.

4. Commanders may issue special orders, which deviate from the Department's Rules and Regulations, or procedures, if necessary, during an emergency. Such orders shall remain in effect only for the length of the emergency.

II. OTHER MANUALS AND REFERENCES

In addition to the Pima County Sheriff's Department Rules and Regulations, the following is a list of manuals and references for use in conjunction with the Department Manual:

A. Pima County Personnel Policies and Procedures

B. Pima County Merit System Rules

C. Pima County Law Enforcement Merit System Rules

D. Pima County Administrative Procedures Manual and Board of Supervisors Policies

E. Arizona POST Rules and Procedures Manual

F. Communications Procedures Manual

G. Corrections Bureau Policies and Procedures Manual: Provides administrative and operational policies and procedures for corrections officers and civilian personnel assigned to the Corrections Bureau.

H. Corrections Bureau Post Orders and Standard Operating Procedures

I. Corrections Training Officer (CTO) Manual: Provides specific guidelines for the Corrections Training Officer, defines procedures, and allows for evaluation methods for CTO's to successfully evaluate the new officer.

J. Department Quick Reference Guide

K. Deterrence Against Drugs Program Guide

L. Document Preparation Guide: Provides general guidelines and information for preparation of disciplinary actions, letters of appreciation, and commendation.

M. D.U.I. Manual

N. Emergency Operations Guide: Pima County Incident Command System

O. Field Training Officer (FTO) Manual: Provides specific guidelines for the Field Training Officer, defines procedures, and allows for evaluation methods for FTO's to successfully evaluate the new deputy.

P. Job Class Specifications

Q. Judicial Security Emergency Response Manual: Provides specific guidelines for numerous emergency situations that may occur within the courts buildings.

R. Media Relations Guide

S. Operations Response Guide

T. Sheriff's Auxiliary Volunteers Policy and Procedures Manuals (Tucson, Green Valley, and Ajo): Provides general information on conduct, work commitment, and duties for qualified Sheriff's Auxiliary Volunteers.

U. Unit Procedures