I. ORGANIZATION OF THE DEPARTMENT

A. Sheriff

B. Bureaus

C. Divisions

D. Districts/Sections

E. Units (See Organizational Charts for further details.)

II. FUNCTION OF THE DEPARTMENT

Members of the Pima County Sheriff's Department are responsible for performing duties delegated to them by the Sheriff in accordance with the requirements of Arizona Revised Statutes § 11-441 and all other statutory obligations.

III. ADMINISTRATION OF THE SHERIFF'S DEPARTMENT

A. The chain of command is the authority of the Sheriff delegated to immediate subordinates and down the lines of command. The Sheriff may assign any employee to any position of command or responsibility provided the appointment is in accordance with Pima County Personnel Policies, Pima County Merit System Rules, and Pima County Law Enforcement Merit System Rules.

B. The chain of command shall be maintained.

1. Department members shall not bypass their immediate supervisors except as set forth in the Department Manual.

2. Department members who believe they have been subjected to an unfair decision by an immediate supervisor may request the matter be reviewed by the next higher supervisor in the chain of command.

3. Department members may circumvent the chain of command when such deviation is provided for in the Department Manual or by county policy.

C. Commanders, managers, and supervisors absent from their assignment shall designate appropriate employees to act in their stead.

IV. EXPECTATIONS OF ALL MANAGEMENT STAFF, COMMISSIONED, CORRECTIONS, AND CIVILIAN

A. Expectations as Managers and Public Administrators

All management staff shall function as public administrators who are responsible for the department's effective adaptation to changes in the economic, political, and sociological environment. This requires the management staff to continually analyze immediate and future law enforcement and public issues as they relate to corrections, administration, and criminal justice. In response to this analysis, the management staff is charged with development of long-range, short-range, and strategic plans for their respective divisions.

This requires setting objectives, development of long-range and short-range action plans, and formulation of policies for their divisions and the department. To accomplish the above, it is expected that the management staff will work as a team rather than as autonomous units. The management staff is expected to deal with one another and all levels of the organization (civilian, corrections, and commissioned) in a courteous, respectful, and honest manner.

In addition to the above, conduct perceived as being intimidating, manipulative, or condescending will not be tolerated.

B. Expectations of the Management Staff as Departmental and Community Role Models

Members of the management staff are expected to be leaders and role models for the law enforcement community as well as for all members of the Pima County Sheriff's Department.

Therefore, it is expected that members of the management staff conduct their professional and private lives as examples of integrity and moral leadership for the organization and community.

This includes conducting their professional and private lives in ways that preclude any suspicion or suggestion of illegal or improper activities regarding civil, domestic, or criminal acts. Professional or domestic behavior that discredits the member and/or this department will not be tolerated.

C. All managers, in addition to complying with expectations listed in these sections, are required to comply with all rules, regulations, and responsibilities enumerated for supervisors.

V. ADDITIONAL EXPECTATIONS AND RESPONSIBILITIES OF COMMISSIONED MANAGEMENT, INCLUDING LIEUTENANTS, CAPTAINS, AND BUREAU CHIEFS

Commissioned managers are charged with a wide range of public safety and law enforcement responsibilities that require special knowledge, skills, discretion, judgment, and command presence.

Because of additional statutory authority and power, commissioned managers are required to maintain the ultimate degree of professionalism at all times. This professionalism is essential because of the far-reaching decisions regarding life and liberty that commissioned managers may be required to make at any moment. Their command decisions must be sound, reasonable, and timely. Furthermore, they must be able to act and react with great autonomy if necessary.

Commissioned managers are also required to be adept in the National Incident Management System (NIMS) and utilize it in the overall management of major incidents. They must also maintain their Arizona POST certification and abide by POST's rules, regulations and prescribed standards of conduct.

Commissioned managers are required to be on-call at all times and available for law enforcement and public safety command duties whenever necessary.

With increased responsibility and authority, commissioned managers will be held to a correspondingly higher standard and higher degree of accountability.

VI. AUTHORITY AND RESPONSIBILITY OF THE SUPERVISOR

A. Supervisors shall constantly direct their efforts toward the intelligent and efficient performance of the functions of the department and shall require subordinates to do the same. They shall not perform the duties regularly assigned to subordinates when the subordinates are available to perform these duties. They shall not only be responsible for their own conduct and performance but for the conduct and performance of subordinates as well. They shall actively direct and supervise subordinates to ensure that the latter perform their assigned duties efficiently. They shall at all times, in dealing with department members and citizens, be examples of intelligence, efficiency, promptness, accuracy, trustworthiness, and courtesy.

B. Expectations of the Supervisory Staff as Departmental and Community Role Models

Members of the supervisory staff are expected to be leaders and role models for the law enforcement community as well as for all members of the Pima County Sheriff's Department.

Therefore, it is expected that members of the supervisory staff conduct their professional and private lives as examples of integrity and moral leadership for the organization and community.

This includes conducting their professional and private lives in ways that preclude any suspicion or suggestion of illegal or improper activities regarding civil, domestic, or criminal acts. Professional or domestic behavior that discredits the member and/or this department will not be tolerated.

C. Supervisors shall not unnecessarily countermand orders of department members below their rank or needlessly interfere with specific duties of other department members.

D. Supervisors shall promptly obey all orders of their superiors. They shall give such orders or instructions, written or oral, as may be necessary for the efficient operation of their units when not in conflict with orders or instructions issued by a higher authority. They shall be responsible for the proper execution of orders by their subordinates.

E. Supervisors shall report any delinquent or immoral conduct, laxity in the performance of duty or laxity in the observance of Department Rules and Regulations, or procedures on the part of any of their subordinates in writing to their superiors. Such reports shall be submitted within seven (7) days of learning of the transgression.

A supervisor who observes or is informed of a neglect of duty or misconduct by a member not assigned to the supervisor's unit shall immediately bring the incident to the attention of the member's supervisor as well as his/her own superior.

F. Supervisors shall ensure that subordinates make all required reports promptly, accurately, and completely on proper department forms. Supervisors shall instruct their subordinates in the proper methods of reporting; such reports shall be subject to inspection and approval.

G. Supervisors shall be responsible for the maintenance and care of all department property assigned to their commands. They shall inspect such property from time to time in order to ensure the property is in good repair.

H. Supervisors shall ensure that all subordinates who do not report for scheduled duty have previously received approval for leave or have called in sick.

I. Supervisors shall not discriminate against any department member on the basis of race, color, religion, national origin, age, disability, veteran status, genetic information, pregnancy, sex, gender identity, gender expression, sexual orientation, or political opinion or affiliation.

J. Supervisors should submit a written factual report when subordinates:

1. Risk their lives under circumstances requiring a high degree of courage, e.g., in the prevention of a crime, in the apprehension of a criminal, or in saving or attempting to save the life of another.

2. Perform a difficult and important public service requiring the highest degree of tact, diligence, initiative, and ability.