I. ACCIDENTS, INJURIES, ILLNESSES, AND DISABILITIES

A. Absence from Duty

1. Department Member's Responsibility

a. Members who are absent due to illness or injury shall notify their supervisor and comply with all applicable rules, regulations, and procedures established by the Pima County Sheriff's Department and Pima County.

(1) Notification shall be made to the immediate supervisor at least one (1) hour prior to the scheduled starting time.

(a) Members shall indicate where they can be reached.

(b) Members shall be responsible for notifying their immediate supervisor of any changes to where he/she can be reached.

b. If the absence exceeds one (1) working day, the member shall notify the supervisor daily of that absence unless approved otherwise by that supervisor.

c. As defined in Pima County Personnel Policies 8-106, members must provide reasonable documentation for use of sick leave lasting three (3) or more consecutive work days. Documentation shall be provided upon return to work.

(1) Documentation signed by a health care professional indicating that sick time is necessary shall be considered reasonable documentation.

(2) In cases of domestic violence, sexual assault, abuse, or stalking, refer to Pima County Personnel Policy 8-106 for a list of reasonable documentation.

d. No member shall feign illness or injury.

e. Member shall obtain approval prior to the beginning of a planned absence, e.g., annual leave, use of compensatory time, leave of absence, etc.

f. Members shall contact the Personnel Unit prior to returning to work if the absence was caused by any of the following:

(1) A serious illness or an off-the-job injury in which time lost has exceeded thirty (30) working days

(2) An industrial injury (ICA)

(3) A leave without pay

g. A doctor's release must be submitted to the Personnel Unit prior to returning to duty if the absence was any of the following:

(1) Leave without pay for medical reasons

(2) Absence for medical reasons in excess of thirty (30) working days

(3) An industrial injury (ICA)

Unless the doctor's release is from a County Occupational Health Physician, the member will be required to submit a Physician's Report.

2. Supervisor's Responsibility May Require the Following:

a. Monitoring, verifying, and tracking of the member's attendance. The member may be contacted if status is in question.

b. Supervisor shall immediately notify the Personnel Medical Unit, and their chain of command, when a member is returning to work from any of the following absences:

(1) A serious illness or an off-the-job injury in which time lost has exceeded thirty (30) working days

(2) An industrial injury (ICA)

(3) A leave without pay

B. Department members who are involved in an accident or injury while on duty regardless of seriousness, shall:

1. Notify his/her immediate supervisor, or the Force Commander if no supervisor is available, as soon as possible after the incident.

2. Notify the department Safety Loss Prevention Manager.

3. Seek medical treatment, if necessary, as follows:

a. Non-emergency treatment must be obtained from the current Occupational Health Physician designated by the Pima County Risk Manager.

b. Emergency treatment is authorized from the closest health care facility.

(1) If the emergency health care facility indicates the member should have follow-up treatment, the member may go to the current Occupational Health Physician or to a personal physician for treatment.

(2) If the member chooses treatment with a personal physician, the member must see the current Occupational Health Physician for one (1) initial evaluation.

4. The injured member's immediate supervisor shall complete the Pima County Supervisor Incident Analysis and Prevention Report. (For traffic accidents, see the appropriate section in the PCSD Rules and Regulations.) Both the injured member and their immediate supervisor shall complete the Pima County Workplace Incident Summary.

a. These forms shall be completed prior to the end of the shift on which the injury occurs. If no supervisor is present, the form may be completed by the member.

b. Copies of the completed forms shall be forwarded to the Personnel Medical Unit and chain of command.

C. Members are obligated to attend all appointments, including follow-up appointments, scheduled with the County Physician or designated specialists. Members must attend all appointments until they are discharged from care, regardless of their duty status. The following policies and procedures apply to follow-up evaluations and/or therapy (ICA):

1. ICA appointments during member's normal working hours:

a. The member shall be allowed to attend scheduled appointments.

b. For payroll purposes, time required for attendance at ICA appointments during the member's normal working hours shall be considered hours worked.

c. The member may be required to show proof of attendance and time.

2. ICA appointments at times other than the member's normal working hours:

a. The member is not considered to be working.

b. No overtime, compensatory time, or flextime is authorized for attendance at these appointments.

3. The Personnel Medical Unit will receive notification from Occupational Health of any member who did not attend a scheduled appointment with the County Physician. The matter will be referred to the member's District/Section Commander or Manager for investigation. The Commander or Manager shall:

a. Direct the involved member to write a memo regarding the missed appointment detailing the reason for the missed appointment. This memo should address whether the member cancelled or changed the appointment and, if so, why the change was made, when the change was made, and with whom the member spoke.

4. Members who are found to have been neglectful in attending scheduled medical appointments are subject to disciplinary action. Decisions regarding disciplinary action may be mitigated based on extenuating circumstances.

5. The following are general guidelines for discipline relating to missed medical appointments:

   a. Permanent members who are found to be responsible for missing a scheduled medical appointment shall be issued no less than a Letter of Counseling.

   b. Permanent members who fail to attend a second scheduled medical appointment in a twelve (12) month period shall be issued no less than a Letter of Reprimand.

   c. More severe disciplinary action may be considered based on the member's disciplinary history or history of attendance at other scheduled appointments.

D. For further information regarding Worker's Compensation Benefits, refer to the guidelines of A.R.S. (Title 23), Rules and Regulations of the Industrial Commission of Arizona, and Pima County Administrative Procedures 30-24 and 30-25.

E. Initial Procedures for Handling Medical Conditions

1. Definitions

   a. TEMPORARY MEDICAL CONDITION: A physical, mental, or emotional condition of a member that will temporarily prevent the member from performing some or all the duties required by the member's job classification.

   b. PERMANENT MEDICAL CONDITION: A physical, mental, or emotional condition which the County Physician has determined will permanently prevent the member from performing all the duties required by the member's job classification.

2. Department members shall immediately notify their supervisor of any illness, injury, pregnancy, or other condition that affects or may affect their ability to perform assigned duties.

3. The member shall indicate any work restrictions and the expected date of recovery.

4. A supervisor, upon being informed of a member's temporary or permanent medical condition, shall advise the Personnel Medical Coordinator by memo, via chain of command.

F. Limited Duty

1. A member who, due to a medical condition, is temporarily unable to perform all of the functions of his/her assignment may be reassigned to a designated limited-duty position within his/her classification when continuation in his/her current assignment may cause injury to the member or others, or when it is determined to be in the best interest of the department.

2. It is the responsibility of the member to submit form PCSD 255 - Limited Duty Request-Training or PCSD 255A - Limited Duty request to the Personnel Medical Coordinator, via his/her chain of command, requesting to be considered for a limited-duty position.

a. For a work-related medical condition, this memorandum must fully document the circumstances that have resulted in the medical condition, be accompanied by a completed Pima County Sheriff's Department Limited-Duty Physician's Report documenting any physical limitations that have been placed on the member, and must include an anticipated date of release to full duty.

b. For a non-work-related medical condition, this memorandum must be accompanied by a completed Pima County Sheriff's Department Limited-Duty Physician's Report documenting the physical limitations placed upon the member and anticipated date of release to full duty.

3. If a limited-duty assignment is not requested as indicated in F.2, the member may still be placed on limited duty if it is deemed in the best interest of the department. The department member shall provide all necessary documentation required for the limited-duty position.

4. Certain assignments within each district, section, or facility will be identified as limited-duty assignments. The Human Resources Division Commander is responsible for identifying these assignments within job classifications compatible with an individual's physical limitations.

   Consideration for placement into one of these positions will be based upon the physical limitations placed upon the member and the duties of the member's classification and position.

5. The member's Manager, Section, District, or Facility Commander may assign the member to limited duty if:

   a. The duration of the restriction is fourteen (14) calendar days or less, and

   b. A limited-duty assignment, as specified in paragraph F.4. above, is available within his/her Section, District, or Facility.

6. If there is no position available, or if the restriction is expected to exceed fourteen (14) calendar days, the matter will be referred to the Bureau Chief via the member's chain of command.

7. The Bureau Chief will make the final determination if it is in the best interest of the member and/or the department for the member to be assigned to a limited-duty position. If a limited-duty position is unavailable, the member shall utilize accrued leave or leave without pay.

8. A member may not normally remain assigned to a limited-duty position in excess of sixty (60) calendar days within a calendar year unless the Bureau Chief grants an extension based on:

    a. Circumstances of the medical condition

    b. Availability of limited-duty position

    c. Review of medical reports, including prognosis for return to full duty

    d. Member's willingness to cooperate with rehabilitative efforts or any activity designed to improve the medical condition

9. Probationary members will not be considered for limited-duty positions without the prior approval of a Bureau Chief, based upon:

    a. Circumstances of the medical condition

    b. Availability of a limited-duty position

    c. Review of medical reports, including prognosis for return to full duty

    d. Member's willingness to cooperate with rehabilitative efforts or any activity designed to improve the medical condition

    e. Member's performance during probationary period

10. Members assigned to limited duty positions shall not, without prior medical release and the prior approval of their supervisor:

    a. Take any enforcement action or respond to any request for service beyond the scope of their limited duty assignment

    b. Have any unsupervised contact with any suspect or inmate, except by telephone

11. Authorization to drive a department vehicle or carry a department firearm will be evaluated by the Staff Services Commander, or their designee.

    a. Under no circumstances shall a member operate a marked department vehicle while on limited duty status.

12. Additional restrictions may be imposed, dependent upon the member's work restrictions.

13. A member assigned to a limited-duty position may not work in any off-duty capacity, unless approved by a Bureau Chief.

14. It is the responsibility of the member to notify his/her supervisor as soon as he/she has been released to return to full duty or limitations have changed. The supervisor shall in turn notify the Personnel Medical Unit.

G. Procedures for Handling Long-Term Medical Condition Resulting in Off-Duty or Limited Duty Status

1. If the off-duty, disabled member is unable to return to full duty, due to a non-work related injury, at the end of thirty (30) calendar days from the inception of the medical condition, the member shall:

    a. Notify the Personnel Medical Unit, via chain of command

    b. Provide this notification as soon as it is discovered that the medical condition will extend past thirty (30) calendar days

2. A Physician's Report of off-duty injury or illness shall be required every thirty (30) calendar days until the member returns to full duty.

   Exception: If limited duty request is due to pregnancy, a Physician's Report may only need to be submitted once providing restrictions and estimated due date. Should restrictions change during the approved time frame, an updated Physician's Report and limited duty request shall be submitted for re-approval of limited duty status.

   a. The Physician's Report shall document the medical status of the member.

   b. A supply of report forms shall be available at the Personnel Unit.

3. Members who are unable to return to full duty, as a result of an injury, after six (6) months shall be referred to Pima County Human Resources, per Administrative Procedure 30-25, for participation in the ADA Interactive Process.

4. Members may be referred to Pima County Human Resources for participation in the ADA Interactive Process in the best interest of the County and the member.

II. AWARDS PROGRAM

A. Description of Medals and Certificates

The Pima County Sheriff's Department Awards Program provides for the presentation of certificates and decorations to department members and citizens of the community to recognize acts of heroism, the performance of outstanding service, or injuries sustained in the line of duty. Individuals may be selected to receive any of the awards, listed below in order of precedence:

1. Medal of Honor

2. Medal of Valor

3. Medal of Merit

4. Purple Heart

5. Public Safety Achievement Medal

6. Public Service Achievement Medal

7. Honorable Service Medal

8. U.S. Military Service Medal

9. Volunteer Service Medal

10. Sheriff's Citizen's Medal

11. Retirement Medal

12. Sheriff's Unit Commendation Certificate

13. Sheriff's Commendation Certificate

14. Life Saving Action Commendation Certificate

B. Eligibility Requirements

1. MEDAL OF HONOR: Awarded by the Sheriff of Pima County to a department member who in comparison to all others has distinguished themselves through conspicuous gallantry, intrepidity, or self-sacrifice at the risk of life undoubtedly above and beyond the call of duty. The deed must reflect favorably with the department mission, be reasonable, justified within department training, and consistent with professional protocols.

2. MEDAL OF VALOR: Awarded to a department member who has been distinguished by an act of gallantry that, although it does not meet the criteria for the Medal of Honor, renders the recipient conspicuously above the expected standard of conduct. The act cited must be one performed while engaged in response to a criminal action, exhibiting exceptional courage in the line of duty at risk of imminent personal safety.

3. MEDAL OF MERIT: Awarded to a department member for an act of heroism at risk of imminent personal safety not involving criminal action in the line of duty. Act of heroism relates to humanitarian lifesaving efforts where the individual places himself/herself at risk.

4. PURPLE HEART: Awarded to a department member seriously injured (physical injury that creates a substantial risk of death or that causes serious disfigurement, prolonged impairment of health, prolonged loss, or impairment of the function of any bodily organ), disabled or killed in the line of duty specific to a criminal or police related action.

5. PUBLIC SAFETY ACHIEVEMENT MEDAL: Awarded to a department member or a member of another public safety agency for lifesaving efforts or commendable service, provided that these actions involve extreme physical challenge, hardship, and/or high-pressure circumstances. This medal is applicable for a member whose actions do not rise to the level of a Medal of Merit or a Medal of Valor.

6. PUBLIC SERVICE ACHIEVEMENT MEDAL: Awarded to a department member or member of another public service agency for exemplary performance of assigned duties during a year or over the course of a career. The actions of the recipient must exhibit an outstanding degree of dedication and self-initiated devotion above and beyond professional standards, reflect a significant contribution to the department mission and must rise well above those actions that would qualify for the Sheriff's Commendation.

7. HONORABLE SERVICE MEDAL: Awarded to a department member who honorably completes twenty (20) years active service with the Pima County Sheriff's Department or who is killed in the line of duty.

8. U.S. MILITARY SERVICE MEDAL: Awarded to a department member who has served in the U.S. Military – Army, Air Force, Navy, Marines, or Coast Guard – in an active duty or reserve capacity. Member must meet one of the following criteria to receive this medal:

    a. Submit copy of DD214 – Certificate of Release or Discharge from Active Duty as proof of honorably servicing at least one (1) enlistment.

    b. Certificate of Honorable Discharge or Certificate of Service documentation. This applies to a service member who was unable to complete a full enlistment due to a combat related injury resulting in separation from the military.

9. VOLUNTEER SERVICE MEDAL: Awarded to a department volunteer upon completion of ten (10) years AND 5,000 hours of volunteer service or who is killed in the line of duty.

10. SHERIFF'S CITIZEN'S MEDAL: Presented to a citizen of the community, who is not a department member, for exemplary service to the citizens of Pima County. The service should clearly be above and beyond the requirements for a Sheriff's Commendation.

11. RETIREMENT MEDAL: Awarded to a department member who retires in good standing with a minimum of twenty (20) years service with the department or receives a normal retirement with full benefits from ASRS, CORP, or PSPRS. A member receiving a medical retirement from CORP or PSPRS or long-term disability from ASRS may be eligible. These will be reviewed on a case by case basis where circumstances and length of service will be taken into consideration.

12. SHERIFF'S UNIT COMMENDATION CERTIFICATE: Awarded to a Unit for exemplary service above and beyond the normal performance of assigned duties. In order to qualify for this award, the members of the unit must have distinguished themselves by performing as a team to accomplish a specific, extraordinary goal or objective.

13. SHERIFF'S COMMENDATION CERTIFICATE: Awarded to a department member, a member of another law enforcement agency, or citizen of the community for dedication to public safety, outstanding commitment and devotion to the department, or exceptional service to the community.

14. LIFE SAVING ACTION COMMENDATION CERTIFICATE: Awarded to a department member who has distinguished themselves by employing lifesaving efforts that result in sustaining the life of another person.

C. Method of Selection

Department members may recommend qualified individuals for specific awards, utilizing the approved form. Each nomination shall be supported by documentation detailing the circumstances for which the nomination is made. Each recommendation shall be forwarded to the office of the Sheriff through the nominating member's chain of command. Each member of the chain of command shall make a notation or endorsement where applicable.

D. Awards Committee

The Department Awards Committee shall be impaneled at the direction of the Sheriff to review award nominations, conduct interviews where necessary, and make recommendations to the Sheriff. The Committee shall consist of department members selected by the Sheriff. The Awards Committee may also include a leading community representative who is appointed by the Sheriff to serve as a citizen member of the Committee.

Each award nomination will be considered individually. After investigation and discussion, the Awards Committee will vote on the nomination by ballot. In order to receive the Medal of Honor, a unanimous recommendation of the Awards Committee is required. All other awards require a three-fourths recommendation of the Awards Committee. All Committee recommendations will be submitted to the Chiefs for final review. If a member of the Awards Committee has been nominated for an award, that member may not be present for any discussions or participate in any vote on that particular nomination.

E. Presentation of Awards

1. Awards shall be presented at an appropriate annual ceremony as directed by the Sheriff.

2. The Honorable Service, U.S. Military Service, and Volunteer Service Medals will be presented upon direction of the Sheriff.

3. In special circumstances, awards may be presented at other times as directed by the Sheriff.

4. The Awards Committee shall coordinate all awards documentation and presentation materials.

5. Awards may be presented posthumously.

F. Maintenance of the Awards Program

1. The Awards Committee shall maintain an Awards Register, listing names of award recipients and award presentation dates. A copy of the award write-up will be filed in the member's personnel file.

2. Material Management shall maintain an adequate supply of decorations.

G. Wearing of Decorations

1. Decorations shall be worn in accordance with provisions of the Department Manual.

2. The wearing of medals shall be guided in every case by the appropriateness of the occasion.

III. CITIZEN OBSERVER PROGRAM

A. General Provisions and Policy

1. The Citizen Observer Program provides citizens, in very limited and special circumstances, with the opportunity to accompany a deputy on patrol.

2. The Citizen Observer Program shall be coordinated by District commanders.

3. Requests may be approved, via chain of command, by a District or Section commander.

4. A recap of all ride-alongs shall be maintained for review.

5. Citizens are limited to one (1) ride-along in a six (6) month period.

B. Administrative Requirements

1. Each prospective observer, excluding department members, shall read and sign a waiver of liability form in the presence of a department representative. A separate form must be on file with the department prior to each ride.

2. Individuals who are in the hiring process, or on new hire probation, are not eligible to participate in the Citizen Observer Program.

3. A reasonable effort shall be made to schedule the time and location most convenient for the prospective observer.

4. Prospective observers must provide full name, address, telephone number, and date of birth when applying. District Commanders shall permit only those persons they deem as suitable observers to participate and shall use appropriate methods to determine observers' suitability.

5. Each observer shall be provided a list of general instructions regarding demeanor, restricted activities, and dress requirements.

6. Any citizen, 18 years or older, may participate in this program.

a. Juveniles may participate in the program if their parent or guardian signs appropriate forms on the juvenile's behalf. Parents or guardians are encouraged to accompany their children.

b. Members of a deputy's immediate family – spouse, domestic partner, or children – may participate in a ride along with another deputy during the relative deputy’s off duty hours.

c. Other family members may ride with another deputy, to include when the relative deputy is on-duty.

7. Nothing in this procedure shall be construed as relieving District Commanders or Patrol Supervisors of their responsibility for the safety of patrol members and/or observers, or of the efficient operation of the field unit involved.

a. The deputy may return the observer to the point of origin at any time during the ride at the deputy's discretion or if so directed by an immediate supervisor.

b. The method of assigning individual riders to deputies shall be determined by the District/Section Commander.

(1) Age, sex, race, and religion are not a factor in assignment of riders.

(2) Deputies who do not want to participate in this program shall not be assigned observers.

C. Observer Conduct

1. Observers shall at all times remain under the complete control of the assigned deputy and shall comply with all directions and requests.

2. Observers shall not interfere with investigations in any way by conversing with victims, suspects, or witnesses, handling evidence or law enforcement equipment, or participating in any law enforcement activity unless directed to do so by the assigned deputy.

3. Should an observer indicate a desire to cease participating in the ride at any time, the deputy shall return the observer to the point of origin as soon as possible.

D. Waiver Completion and Assignment

1. District Commanders shall schedule a time for the citizen to report to the District Office to sign the waiver and begin the ride.

2. The appropriate background checks shall be completed at the District level prior to the citizen's participation. The results of the check shall be noted on the waiver form.

3. At the completion of the ride, all forms shall be maintained at the District in which the ride occurred.

4. A record of citizens participating in the Citizen Observer Program will be maintained in Spillman; a names table entry shall be completed for each instance of participation.

E. Responsibility

1. All District Commanders shall be responsible for advising the Operations Chief of any incidents which occur as a result of the Citizen Observer Program.

2. Citizen observers who, by their actions or demeanor, are viewed as undesirable for future rides shall be documented as such and the documentation shall be forwarded to the Operations Chief.

IV. ACCESS AND USE OF INFORMATION SYSTEMS

A. Definitions:

1. Arizona Criminal Justice Information System (ACJIS): A state-wide computer network linking law enforcement, corrections, prosecutors, and the courts to each other and to a number of state and national data bases. ACJIS is managed by the Arizona Department of Public Safety.

2. AUTOMATED INFORMATION SYSTEM: Any computerized database accessible from the Pima County Sheriff's Department Wide Area Network (WAN). This includes systems maintained by the Sheriff's Information and Technology (IT) Unit, such as the Digital Imaging Management System (DIMS) and the Sheriff's Information System (Spillman). Information systems that are accessible from the Sheriff's WAN but not maintained by IT, such as ACJIS and COPLINK, are also included in this definition.

3. AUTHORIZED USER: An individual who has been authorized a login to any automated information system.

4. CERTIFIED TERMINAL OPERATOR: An Authorized User who has taken and passed the Arizona Certified Terminal Operator examination and is currently certified

5. CRIMINAL HISTORY RECORD: Information to which regulations apply:

   a. Identifiable descriptions

   b. Notations of arrest

   c. Detentions

   d. Indictments, information, or other formal charges

   e. Dispositions (including convictions, dismissals, and acquittals)

   f. Sentencing

   g. Correctional supervision

   h. Release

6. CRIMINAL JUSTICE AGENCY: The courts, a government agency, or any sub-unit thereof that performs the administration of criminal justice pursuant to a statute or executive order and that allocates a substantial part of its annual budget to the administration of criminal justice, e.g., detection, apprehension, detention, pretrial release, post-trial release, prosecution, adjudication, correctional supervision, or rehabilitation of accused persons or criminal offenders.

7. DISSEMINATION: The verbal and/or written release of information.

8. SUBJECT IN PROCESS INFORMATION: Arrest and/or conviction information concerning the current offense for which an individual is under jurisdiction of the criminal justice system.

9. Types of Information

a. CONVICTION DATA: Information indicating that an individual:

(1) Was convicted of a criminal charge, either a felony or misdemeanor

(2) Pleaded guilty

(3) Pleaded no contest

b. NON-CONVICTION DATA: Includes the following:

(1) Acquittals

(2) Dismissals

(3) Information disclosing that law enforcement has elected not to refer the matter to a prosecutor

(4) Information disclosing that a prosecutor has elected not to commence criminal proceedings

(5) Information disclosing that proceedings have been indefinitely postponed

(6) Arrest information without disposition after a lapse of one (1) year if no active prosecution charge is pending

c. PUBLIC RECORD INFORMATION: Includes the following:

(1) Court records of public judicial proceedings

(2) Published court or administrative opinions

(3) Records of traffic offenses and accident reports except citation information thereon

(4) Announcements of executive clemency

(5) Posters, announcements, and lists for identifying or apprehending fugitives or wanted persons

(6) Any public record access, which is required by Arizona Law

10. ELECTRONIC MAIL (E-Mail): Text, data, or images that are electronically transferred from sender to receiver through computer networks. Electronic mail includes, but is not limited to, messages transmitted via e-mail applications, operating system messaging capabilities, instant text messaging services, and Internet mail.

B. Criminal Record Information

1. Collection of Criminal Record Information

Most department members are involved in the collection of criminal record information. Generally, when initially collected, the information is not criminal history record information, but it becomes such with the passage of time.

2. Storing Criminal History Information

a. The Information Systems Section shall be the Pima County Sheriff's Department central repository of all criminal history record information and shall be responsible for the safe and secure storage thereof. Furthermore, this unit shall be responsible for the disposal of the information pursuant to applicable statutes.

b. Any department member who receives criminal history record information shall be responsible for the safe and secure storage of the information and disposal thereof when the information is no longer required.

c. Supervisors of a unit in possession of criminal history record information shall systematically monitor the procedure by which this information is kept, ensuring that the information is stored in a secure manner and properly disposed of when no longer needed.

3. Updating Information

a. Any department member in possession of information that indicates that a department criminal record is inaccurate or incomplete has both a professional and statutory responsibility to report the error or omission to the Information Systems Section.

b. Members of the Information Systems Section who have been apprised of an error or omission shall take the necessary steps to ensure that the error or omission is corrected as expeditiously as possible.

C. Terminal Operator Certification (TOC)

1. The Pima County Sheriff's Department System Security Officer shall administer the TOC program for the department.

2. Direct access to the ACJIS database shall be available only to certified terminal operators.

3. Any member who is not a certified terminal operator shall not be authorized to have direct access to any criminal history record database, whether by manual or automated methods. Members must obtain information from a certified terminal operator. Any information obtained must be for criminal justice purposes only.

4. Supervisors shall be responsible for ensuring that:

a. Members are in compliance with the TOC guidelines

b. Only certified terminal operators directly access ACIC/NCIC databases

D. Automated Information System Access

1. Department members are prohibited from utilizing applications for which no access has been granted to them by the administrator of the system being accessed. Members are only authorized to access automated information systems or data networks through their account, using their personally assigned user name and password. Members shall not knowingly allow other persons to use their accounts (user name and password) to access such computers or networks.

2. All department members are required to view the ACJIS/NCIC overview video and receive Security Awareness Training during new-hire orientation.

3. Any department member who is authorized ACJIS/NCIC system access must be certified as a Terminal Operator. Terminal Operator Certification (TOC) and re-certification shall include a review of the Security Awareness Training materials and the ACJIS/NCIC overview video and a passing score on the TOC examination.

    a. Terminal Operator Certification must be renewed every year.

    b. Any member who fails to pass the re-certification examination before their certification expires will have their ACJIS/NCIC access revoked.

    c. The Information and Technology (IT) Unit will maintain a notification process to inform members when their certification is about to expire.

    d. Members are responsible for scheduling training and re-certification examinations with the IT Unit.

4. Only certified terminal operators may access the Arizona Criminal Justice Information System (ACJIS). All information received through ACJIS, including criminal history, wanted person, stolen property, vehicle registration, and driver's license, is for official use only and may not be accessed, used, or released for any other purpose. Terminal operators shall comply with all Arizona and Federal rules, laws, and procedures, including the NCIC Operators Manual, when accessing ACJIS.

5. Automated information systems are provided for business purposes only. Employees who access a file or retrieve stored communication from information systems without authorization may be subject to disciplinary action and criminal prosecution.

    a. IT will require members to submit login request forms, properly authorized by supervisory staff, before creating login accounts.

b. Login request forms will describe or reference rules for accessing data in automated information systems.

c. Authorized users are responsible for complying with all rules governing use of individual automated information systems.

E. Dissemination of Criminal History Information

1. Unauthorized access to or dissemination of ACJIS information can result in criminal charges.

2. Dissemination of any criminal history record information shall be limited to criminal justice employees for investigative purposes only or as ordered by the court.

a. Any CJIS information transmitted via email shall be done in an encrypted format to ensure end-to-end security.

3. Computerized Criminal History (CCH) inquiries shall be performed only by certified terminal operators.

a. Each CCH inquiry shall be logged as part of the computer search indicating the identification of the operator performing the inquiry, name of the person receiving the CCH information, and reason for the inquiry, including case or booking numbers whenever possible.

b. CCH inquiries for non-departmental employees shall be made using that Agency's ORI.

4. Prior to disseminating CCH information to any person not identified in the computer query in V.E.3.a (above), a written log shall be maintained by the person doing the dissemination.

This log shall include the name and agency of the individual receiving the information, name of subject inquired about, date of dissemination, and purpose. This information shall be retained and made available for inspection for a minimum of eighteen (18) months following dissemination.

5. No criminal history record information obtained from an agency outside the Pima County Sheriff's Department shall be disseminated by a department member to any other outside agency.

   a. An outside agency making such a request shall be referred to the source agency, i.e., the agency from which the information was obtained.

   b. Intelligence information is not to be disseminated outside of the criminal justice system but may be released to other agencies on a need-to-know basis.

6. Any other dissemination of criminal history information to the public or an outside agency shall be in compliance with Pima County Sheriff's Department's Rules and Regulations.

F. Restricted and Limited Access Policy

The public has a legal right to know about the activities and incidents that involve the Pima County Sheriff's Department. However, the department recognizes the need to prevent harm to any person or to any investigation that the release of information may cause.

1. All cases generated by the Pima County Sheriff's Department shall be classified as follows:

   a. RELEASABLE: Any case that is not listed as "**Restricted Access"** or **"Limited Access."** Releasable cases may be released to the public or media upon request without additional approval.

   b. RESTRICTED ACCESS: Any case that needs to be restricted from the public because the release of information may cause harm to some interest of the department

   c. LIMITED ACCESS: Any case that needs to be restricted from the public, department personnel, and any law enforcement or criminal justice agency because the release of information may cause harm to some interest of the department

2. Any member responsible for the completion or investigation of a case may classify that case as **restricted** by notifying the Transcription Unit and explaining why that report is **restricted**.

3. The following case types are automatically classified as **restricted:**

   a. Criminal homicide (all classes)

   b. Sexual assault (all classes)

   c. Aggravated assault on a peace officer or corrections officer

   d. Sex offenses, e.g., child molesting

   e. Offenses against family and children, e.g., physical abuse

   f. Stalking

   g. Other offenses, e.g., escapes

   h. Death (all cases)

   i. Officer-involved shootings

   j. Case involving any Pima County Adult Corrections Facility

4. Restricted Access cases may not be released to the media or public without the prior approval of the responsible investigator or supervisor.

5. Any commander may classify a case narrative as **limited access** by notifying the Information Systems Section Manager. Notification shall include:

   a. Case number(s)

   b. Specific department members that may continue to have access.

c. Duration of the limited access status (e.g. date, upon further notification, indefinitely, etc.)

6. The classifying commander shall also notify the Records Management Section Commander of the limited access status, who in turn will notify the Transcription Unit and the Records Maintenance Unit supervisors.

7. The Information Systems Section Manager, or his/her designee, is responsible for limiting access in the Spillman database.

8. Request for Limited Access Case:

a. In the event of a request for a **limited access** case, the written request shall be forwarded to the case investigator or the unit supervisor.

b. The investigator or unit supervisor shall review the request and make a determination.

(1) If none of the information is to be restricted, then the case shall be reclassified to reflect that fact.

(2) If some of the information is releasable, the incident case report shall be edited by the investigator or the immediate supervisor. The written response and a copy of the case shall be returned to the Records Maintenance Unit, and the approved information shall be released to the requesting party.

9. At any point during an investigation, the classifying commander may reclassify a limited access case.

a. The classifying commander shall notify the Information Systems Section Manager, who will remove access limitations within the Spillman database.

b. The classifying commander shall also notify the Records Management Section Commander, who will notify the Transcription Unit and the Records Maintenance Unit supervisors.

10. An Incident Resume is a special type of report that summarizes the events of an incident. These summaries are used to brief various members of the department and the media. This type of report is not affected by this policy.

G. Internet Website Responsibilities

1. District and Section Commanders or Managers are responsible for submitting and reviewing information about services and functions under their direction or supervision. Updates and instructions for deleting information shall be forwarded to the Department's Webmaster, via the Community Services Section Commander.

2. The Webmaster will be responsible for:

a. Design and deployment of the department's website

b. Respond to e-mail addressed to the Webmaster

c. Weekly review and updating of the website

d. Facilitation of collection and review of information from District or Section Commanders

3. The Community Services Section Commander will be responsible for defining and implementing security measures to prevent unauthorized access and hacking of department web pages.

H. Internet and Electronic Messaging Systems

1. Electronic messaging and Internet services are tools made available to department members to improve or enhance communication with other employees, departments, governmental entities, companies, and individuals. These tools are to be used for the benefit of the department. All messages composed, sent, or received on a department electronic messaging system are and remain the property of the department. Electronic messages may be considered Public Record and/or other matters as defined in A.R.S. §39-121 and thus may be subject to public disclosure. No member has a reasonable expectation of privacy in these messages.

2. The department reserves and intends to exercise the right to review, audit, intercept, access, modify, and disclose all communications in electronic messaging systems, cellular phones, pagers, radios, and other messaging devices without notice to employees.

3. Electronic messaging systems shall not be used for illegal activities, threats, harassment, offensive or disruptive messages, defamation, obscene or suggestive messages or graphical images, political endorsements, chain letters, commercial activities, or to support tactical operations, except in exigent circumstances and when necessary to maintain officer safety.

4. Internet systems shall not be used for purposes that would reflect unfavorably upon the department or the member.

5. Use of the Department's Internet or electronic messaging systems in violation of this standard is grounds for disciplinary action.

6. All employees are required to read and sign an Access and Use of Information and Electronic Mail Systems Acknowledgement form. The signed form will be forwarded to the member's personnel file.

7. IT shall purge department e-mail systems in accordance with Pima County e-mail policies.

I. Responsibilities

1. IT is responsible for database integrity of all automated information systems supported by IT.

   a. IT is responsible for quality control.

   b. Although members may add information to comment or narrative fields, they are prohibited from changing or deleting any existing entries in the Spillman database. Should any modification or deletion be necessary, members should contact the supervisor of the unit responsible for the changes, i.e., the Terminal Operations or Transcription Unit Supervisor.

c. Information shall be entered and maintained in ACJIS accessible databases only by certified terminal operators assigned to the Terminal Operations Unit. Validation of such entries, the process of routinely checking and ensuring that data is accurate and complete, shall be made by the following units:

(1) Wanted persons will be validated by the Terminal Operations Unit.

(2) Missing adults will be validated by the Homicide Unit.

(3) Missing juveniles will be validated by the Special Victim's Unit.

(4) Stolen boats and stolen trailers will be validated by the Community Problems Unit.

(5) Stolen vehicles will be validated by the Arson / Auto Theft Unit.

Each responsible unit shall develop written procedures outlining how verification will occur. These procedures shall be forwarded to and maintained by the Department's System Security Officer.

d. The Spillman system is the Pima County Sheriff's Department official record of incidents. All entries into Spillman shall be done only by authorized users and must be in accordance with Department Rules and Regulations, procedures, and Spillman Standards. Anyone responsible for an entry into Spillman shall make every effort to ensure that the information entered or modified is accurate and complete.

e. Published Spillman Standards shall be adhered to by all department personnel.

2. Disposal of Media

a. All department members having access to sensitive and/or classified information, including ACJIS returns, departmental records, and intelligence information, shall dispose of hard copies, print-outs, tape cartridges, and diskettes, when they are no longer needed, as follows:

(1) ACJIS manuals, department reports, print-outs, ACJIS returns, and any hard-copy documents, shall be shredded or placed in properly marked shred bins.

(2) Diskettes, CDs, DVDs, tape cartridges, and other similar expendable media, shall be placed in properly marked shred bins.

(3) The Material Management Section Commander will continually contract for shredding services to meet these requirements.

b. IT is responsible for sanitizing hard disk drives that may have had sensitive and/or classified data stored on them. All unserviceable and surplus computers shall be sent to IT for processing. Disposal of such hardware shall be one of the following methods:

(1) Overwrite, using a combination of patterns approved by the Department of Defense.

(2) Destruction, which includes dismantling the equipment and rendering the components unusable. This process may also include degaussing magnetic media if the magnetic media cannot be rendered useless without degaussing.

V. CROSS-CERTIFICATION OF FEDERAL PEACE OFFICERS

A. A.R.S. §13-3875, cross-certification of Federal Peace Officers, permits federal peace officers who meet the criteria to become state certified.

B. Requests from federal peace officers for cross-certification or renewal of certification shall be directed to the Sheriff.

C. Cross-certification authority shall only be granted to those federal peace officers that are assigned to multi-agency task force operations where the federal peace officers work in conjunction with Pima County Sheriff's Department members.

D. A condition of granting cross-certification is the immediate notification to the Pima County Sheriff's Department upon the transfer of a federal peace officer out of a multi-agency task force. At that time, the cross-certification for the federal peace officer shall be revoked.

E. Upon approval, the names of the federal peace officers shall be forwarded to Arizona POST.

F. The federal peace officers' request and required documentation shall be maintained in the Personnel Supervisor's office.

G. Federal peace officers who are granted state certification shall be notified of the state certification and the date of its expiration.

H. If the federal peace officer's employment should cease or become inactive, the state certification granted will lapse automatically.

I. By granting state certification to federal peace officers, the Pima County Sheriff's Department does not undertake to train, direct, or control such officers and accepts no liability for such officers.

VI. BACKGROUND INVESTIGATIONS

A. Members of the Pima County Sheriff's Department are, as a condition of employment and service, subject to a background investigation.

B. Any persons having Mag card access may be subject to a background investigation, depending on access and assignment.

C. The Department's Personnel Unit shall coordinate background investigations.

D. Any department member providing false information or omitting material information shall be subject to dismissal and/or rejection of application.

VII. DEPARTMENTAL PERSONNEL FILES

A. The department member's Pima County Sheriff's Department Personnel File shall contain data that reflects the member's personal information, qualifications, on-the-job performance, reassignments, benefit records, and other pertinent information.

B. During normal working hours, by appointment only, Sheriff's Department Personnel Unit members shall provide the following files for review, if requested by a department member:

1. Department member’s Pima County Sheriff’s Department Personnel file, pursuant to Pima County Personnel Policy.

2. Department member’s Pima County Sheriff’s Department Medical file, limited to sections regarding ICA claims, FMLA requests, and memoranda concerning prescription medication use.

    a. Information in the Medical File regarding current and/or active medical-related investigations and special medical examinations shall not be made available for review.

    b. Any current medical-related investigation that has been inactive for 90 days shall be considered closed and shall be subject to review by the department member.

C. Other files maintained by the department but not subject to department member review are the following:

1. Internal Affairs files/records maintained by the Internal Affairs Section and are subject to review in accordance with their procedures.

2. Background files maintained by the Sheriff's Department Personnel Unit. The contents of this file are not releasable. This includes the psychological portion of the background investigation which is maintained in the member's Department Medical File.

3. Any documents maintained in the Department Medical File pertaining to:

a. Special Medical / Psychological examination requests and conclusions

b. Current and/or active investigations regarding the misuse of ICA and/or FMLA leave

D. Commanders, as well as section and unit supervisors, may maintain files concerning their subordinates for supervisory purposes only. This file is not part of the member's permanent personnel file but shall be made available to the member for review upon request.

E. Release of Information Concerning Current and Former Members

1. The Sheriff may authorize the release of information from a member's departmental personnel file if such release is in accordance with Pima County Personnel Policy.

2. Supervisors of the Sheriff's Department Personnel Unit are authorized to release information about a member within the following guidelines:

a. When the seeker has subpoenaed the information and there is no judicial order limiting disclosure. The Sheriff's Department Legal Advisor shall be informed of such information requests.

b. When a member has signed a waiver specifically authorizing the department to disclose the information sought.

3. All inquiries, from non-county employers or organizations, regardless of how routine or insignificant they may be, concerning current and former members shall be referred to Pima County Human Resources. Sheriff's Department members who receive such inquiries, made either orally or in writing, shall refer the request to the Personnel Unit so that the inquiry can be properly channeled.

4. Inquiries for employment references from other County departments shall be dealt with by the Commander of the current or former member or may be referred to the Personnel Unit in order to comply with the request for employment reference.

5. Release of Members' Home Telephone Numbers and Addresses

   a. All requests for members' home telephone numbers and addresses from persons outside of the department shall be referred to the appropriate division, district, or section.

   b. The person receiving such a call may take a message or, if circumstances dictate, take the caller's name and telephone number and then call the member to relay the message.

   c. Members’ home telephone numbers and addresses are for official use only.

VIII. EQUAL EMPLOYMENT OPPORTUNITY

The Pima County Sheriff's Department is committed to the concept of equal employment opportunity and shall recruit, hire, train, promote, discipline, and discharge persons without discrimination on the basis of race, color, religion, national origin, age, disability, veteran status, genetic information, pregnancy, sex, gender identity, gender expression, or sexual orientation.

IX. AMERICANS WITH DISABILITIES ACT

It is the policy of the Pima County Sheriff's Department not to discriminate against members of the public with disabilities. The Pima County Sheriff's Department will provide individuals with disabilities an equal opportunity to participate in, and enjoy the benefits, services, programs, and activities of the Pima County Sheriff's Department. In order to further this policy, members will employ the following guidelines.

A. If a member needs to communicate with a person known or determined to be hearing impaired, the member should use an effective, accurate, and impartial interpreter or Telecommunication Device for the Deaf (TDD) except where the use of an interpreter or TDD is not necessary or feasible. If a person known or determined to be hearing impaired is arrested, the arresting member should use an effective, accurate, and impartial interpreter in order to do any of the following:

1. Administer Miranda warnings

2. Interrogate the hearing impaired person

3. Interpret the hearing impaired person's statements

B. It is recognized that in certain circumstances it will not be feasible or necessary for a member to obtain an interpreter. If a member must communicate with a witness, victim, suspect, or arrestee, and time is of the essence, the member shall use the most effective and immediate means available to communicate with the witness or victim. When possible, the member should give preference to the hearing-impaired person's preferred method of communication. Members are discouraged, however, from using family members who may be emotionally involved as interpreters.

If the member has probable cause to arrest a suspect and does not need to interview the suspect to develop further evidence, the member need not interview the suspect. If the member has sufficient grounds to issue a civil traffic ticket without interviewing the suspect, the member need not interview the suspect.

X. FACILITIES MANAGEMENT REPAIRS, IMPROVEMENTS, AND NEW CONSTRUCTION

A. Reporting Responsibility

1. All department members shall be responsible for notifying their supervisors about physical plant problems. Supervisors shall ensure that the appropriate individuals have been notified and proper measures taken to minimize damage.

2. In cases of an emergency, e.g., ruptured pipes, leaking roof, failure of food storage system, or any other Facilities Management problems that present a hazard or could result in significant losses if ignored, members shall take necessary corrective action to minimize damage.

   Emergency problems shall be immediately reported to the Facilities Management Answering Service, which is available on a twenty-four (24) hour basis.

3. Non-emergency repairs and maintenance problems shall be referred to Material Management for follow-up during regular hours.

B. When major repairs or physical plant improvements (including modifications) are required, the following procedure shall be followed:

1 Members wishing major repairs or improvements shall outline in general terms the nature of the work required and shall forward the request to Material Management, via chain of command.

2. The Division Commander shall review and comment as to the need for the work and the time frame within which it should be completed and shall forward the request to the Chief for final consideration.

XI. FEDERAL AND STATE GRANTS

A. The Financial Services Unit shall maintain an excel spreadsheet of known grant funding sources. This spreadsheet may include assisting units with identification of funding sources and provide guidance on grant applications.

B. Prior to applying for any grant, the unit or section supervisor shall receive the appropriate Bureau Chief's approval to proceed with the grant request. After receiving approval by the appropriate Bureau Chief, the unit or section supervisor shall also notify the Financial Services Unit.

The Financial Services Unit shall ensure proper maintenance of all grant requests and will notify the appropriate commanders if any possible conflict occurs, e.g., different units applying for the same grant. When grant funds are awarded, these funds must be expended in accordance with explicit guidelines and policy established by such funding sources or dispersing agencies.

C. The Financial Services Unit shall be responsible for ensuring that each grant has identified a coordinator for applying, submitting, monitoring, and reporting the dispersal of approved grant funds.

D. The Coordinator Shall:

1. Assist in the preparation of the required paperwork on grant applications.

2. Forward complete copies of grant applications to the Financial Services Unit for review and central filing.

3. Prepare an implementation plan.

4. Be available and attend meetings associated with the review process and be prepared to answer questions pertaining to the grant application.

5. Upon notification of the grant award (funding), expeditiously implement the grant program in the manner prescribed by the funding source and Pima County Policy and Procedures.

6. Keep Financial Services Section advised of the grant progress, changes thereto, and copies of correspondence associated with the grant.

7. Develop a data collection program and assist in the preparation of any required periodic progress reports.

XII. FISCAL MATTERS

A. Purchasing Card (P-Card) Program

1. The Chief Financial Advisor is designated the P-Card Department Head. The Finance Administrator is designated the Department P-Card Administrator and is responsible for directing and authorizing the activities of all cardholders.

2. Members qualified to receive a P-Card must be approved by the Department P-Card Administrator and the P-Card Department Head. Members in a position that requires a P-Card may be issued a P-Card with the approval of their Division Commander.

3. P-Cards will be issued through Financial Services. Financial Services is responsible for controlling and storing the P-Cards until they are transferred to cardholders. A list of cardholders will be provided to the chiefs and P-card Administrator on a semi-annual basis for review. At that time, a review of active cardholders and credit limits will be reviewed and modified as appropriate. Financial Services will maintain an electronic file for each past and current cardholder. The file will contain:

   a. Purchasing Card New Cardholder Request form,

   b. Pima County Cardholder Agreement(s),

   c. Change Request forms(s), if applicable,

   d. Purchasing Card Cancellation / Destruction form(s), when applicable.

4. Monthly cardholder statements will be downloaded by Financial Services and distributed via email to cardholders for review and reconciliation. Financial Services shall maintain an electronic copy of all statements.

5. The cardholder shall:

    a. Review the statement, matching the statement with original supporting documents,

    b. Place a check mark next to each transaction reconciled,

    c. Attach supporting documents to the statement,

    d. Sign the front of the statement acknowledging it is accurate, and forward to his/her supervisor for review. The supervisor will validate that the supporting documents are attached, purchases are appropriate for the scope of the members' job duties, and sign the front of the statement.

6. The signed statement, with supporting documents, **must** be returned to Financial Services within three (3) business days from the date it was distributed.

7. In cases where there is a billing dispute or inaccurate charges, the cardholder shall dispute the charges with the bank. In addition, dispute details shall be documented on a memorandum and included in the packet forwarded to the supervisor.

8. Guidelines for Use of Department Credit Cards

    a. P-Cards are not authorized for personal use.

    b. A Pima County Training or Travel Request form is required for gasoline purchased outside of Pima County.

    c. Small P-Card Purchases

        (1) Small purchases must comply with Pima County Procurement Code. (PO-34 Purchase Card Program Policy)

(2) If small purchases are made with a P-Card, the cardholder shall forward a copy of the approved receipt, invoice, and approval documentation to Financial Services within three (3) days.

(3) A P-Card shall not be used for travel arrangements without prior authorization from the P-Card Administrator.

d. Amazon and Staples purchases with P-Cards

(1) P-Cards will only be used for Amazon and Staples purchases if the card holder is an approved Amazon and/or Staples purchaser.

B. Proposed Expenditures

1. All expenditures for supplies and services require the prior written approval of a captain or above. This includes expenditures made by requisition, small purchase policy, contract, service request, or travel.

a. Written authorization must be submitted with new contracts or contract renewals.

b. A captain may delegate approval authority for routine expenditures such as food, ammunition, minor repairs, etc. to a subordinate supervisor by submitting a memorandum to Financial Services outlining the approval authority delegated to each individual.

2. Any expenditure totaling more than $5,000.00 requires prior written approval of a Chief or above.

3. Expenditures may be made from funding sources other than the Pima County Sheriff's Department budget. Some examples of these funding sources are Forfeiture Funds, Criminal Justice Enhancement Funds, Inmate Welfare Funds, and Grant Funds.

a. Expenditures from other funding sources (not PCSD budget) shall follow the same approval and purchasing procedures as expenditures from department funds. Additionally, expenditures of forfeiture funds require approval from a Chief or above.

b. Expenditures from other funding sources must be requested in writing, to include justification why the expenditure is proper under statute or other guideline for that particular funding source. Questions regarding the propriety of expenditures from a particular funding source shall be forwarded to the legal advisor for clarification.

C. Premium Pay

Pima County Personnel Policies define guidelines for a wide range of premium pay issues. In the absence of a department policy, County policy will be the final authority for determining applicability of premium pay.

1. Definitions

a. FLEXTIME: The adjustment of a member's schedule or approved leave time during a workweek to prevent overtime

b. WORK WEEK: As defined in Pima County Merit System Rules Rule 1 – Definitions.

c. OVERTIME: As defined in Pima County Personnel Policy 8-102 – Premium Pay.

d. OVERTIME COMPENSATION: As defined in Pima County Personnel Policy 8-102 – Premium Pay.

e. ON CALL: As defined in Pima County Personnel Policy 8-102 – Premium Pay.

2. Application

a. Overtime compensation shall be paid for all overtime hours worked by members not designated as exempt in Pima County Personnel Policies.

b. Supervisors shall minimize overtime whenever possible.

c. Flextime, in compliance with the Fair Labor Standards Act, shall be utilized when possible.

d. Prior to working any overtime – with the exception of court, hearings, or board appearances – members shall obtain authorization from their immediate supervisor.

3. Court, hearings, or board appearances exception

a. Members who are subpoenaed as a result of employment with PCSD and appear at the time and place specified shall be compensated as follows:

(1) Appearances during off-duty hours, members are authorized a minimum of three (3) hours special pay at one and one-half (1½) times the member's current hourly rate. Member shall use the Time Type of "Court Appearance Pay – Sheriff" code in Workday to record the in and out punches.

(a) Multiple appearances on the same day that are **more than sixty (60) minutes** apart shall be treated as separate appearances. (Require a separate clock in and out in Workday for each appearance.)

(b) Multiple appearances on the same day that are **sixty (60) minutes or less** apart shall be treated as one appearance. (One clock in and out in Workday.)

(2) Appearances contiguous with the member's normal shift shall be compensated for actual hours worked. Flextime should be used to minimize overtime. Member shall stay "clocked-in" for Workday purposes; clock-out when the appearance is concluded.

(a) Contiguous is defined as sixty (60) minutes or less from the ordered appearance time and the beginning or end of the member's on-duty shift.

b. Members shall submit their subpoena signed by the attorney representing the State or an employee of the court to their supervisor.

c. If the member does not have a subpoena, a Pima County Attorney's Office Duty Verification Form, signed by the attorney who ordered the appearance, shall be submitted to their supervisor.

d. A member who testifies in court and is paid by both the department and the litigant shall send the sum received from the litigant to Financial Services.

4. Attorney Interviews

a. Attorney interviews shall be scheduled during the member's regular work shift whenever possible.

b. Members shall be compensated for overtime resulting from attorney interviews with overtime compensation or flextime based on the actual time worked.

5. Field Training

a. Working in the capacity of a training officer shall be compensated as follows:

(1) Training during the member's normal shift shall be compensated for actual hours worked. Flextime should be used to minimize overtime. Member shall stay "clocked-in" for Workday purposes; clock-out when training has concluded and will be charged to the member's home unit.

(2) Members shall be compensated for overtime resulting from field training with overtime compensation or flextime based on the actual time worked.

(a) Field training is defined as training which is provided post-academy, one-on-one training provided to new hires, new detectives, or new sergeants.

6. Honor Guard

a. Members of the Honor Guard Section shall be compensated as follows:

(1) Members attending department authorized deployments shall be compensated for actual hours worked. Flextime should be used to minimize overtime. Member shall stay clocked-in for Workday purposes; clock-out when deployment has concluded.

(2) Members shall be compensated for overtime resulting from department authorized deployments with overtime compensation or flextime based on the actual time worked.

(3) Deployments during off-duty hours, members are authorized a minimum of three (3) hours special pay at one and one-half (1½) times the member's current hourly rate.

(4) Members are authorized two (2) hours special pay for time spent on the formal uniform, vehicle, weapons, and equipment preparation before each department authorized deployment.

D. Payroll and Workday

1. Members are responsible for reporting hours worked, absences, and any accumulated time used in forty (40) hour week in Workday.

2. Supervisors, managers, and commanders are responsible for ensuring hours are reported accurately and within prescribed timeframes.

3. Timecards must be approved in Workday, by Monday 1000 hours on a weekly basis (no exception for holidays). Two-step approval process, each pay period:

a. Members shall approve their timecard.

b. Supervisors, managers, and commanders shall approve timecards for all members assigned to them.

4. Department members shall adhere to Pima County Administrative Procedure 22-16. If there is an error to a member's paycheck, the member will bring it to the attention of their supervisor. The supervisor will make the correction, review, and reapprove the timecard. In the event the member

has an inaccurate paycheck and the member would like to be paid off-cycle, Financial Services will need to be notified. Financial Services will coordinate with Central Payroll for payment.

E. Revenue

Financial Services is responsible for processing revenue deposits for the Sheriff's Department, except for fees and revenues collected by the Civil Unit and the Revenue Section of Pima County Financial Operations Department. Consequently, any department member who receives money for the Sheriff's Department (grant money included) shall expeditiously present this money to Financial Services for deposit.

F. Expenses

1. Financial Services is responsible for processing all expense claims for the Sheriff's Department. Vendors shall be directed to address their claims as follows:

Pima County Sheriff's Department
Attn: Financial Services Section
1750 East Benson Highway
Tucson, Arizona 85714-1758

2. Claims for payment received directly by department members shall be expeditiously delivered to Financial Services.

G. Leave Policies

All department members must comply with the Pima County Policies listed below:

1. ANNUAL LEAVE: As defined in Pima County Personnel Policy 8-105 – Annual Leave.

2. COMPENSATORY TIME: As defined in Pima County Administrative Procedure 3-21 and Personnel Policy 8-102 – Premium Pay.

3. SICK LEAVE: As defined in Pima County Personnel Policies 8-102 – Premium Pay and 8-106 – Sick Leave.

H. Contracts

The department administers contracts, including intergovernmental agreements, maintenance contracts, service contracts, and grant contracts. Contract forms are variable and the negotiation process varies substantially from contract to contract. Consequently, the initial step in the contract development and negotiation process is to contact Financial Services and identify the steps necessary to develop and negotiate the specific contract.

I. Guidelines for Travel Expense Reimbursement

1. See Pima County Administrative Procedure 22-1 for policy and guidelines.

2. Reimbursement of Extradition Expenses

a. Department members whose job duties include travel for purposes of extradition of prisoners shall be reimbursed for travel under the same rules that apply to other travel. Reimbursement for additional expenses incurred for prisoner transport must be substantiated by receipts, approved by a commander, and submitted to Financial Services.

b. A completed Pima County Travel Request and Claim Form and unused portion of travel advances must be turned into Financial Services within five (5) days of return from travel.

3. Reimbursement of Expenses for Travel Incurred for Investigation

Department members whose job duties include travel and expenses for the purpose of investigation shall be reimbursed for all expenses incurred, subject to review by Financial Services. Receipts are requested when possible. Expenses without receipts must be accompanied by a signed statement from the department head or designated member, stating that the expenses are reasonable and necessary and that a full accounting of expenditures is on file at the Department's Financial Services and available for auditing.

XIII. FORMS MANAGEMENT

A. Community Resources is the central repository for all department forms, manuals, and unit procedures.

B. Community Resources is responsible for proper forms control and management.

C. All forms must be submitted to the Community Resources Supervisor for appropriate review and approval prior to implementation or department re-order by Material Management.

XIV. DRUG SCREENING PROGRAM

A. Department members shall not engage in the use, possession, or control of illegal drugs, on-duty or off-duty, as defined by Arizona law regardless of location of occurrence.

B. Applicability

1. The following individuals shall be required to submit to mandatory drug screening:

   a. Persons applying for employment with the Pima County Sheriff's Department

   b. Members of the Pima County Sheriff's Department

   c. Any time there is reasonable suspicion a member is in violation of this section

2. Members may be selected for random mandatory drug screening.

3. Members in narcotics, undercover, or related covert assignments are subject to an additional independent monthly random selection process.

C. Random Mandatory Drug Screening

The Sheriff's Department Medical Personnel Supervisor shall produce a monthly mandatory drug screening report, listing names randomly selected by an automated computer program. To ensure the screening remains random, all members shall have an equal opportunity to be selected each month.

Through random selection, it is possible for a member to be selected several times within any given time period. The computer will not differentiate between those previously selected and those who were not.

D. Probationary Drug Screening

Probationary members shall be tested at least once during their probationary period. The Medical Personnel Supervisor shall determine when the test is to be conducted prior to the member's end of probation.

E. Reasonable Suspicion Drug and/or Alcohol Screening

In accordance with the Pima County Sheriff's Department's Deterrence Against Drugs Program, supervisors and commanders will adhere to the following procedures if they believe there is a reasonable suspicion of a member being under the influence of any drug and/or alcohol.

1. Supervisors shall document observations supporting reasonable suspicion, obtain approval for recommending a reasonable suspicion drug and/or alcohol screen from their Section or District Commander, and recommend any safety considerations that need to be immediately addressed to ensure the safety of the suspected member and others.

2. The Section or District Commander shall determine whether reasonable suspicion exists and obtain approval from the Division Commander prior to notifying the Staff Services Section Commander. The Section or District Commander shall provide documentation for initiating the screening procedure if reasonable suspicion exists and initiate any safety restrictions.

3. The Medical Personnel Coordinator or Staff Services Section Commander shall arrange for screening when reasonable suspicion exists. Internal Affairs shall be notified of all

requests for reasonable suspicion drug and/or alcohol screening.

4. The Internal Affairs Unit shall:

   a. Respond to the member's location and escort them to the appropriate clinic for hair, breath, blood, and/or urine testing for drugs and/or alcohol

   b. If the member continues to show signs of irregular behavior, transport them to the nearest emergency room for treatment

   c. Conduct an investigation

5. After-Hours Procedure

   a. After receiving notification from a commander or supervisor that reasonable suspicion exists for an after-hours drug and/or alcohol screen, the Medical Personnel Supervisor or Staff Services Section Commander shall:

      (1) Notify the Staff Services Section Commander of the request and provide the member's name and documentation supporting the request (if notification made to the Medical Personnel Supervisor)

      (2) Contact the County contracted occupational facility and schedule a location and time for the drug and/or alcohol screen

      (3) Notify the Internal Affairs commander of the request, provide the member's name, documentation supporting the request, the location of the member, and the location and time of the drug and/or alcohol screen

      (4) Prepare an Order to Submit to Drug and/or Alcohol Testing letter to serve on the affected member

         (a) The Internal Affairs commander, or an Internal Affairs detective, may prepare this letter.

b. The Internal Affairs Unit shall respond as outlined in XIV.E.4. above

F. Pre-Employment Drug Screening

The Personnel Unit shall cause job applicants to undergo pre-employment drug screening.

G. Drug Screening Process

1. When a member is selected for drug screening, the Medical Personnel Supervisor shall notify the selected member's commander/manager via email two (2) business days prior to the date of testing.

2. The commander/manager shall not inform the selected member of the drug test earlier than 24 hours before the scheduled date, unless the member is unavailable on the scheduled date. If the member is unavailable, the supervisor may allow the member to attend testing on the day prior to or the day after the scheduled date.

3. The notice shall specify a date and time for the member to report at the designated medical facility.

   a. If scheduled time is during off-duty hours, a minimum of two (2) hours overtime is authorized for testing.

   b. If scheduled time is during duty hours, supervisors will ensure the member is released from duty to attend the scheduled testing. If circumstances prevent this, the supervisor shall advise the Medical Personnel Supervisor.

4. Members on any previously approved leave (excluding administrative leave with pay) shall be excused from the testing if the leave conflicts with the testing date. In these cases, the supervisor shall immediately advise the Medical Personnel Supervisor.

   a. Members on previously approved intermittent leave may or may not be excused from testing. These conflicts will be resolved on a case-by-case basis.

5. If a member is unable to respond as directed, or on the day prior to, or the day after, due to illness or other extenuating circumstances, the member shall:

   a. Notify his/her supervisor and telephone the Personnel Unit on or before the date of the scheduled test with notification of the reason for failure to appear.

   b. Forward a follow-up memorandum to the Medical Personnel Coordinator, via chain of command, documenting the following:

      (1) Reason for missing the test

      (2) Name of the Personnel Unit member notified (if notified)

      (3) Instructions given to the member (if any)

6. The Medical Personnel Coordinator shall arrange for an alternate testing date and time.

7. Failure to notify the Personnel Unit with an acceptable excuse shall cause the absence to be considered unexcused.

8. Unexcused absences, failure to report, or failure to follow written reporting procedures as ordered shall be considered a refusal and constitute grounds for disciplinary action, up to and including termination.

H. All laboratory results shall be forwarded to the Pima County Sheriff's Department Medical Personnel Coordinator. The Sheriff's Department Medical Personnel Supervisor shall immediately notify the Sheriff or a Chief of any member found to have tested positive for illegal drug use and/or positive alcohol screen, and an investigation shall be initiated.

XV. INTERNAL AFFAIRS PROCESS

A. It is the responsibility of the department to provide law enforcement services that are fair, effective, and impartially applied. It, therefore, is necessary that management institute internal procedures that will assist in the identification and investigation of situations or circumstances which are counterproductive to this responsibility.

The goal of the internal affairs process is to improve the quality of service by meeting the following objectives:

1. To secure and maintain citizen confidence in the integrity of the department and its members by providing meaningful and effective complaint procedures.

2. To meet department goals and objectives by providing a monitoring process that encourages members' compliance with department procedures and identifies problem areas in which increased training or direction is needed.

3. To ensure due process protection is afforded to citizens and department members alike.

B. Complaints against members of the department shall be accepted from any source whether made in person, by mail, or by telephone.

1. Complaints from anonymous sources shall be accepted so long as the complaint contains sufficient factual information to warrant an investigation.

2. Any person who files a false and malicious allegation shall be held accountable.

3. No third-party complaints shall be accepted unless authorized by the Sheriff.

C. The Pima County Sheriff's Department's Internal Affairs shall be directly responsible to the Sheriff and shall be responsible for conducting or coordinating all investigations authorized by the Sheriff, including the following:

1. Citizen complaints, which are made to Internal Affairs against the department or department member, including the following:

a. Alleged violation of a municipal or county ordinance or state or federal statute

b. Alleged violation of department rules, regulations, or procedures

c. Alleged use of unnecessary or excessive force

d. Alleged abuse of authority, i.e., conduct in excess of power granted by law; false arrest; and illegal search, seizure, or detention

e. Alleged discourtesy, abusive or insulting language, conduct, or behavior

f. Any other misconduct

2. Any alleged or suspected breach of personal integrity by a department member

3. Any alleged personal harassment, threats, false accusations, or contrived situations, which may be harmful to the member

4. Any investigation pertaining to internal security

5. Any investigation at the direction of the Sheriff

D. All complaints pertaining to members of the Pima County Sheriff's Department shall be forwarded to Internal Affairs unless otherwise directed by the Sheriff.

E. All members of the department shall cooperate with and assist investigators from Internal Affairs as necessary in the performance of their duties. Members who do not cooperate shall submit to the Sheriff, within twenty-four (24) hours, a written report detailing the reasons for their failure to cooperate.

F. The Sheriff shall review the file as presented by Internal Affairs and determine which of the following classifications apply to the allegation:

1. **Unfounded**: The acts alleged did not occur. There is no basis for the complaint.

2. **Exonerated**: The acts alleged did occur and were justified, lawful, and proper.

3. **Not Sustained**: There is insufficient evidence to clearly prove or disprove the allegation(s).

4. **Sustained**: The acts alleged did occur and were not justified.

5. **Sustained in Part**: Part of the alleged acts did occur and were not justified.

6. **Closed/No Finding**: The investigation was not able to be fully completed due to the lack of cooperation on the part of the complainant, or the complainant could not be located for the necessary follow-up. Without critical interviews the investigation cannot go forward.

7. **Other**: These may include, but are not limited to, misconduct not based on the original complaint.

G. A member who is the subject of an internal investigation shall be notified of the investigation and of the allegations made. If the Sheriff determines that the investigation would be impeded by notification during the investigation, notification may be made after the conclusion of the investigation.

H. When an Internal Affairs investigation has been completed and final disposition made, the person or agency making the complaint shall be notified of the findings as directed by the Sheriff.

I. Internal Affairs shall maintain necessary investigative files to facilitate its operation. After the Sheriff has evaluated and acted on an internal investigation, the case file shall be returned to Internal Affairs for filing.

1. Internal Affairs files shall not be released to any person without prior permission of the Sheriff or designee.

2. The files shall be purged as deemed necessary by and upon direction of the Sheriff in accordance with County Policy.

XVI. ISSUANCE OF IDENTIFICATION CARDS

A. Unless otherwise authorized, the Pima County Sheriff's Department Personnel Unit is responsible for the issuing and retrieving of departmental identification and Mag cards (key cards for administration building).

B. All Sheriff's Department members shall wear their ID cards displayed while in any Sheriff's Department facility. Members in department uniform are exempt.

C. Department members are responsible for the safekeeping of any identification and Mag cards assigned to them. Identification cards shall not be given or loaned to other persons.

D. Department members who have a change in status or have lost or had their identification or Mag cards stolen shall contact the Sheriff's Department Personnel Unit, via memorandum, as soon as possible in order to obtain a replacement.

E. The department's Personnel Unit may, if circumstances warrant, initiate an investigation when an identification or Mag card is lost, destroyed, stolen, or found. Appropriate disciplinary action shall be initiated by a Personnel Unit Supervisor at the direction of the Administration Division Commander.

F. Department Member Photographs

1. Upon hire with the department, all members shall have their picture taken at the Forensic Unit. This photograph will be displayed on the member's department-issued identification card and in the department Rolodex system.

   a. Photograph shall be updated every five (5) years

   b. This updated photograph is to be taken within a month of the member's anniversary date with the department

2. Members promoted to the rank of sergeant or corrections sergeant shall have a department photograph **and** portrait taken in uniform to reflect their new rank. This is to be accomplished within five (5) business days from the date of promotion.

3. Members promoted to the rank of lieutenant, corrections lieutenant, or above shall have a department photograph **and** portrait taken in uniform to reflect their new rank. Additionally, a portrait will be taken in business attire. This is to be accomplished within five (5) business days from the date of promotion.

4. Department members are to report to the Forensic Unit to have photographs taken.

5. The Department's Personnel Unit is responsible for ensuring that the department's website and Rolodex system are displaying current photographs with the proper rank.

XVII. LAW ENFORCEMENT OF PIMA COUNTY BUILDINGS AND PROPERTY

A. The Pima County Sheriff's Department shall not assume jurisdiction for incidents occurring on County property within the city limits. For example, incidents occurring at Kino Community Hospital shall be investigated by the Tucson Police Department.

B. Those buildings and property utilized by the Pima County Sheriff's Department shall remain within the purview of the Pima County Sheriff's Department. All reportable incidents occurring on this property shall be investigated by the Pima County Sheriff's Department.

XVIII. LONG DISTANCE TELEPHONE CALLS

A. Department members are prohibited from making personal long distance calls at the expense of the department.

B. Members making long distance calls shall ensure the call has been authorized by a supervisor or otherwise meets the criteria of any guidelines established by the supervisor or of the division, unit, or section to which the member is attached.

XIX. PERSONNEL INFORMATION

A. All members of the Pima County Sheriff's Department shall maintain a telephone.

B. Members shall keep the department informed of their current address and telephone number and any change to name or marital status.

1. Notification shall be made to the Personnel Unit, as outlined below:

a. Change in name or marital status, member must make change in person with the Personnel Unit. Bring applicable supporting documentation – social security card, marriage certificate, divorce decree, etc.

b. Change in address or phone number, email new information to the Personnel Unit at personnel@sheriff.pima.gov.

2. Additionally, notification of address and/or telephone number change shall be made by the member directly into the County on-line benefits system. (Questions regarding this system may be directed to the Personnel Unit.)

3. The Personnel Unit shall notify Communications of name, address, and phone number changes for commissioned members.

4. Members shall make notification of any change within twenty-four (24) hours.

C. Members shall provide the department with the actual street address of their residence if it is different than the mailing address in the County on-line benefits system.

XX. PRESS RELATIONS

As a public safety agency, the Sheriff's Department fully recognizes the public's right to know about departmental activity and the subsequent need for news media access to all segments of the department.

A. Department members shall regard all legitimate reporters as competent professionals having an equal right to the release of information.

1. All inquiries from genuine news person(s) shall be treated as a legitimate function of their profession.

2. Members shall promptly respond to press inquiries objectively, as completely as the facts and investigative limits permit, and at all times with patience, courtesy, and accuracy.

B. News reporters shall be granted access to all non-restricted work areas of the department and are encouraged to communicate directly with department personnel.

1. Restricted work areas are those areas where access is limited by judicial necessity or operational security. Permanently restricted areas include:

a. Information Systems Section

b. Evidence Unit

c. Forensic Unit

d. All areas of Corrections Bureau facilities not open to the general public

e. All computer terminal locations

2. News persons may gain physical entry into restricted areas only when properly authorized and escorted.

C. Reporters in any news gathering situation are expected to identify themselves, their affiliation, and their purpose when dealing with department personnel and to wear appropriate identification.

D. Release of Information by Department Members

1. No member, while acting in an official capacity, shall make any oral or written statement to the media, which presents a personal opinion or point of view.

2. No arbitrary or unnecessary obstacles shall be imposed on news person(s) at any time by any member of the department.

   a. No department member shall restrict members of the press or public from photographing or filming events, which occur in public places or in public view; however, camera operators shall not be permitted to physically interfere with official departmental activity.

   b. When deputies are in a private dwelling or other area not generally open to the public, permission for news media access must be obtained from the citizen holding authority over the premises. If no such person is available, permission for such access may be granted by the deputy in charge.

3. News persons shall be allowed reasonable access to scenes of crimes or incidents except where such access is prohibited by evidentiary need or by the presence of grave physical danger.

4. Releasable information is any information, which does not:

   a. Jeopardize the investigation or subsequent prosecution of a case

   b. Violate the civil rights of any person

   c. Violate privacy and security laws or rules

   d. Threaten to incite or aggravate a condition of civil unrest, criminal activity, or critical incident

5. Department members may release essential factual information about a crime or incident to the extent of their personal contact with the case and in accordance with the following:

   a. When such information will contribute to the identification of an unknown victim or the arrest of a suspect or fugitive, it may be released.

b. Identification of seriously injured or deceased crime or accident victims shall be released only after notification of next of kin has been satisfactorily completed.

c. Department members shall not offer personal opinions or interpretations concerning how evidence in a crime suggests the possible guilt or innocence of a suspect or the credibility of a witness.

d. Comments shall not be made on the existence or results of any statement, test, or confession, which has been offered, given, or refused by a suspect.

6. The department does not permit news interviews of prisoners in any stage of detention without the prior permission of such prisoners and the approval of the Sheriff or Corrections Bureau Chief.

7. Booking information regarding prisoners in the Corrections Bureau is considered public record. Reporters are granted access to booking records of the current jail population.

After arrest, circumstances of the arrest including time, place, pursuit, arresting officer, or use of weapons, may be released.

8. Names of investigating deputies, length of investigation, and case disposition may be released.

9. All formal complaints under internal investigation are confidential. Release of details or results of such investigations to the news media may be made only at the discretion of the Sheriff or a Bureau Chief.

E. Unless specifically authorized by the Sheriff's Department Legal Advisor, no member shall make any oral or written statement to the media which expresses the member's personal views on the character of any other person, department, or agency when such statement is made under conditions that identify the person as a member of the Sheriff's Department. The Legal Advisor shall review such statements for the identifying potentially libelous statements.

XXI. PROBATIONARY EMPLOYEE PERFORMANCE APPRAISAL FORMS

A. After probationary Corrections Officers or Deputies successfully complete their CTO/FTO phases of training, their assigned supervisor shall complete a monthly written Employee Performance Appraisal Form (EPAF). This form shall be completed monthly until the probationary period is completed.

B. The EPAF will be reviewed with the department member.

If the member needs improvement in certain areas, the supervisor shall note this on the form. The supervisor shall also provide positive written directions for improvement prior to the next monthly performance appraisal. The member and the supervisor must sign the completed form.

C. The completed monthly EPAF shall be forwarded to the District or Section Commander for review. The District or Section Commander will sign all EPAFs and place them in the member's district or unit file. If the District or Section Commander is alerted to a potential personnel or performance problem with the completed EPAF, it shall be brought to the attention of the Division Commander.

D. Prior to the member's Pre-Mid or Pre-End of Probation Executive Review, an evaluation shall be completed by the supervisor. This evaluation shall document the supervisor’s recommendation for continuation of probation or end of probation. This evaluation shall be forwarded to the District or Section Commander for review and comment. The Commander shall bring all completed evaluations and any supporting documentation to the Pre-Mid or Pre-End of Probation Executive Review Board. The Mid and End of Probation Evaluations shall be forwarded to the Personnel Unit for inclusion in the member’s personnel file.

XXII. REASSIGNMENT OF PERSONNEL WITHIN THE DEPARTMENT

A. Members may be assigned or reassigned competitively or non-competitively, to positions of like job classification in accordance with Pima County Personnel Policies, Merit System Rules, Law Enforcement Merit System Rules, and Sheriff's Department Rules and Regulations.

1. Assignments for deputies/detectives to outside Task Forces or to positions under the control of another agency/jurisdiction shall be limited as follows:

   a. Undercover assignments shall normally be limited to three (3) years.

   b. All other assignments shall normally be limited to four (4) years.

   c. A Chief may authorize extensions beyond these guidelines when deemed in the best interest of the department.

2. Assignments are subject to review and members may be transferred at any time.

3. Supervisors and commanders are responsible for ensuring involuntary transfers are accomplished in a fair and equitable manner and in compliance with all applicable EEOC and Pima County Rules, Regulations, and Guidelines.

B. Competitive Reassignment

When vacant internal assignments are announced, the following procedures shall be utilized unless superseded by the Sheriff:

1. Division Commanders, District Commanders, Section Commanders, and Unit Supervisors shall notify the Sheriff's Department's Personnel Unit when a new or vacant position exists.

2. A short explanation of the job duties and a designated supervisor shall be indicated and specific selection criteria shall be outlined.

   a. Vacancies shall be announced in the Sheriff's Department's Daily Bulletin for at least five (5) working days.

   b. A list of candidates shall be prepared for the vacancy and a selection process shall be developed.

   c. The section commander of the affected area reserves the right to admit to the selection process only those candidates that meet the minimum/preferred qualifications.

3. Members wishing to be considered for advertised vacancies must apply by memorandum, via chain of command, to the Personnel Unit. The member shall be responsible for submitting an application memorandum by close of business on the deadline date to ensure timely receipt by the Personnel Unit.

   During extended absences, members may designate individuals to submit requests for reassignment on their behalf. Members may also contact the Personnel Unit for information concerning future announced vacancies.

4. The selection process developed and utilized for reassignment to positions may include any of the following:

   a. Selection oral board

   b. Performance test

   c. Written test

   d. Individual interview

   e. Executive review

   f. Internal Affairs file

5. Guidelines for Oral Boards

Oral boards shall be conducted when there are five (5) or more applicants for a vacant position.

a. The composition of the oral board must be approved by the Division Commander or his/her designee.

b. The oral board shall be comprised of the Unit Supervisor or Section/District Commander and two (2) other panelists. When practical, at least one (1) panelist should be from outside of the section or immediate area.

c. The chair of the oral board shall be the ranking member. In the event that all members are of equal rank, seniority shall prevail.

d. The supervisor of the unit or Section/District Commander with an opening shall prepare appropriate questions. The questions may be reviewed by the Sheriff's Department's EEO Coordinator.

e. The oral board shall be conducted in accordance with Department EEO Procedures.

f. The Personnel Unit shall prepare a list of candidates by descending order of score.

g. The list of candidates shall be presented to the appropriate Division Commander for selection.

h. A member who has tested for a position may review his/her examination results within thirty (30) calendar days of taking the examination.

i. Candidates wishing to review their examination results shall submit a memorandum, to the appropriate Personnel Supervisor, within five (5) days of the date of selection. Results shall be reviewed under the supervision of a Personnel Supervisor.

6. Guidelines for Executive Review

a. Executive Review should consider the following for final selection of a candidate:

(1) Oral board results

(2) The original memorandum of application

(3) The candidate's personnel file on documented performance, training, certificates, and other criteria such as commendations, disciplinary actions, and evaluations

(4) Comments and/or endorsements by the candidate's past supervisor(s)

(5) Any other test results if applicable

(6) The EEO and Affirmative Action Policy of the Pima County Sheriff's Department

(7) The needs of the unit and the ability of the candidate to satisfy those needs

(8) Attendance record

b. The same procedures shall be utilized to review each candidate on the list.

c. Members shall not be compensated for overtime if the selection process involves off-duty participation.

d. After executive review, the list may be kept in an active status to fill additional vacancies at the discretion of the District or Section Commander.

e. Should the list be retained, it shall be good for ninety (90) days and may be extended one time for up to an additional ninety (90) days.

f. A division commander in the chain of command shall be consulted.

7. Selection

a. Upon completion of the process, the District or Section Commander will send the list with individual scores for each area of the selection process to the Personnel Unit for inclusion in the process file.

b. When a candidate is on two (2) or more primary assignment lists concurrently and the member accepts an assignment from one of the lists, the member shall be removed from all other current lists.

(1) Secondary assignments such as SWAT, Negotiation, EOD, TAG, etc. are exempt from this policy.

C. Job/Promotional Announcements

County members may apply for any classification at any time, even if it is not open for recruitment. This applies to permanent, temporary, and intermittent employees. The Pima County Human Resources Department, and the Department's Personnel Unit, shall maintain a list of all positions currently open for recruitment. An internal announcement shall be open for a minimum of five (5) working days pursuant to Merit System Rules.

A copy of announcements received from Pima County Human Resources shall be posted on pre-selected bulletin boards in various areas of the department. Members are expected to view these boards if interested in promotional opportunities. Commanders and supervisors shall be responsible for ensuring that these announcements are properly posted.

Promotional announcements shall be distributed to all Division Commanders by the Personnel Unit for distribution to the appropriate commanders and supervisors.

XXIII REQUEST FOR SCHOOLS AND SEMINARS

A. All requests for schools and seminars must be submitted, via chain of command, to the Financial Services Unit using the School/Training/Travel Request Form (PCSD 1802A). Financial Services Unit will then submit the form(s) to the Training Center.

1. If the School/Training/Travel Request Form is not properly filled out, it shall be returned to the originator.

2. The request must be endorsed by the appropriate Division Commander, through the chain of command.

3. Available flyers describing the school must be attached and application for attendance must be completely filled out.

4. The School/Training/Travel Request Form shall be submitted in a timely manner.

a. If possible, requests should be submitted at least one (1) month in advance.

b. To be placed on the Training Committee agenda, all requests must be received by close of business on the Wednesday preceding the Training Committee meeting.

B. The Training Committee shall review requests and the member shall be notified of approval or disapproval.

XXIV. SECURITY

A. Internal Affairs shall be responsible for investigating breaches of security.

B. Controlled access areas are limited to those assigned therein or other persons granted access by members within the restricted area in accordance with division policy. Controlled access areas shall include, but not be limited to, the following areas:

1. Information Systems Section

2. Forensic Unit

3. All computer terminal locations

4. Armory and Ordnance Vault

5. Evidence Unit

C. Visitors to the Pima County Sheriff's Department Administration Building

1. A visitor is someone who is on the premises and has business with the Sheriff's Department. Also included are department members who are unable to access the building on their own, either because their access privileges have been revoked or suspended, or because they do not possess the necessary keys to access the building.

2. A visitor must have a specific purpose for gaining access to the Sheriff's Department Administration Building.

3. All visitors must show a valid photo ID and sign the Visitor Register.

4. If a visitor requests access, front desk personnel shall contact the appropriate individual or unit to inform them of the visitor.

5. The receiving unit shall evaluate whether the visitor should be allowed unescorted access or if a member of the unit will respond to the front desk.

6. All visitors will be issued a visitor's pass that must be worn and displayed at all times.

   a. To obtain a visitor's pass, the person will be required to leave a valid photo ID with front desk personnel.

   b. Visitors who are unable or unwilling to provide a valid photo ID shall not be permitted past the lobby without a department escort at all times.

7. Additionally, clothing, back packs, purses, fanny packs, packages, briefcases, etc., may be subject to inspection prior to entry into the building. A person who refuses to allow such an inspection shall not be allowed access unless approved by a commander or above.

8. Access can be refused as deemed necessary.

XXV. TERMINATION

A. Resignations

1. Resigning members shall submit a written resignation to the Sheriff, via chain of command, at least ten (10) working days prior to the effective date of separation from County service. Failure to provide such timely notice could jeopardize consideration for future employment with the County.

2. The member's immediate supervisor shall endorse the resignation, indicate the date on which it was received, and forward it through the chain of command.

3. A member may withdraw his/her resignation, with the written consent of the Sheriff, no later than ten (10) business days after the effective date of the resignation.

   In no event, may a resignation be withdrawn later than ten (10) working days after the effective date of separation from the County.

4. Resignations submitted during a leave of absence become effective two (2) weeks from the date of notice and not at the end of the leave of absence unless otherwise authorized by the Sheriff.

5. A member shall work the two (2) weeks prior to resignation unless other arrangements are made with the Sheriff. Use of sick leave during this period may be granted but only with medical clearance in writing from the member's physician.

B. Terminations shall be in accordance with Pima County policy and department rules, regulations, and procedures.

C. Adherence to checkout procedures is the responsibility of the terminating member. Terminating members are encouraged to contact the Department's Personnel Unit as early as possible in order to avoid a delay in receiving the final paycheck.

D. Return of Monies Received

1. A member who terminates employment with Pima County within six (6) months of his/her anniversary date shall return fifty (50) percent of any uniform allowance received or shall arrange with the Department's Financial Services Section to have that amount withheld from the final paycheck.

2. A member who terminates employment with Pima County within six (6) months of receipt of educational reimbursement shall return fifty (50) percent of any such money received or shall arrange with the Department's Financial Services Section to have that amount withheld from the final paycheck.

3. Any member who voluntarily terminates employment with Pima County within six (6) months of completing any job-related training session or conference, wherein the training or conference fee exceeded five hundred dollars ($500), shall return fifty (50) percent of the training / conference fee or make arrangements with the Department's Financial Services Section to have that amount withheld from the final paycheck.

E. Retirement

1. Although retirement benefits are obtained directly from the applicable retirement board, members anticipating retirement may contact the Personnel Unit or their retirement program representative for assistance.

2. Members receiving disability benefits from the Arizona State Retirement System (ASRS), Corrections Officer Retirement Plan (CORP), or Public Safety Personnel Retirement System (PSPRS) shall be terminated in order that replacement personnel may be hired.

3. Commissioned members entering the Arizona Public Safety Personnel Retirement System's Deferred Retirement Option Plan (DROP) shall submit the DROP paperwork to the Administration Division, Staff Services Section Commander for signature by the Sheriff or designee, as employer. Once signed, the DROP form(s) will be returned to the member for processing.

4. Credentials

   a. Members must retire in good standing and meet one (1) of the following criteria:

      (1) Receives normal retirement with full benefits from ASRS, CORP, or PSPRS

      (2) Minimum 20 years of service with the department

   b. Medical retirements from CORP or PSPRS or long term disability from ASRS may be eligible for credentials. These will be reviewed on a case by case basis

5. Purchase of a Department-Issued Duty Weapon

   a. Pursuant to A.R.S. § 38-1115, commissioned members who are certified peace officers in the State of Arizona and are retiring from the Public Safety Personnel Retirement System (PSPRS), as well as corrections officers retiring from Corrections Officer Retirement Plan (CORP), provided they have cumulatively been assigned to a weapons qualified post for ten (10) years, meet the eligibility requirements to purchase their department-issued handgun upon retirement. Final authorization to purchase the handgun is subject to the department's approval.

   b. Eligible commissioned members may request to purchase one (1) department-issued handgun, which includes the standard issue magazine for the weapon. Ammunition and leather shall not be provided with the weapon.

   c. Eligible retiring commissioned members who wish to purchase their department-issued handgun shall submit a request in writing, on the Purchase Department Weapon memo (PCSD 189), to the Sheriff, via Personnel. The weapon shall be identified by type and serial number. The Commissioned Personnel Supervisor shall be responsible for verifying the requirements set forth in section E.5.a.

   d. The purchase price of the weapon shall be one dollar ($1.00).

e. The member shall turn in all department weapons and ammunition to the Department Armorer, including the weapon to be purchased. The Department Armorer shall sign the department checkout sheet indicating all weapons and ammunition have been received. PRTC staff is responsible for delivering the weapon to Material Management.

f. Payment for the purchase of the weapon shall be made to the Department's Financial Services Section, payable to the Pima County Sheriff's Department, and occur prior to the transfer of ownership. A receipt shall be issued to the member purchasing the weapon.

g. The member purchasing the weapon shall present the receipt of purchase to Material Management, who shall transfer ownership of the weapon and shall maintain a record of the transfer. The transfer of ownership of the department-issued weapon shall be in accordance with federal and state requirements.

XXVI. DEPARTMENT MEMBER DEATHS/LIFE THREATENING INJURIES

The department recognizes that the death of a department member can be a traumatic event. The purpose of this policy is to provide general guidelines in the event of a death or life threatening injury of a current member or death of a retired member of the Pima County Sheriff's Department.

A. Death or Life Threatening Injury of Department Members

1. On-Duty Death or Life Threatening Injury

a. If an on-duty member dies, or has life threatening injuries, immediate verbal notification shall be made to the member's District or Section Commander, the Sheriff, via chain of command, and the County Risk Manager. This notification shall be the responsibility of the on-scene Incident Commander.

b. Notification to the family or next-of-kin shall be made immediately by a commander or senior member of the department, who may be accompanied by a pre-arranged department member or a Peer Support Team member, if available.

(1) In instances where next-of-kin does not reside locally, arrangements shall be made with the local jurisdiction to provide in-person notification.

c. No public release of the member's name shall be made until it is determined that appropriate family and department notifications have been made.

2. Off-Duty Death or Life Threatening Injury

a. When the department is made aware of an off-duty death or life threatening injury of a member, the Sheriff and the member's Chief shall be notified by the commander of the section/district who received the information. In addition, the Peer Support Team Coordinator shall be notified.

b. If the death or life threatening injury occurred in the jurisdiction of the Pima County Sheriff's Department, notification to the family or next-of-kin shall be made by a commander or senior member of the department, who may be accompanied by a pre-arranged department member or a member of the Peer Support Team, if available.

If the matter is not under the department's jurisdiction, the member's commander or his/her representative shall coordinate with the involved law enforcement jurisdiction for assistance in notification and assistance to the family.

c. No public release of the member's name shall be made until it is determined that appropriate family and department notifications have been made.

3. Death of a Retired Department Member

The member receiving notification of the death of a retired member shall notify the Sheriff, via chain of command, as soon as possible. The Peer Support Team Coordinator shall also be notified so the appropriate contact with the family can be made.

B. Department Honors

Refer to the "Department Honors – Guidelines" chart on the next page for detailed information regarding funeral arrangements, mourning periods, and honors bestowed to current and former department members and other designated individuals.

C. Mourning

1. National, State, and Police Memorial flags shall be flown at half-staff on May 15, in recognition of Peace Officer's Memorial Day, and on the day of the Department's Annual Peace Officer's Memorial Ceremony.

DEPARTMENT HONORS - GUIDELINES

Exceptions to these standards may be granted by the Sheriff or his designee.

	FLAGS 1/2 STAFF	MEMORIAL FLAG	MOURNING BAND	FUNERAL M/C ESCORT	FAMILY M/C ESCORT	HONOR GUARD	PALL BEARERS	FLAG DRAPE/FOLD	21-GUN SALUTE	BUGLER	FLY BY	HONOR WATCH	LAST CALL	SHADOW BOX
COMMISSIONED														
Line-of-Duty	Yes***	Yes***	Yes***	Full	Full	Full	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Off-Duty *	No	Yes**	Yes**	Ltd	No	Ltd	Yes	Yes	No	No	No	No	No	Yes
Retired	No	No	No	Ltd	No	Ltd	No	No	No	No	No	No	No	No
CORRECTIONS														
Line-of-Duty	Yes***	Yes***	Yes***	Full	Full	Full	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes
Off-Duty *	No	Yes**	Yes**	Ltd	No	Ltd	Yes	Yes	No	No	No	No	No	Yes
Retired	No	No	No	Ltd	No	Ltd	No	No	No	No	No	No	No	No
CIVILIAN														
Line-of-Duty	No	No	No	Full	Full	Full	Yes	No	No	No	No	No	No	Yes
Off-Duty *	No	No	No	Ltd	No	Ltd	No	No	No	No	No	No	No	Yes
Retired	No	No	No	Ltd	No	Ltd	No	No	No	No	No	No	No	No
SAV														
Line-of-Duty	No	No	No	Full	Full	Full	Yes	No	No	No	No	No	No	Yes
Off-Duty *	No	No	No	No	No	Ltd	No	No	No	No	No	No	No	No
OTHER LE (in-state)														
Line-of-Duty	Yes**	Yes**	Yes**	Ltd	No	Ltd	N/A	N/A	N/A	N/A	Yes	Yes	N/A	N/A
Off-Duty *	No	No	No	No	No	No	No	No	No	No	No	No	No	No
OTHER LE (out-of-state)														
Line-of-Duty	No	No	No	No	No	CBC	No	No	No	No	No	No	No	No
Off-Duty *	No	No	No	No	No	No	No	No	No	No	No	No	No	No
DIGNITRARY/ PUBLIC OFFICIAL	CBC	No	No	CBC	CBC	CBC	No	No	No	No	No	No	No	CBC
IMMEDIATE FAMILY														
	No	No	No	Ltd	No	Ltd	No	No	No	No	No	No	No	No

Honor Guard: Full = All; Ltd = 2 - 4 Motor Escort: Full = All; Ltd - 2 - 4 CBC - Case By Case

* A death occurring off-duty while acting under color of authority will be handled as a line-of-duty death under the 24-hour peace officer authority

** Memorial flag and mourning bands are authorized for five (5) days from interment

*** US / AZ / Memorial flags flown at half-staff and mourning bands authorized for thirty (30) days from interment

Updated: 03/01/2007