2400 GENERAL FIELD PROCEDURES

2410 FIELD DEPLOYMENT

2411 General [CALEA 41.1.1 a]

The Department shall maintain continuous patrol coverage 24-hours a day. Division Commanders are responsible for the deployment of their personnel and physical resources in concert with established Bureau policies to further the mission and goals of the Department. Commanders shall periodically review workloads in preparation for new program requests each fiscal year. Workload analysis will also assist commanders in directing the deployment of resources within the division.

2411.1 Briefings [CALEA 41.1.2; 53.1.1 b, e]

Members assigned to patrol squads will attend briefings at the beginning of their tour of duty. Sworn members not assigned to regular patrol squads shall attend briefings as directed by their supervisors. All members have access to, and are responsible for, reviewing briefing information. Briefings will notify members of department policy changes, special information, training, initiatives and/or hazards.

Supervisors will conduct line inspections at least monthly to ensure members are appropriately ready for duty, and may use briefing time for that purpose. Members shall report to briefings with all necessary equipment ready for inspection as directed by their supervisor. Inspections and any re-inspection or corrective action shall be documented as appropriate. Supervisors shall ensure corrective action is taken by the member to address deficiencies revealed by inspection. Supervisors may use checklists or other means to ensure all critical elements are inspected. (See also *General Orders* under Department Vehicles and Equipment.)

2411.2 Mobile Computers [CALEA 41.3.7 a, b]

Members may utilize Mobile Tactical Computers (MTCs) in conducting general patrol functions. Members are not authorized to alter current departmental software programs or download non-departmental software. Specific rules for the use of this equipment are available in the *MTC Training Manual*. Members must complete the MTC training course and be Terminal Operator certified before being authorized to operate an MTC.

2412 Response to Calls for Service [CALEA 41.2.4; 46.2.1 a]

Members shall promptly and safely respond to assigned calls for service and shall take any necessary police action. Members shall take necessary police action when they observe or become aware of activity that requires such action. Officers shall notify supervisors when necessary and request the necessary resources when practicable, and as appropriate.

2412.1 **Back-up Units** [CALEA 81.2.4 e]

The officer requesting a back-up unit shall specify the location, and only the unit dispatched shall respond as a back-up unit. The request shall be canceled if, prior to the arrival of the assigned back-up unit, it is determined that an additional unit will not be needed. Back-up units shall specify from where they are originating their back-up response, unless other radio traffic is priority.

Supervisors shall ensure that only the appropriate number of back-up units is assigned to a given call, and that they are returned to service as soon as possible.

2412.2 **Officer Needs Assistance (10-99 or 10-84, 10-18)** [CALEA 81.2.4 f, g]

The primary consideration in any "officer needs assistance" call is immediate, safe, and adequate response to the situation. The aim is to provide for the safety of Department members and citizens while avoiding confusion and unnecessary disruption.

In order to provide a reasonable response for the greatest effectiveness, the following procedures shall be followed:

- The dispatcher shall give a location and as much information as possible. The dispatcher shall immediately designate two units to respond to the location.
- Other units may be instructed to start toward the area. Units in close proximity to a call will advise radio of their location (radio traffic permitting) and may respond.
- Any unit responding from another Division shall respond on the frequency of the Division in which the incident is occurring.
- When units are on scene and able to advise of the actual situation, an assessment of the need for additional units can be made. A field supervisor shall immediately advise dispatch that they are enroute. In cases where a supervisor has not indicated he or she is enroute, the dispatcher shall ensure that one is dispatched. The first units on-scene will provide an immediate update and direction regarding the response of further units.
- During a 10-99 response all field units shall remain in service and off the radio unless they have emergency radio traffic.
- When a Code 4 is broadcast (“No Further Assistance Needed”), all units that have not yet arrived on scene will continue to the call Code 2 until advised that they are no longer needed. All cleared units will return to their areas of assignment and resume patrol duties. The Code 4 shall be broadcast two or more times, as needed.

2413 **Patrol Staffing**

Divisions Commanders have the responsibility to assure that staffing is sufficient for the expected call loads. Staff may be increased or reassigned as necessary to accomplish Department and Division goals, within the guidelines of the work agreement. Research and Analysis will assist Command in providing staffing models to assist with strategic and tactical deployment.

Supervisors will establish work hours in concert with Division and Bureau policies.

2414 **Victim/Witness Programs** [CALEA 55.1.3 a, d; 55.2.4 a-e; 81.2.7]

The Tucson Police Department participates in the Victim/Witness advocacy program operated through the Pima County Attorney's Office. Members will consider contacting the on-call advocates who can respond to assist victims and witnesses with crisis counseling and other assistance. These advocates are also available to victims and witnesses during the post-investigation and trial process. Members shall offer this program to citizens as appropriate.

Victim/Witness counselors are available in the evening hours and monitor TPD radio frequencies. They are available 24 hours a day through call-out by pager via the County Attorney's Office. Victim/Witness volunteers will work with victims of crime to help them avoid re-victimization and intimidation. See also *General Orders* under Victims' Rights.

2415 **Emergency Notifications** [CALEA 55.2.6; 81.2.11]

Frequently, the Department is requested to deliver emergency messages or to make emergency notifications (i.e. death notifications). When requests for delivery of emergency messages come in through Communications, they will be prioritized by Communications Division standards and assigned as appropriate.

Death notifications or notifications of serious physical illness or injury shall be made in person whenever possible. Officers should consider contacting Victim/Witness to assist with such notifications.

2420 INCIDENT COMMAND

2421 **Incident Scenes** [CALEA 1.2.5 a; 42.2.1 a-d; 83.2.7 a]

The responsibilities of members assigned to respond to incidents include, but are not limited to the safe response to the incident and the deployment of additional units as necessary. Members arriving on the scene of a crime or other police incident are responsible for:

- Identification, security and protection of the scene;
- Prevention of further injury or loss of life, to include the application of first-aid/CPR as appropriate;
- Apprehension of suspects;
- Completion of a thorough investigation;
- Location and interview complainant and witnesses;
- Collection of evidence; and

- Completion of all required reports.

2422 **Case Officer**

A case officer will be designated for all arrests and major incidents. If a case officer is not the officer assigned the call by Communications, the designated officer will notify Communications.

The case officer is responsible for documenting:

- The circumstances and details of the incident;
- The probable cause for arrest, if applicable;
- The names and payroll numbers of other members involved, and a brief synopsis of witness involvement;
- Any statements or admissions by the defendant; and
- A witness list and synopsis of their involvement.

2423 **Incident Command** [CALEA 81.2.4 f]

The person managing the police scene is the Incident Commander. Normally, this will be the member assigned the call. Designation of an Incident Commander is intended to provide coordination among members assigned to the incident. It is the responsibility of the Incident Commander to become acquainted with the facts and ensure appropriate action is being taken.

Usually the first officer to arrive on-scene will become the Incident Commander. An Incident Commander will remain so until formally relieved. This does not preclude a supervisor or Commander from making recommendations or providing guidance on an incident, even when Incident Command has not been assumed. Members on scene have the responsibility of notifying the Incident Commander if an incident is being improperly handled and notifying a supervisor if necessary.

An Incident Commander may transfer command of the incident to another officer only when that officer agrees to take it, or is directed to take incident command by an order from a superior officer. In the event that a superior officer orders the transfer of incident command, the current Incident Commander shall, without delay, brief the newly appointed Incident Commander of the circumstances surrounding the situation. The new Incident Commander shall notify all personnel of the change in command, including the dispatcher, over the police radio. The dispatcher shall note this change on the call record.

A field supervisor shall immediately advise dispatch that they are enroute to major incidents or to any scene requiring a supervisor. In cases where a supervisor has not indicated he or she is enroute, the dispatcher shall ensure that one is dispatched. The supervisor will assume Incident Command when appropriate. Supervisors and commanders arriving on-scene shall use the following guidelines for conduct:

- Contact the Incident Commander for a briefing
- Assess the nature of the situation and the police response
- Assume or decline Incident Command
- If not Assuming Incident Command:

- Advise the Incident Commander
- Make suggestions and act as a resource
- Advise the Incident Commander if leaving the scene

Depending on the circumstances at the time, transfer of incident command could be to an officer of higher rank, lower rank, or of the same rank. When two members of the same rank wish to assume incident command, the responsibility of incident command shall fall in the following Bureau order: Field Services Bureau, Investigative Services Bureau, Support Services Bureau, and Administrative Services Bureau.

2430 SPECIALIZED SUPPORT UTILIZATION [CALEA 41.2.4; 46.2.7]

Members may find it necessary to request assistance from a variety of specialized support units. The units described in the following sections each have unit-specific operating and procedure manuals. The following sections offer guidelines for members to follow regarding these units. The Special Events Coordinator and the Emergency Management Unit Supervisor within the Specialized Response Division (SRD) are available to assist with pre-planned events such as parades and spontaneous events such as public demonstrations. Both positions will assist in planning for traffic, crowd control, logistical plans and contingencies.

2431 Air Support Unit (ASU) [CALEA 41.1.3 a]

2431.1 General

The mission of the Air Support Unit is to provide helicopter support to uniform patrol operations and fixed-wing support to special operations. Secondarily, the Air Support Unit will provide aerial support for other uses as necessary.

Flight operational safety shall always be of paramount importance. Air Support Unit personnel shall respond at the direction of TPD supervisors unless the pilot in command deems the order contrary to flight safety.

2431.2 Administration and Supervision

The Air Support Unit is a part of the Tactical Support Section (TSS) within the Specialized Response Division of the Support Services Bureau. The TSS Commander is responsible for the administration and general supervision of the unit. The Air Support Unit Sergeant is responsible for the day-to-day operations of the unit, including scheduling, ensuring aircraft are maintained by qualified airframe and powerplant mechanics, assignments and other responsibilities as outlined in the *Tactical Support Section Operating Manual*.

2431.3 Air Support Unit Standard Operating Procedures

Standard operating procedures specific to the Air Support Unit shall be maintained and kept current by the ASU Sergeant and may be found within the *Tactical Support Section Operating Manual*.

2431.4 **Requests for Aircraft**

Any field or tactical unit may request assistance from the Air Support Unit. The following priorities are hereby established:

- Life threatening situations
- Support of Field Support Bureau personnel
- Support of other Department personnel
- Surveillance operations
- Photo or other non-emergency missions.

The use of Air Support Unit aircraft by other City departments may only be authorized through the Office of the Chief of Police. The only exception to this policy is for use of the Video Down-Link System.

Requests from outside law enforcement agencies shall be evaluated in accordance with Department procedures governing interaction with Outside Agencies. At the minimum, such requests will be referred to a Commander for approval.

2431.5 **Helicopter Dispatch**

When airborne, the helicopter shall be dispatched to the following incidents:

- Crimes in progress
- Vehicle and foot pursuits
- Audible and silent alarms
- Officer needs assistance calls
- Suspicious activity occurring outdoors
- Disturbance calls including shots fired, loud parties, suspicious activity
- Area searches for victims, suspects, vehicles, or evidence
- Crimes that have just occurred when the suspect is still in the area
- Missing children
- Missing adults if foul play is suspected or their safety or physical well-being is endangered
- In-progress traffic violations involving a serious threat to community safety

In other instances where the helicopter response would be helpful, ground units handling the incident may request the helicopter to respond. The Communications dispatcher will advise ground units whether the helicopter is available to respond.

2431.6 **Helicopter Response to Calls**

When the helicopter is dispatched to a call, the appropriate Communications dispatcher will notify the ground units that the helicopter is en route. When the helicopter crew elects to respond to an incident, either on-sight or through radio monitoring, the crew will notify Communications and/or the ground units of the response. The ground unit in charge of a scene may elect to call off a helicopter response. In all instances, the

appropriate ground unit or supervisor shall have the authority to direct the helicopter response.

The aircrew shall prioritize the calls for service based on their best judgment as to the seriousness of the incident, time element, response time and effectiveness of the helicopter.

The police helicopter will only land to take police action under the most serious circumstances and when all other reasonable means of resolution have been exhausted.

2431.7 **Air Support Unit Call-Out Procedures**

Approval to call out a helicopter during off duty hours must be given by the ASU Sergeant or the TSS Commander or their designee. Call out shall be limited to incidents of a serious nature where the response of the helicopter can provide a significant benefit. Such things as the nature of the incident, time element, distance, response time for call-out, availability of information, etc., will be considered.

2431.8 **Vehicle Pursuits**

The helicopter will assist in vehicle pursuits in accordance with *General Orders.*

2431.9 **Ground to Air Communications**

Communications between ground units and the helicopter will be done via the police radio. When radio communication is impractical, a ground unit may signal a “Code-4” to the helicopter during darkness by four flashes of a flashlight.

2432 **Service Dog Unit (SDU)**

2432.1 **General** [CALEA 1.3.4; 41.1.4 a]

The Service Dog Unit (SDU) is a unit of the Tactical Support Section (TSS) within the Specialized Response Division of the Support Services Bureau. A police service dog is not a substitute for a police officer, but is a resource to expand the officer's effectiveness. Although their greatest value lies in the deterrent effect of their presence, all members of the Department shall bear in mind that the use of a service dog in making or maintaining an arrest constitutes the use of force, or the implied threat of the use of force.

2432.2 **Training and Responsibilities** [CALEA 41.1.4 a-d]

The Service Dog Unit assists in the prevention and detection of crime by searching for persons, conducting building searches, and aiding in the detection of substances according to their training.

Personnel assigned as part of an active-duty handler-dog team are required to meet the criteria as outlined by the National Police Canine Association (NPCA) for Patrol, Explosive, or Narcotic Certification**.** Each team will certify with the NPCA annually.

NPCA certifications may be waived as necessary for documented reasons and completed in-house.

SDU handlers are responsible for the care of their canine partners, to include feeding, grooming, veterinary care, and control of their home environment. They are also responsible for the maintenance of any required equipment, to include an electronic collar, harness, muzzle, and leash.

Members of the Unit shall be available for call-out.

2432.3 **Requests for Use of a Service Dog** [CALEA 41.1.4 a]

A request for the use of a service dog may be made by a police officer at the scene of an incident. If call out is necessary, a Lead Police Officer or a supervisor must approve it.

Members will be aware that the use of Small Unit Tactics greatly increases the possibility of success by the Service Dog Unit.

In the absence of a supervisor, the handler shall be responsible for determining whether the circumstances justify the use of the dog and the tactical utilization. If a supervisor is present and the request is unjustified, tactically unfeasible, or in violation of Department or Service Dog Unit operating procedures, the handler shall advise the supervisor. The handler shall be able to justify any refusal to use a service dog.

All requests for handlers for crime scene call out, special assignments, problems, and demonstrations shall require the approval of the supervisor of the Service Dog Unit.

2432.4 **Utilization of a Service Dog** [CALEA 1.3.4; 41.1.4 a]

Service dogs can detect human scent, provided conditions are suitable. When searching a building and scouting an outside area for a person dogs use their natural senses of smell and hearing. Every effort shall be made by officers requesting a service dog to avoid human scent contamination of the scene. Small Unit Tactics shall be used when practical. A dog's search ability may be utilized in such instances as at the scene of a burglary, robbery, rape, theft, recently abandoned stolen vehicle, or other felony offense.

In addition, service dogs with specialty training may be used to detect certain narcotics, narcotic paraphernalia, or other substances according to their training.

Service dogs may be used to effect the arrest or prevent the escape of a suspect only on command and only when the use of the canine constitutes that force which is reasonably necessary to apprehend a suspect. The canine may be used to make an arrest under the following circumstances:

- The safety of officers or others is immediately threatened and time does not allow use of other means of force.
- The nature or type of resistance indicates that the use of less force would be ineffective.

- The crime in question is of a serious nature.

A canine may be used to help locate a suspect of a lesser crime, but not effect an arrest unless the circumstances justify that level of force.

Service Dog units will not normally be deployed at a crowd control situation except to provide support security in an area away from the main body of a crowd.

2432.5 **Community Relations**

Conditions permitting, service dog demonstrations for groups and organizations may be performed. These demonstrations require prior approval through the chain of command, to include the division commander, and will be coordinated by the SDU Sergeant.

2433 Special Weapons and Tactics (SWAT) and Hostage/Crisis Team (HCT)

2433.1 **General** [CALEA 46.2.1 a-c; 46.2.6]

When confronted with situations that present a high potential for danger to human life, and when time permits, field personnel will consider requesting SWAT team and HCT assistance. Both SWAT and HCT are elements of the Tactical Support Section of the Specialized Response Division.

The SWAT team provides the Department with the capability to mitigate high-risk or armed resistance through employment of special tactics by personnel with training and equipment not available to regular members of this Department. SWAT may be used for the service of high-risk search warrants and high-risk arrests as well as barricaded person/hostage situations and other situations (i.e. Mobile Field Force support and VIP security) as deemed necessary by the Incident Commander. HCT personnel will respond along with necessary tactical personnel to hostage/barricaded person situations in the attempt to resolve these situations without loss of life.

In the event of a situation that is immediately life threatening, officers must be prepared to take action themselves to prevent further injury or loss of life.

Once the determination has been made to deploy SWAT and/or HCT, members will contact the SWAT and HCT Commanders first to initiate the SWAT and HCT response. These are separate call-outs and the SWAT and HCT Commanders should be contacted separately. Cell telephone and pager numbers for SWAT and HCT are available in *Info-Index* or from Police Communications. The SWAT and/or HCT Commander will be contacted first, followed by each of the supervisors, if no answer is received. If the SWAT Commander and supervisors are not available, SWAT will not be deployed. The Pima County Regional SWAT team may be available to assist with SWAT operations within the City Limits. In all cases where Regional SWAT team will be acting in lieu of TPD SWAT, the Specialized Response Division Commander and the Support Services Bureau Commander will be notified immediately.

The SWAT and HCT Commanders will determine the number of officers and supervisors responding based on the situation.

2433.2 **Scene Command and Security**]

In all cases of a SWAT and/or HCT response, an Incident Commander will be identified. It is the responsibility of the Incident Commander to coordinate perimeters, evacuations, security and command post locations. The Incident Commander shall delegate individual responsibilities but shall retain overall responsibility for the incident.

In the event of a combined SWAT/HCT operation, the Specialized Response Division Commander or designee shall respond and report to the Incident Commander as the Operations Chief. The SWAT and HCT Commanders will report to the Operations Chief.

The Incident Commander will provide direction as to the desired outcome and will make decisions toward that end based upon the input of the other Commanders through the Operations Chief. In the event a situation degrades or becomes immediately life threatening, officers will take action necessary to resolve the situation on their initiative as appropriate.

When the tactical scenario is resolved and the scene is secure, the Incident Commander will designate members to conduct any follow-up investigation as necessary, and the tactical teams will be relieved.

2433.3 **Community Relations**

SWAT demonstrations for groups and organizations may be performed upon request, and are coordinated through the Tactical Support Section Commander.

2434 **Emergency Management and Homeland Security Section**

The duties and responsibilities of the Emergency Management and Homeland Security Section (EMHSS), part of the Specialized Response Division, fall into the following major categories:

- Emergency and Disaster Preparedness Planning;
- Maintenance of the City of Tucson Emergency Operations Plan;
- Administration of all US Department of Homeland Security grant programs;
- Administration of all AZ State Homeland Security grant programs;
- Training on emergency preparedness;
- Mobile Field Force/Grenadier Squad training and deployments;
- Large scale protest/disturbance planning and responses;
- Emergency Operations Center (EOC) operations and Liaison Function with other EOCs in the region;
- Domestic Preparedness and associated equipment;
- AZ Rapid Response Team deployments;
- AZ Incident Response Team (Command element) deployments;
- Coordination of the Terrorism Liaison Officer program; and
- Dignitary Security Protection Details.

The EMHSS shall oversee grants relating to homeland security and will interact with other agencies and public safety entities to maintain the Department's readiness to respond to terrorist or natural disaster incidents.

2434.1 **Major Action Plan (MAP)** [CALEA 46.1.1; 46.1.9]

The Emergency Management and Homeland Security Section is responsible for maintaining and overseeing the Major Action Plan (MAP), the pre-planned structure for response to large critical incidents, natural disasters or other large scale incidents as directed by the Chief of Police.

Commanders are assigned responsibilities in the MAP based upon their normal duty assignments. In the event of a MAP activation those commanders will respond to the designated location to perform their functions under the plan.

The EMHSS shall ensure that the MAP is kept up-to-date and posted on the share drive. At least annually the EMHSS shall conduct a drill (i.e. tabletop exercise) testing the various components of the MAP. A written report shall be presented to the Chief of Police analyzing the drill and making any appropriate recommendations for revisions, training, etc.

2434.2 **Other Major Incidents**

Other major incidents that do not rise to the level of a MAP situation will be under the direction of a commander who will be responsible for the development of an Incident Action Plan. This written plan shall contain all tactical and logistical considerations for the event and post-incident demobilization. At the conclusion of the incident, the Incident Commander shall be responsible for preparing an After Action Report. This report shall fully analyze the incident and make recommendations for any changes to operations, training or rules. The Incident Commander shall also be responsible for ensuring that all recommendations are adopted.

Copies of all written Incident Action Plans and their associated After Action Reports shall be provided electronically to the SRD. SRD shall compile an annual analysis of these plans to the Chief of Police on trends, issues and training effectiveness.

2434.3 **Terrorism Liaison Officer Program** [CALEA 46.3.2]

The Department participates in the Terrorism Liaison Officer (TLO) program through the Arizona Counter Terrorism Information Center (ACTIC). This program provides the Department with direct linkages to intelligence information and networking among all law enforcement levels to ensure that information is available to the appropriate agencies. The SRD Commander is responsible for overall program administration of the Department's Terrorism Liaison Officer program. TLOs are also located in other divisions of the Department. Commanders of those divisions shall work with the SRD Commander to ensure consistent operation of the program.

2435 Explosives and Hazardous Devices Detail (EHDD) [CALEA 61.2.1 e]

2435.1 General

The Explosives and Hazardous Devices Detail shall respond to all incidents involving hazardous devices or explosives, and to bomb threat calls when any unusual or suspicious item is found. All related reports shall be routed to that unit for their review. EHDD shall not be responsible for investigative follow-up, but will assist investigative units with evidence and technical information.

2435.2 Officer's Initial Responsibilities at EHDD Scenes [CALEA 61.2.1 e; 61.2.2 e]

Incidents, including collisions or accidents involving hazardous materials, devices, explosives, explosions, or bomb threats when any unusual or suspicious items are found, shall be handled in the following manner:

- The Explosives and Hazardous Devices Detail (and in the case of hazardous materials at an accident scene, TFD, Haz-Mat Team) shall be called immediately.
- The entire scene shall be secured.
- The Explosives and Hazardous Devices Detail shall handle, secure, render safe, or come in contact with any explosive or hazardous device and no other member shall attempt such measures.
- The circumstances of calls involving hazardous devices shall be thoroughly documented. In most cases, photographs of scenes and materials involved will be necessary for follow-up prosecution.
- The control of this type of incident will remain with the Department once any fire or rescue operations have been completed.
- All appropriate reports shall be completed.

2435.3 Bomb Threats

Any member receiving a bomb threat call shall attempt to obtain the following information:

- Exact location of the bomb
- Time set for detonation
- Description of the bomb or device
- Explosive involved
- Reason the bomb was planted
- Identification of the person furnishing the information

Absent unusual circumstances, the detail or unit dispatched will be responsible for completing the *Multi-Purpose Report* whether the target building belongs to the City or is privately owned. This does not relieve the member receiving the original call from assisting in the investigation by completing a *Supplementary Report* when appropriate, (i.e. the member receiving the call communicated directly with the suspect).

The member receiving a bomb threat shall immediately notify Police Communications to ensure that a field supervisor is advised and dispatched. If a City building is involved, the

Field Division Commander will also be notified. In addition, the City Manager or in his/her absence, the Department Manager or Assistant City Manager shall be notified immediately, generally by the Commander of the field Division involved.

In bomb threats to hospitals, schools, restaurants, businesses, theaters, or any other structure or area where a large number of people are present, the Tucson Fire Department shall be notified immediately.

As with all other situations, the Incident Commander shall have the decision-making authority at bomb threat scenes.

The Incident Commander shall evaluate all available facts and information to determine the most reasonable course of action. The Incident Commander shall advise the building owner or agent of the possible existence of an explosive device. The Incident Commander shall then request that the owner or agent of the premises involved evacuate the building or area until such time as an adequate search may be conducted in an attempt to determine if the area is safe for occupancy. Owners or agents shall be informed that the decision to evacuate is solely their responsibility.

If the owner or agent refuses to evacuate the building or area, the officer shall ask the owner or agent to sign the Department *Building Evacuation Notification* form, with the officer signing as witness. If the owner or agent refuses to sign the form, the officer involved shall complete the lower portion of the form indicating that the subject has refused to sign the document.

If a City building is the subject of a bomb threat, and it is during normal business hours, the decision to evacuate and search the building will be made by the City Manager or in his/her absence, the Department Manager or Assistant City Manager. The Incident Commander has the authority to evacuate and search City buildings when the City Manager or Assistant City Manager are unavailable. The Explosives and Hazardous Devices Detail, and bomb-sniffing dogs will respond to all City building searches. Police and Fire personnel will assist in the evacuation of any City building to be evacuated.

In the event that a suspicious object or explosive device of any type is discovered, the police shall, without delay, order the immediate evacuation of the premises and adjacent area. Evacuation procedures shall be employed, keeping in mind that panic and personal injury may be encountered.

2435.4 **Hazardous Materials Response Team (HAZ MAT)**

The Tucson Fire Department operates a Hazardous Materials Response (Haz Mat) Team. They are responsible for incidents involving spilled chemicals or radioactive materials. The Tucson Fire Department will control the incident scene while the Police Department will be responsible for providing them with assistance in the area of crowd and traffic control as needed.

Officers will be cautious when approaching a scene involving a hazardous materials incident or a potential hazardous materials incident. It is suggested that officers contact

the Fire Department Battalion Chief (in the white fire helmet) for guidance when arriving on such a scene.

Additionally, the Tucson Fire Department has the responsibility to control and monitor the transportation of radioactive materials. If officers respond to a call reference the transportation of radioactive materials, they shall call the Fire Department, and assist Fire Department personnel in any necessary enforcement action

2435.5 **Prosecution for Hazardous Materials and Devices Violations**

Different levels of prosecution (e.g., County Attorney's Office, Arizona Attorney General's Office, U.S. Attorney's Office) may be involved depending upon the type of hazardous materials or devices violation involved. The issuance of citations by officers prematurely could preclude the issuance of more appropriate state and/or federal charges at a later time. Department investigative personnel or Fire Department personnel will be consulted prior to the issuance of a citation, in order to determine the most appropriate enforcement action.

2440 OUTSIDE AGENCIES

2441 **Tucson Fire Department (TFD)**

Tucson Fire Department personnel work closely with TPD personnel on a daily basis, both for emergency medical response and fire suppression. Fire Department inspectors are available on a 24-hour basis to support TPD in safety cases, such as building occupancy limit enforcement, hazardous material issues and fire safety concerns. TFD, in conjunction with the Police Department, investigates arson cases occurring within the City limits. TFD inspectors do not have law enforcement arrest powers.

Through Police Communications, a joint radio channel may be opened with TFD at major scenes, such as a disaster. TFD is also available as part of a unified command structure in large scale scenes, such as plane crashes, train derailments or disasters.

2442 **City of South Tucson Intergovernmental and Mutual Aid Agreements** [CALEA 2.1.2]

2442.1 **General** (CALEA 3.1.1; 3.1.2)

The Tucson Police Department Communications Division is contracted by the City of South Tucson to serve as the secondary Public Safety Answering Point (PSAP) for their citizenry. The Communication's Division is responsible for receiving, processing, and dispatching the City of South Tucson's emergency 9-1-1 calls for service to South Tucson Police Department officers on a Tucson Police Department Radio frequency.

The Tucson Police Department Records Section is responsible for the data entry, hit confirmation, modification and cancellation of the City of South Tucson Police Department's ACJIS stolen vehicles, stored vehicles, impounded vehicles, license plates, warrants, missing persons, runaway juveniles, stolen guns, and stolen articles in

accordance to the IGA, the Arizona Criminal Justice Information System (ACJIS) Holder of Record Agreement, and ACJIS/NCIC Operating Procedures.

The stipulations of the contract are governed by an intergovernmental agreement (IGA) between the two municipalities. The procedures of this agreement are governed by an operational Service Level Agreement (SLA), which notes the operational procedures. The SLA particularly depicts the South Tucson Police Department's commitment to conform to the Tucson Police Department's call generation and dispatching procedures and protocols.

2442.2 **Emergency Situations**

The Tucson Police Department will respond to requests for emergency and non-emergency assistance to the City of South Tucson as outlined in the following procedures. These procedures are governed by a mutual aid agreement.

The IGA specifically defines an emergency as "a situation that requires an extraordinary police response to an immediate threat of loss of human life or significant property loss." "Extraordinary" in this context means a response that could not be anticipated and adequately staffed by a properly staffed police department.

This definition specifically excludes situations, or a series of situations that are created or compounded by the lack of adequate staff to successfully handle problems that could reasonably be expected to occur within the jurisdiction of either Party. The following are hypothetical situations that would not be considered an emergency under this definition.

- Due to budgetary constraints, the City of South Tucson reduces their police force and experiences problems responding to routine calls for service.

- In response to escalating crime problems, the South Tucson Police Department initiates an aggressive crime control operation and requests our assistance.

When a request for emergency assistance is received, the appropriate on duty field Sergeant or Commander shall be contacted to make a decision regarding the existence of an emergency as defined above. If it is determined that a response is appropriate the on duty field Sergeant or Commander shall render any such assistance they can provide consistent with TPD's needs at the time.

The on duty field Sergeant or Commander shall respond with any deployed forces and assets and shall retain exclusive control of those forces and assets. The South Tucson Police Department shall direct TPD forces to the places they are needed.

Situations involving the provision of investigative services or crime scene processing shall be under the exclusive control of the TPD.

If the on duty field sergeant or Commander does not agree with the general directions given by the South Tucson Police Department, the on duty field sergeant or Commander

may rescind the assistance offered and remove all personnel and assets from the jurisdiction.

Responses to media inquiries regarding mutual aid situations shall be handled by the agency with primary jurisdiction. Exceptions must be approved by the Chief of Police or a Bureau Commander.

2442.3 **Non-Emergency Situations**

In non-emergency situations, the South Tucson Police Chief of Police, Assistant Chief, and/or their designee shall make the request for assistance. This request shall be directed to the Commander of the appropriate Bureau performing the services requested. For example, should the South Tucson Police Department desire to use a canine unit from the Tucson Police Department, the South Tucson Assistant Chief will contact the Bureau Commander of the Support Services Bureau to request such assistance.

Non-emergency aid is rendered at the complete discretion of the assisting party. The Bureau Commander shall approve or deny the request consistent with TPD's needs at the time.

An on duty Sergeant or Commander shall respond with any deployed forces or assets and retain exclusive control of those forces and assets. The South Tucson Police Department shall direct TPD forces to the places where they are needed.

If the on duty sergeant or Commander does not agree with the general directions given by the South Tucson Police Department, the on duty Sergeant or Commander may rescind the assistance offered and remove all personnel and assets from the jurisdiction.

Responses to media inquiries regarding mutual aid situations shall be handled by the agency with primary jurisdiction. Exceptions must be approved by the Chief of Police or a Bureau Commander.

2442.4 **Cost Recovery**

In accordance with the IGA, "neither party shall seek to recover costs for providing assistance to the other party in response to an emergency."

In non-emergency situations, cost recovery will be pursued unless both parties, by mutual written agreement, waive cost recovery because it serves the operational interests of both agencies to do so.

Only the Chief of Police or a Bureau Commander can authorize the waiver of cost recovery.

When assistance is rendered in non-emergency situations, the Sergeant or Commander who is on-site with Department forces and/or assets shall be responsible for documenting the personnel, vehicles, equipment, and/or materials used in providing the requested

service. The Sergeant or Commander shall ensure that this documentation is forwarded to the Police Budget Section within 10 working days of the completion of the operation.

The Police Budget Section developed the *Law Enforcement Services Cost Tracking Form* to assist in the collection of the appropriate cost recovery information. The Sergeant or Commander shall become familiar with the requirements of this form and ensure that all necessary data is collected.

The Sergeant or Commander shall ensure that all personnel providing assistance complete this form. All the forms must be forwarded, as a package, to the Police Budget Section within 10 working days of the completion of the operation.

2443 **Other Local Law Enforcement Agencies** [CALEA 11.3.2]

The Tucson Police Department strives to maintain a professional working relationship with all other law enforcement agencies with which it has contact. This section specifies some particular operating considerations for those agencies TPD most frequently has interaction.

Under Arizona law, peace officers have equal authority throughout the State, regardless of jurisdiction. From time to time, TPD officers may find themselves taking police action outside of the agency's normal operating area or in conjunction with other agencies. In those circumstances, officers are still governed by all provisions of *General Orders* and by the laws and ordinances applicable in the area in question.

When TPD personnel participate with any other law enforcement agency in a law enforcement related operation, a TPD supervisor will be involved in the planning and execution of the joint operation and retain control of all TPD personnel. Exceptions include assignments such as the Counter Narcotics Alliance (CNA), Auto Theft Task force, or other like assignments where day-to-day operations involve participation with outside law enforcement agencies. If time permits, the TPD supervisor will coordinate the operation with a supervisor from the other agency.

2443.1 **Pima County Sheriff's Department (PCSD)**

The Pima County Sheriff's Department is responsible for providing law enforcement services to all unincorporated areas of the county. Both agencies will respond to assist each other in their respective jurisdictions as appropriate.

PCSD is responsible under Arizona law for operating the county jail. The City of Tucson contracts on an annual basis with the County for the housing of prisoners at this facility. PCSD will be responsible for investigating criminal offenses that occur in the County Jail or at other County detention facilities. The Sheriff's Department also provides security at the County Court Complex and County government buildings.

2443.2 **University of Arizona Police Department (UAPD)**

Under the authority of the Arizona Board of Regents, the University of Arizona operates a full time police department to handle crime on the campus and at university properties throughout the City. UAPD officers are fully authorized peace officers and may take

police action for incidents observed in the City limits. In most instances, if UAPD officers take enforcement action in the City they are responsible for the completion of the investigation (e.g. a DUI stop, traffic violations, etc.) and handling of their own prisoners. In certain situations, TPD may elect to assume control of a major incident in the City that was first encountered by UAPD personnel (e.g., homicide, fatal traffic collision, etc.).

As a general rule, TPD will not respond to incidents on the University campus unless requested to do so by the UAPD. An intergovernmental agreement (IGA) exists between the City of Tucson and the University of Arizona covering police responses. The University may request the assistance of TPD to matters on the campus or at university facilities. If TPD responds to such incidents, such as protests on the campus, TPD resources shall remain under the control of a TPD Commander, who will determine the appropriate level of tactics and response. In emergency situations, a TPD supervisor will direct the utilization of TPD resources.

In addition, the UAPD will maintain primary responsibility for fraternities and sororities in their patrol area, in areas contiguous, and for the following properties:

- Arizona Material Lab - 4715 E. Ft. Lowell
- The Campbell Ave. Farms
- The Prince/I-10 Farms
- UA 22nd Street Warehouse – 1145 S. Warren
- Tumamoc Hill – 1700 W. Anklam
- Drachman Track – 150 S. Plummer
- Skyview Apartments – 1050 E. 8th
- Old Sunnyside High School – 250 E. Valencia
- Lunar Planetary Warehouse – 1415 N. 6th Ave
- Warehouse - 355 S. Euclid
- University Services Annex West – 220 W. 6th
- 811 N. Euclid UA Visitor's Center
- Portions of the Marshall Building 845 N. Park
- UA garage 1597 E. 16th St

Patrol supervisors of UAPD have vehicle radios equipped with TPD frequencies and compatible MTC systems and may contact or be contacted by our units as needed to address tactical situations.

2443.3 **Pima Community College (PCC) Department of Public Safety**

Pima Community College has a full time police department staffed by fully certified peace officers, responsible for providing law enforcement related services to all PCC facilities and properties. TPD will not generally respond to calls for service at a PCC site or facility, however, there is a mutual aid agreement between the City and PCC. PCC police are responsible for handling enforcement matters they happen upon when not at a campus facility, although TPD may become involved either as a back up or in very serious cases (i.e. homicide).

2443.4 **Tucson Airport Authority**

The Tucson Airport Authority (TAA) operates its own police department staffed with fully certified peace officers. They are responsible for security and investigation of all criminal acts on airport property. TPD may liaison and work with TAA Police for certain situations involving the airport, such as disaster simulation drills and coordinating the arrival of aircraft bearing dignitaries.

2443.5 **Pima Animal Care Center**

Although not technically a law enforcement agency, Pima Animal Care Center (PACC) is tasked with enforcement of ordinances and laws dealing with animals in the County and by agreement, certain sections of City Code. This includes licensing and pickup of animals, leash law violations and investigation of animal bite calls. TPD personnel may be called upon to back up Animal Control officers at locations where they are dealing with persons suspected of violating animal related ordinances. Animal Care officers are not fully certified peace officers and do not have arrest powers.

2443.6 **Raytheon Missile Systems (RMS) Airport Site**

The Raytheon Missile Systems (RMS) Airport Site was annexed into the City of Tucson in September 2009. This site houses functions directly related to critical national defense infrastructure.

RMS employs a 24/7/365 security force and fire department at the facility. The Raytheon Security Force employees are armed and have completed an Armed Guard firearms certification course, but are not certified law enforcement officers. The Raytheon Fire Department (RFD) provides fire, HazMat, emergency medical, and industrial accident response, as well as construction and contractor support. RFD provides paramedic level Emergency Medical Service (EMS) under the direction of the Tucson Medical Center.

- **Calls for Service**

  RMS operates a Fire and Security Communications Center that is the central hub of all Fire Department and Security Force communications. Fire, HazMat, and Security alarms, as well as internal emergency phone numbers, ring directly into the RMS Communications Center and internal resources are dispatched to respond and investigate the calls/alarms.

  Employees at the Airport Site who are reporting security, law enforcement, or Fire/EMS incidents will most likely contact the RMS Communications Center directly through their internal emergency telephone number. RMS will generally handle its own calls for service without notification to, or the request of, the City of Tucson Public Safety employees.

  Citizens at the RMS site who dial 9-1-1, either by landline or cellular phone, will normally connect to the City of Tucson Communications Center. In most cases, the 9-1-1 operator will transfer the caller directly to the RMS Communications Center for

initial response. Once on the scene of the incident, RMS security personnel will determine whether to involve City of Tucson Public Safety personnel. If a determination is made that further assistance is necessary, the RMS Communications Center will contact the City of Tucson Communications Center and give the necessary information to facilitate the appropriate response.

In some cases, callers may be transferred from the City of Tucson Communications 911 operator to TPD, rather than to the RMS Communications Center. A determination will be made as to the exact location and nature of the call and the caller will either be transferred directly to the RMS Communications Center or a call for service will be created for TPD response. In the latter case, the RMS Communications Center shall also be contacted and advised of the situation so they may coordinate and assist with the TPD response.

Determining whether to transfer a call to the RMS Communications Center or first create a TPD call for service will depend on the nature and location of the event. Typically, TPD will create calls for service for incidents that occur around the periphery of the site (and within City limits) such as automobile accidents and impaired drivers stopped at their gates. This requires that a follow-up phone call shall be made to the RMS Communications Center to notify them of our response.

Calls reporting security concerns or potential criminal activity should first be transferred to the RMS Communications Center. TPD shall ensure the transfer occurs and consult with the RMS Communications Center staff to determine if TPD should also respond.

All in-progress Level 1 & Level 2 types of calls at the RMS facility that are received by TPD from citizens shall result in a TPD call for service being generated first, followed by immediate notification of the RMS Communications Center.

- **Contacting/Transferring Calls to the RMS Communications Center**

  TPD has a Ringdown Line to the RMS Communications Center. This will be the primary method of speaking with their on-duty personnel. In addition, the RMS Communications Center is also on TPD's 9-1-1 Transfer list, which will be the primary method of transferring 9-1-1 callers.

- **Providing Arizona Criminal Justice Information System (ACJIS) Information to Raytheon Security Forces**

  RMS Security Forces personnel are not certified law enforcement personnel and cannot be provided ACJIS restricted information. If a request for such information is made by either the RMS Communications Center or through a direct contact from someone identifying himself/herself as a Raytheon Security Force member, they are to be advised that such information cannot be provided.

  Raytheon has been advised that if they are investigating an accident and it appears that wants/warrants information is needed, they may contact TPD to request the

dispatch of an officer (Assist Other Agency type call). The responding officer will determine what steps to take regarding running such checks.

2444 State Law Enforcement Agencies

2444.1 General

The State of Arizona operates a variety of law enforcement and administrative departments that have frequent interaction with personnel of the Police Department. TPD personnel will work together with these agencies in a cooperative fashion in furtherance of the Department's mission and as conditions and circumstances warrant.

2444.2 Arizona Department of Public Safety (DPS)

The Arizona Department of Public Safety (DPS) provides law enforcement services in the form of the Highway Patrol and various criminal units. DPS handles all traffic matters on the interstates and highways passing through the City, as well as the on ramps accessing those roadways. TPD will handle any criminal matter occurring on the interstate or other roadway for which DPS is normally responsible within the City Limits of Tucson.

Under Arizona law, DPS is also responsible for certain other duties that impact operations at TPD, including serving certain intelligence duties and being the controlling agency in the state for the ACIC and NCIC computer systems.

2444.3 Arizona Department of Corrections (DOC)

The Arizona Department of Corrections is responsible for providing security at all state prison facilities and off site DOC venues. The Wilmot prison, located in the City limits, maintains an emergency response agreement with the Police Department in the event of a large-scale disturbance or escape. DOC personnel also routinely guard prisoners at different locations throughout the city for such things as prisoner work crews, medical facility visits or prisoner attendance at court or family events such as funerals. Although the majority of DOC officers are not fully certified peace officers, they are authorized to carry and use firearms and will generally be armed when escorting inmates in the City.

DOC also has investigative staff that will handle any criminal matter that occurs in one of their facilities, such as the prison. TPD will not normally respond to take calls for crimes that take place at a DOC facility.

2444.4 Arizona Department of Transportation - Motor Vehicle Division (ADOT/MVD)

The Arizona Department of Transportation (ADOT), which is responsible for the physical maintenance and construction of state roadways, has under its jurisdiction the Motor Vehicle Division (MVD). MVD is responsible for all licensing of vehicles and operators in the State of Arizona, and has enforcement personnel tasked with certain regulatory functions. MVD enforcement agents may call upon TPD for backup assistance as appropriate. MVD is also responsible for the administration of certain hearings related to

DUI statutes and the issuing, suspension and revocation of vehicle registration and operators' licenses.

2444.5 **Arizona Department of Liquor Licenses and Control**

This state agency is responsible for issues surrounding the licensing and regulation of spirituous liquors in Arizona. The agency has enforcement agents that conduct investigations and take enforcement action at liquor establishments either on their own initiative or through referral from law enforcement or other sources.

2445 **Federal Law Enforcement Agencies**

2445.1 **General**

Numerous federal agencies operate in and around the City of Tucson. TPD strives to maintain a professional and cooperative working relationship with these agencies, many of which have specialized duties and needs. Interaction with some agencies is limited, while others will become involved in assisting us in certain investigations. Contact information for these agencies may be found in the most current pocket guide issued to all officers.

2445.2 **Federal Bureau of Investigation (FBI)**

The Federal Bureau of Investigation investigates violations of federal laws occurring in our jurisdiction. The FBI also investigates allegations of civil rights and constitutional violations, as well as allegations of misconduct or corruption by public officials. The local FBI office is responsible for all of southern Arizona to the Mexican border. Patrol and investigative units may be called upon to cooperate and interact with FBI personnel at certain crime scenes, such as robberies of federally insured financial institutions.

The FBI may be contacted to confirm status of Department of State issued diplomatic immunity identification cards if there is reason to doubt its validity. See *General Orders 2445.8* for specifics on the identification cards.

2445.3 **United States Immigration and Customs Enforcement (ICE)**

The United States Immigration and Customs Enforcement (ICE) is the largest investigative agency in the Department of Homeland Security (DHS). ICE's mission is to protect the security of the American people and homeland by enforcing the nation's immigration and customs laws. Border Patrol is a part of ICE and has agents stationed in Tucson who are available to assist TPD personnel with undocumented aliens. (See *General Orders* under Contacts or Arrests Involving Foreign Nationals or Undocumented Aliens

2445.4 **United States Secret Service (USSS)**

The United States Secret Service investigates federal offenses involving counterfeiting, wire fraud, credit card and financial crimes, and provides security to certain designated

officials, including the President of the United States. Due to limited staffing in the Tucson area, TPD may be called upon to assist USSS personnel in the performance of their duties. This will generally take the form of serving as back up officers when contacting suspects or making certain arrests. USSS will retain investigative responsibility in those instances.

As part of its duty to protect a variety of public officials, the USSS will have occasion to coordinate with TPD on visits by high-ranking dignitaries. Coordination of such operations will generally be handled through the Special Investigations Division, although other elements of the Department may also be utilized for assistance.

2445.5 **United States Marshal Service**

The United States Marshal Service provides security at the Federal Courthouses in Tucson and is responsible for the transportation and custody of persons charged with federal offenses. TPD personnel may have cause to interact with US Marshals for service of federal warrants or when dealing with federal prisoners.

2445.6 **United States Drug Enforcement Administration (DEA)**

The Drug Enforcement Administration enforces federal statutes relating to narcotics, and is affiliated with the Police Department through membership in joint operations efforts, such as the Counter Narcotics Alliance (CNA) and the DEA Task Force.

2445.7 **United States Postal Service**

The United States Postal Service has inspectors that enforce federal laws regarding use of the mail system. TPD personnel may be called upon to act as back up to Postal Inspectors in certain situations. Postal Inspectors are also available as a referral or resource in cases coming to our attention involving the use of the mail or the destruction of mail facilities (such as mailboxes).

2445.8 **United States Department of State**

The Department of State will occasionally have its security branch personnel in Tucson as a protective detail for certain designated officials, such as the Secretary of State or high-level visiting officials from other nations. During such visits, TPD may be called upon to assist in dignitary protection and related activities. The Special Investigations Division (SID) generally handles such requests, although other units in the Department may be called upon for assistance as necessary.

The Department of State also handles foreign diplomats who commit crimes. Persons protected by diplomatic immunity will have an identification card provided by the U.S. Department of State that contains a photograph of the person, the person's name, title, mission, city and state, date of birth, identification number, expiration date and State Department Seal. Officers shall seek verification of the identification if there is reason to doubt the validity of the card. Officers may contact the FBI to confirm status; the FBI will work directly with the U.S. Department of State.

Foreign diplomats, their families and staff enjoy complete immunity from arrest, and their property or residences may not be searched, even with a warrant. These persons may also not be compelled to testify or provide evidence in court proceedings. This immunity does not apply to civil traffic offenses.

2446 Probation Agencies

2446.1 Adult and Juvenile Intensive Probation Programs

All of the participants in Intensive Probation Supervision (IPS) programs have been convicted of major offenses, in many cases, violent offenses. Each participant has a computer entry in the ACIC System. Each such entry contains the phone number of the assigned IPS staff member. All participants assigned to IPS are felons and often are repeat offenders. Participants are usually under "house arrest;" they must be home unless they are at work, school, or another location pre-approved by IPS.

Juvenile IPS (JIPS) is essentially the same as Adult IPS. Both staffs include probation and surveillance officers. JIPS and IPS staff are available to assist officers in identifying program participants and to determine the appropriate action in the event of a probation violation. JIPS and IPS staffs monitor TPD frequencies, and use the "IMPACT" designator; IPS staff uses their own frequencies. IPS personnel are authorized to be armed, JIPS personnel are not.

2446.2 Contact with Program Participants

Do not arrest a program participant based solely on their intensive probation status; however, he or she may be detained as in any other lawful stop.

When an IPS participant, adult or juvenile, is identified through a records check, the dispatcher will advise the officer that the subject is on intensive probation. Our communication personnel can contact IPS communication center for contact with the appropriate probation officer. Contact with the IPS Communication Center can occur 24 hours a day at the number listed in CAD *Info-Index*. When possible, the phone call to the IPS staff member will be made from the field by the TPD officer.

The IPS staff member will determine whether the subject will be taken into custody for a violation of conditions of probation. If the subject is to be taken into custody, the IPS member will arrange to meet the TPD officer in the field to assume transport responsibility, or the IPS member will meet the TPD officer at the jail (or PCJCC), in which case the TPD officer will only serve as the transporting officer, or the IPS officer will request that the TPD officer book the defendant, after which a probation hold will be placed.

Document all contacts with IPS or JIPS participants on a *Multi-Purpose Report*, even if IPS or JIPS cannot be reached and no other action is taken. If no further action is taken, classify the case as "Miscellaneous/Officer" (61.01). In all cases, write either IPS or JIPS in the follow-up request box.

If the probationer has committed a crime, he or she will be arrested for that crime. An adult shall be taken to the Pima County Jail and a juvenile shall be booked into the Juvenile Court Detention Facility. Do not "paper refer" the juvenile. A copy of the *Multi-Purpose Report* shall then be routed to IPS or JIPS.

2446.3 **Federal Supervision Programs** [CALEA 2.1.2]

Individuals participating in a federal supervision program overseen by U.S. Probation and Parole Offices are also entered into ACIC for tracking purposes. As with the above adult and juvenile intensive probation programs, do no arrest or detain based solely upon a subject's program status.

The U.S. Probation Office requests that we follow the same procedures with their participants as we do for the Intensive Probation Supervision Program and for the Juvenile Intensive Probation Supervision Program. If an officer is advised that a subject is enrolled in the federal program, a contact telephone number will normally be associated with the computer entry. After normal working hours for the Federal Probation Offices, the telephone number will be connected to an answering machine. Officers shall leave a message on the answering machine including all applicable information regarding the subject. Additionally, officers shall leave the case number as well as the officer's duty hours and a work phone number by which the officer can be contacted by the Probation Officer.

Document all contacts with federal probation participants on a *Multi-Purpose Report*, even if IPS or JIPS cannot be reached and no other action is taken. If no further action is taken, classify the case as "Miscellaneous/Officer" (61.01). In all cases, write "Federal Probation" in the follow-up request box.

2446.4 **Assisting Probation Officers** [CALEA 2.1.2]

Probation Officers may request the assistance of Police Department officers when it becomes necessary to perform a search of a probationer or the probationer's property. When called on to assist in the search, the role of the police officer shall be to preserve the peace. Officers will not become involved in the search, but will stand by until the Probation Officer indicates the situation is under control. If, however, at the time of the search, another situation arises requiring police assistance or intervention, officers will take action consistent with the Constitution and that usually required in the performance of their duties.

2447 **Other Agencies**

2447.1 **Telephone Companies**

Qwest (formerly US West) Communications has a security office that is able to assist the Police Department with telephone related investigative matters, including tracing of calls and the seizure of phone lines. Police Communications is able to contact Qwest security personnel for officers in the field. In addition, under certain circumstances, citizens

experiencing annoying or harassing telephone calls may also be assisted by Qwest security, such as by generating logs of all incoming calls. Officers shall complete a *Multi-Purpose Report* in such instances and suggest the complainant contact the telephone company's security division for further information.

2447.2 **Barricade Firms**

Contracts are maintained with various firms to provide the Police Department with barricades for events like crowd scene control. Contact with these firms may be arranged though the Police Logistics Division or Police Communications. The City Department of Operations provides barricades or other portable traffic signs used to control traffic during storm conditions.

2450 GENERAL REPORTING PROCEDURES

2451 **Preparation of Official Reports: General** [CALEA 82.2.1a-e]

The Department utilizes numerous forms and types of reports, both on paper and electronic. It is anticipated that reports may be prepared electronically, thereby cutting down on the volume of paper records and documents handled by the agency.

Specific guidelines on how to prepare actual report forms (such as the *Multi-Purpose Report*) will be found in the *Report Writing Manual*. The directions contained in that manual shall be adhered to as the standard for proper report preparation.

2452 **Reporting Requirements** [CALEA 82.2.2 a-e; 83.2.6]

All members are responsible for properly and adequately documenting official investigations and actions in the appropriate format as the circumstances may dictate. This includes personnel not directly assigned as the case officer (e.g., back up officers, investigators, forensics personnel, etc.).

2453 **Confidential Reports**

Reports classed as "confidential" are used to document non-routine criminal investigations where the release of this information to the media, citizens, or other officers would compromise the investigation (usually undercover narcotics and special investigations). This type of report is not distributed and is not available for review by officers other than the officer who wrote the report, other officers in the same unit, or that officer's Chain of Command. Requests to view confidential reports must be approved by the officer who wrote the report or their Chain of Command and obtained through a Records supervisor or the Legal Advisor.

2454 **Altering or Changing Reports**

Once an official report has been submitted to the Records Section, it may not be changed, even by the original officer. Should the need arise to correct information in the original report, or to add new or more information, a *Supplementary Report* shall be used and submitted to Records.

2455 **Accuracy and Timeliness** [CALEA 82.2.1 e]

All official reports shall be completed with the most complete and accurate information available to the officer at the time of its preparation. Reports shall be completed and submitted in a timely fashion, generally by the end of the shift in which the report is started.

2456 **Review of Reports** [CALEA 82.2.1 e]

Supervisors shall be responsible for the review and approval of all reports prepared by their subordinates. Supervisors shall ensure that any corrections or additions needed are promptly attended to by the subordinate, and that all reports are completed in a timely fashion. Department members are prohibited from printing and/or distributing any police report that has not been approved by either a supervisor or lead police officer.