



2500 MAJOR INCIDENTS

2510 EMERGENCY VEHICLE OPERATION [CALEA 41.2.1]

The operation of Department vehicles in an emergency or Code-3 fashion shall only be conducted in accordance with *General Orders* and Arizona State law. When driving as an emergency vehicle, members shall do so with due regard for the safety of all persons.

2511 Emergency Operation: Code-3

2511.1 Use of Lights and Siren

A Code-3 response is the operation of a properly equipped police vehicle while continuously employing the siren and all available emergency lights to expedite response to an emergency. Only those vehicles equipped with approved fixed mount or portable red, or red and blue, emergency lights and siren may operate Code-3. Driving Code-3 does not relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons.

2511.2 Operational Considerations

When officers are responding Code-3 to an emergency call for service or are in vehicular pursuit of a suspect (see *General Order 2520*), the following shall be adhered to:

- The officer shall have the siren and all emergency lights in operation, as well as the headlights on an unmarked unit. Officers will take necessary steps (e.g., rolling up windows, *etc.*), to better enable them to hear radio transmissions and to ensure that the dispatcher understands their transmissions.
- An officer responding Code-3 to any call for service shall notify the dispatcher that he/she is responding Code-3.
- When an officer operating Code-3 approaches an intersection, the intersection shall be traversed with due regard for the safety of other vehicle traffic and pedestrians at all times. When traversing an intersection with a red light for the direction the officer is traveling, the officer shall come to a complete stop before entering the intersection and traverse the intersection only when it can be done safely
- When operating Code-3 members shall only exceed the posted speed limits with due caution. Officers are expected to apply training and sound judgement in evaluating the speed of their vehicle and the increased risks associated with the speed of their response.
- Supervisors are responsible for monitoring the operation of units operating Code-3 and the number of units operating Code-3.



- If equipment failure involving the vehicle's emergency lights, siren, radio, brakes, steering or other essential equipment occurs, the officer shall discontinue the Code-3 response.
- Under no circumstances shall police units not equipped with both emergency lights and sirens be operated Code-3 or become involved in pursuits.

2512 Code-3 Response to Calls for Service

2512.1 Level-1 Calls

A Level-1 call for service is an emergency response to an incident posing an immediate threat to life. Only those units dispatched to the call or who have advised of their response may operate Code-3. Supervisors are responsible for monitoring the operation of responding units and the number of units responding. Supervisors shall terminate Code-3 response as conditions warrant.

2512.2 Level-2 Calls

A Level-2 call for service is a critical response to an incident involving imminent danger to life or a high potential for a threat to life to develop or escalate. An officer responding to a Level-2 call may operate Code-3 only when it reasonably appears that an on-going emergency requires such response, or when traffic or other conditions make such response necessary. Only those units dispatched to the call or who have advised of their response may operate Code-3. Supervisors are responsible for monitoring the operation of responding units and the number of units responding Code-3. Supervisors shall terminate Code-3 response as conditions warrant.

2513 Traffic/Suspect Stops and Traffic Hazards [CALEA 61.1.7 a-c]

The emergency lights alone may be used as a means of stopping traffic violators or suspects, or for minimizing possible traffic hazards (e.g., at a collision scene). The siren will be activated only when it is apparent that the emergency lights alone have not attracted the attention of the violator.

2514 Escorts [CALEA 61.3.3 a-b]

Escorting civilian vehicles should be avoided. In medical emergencies, the patient should be transported by ambulance.

2514.1 Escorts/Processions: Emergency [CALEA 61.3.3 a-b]

Officers are prohibited from operating Code-3 when serving as an escort for any vehicle, except for the preservation of life, escorting the movement of special Department vehicles (e.g., SWAT armored vehicles), or when expediting movements of supplies and personnel of the Armed Forces. In all such cases it is incumbent on the escorting officer to adhere to the purpose of an escort, which is to safely expedite passage of the escorted vehicle through traffic without resorting to excessive speed or subjecting citizens to unnecessary risk.



2514.2 Escorts/Processions: Non-emergency

All other escorts or processions (e.g., political dignitaries, foreign officials, *etc.*) require the approval of the Chief of Police, or designee, or as part of an approved operation plan. Under certain circumstances, continuous use of the emergency lights without the siren may be appropriate while convoying or escorting. Additionally, the siren may be intermittently employed to clear traffic.

2520 VEHICLE PURSUIT

2521 General

2521.1 Policy Statement [CALEA 41.2.2 a; 41.2.2 f]

The objective of a motor vehicle pursuit is to maintain police contact with a fleeing driver, without unnecessary endangerment of life and property, until that individual can be apprehended. All members involved in a vehicle pursuit must be prepared to justify their actions. Officers and supervisors shall constantly evaluate the circumstances surrounding the pursuit, and shall immediately terminate the pursuit when the danger to the officers and/or public outweighs the need to continue chasing the fleeing vehicle.

Vehicle pursuits shall only be initiated when an officer can articulate a reason to believe that the occupant(s) of the fleeing vehicle have been involved in a felony offense against persons (for example, homicide, sexual assault, aggravated assault or robbery). A pursuit does not justify itself merely because the offense of felony fleeing is a felony. Pursuits for traffic offenses, property crimes (i.e., burglary or auto theft), whether felony or misdemeanor, or suspicious activities are prohibited. In choosing whether to initiate a pursuit, or to allow its continuation, officers shall consider the degree of risk to themselves and others.

Officers involved in a vehicle pursuit and pursuit supervisors monitoring a vehicle pursuit shall continually assess the circumstances and conditions encountered as the pursuit progresses. This includes giving consideration to the likelihood of apprehension, whether or not the identity of the offender is known, vehicle speeds, traffic volume and conditions, environmental factors such as weather and light conditions, location and types of streets involved. Officers in pursuit must remember that they are responsible for the safe and prudent operation of their vehicles at all times; merely being involved in a pursuit does not relieve an officer from the legal requirement for reasonable conduct.

2521.2 Special Definitions [CALEA 41.2.2 f]

For the specific purpose of this section, the following definitions are provided as they are used within the context of the vehicle pursuit policy.

Vehicle Pursuit: A motor vehicle pursuit is an active attempt by a law enforcement officer:

- Operating a department vehicle, and



- Utilizing emergency lights and siren simultaneously, and
- Attempting to apprehend one or more occupants of another moving vehicle, and
- It is reasonably apparent that the driver of that vehicle is aware of that attempt, and is resisting apprehension by disobeying traffic laws or attempting to elude the officer.

Terminate: To terminate a pursuit means for all units to discontinue emergency vehicle operation, resume the posted speed limit, and cease pursuit of the fleeing vehicle.

Primary Unit: The primary unit in a pursuit is the police vehicle that initiated a pursuit, or any unit that assumes the lead vehicle position immediately behind the fleeing driver.

Secondary Unit: The secondary unit in a pursuit is the police vehicle that becomes involved in a pursuit as the backup to the primary unit and which follows the primary unit at a safe distance.

Pursuit Supervisor: A pursuit supervisor is a member holding the rank of sergeant or above who assumes control of a vehicle pursuit. The Pursuit supervisor shall not be engaged as a primary or secondary unit.

Specialty Vehicle: A specialty vehicle is a police motorcycle, low-profile marked unit with emergency lights and siren but not an overhead light bar, marked four-wheel drive police vehicles, or marked police vans which are equipped with overhead lights and siren.

2522 General Vehicle Pursuit Rules

2522.1 Equipment [CALEA 41.2.2 d]

Only marked police vehicles, which are equipped with both emergency lights and sirens, shall become engaged in a vehicle pursuit. While engaged in a pursuit, the emergency lights and siren shall both be in constant operation.

A unit involved in a vehicle pursuit shall immediately cease involvement if their police vehicle experiences a failure of any vital safety system, including engine, brakes, emergency lights and/or siren.

2522.2 Authorized Number of Units

No more than two police vehicles (primary and secondary unit) will be actively involved in a vehicle pursuit unless specifically authorized by the pursuit supervisor. Other units in the area of a vehicle pursuit will monitor the pursuit and position themselves in order to be of assistance, but shall not join in the pursuit unless authorized by the pursuit supervisor. Units positioning themselves to possibly assist are not authorized to parallel a vehicle pursuit or otherwise engage in unauthorized emergency vehicle operations.



2522.3 Prohibited Conduct in Vehicle Pursuits

No police unit involved in a vehicle pursuit will attempt to overtake, pull alongside or pass the fleeing vehicle without specific authorization of the pursuit supervisor. Officers shall not pass other units involved in a pursuit unless the passing officer receives specific permission from the unit being passed.

2522.4 Charging Requirements

Violators apprehended after a vehicle pursuit shall be charged appropriately, including a felony violation of *Unlawful Flight from a Pursuing Law Enforcement Vehicle* as well as the underlying offense for which the pursuit was initiated.

2522.5 Use of Deadly Force in Vehicle Pursuits [CALEA 41.2.3 a, d]

General Orders Chapter 2000 regarding the use of force shall govern the use of deadly force in a vehicle pursuit. The use of a vehicle as deadly force against the fleeing vehicle and its occupants shall only be considered as a last resort and only in those circumstances where the use of deadly force meets the guidelines set forth in *General Order Chapter 2000*. The use of deadly force in these circumstances shall require permission of the pursuit supervisor if feasible.

2522.6 Failure to Comply with Policy

The failure of any member to abide by the provisions of any part of the procedures on vehicle pursuits shall be documented by the pursuit supervisor and/or chain of command, and shall be a basis for disciplinary action.

2522.7 Exceptions to Policy

Exceptions to this pursuit policy may be appropriate when the action of the fleeing driver necessitates the initiation or continuation of a pursuit. Such exceptions shall, if practical, require the approval of the pursuit supervisor, and shall be documented accordingly. All members deviating from the procedure under this exemption shall be prepared to justify their actions.

2523 Actions and Responsibilities in Vehicle Pursuits

2523.1 Initiating Pursuits

Pursuits will not be initiated contrary to Department policy. The decision to initiate a pursuit shall be made balancing the risks involved to the officer and the public against the need to immediately apprehend the suspect.

2523.2 Terminating Pursuits [CALEA 41.2.2 g]

The primary unit, pursuit supervisor, or any Commander may terminate a vehicle pursuit at any time. A pursuit does not justify itself merely because the offense of fleeing is a



felony. All units involved in a vehicle pursuit are responsible for continually monitoring their radio frequency for commands regarding the conduct or termination of a pursuit.

The termination order for a pursuit shall be the phrase, "*Terminate the pursuit.*" All units shall adhere to the termination order, whether given by the primary unit, pursuit supervisor, or any Commander. Failure to comply with a pursuit termination order shall be a basis for disciplinary action against the involved member.

Pursuits shall be immediately terminated when any of the following occur:

- The danger created by the pursuit outweighs the necessity for immediate apprehension.
- Visual contact with the fleeing vehicle is lost for a period of time (approximately fifteen seconds or more).
- A pursuit termination order has been given.

2523.3 Primary Unit Responsibilities [CALEA 41.2.2 b]

The first unit to become involved in a vehicular pursuit will be designated the primary unit. If the primary unit is a specialty vehicle, or is otherwise precluded from being in a pursuit by these procedures or conditions, the primary unit shall clearly direct the secondary unit to assume primary pursuit responsibilities.

The primary unit shall be considered the Incident Commander for the pursuit until a pursuit supervisor has been identified.

Immediately upon initiation of a pursuit, the primary unit shall broadcast the following information:

- The primary unit identifier
- The nature of the offense for which the suspect is being pursued
- The location, direction of travel, and speed of the vehicle
- The description of the vehicle being pursued
- The description and number of the occupants in the pursued vehicle
- Special information, i.e., hazards to officers, traffic conditions, etc.

In all cases, if, in the opinion of the primary unit, continuation of the pursuit would result in an unacceptable hazard, the primary unit shall terminate the pursuit, regardless of whether a supervisor is involved.

The primary unit may advise and request additional units from the pursuit supervisor if conditions, such as multiple suspects in the fleeing vehicle, appear to exist.

2523.4 Secondary Unit Responsibilities [CALEA 41.2.2 c]

The second officer joining the pursuit shall activate the vehicle's emergency lights and siren and advise Communications that they are the secondary unit. It will be the responsibility of the secondary unit to back up the primary unit.



The secondary unit shall follow the primary unit at a safe distance. The secondary unit will not pass or overtake the primary unit unless requested to by the primary unit or if directed to do so by the pursuit supervisor. If this is accomplished, the secondary unit will assume the responsibilities of the primary unit.

2523.5 Supervisor Responsibilities [CALEA 41.2.2 f]

Upon notification or awareness that a vehicle pursuit has been initiated, a pursuit supervisor shall be designated and assume responsibility for the pursuit. The supervisor responsible for the pursuit shall be, in order:

- The immediate supervisor of the primary unit, or
- A supervisor from the Division in which the pursuit originates, or
- If neither of the above are available, a supervisor designated by the dispatcher or Communications supervisor.

The pursuit supervisor shall be considered the Incident Commander and monitor the pursuit, continually assessing the situation. Upon the pursuit's conclusion, the supervisor shall respond to that location. The pursuit supervisor shall remain the same for the duration of the vehicle pursuit and shall not change merely because a pursuit changes location or member involvement.

The pursuit supervisor shall assert control of the pursuit, deciding whether more than two units will join the pursuit, reassigning the primary or secondary units, and making other tactical decisions as the situation may warrant. The pursuit supervisor shall also be responsible for advising the police helicopter of the tactical methods to be employed for following and observing the fleeing vehicle.

The pursuit supervisor shall order the termination of a pursuit if, in their judgement, the level of danger involved in allowing the pursuit to continue outweighs the necessity of apprehension.

The pursuit supervisor shall conduct a debriefing of all involved officers as soon as practical, and complete the *Vehicle Pursuit Summary* form in accordance with these procedures. The supervisor authorizing TPD participation in pursuits initiated by other jurisdictions (See *General Orders 2526*) shall complete the *Vehicle Pursuit Summary* form. Justification for TPD participation shall be articulated.

2523.6 Air Support Unit Responsibilities [CALEA 41.2.2 d]

When the Air Support Unit responds to a pursuit, the Air Unit observer shall notify the dispatcher as soon as visual contact is made with the suspect vehicle. Once the Air Unit has visual contact with the fleeing vehicle they will, if feasible and unless otherwise instructed, give information over the radio regarding the direction of the pursuit.

The pursuit supervisor shall advise the Air Unit of the capacity in which they are expected to assist. This may include the illumination of the fleeing vehicle with the helicopter lighting systems, or the use of FLIR (Forward Looking Infra-Red Radar) or night vision



equipment. The pursuit supervisor is responsible for deciding the tactics to be employed, although flight safety parameters remain within the purview of the pilot in charge.

Once the Air Unit has made visual contact with the fleeing vehicle, the pursuit supervisor is responsible for deciding and announcing whether or not the pursuing ground units will maintain active pursuit of the suspect. The pursuit supervisor may direct that units continue pursuing the fleeing vehicle or discontinue emergency vehicle operation and resume operating at the legal speed limit. If the pursuit supervisor orders ground units to discontinue emergency vehicle operation, but directs the Air Unit to maintain visual contact with the fleeing vehicle, the Air Unit will provide direction information and coordinate the response of ground units to capture the fleeing vehicle in a safe manner. The pursuit supervisor may order the Air Unit to terminate its visual contact with the fleeing vehicle at any time.

If a pursuit supervisor issues a termination order, they shall specify to the Air Unit whether or not further aerial monitoring is to occur.

2523.7 Specialty Vehicles [CALEA 41.2.2 d]

Police motorcycle units, low-profile marked and unmarked units with emergency lights and siren but without an overhead light bar, four-wheel drive police vehicles and police vans which are fully marked and equipped with overhead emergency lights and sirens may become involved in pursuits only when they are a primary unit and only when they initiate the pursuit and the pursuit is authorized.

While functioning as a primary unit, these vehicles shall activate their emergency lights and siren. These units will, as soon as possible, turn the pursuit over to a fully marked police unit and terminate their involvement, ceasing emergency vehicle operation and resuming operation at the legal speed limit. A fully marked unit is defined as one that is marked and equipped with an overhead light bar.

2523.8 Additional Duties of Initiating Unit

Once the fleeing vehicle has been stopped, the initiating special unit who was terminated from the pursuit shall respond to the capture scene to assist in report preparation. If the fleeing vehicle escapes, the initiating special unit shall be responsible for coordinating report preparation with the pursuit supervisor.

2523.9 Civilian Passengers in Police Vehicles

Officers will avoid participating in pursuits as either primary or secondary units when prisoners, suspects, complainants, witnesses, civilian observers, or any other person who is not a peace officer occupies their vehicle. If a police unit with a non-peace officer occupant is involved in a pursuit, the officer will, as soon as practical, terminate involvement in the pursuit. The officer shall cease emergency vehicle operation, resume the posted speed limit and relinquish the pursuit to another police unit with no civilian occupant(s).



2524 Special Pursuit Tactics

2524.1 Use of Road Spikes [CALEA 41.2.3 a-d]

The use of road spike systems shall only be undertaken with specific authorization of the pursuit supervisor and then only by members who have been specifically trained in their use. Spike systems may also be deployed in non-pursuit situations with supervisory approval by trained personnel to prevent a vehicle from fleeing.

Each Division is assigned road spikes. The spikes will be accessible through an on-duty supervisor (or a trained LPO) 24 hours a day. Other units (e.g., SWAT and Service Dog Units) also have the ability to deploy road spikes.

2524.2 Roadblocks/Ramming Fleeing Vehicles [CALEA 41.2.3 a, d]

Roadblocks shall never be used for the purpose of terminating a pursuit. Pursuing units may use their police vehicles to intentionally ram the suspect vehicle in order to disable it and prevent further flight only in situations that warrant the use of deadly force and which are authorized by the pursuit supervisor.

2524.3 Special Pursuit Tactics (PIT) [CALEA 41.2.3 b-d]

The Pursuit Intervention Technique (PIT) is an interdiction technique that involves direct vehicle-to-vehicle contact between a law enforcement vehicle and a fleeing vehicle. The PIT is intended to cause the fleeing vehicle to spin out and stall thereby bringing the pursuit to an end. When the PIT is used, the officer employing the technique shall insure all of the requirements are met and announce the intention to employ the PIT over the radio so that other officers are aware that the PIT is being used. The Pursuit Supervisor shall continually monitor the situation to insure that resources are in place to safely detain the occupants of the fleeing vehicle after the PIT has been used.

The PIT is a tactic available to officers under very limited circumstances. All of the following requirements apply before an officer is authorized to employ the PIT technique:

- The pursuit is authorized pursuant to *General Order 2521* or the moving vehicle poses an imminent threat to public safety
- If reasonable to do so, use of the tactic is authorized by the Pursuit Supervisor
- The speed of the fleeing vehicle does not exceed 35 MPH
- The officer employing the technique is trained in PIT
- The officer is operating his/her vehicle pursuant to ARS 28-624 which requires the use of emergency lights and siren
- The environmental, traffic, and roadway conditions are suitable for use of the PIT



- The types of vehicles involved in the pursuit are appropriate for use of the PIT

2525 Responsibilities of Police Communications [CALEA 41.2.2 e, f]

2525.1 Dispatcher Actions upon Pursuit Initiation

When a pursuit is initiated, the involved dispatcher will activate the emergency traffic tone and dispatch the closest unit to assist as the secondary unit. If the primary unit's supervisor or a supervisor from that Division is unavailable, the dispatcher shall immediately ensure that a pursuit supervisor is designated from another Division and that the designee acknowledges responsibility for the pursuit. No additional units will be dispatched to join in the actual pursuit without the express request of the primary unit and the approval of the pursuit supervisor.

When a pursuit moves from one patrol Division to another, the dispatcher from the adjoining Division will notify units in adjoining Divisions/frequencies of the pursuit. The pursuit will remain on the original pursuit frequency and the pursuit supervisor will be identified to the other relevant Divisions/frequencies. The other frequencies will not be combined, unless a tactical scenario requires frequencies to combine. Personnel assisting in the pursuit will switch to the original pursuit frequency.

2525.2 Notification of Air Support Unit

Upon the initiation of a pursuit, the dispatcher shall request the Air Support Unit respond to the location of the pursuit. If the Air Unit is unavailable, notification will be made to the ground units. Upon notification by the Air Unit that visual contact with the suspect has been established, the dispatcher will broadcast that information to the ground units.

2525.3 Dispatcher Actions upon Pursuit Termination

When a Commander, field supervisor, or primary unit orders the pursuit terminated, the dispatcher will immediately advise all units to terminate the pursuit and the emergency traffic tone will be cleared.

2525.4 Dispatcher Record Keeping

Throughout the pursuit, the dispatcher will keep notes on the direction of travel and description of the suspect and the suspect's vehicle. This information will be relayed only when it is obvious that some of the field units have not been able to copy the information previously. The dispatcher will note the time that the pursuit is initiated and the time that the pursuit is ended.

2526 Pursuits Involving Other Jurisdictions [CALEA 41.2.2 h]

2526.1 TPD Pursuits Outside of the City Limits, Communications

Pursuits beyond the Tucson City limits require the concurrence of a TPD supervisor and shall continue to be conducted within TPD policy. The pursuit supervisor may request



assistance from other jurisdictions as necessary for a vehicle pursuit leaving the City limits.

Once a pursuit has left (or is obviously leaving) City jurisdiction, the following is highly recommended: Police Communications is directed to activate the "Tri-Band Repeater System" (i.e., Gateway Radio System) which will allow the pursuit supervisor to speak to supervisors from the Pima County Sheriff's Department and the Department of Public Safety. Other smaller agencies may also be accessed. The intent of using Tri-Band is to articulate the Department's expectations to other agencies. The Department's repeater system will allow for coverage throughout the Tucson Metro area and the other agency's assistance is needed to continue an authorized pursuit.

2526.2 Pursuits in the City Limits by Other Police Agencies

When other law enforcement agencies enter the City of Tucson engaged in a vehicle pursuit, a TPD officer may become involved in the actual pursuit provided a TPD supervisor or Commander approves, and the pursuit is consistent with, and conducted in compliance with, TPD's pursuit policy. TPD units will only become directly involved in another agency vehicle pursuit within the City limits if requested to assist by that agency. Officers shall not take it upon themselves to join in such vehicle pursuits without specific authorization. A supervisor or Commander may authorize other non-pursuit assistance as conditions warrant.

In the event another jurisdiction's pursuit is occurring in (or will soon enter) the City of Tucson, the following is required:

- Police Communications will activate the "Tri-Band System."
- A patrol supervisor will be asked to coordinate Department resources response with the pursuing agency.

The pursuit policy will be adhered to during the duration of the other agency's pursuit (to include a *Vehicle Pursuit Summary*).

2526.3 Use of TPD Air Support Unit for Other Agency Vehicle Pursuits

The use of the TPD Air Unit for a vehicle pursuit by another jurisdiction, whether or not within the City limits, may be authorized by a Commander. The TPD Air Unit will not actively become engaged in the vehicle pursuit unless the nature of the pursuit is consistent with TPD policy. With approval, the Air Unit may provide other, non-pursuit assistance as conditions warrant.

2527 Reporting Procedures [CALEA 41.2.2 i]

2527.1 Vehicle Pursuit Summary

At the end of a vehicle pursuit, whether concluded by apprehension of the violator or by a termination order, and regardless of its duration, the pursuit supervisor shall be responsible for completing a *Vehicle Pursuit Summary*. This shall not be delegated to the



primary unit, lead officer, or other member. The pursuit supervisor is responsible for completion of this report regardless of who terminated the pursuit. The pursuit report shall be completed by the end of the pursuit supervisor's shift and submitted through the Chain of Command for review. When a pursuit involves any injury or property damage, a copy of the pursuit report shall be forwarded to the Legal Advisor by the pursuit supervisor. The pursuit supervisor shall be responsible for completely documenting the action of all participants in a vehicle pursuit.

2527.2 Debriefing Required

At the end of a vehicle pursuit, whether concluded by apprehension of the violator or by a termination order, the pursuit supervisor will conduct a debriefing of the involved personnel to discuss and evaluate the pursuit and its conduct. This debriefing will involve all parties involved, in so far as is practical, and will be conducted as soon after termination as possible.

2527.3 Documentation of Out-of-Policy Pursuit Actions

In the event the pursuit supervisor or their Chain of Command determines that the pursuit or any actions involving the pursuit were not consistent with this pursuit policy, the event shall be documented on Personnel Reports for review and possible disciplinary action. The OIA shall be responsible for tracking disciplinary actions arising from pursuits to ensure uniform application throughout the agency.

2527.4 Report Tracking and Summaries [CALEA 41.2.2 j]

Once the chain of command and OIA have reviewed the *Vehicle Pursuit Summary*, it shall be forwarded to the Police Training Center for tracking and evaluation for training purposes. The Training Center shall be responsible for tracking the pursuit records of the Department and for the preparation of quarterly and annual statistical analysis summaries for presentation to the chain of command and for training purposes.

2530 IN-PROGRESS ROBBERY

2531 General

Situations involving in-progress robbery (e.g., bank or other business) inherently have a high degree of risk of injury to officers and civilians. In order to provide maximum safety for officers and civilian bystanders, the following procedures are established for robbery alarm response. (All responses to bank ProNet Tracking System activations are to follow the procedures as outlined in the ProNet Tracking Training Pamphlet that is continuously updated by the designated ProNet tracking officer.)



2532 Initial Response by Units (Field/Detective)

2532.1 Suspect May Still be Inside the Bank

The Incident Commander will assure a coordinated response, including setting up quads on the building. Quads are defined as any of the four quarters into which two imaginary lines divide a building that intersect each other at right angles. Positioning of officers on opposite quads allows each officer to observe two adjoining sides of the structure, providing adequate coverage of most buildings. The initial response will be coordinated in such a manner that the two units assigned quads on the business arrive simultaneously. Plainclothes units may be useful, and the attempt will be made to have them respond to the location to set up quads. If only one plainclothes unit is available, the unit will be assigned the quad, if any, which could represent a concealment problem for a uniform unit. Uniform units assigned quads will attempt to remain reasonably well concealed as they approach the location, in the event that a robbery is actually occurring. When the first two units (uniform or plainclothes) arrive at the location, they will coordinate their response in the following manner:

- The first unit to arrive at the scene will take a position on a quad that allows the officer to observe the most logical point of escape (usually the front door). This unit will assume incident command until relieved by a supervisor.
- The second unit will take the opposite quad, or a position that allows the officer to observe a secondary point of escape (usually a rear or side door).
- The third unit to respond will stand off a block away from the business, in a position to assist either of the other units. If the alarm is determined to be false, the third unit is responsible for making contact with the bank employee at the direction of the Incident Commander.

Under no circumstances will any officer, uniform or plainclothes, knowingly enter a business whose robbery alarm has been activated, until it has been confirmed as a false alarm by Communications or, in the case of a valid alarm, it is known that all suspects have left the business. The Incident Commander is responsible for directing officers to make covert stops of people leaving the bank to ascertain whether or not there is a problem in the business, if it is impossible to contact employees inside by telephone.

2532.2 Suspect Has Fled the Scene

A maximum of two units shall respond to the scene of an incident, unless more assistance is necessary. The remaining units are to assume stationary perimeter positions to look for fleeing suspects in situations where the suspects are known to have fled the scene in a vehicle. This information is routinely obtained by communications during the initial request for service. The Primary Unit, upon arrival at the scene, will provide a "Code Four" if appropriate and broadcast updated suspect information.

If the alarm is valid and the suspect has left the business, the officer assigned the call will go to the business to initiate a report of the incident. As soon as possible, a description



of any suspect(s) or vehicle(s) will be supplied to the dispatcher for broadcast. As with any crime scene, officers will take care not to disturb or destroy possible evidence (e.g., fingerprints on the doors used by the suspect, *etc.*).

2532.3 False Alarm

If Communications has made contact with an employee and the alarm is determined to be false, the employee will be instructed by TPD Communications personnel to exit through, and stand to the right of, the front door. If officers are already on-scene, the contacting officer will have the employee walk to his or her location to confirm that the alarm is in fact invalid. While this contact is made, the units on quads will hold their positions. If officers are still en route when the alarm is determined to be false, two units will continue the response. One unit will contact the bank employee, as outlined above. The second unit will stand off in a position to be able to view the officer making contact with the bank employee.

In the situations outlined above, if the contacting officer feels that the bank employee is comfortable with the situation and that the alarm is in fact invalid, both officers will accompany the bank employee inside the business and make a cursory check to assure that everything is proper. If, however, the officers feel anything is suspicious about the situation (e.g., conduct of the employee; movement inside the bank; *etc.*), a supervisor shall be called to the scene before any further action is taken.

2532.4 Valid Alarm: Suspect at the Scene

If it is determined by either Communications or field units that the suspect is, or may still be, in the business, all responding units shall be notified immediately. The situation shall be assessed by the Incident Commander and a determination made whether to dispatch additional units, establish or maintain inner and outer perimeters, *etc.*

In any event, those units assigned quads shall hold their positions until the suspect has left the business. Officers will prevent any member of the public from trying to enter the business. If possible, prior to the suspect leaving the business, the inner perimeter will be inconspicuously cleared of non-police personnel.

Arrest of the suspect will be affected outside the building, with caution used to assure the safety of citizens who may be in the area. This method of dealing with the situation is intended to prevent a confrontation with the suspect inside the business that might lead to a hostage situation, or might otherwise endanger persons at the scene.

2540 OTHER MAJOR INCIDENTS [CALEA 2.1.4]

2541 General

Occasionally it is necessary for members other than those initially involved in a police incident to be notified regarding an incident. This notification may take place while the member is on or off duty.



Incidents requiring notification may be routine in nature. For example, an aggravated assault may require the callout of detective personnel. Other notifications may be the result of such incidents as an officer involved shooting resulting in injury or death to a person.

Officers who respond to emergency situations requiring the use of extraordinary resources are not relieved from the responsibility of using resources available to provide the greatest degree of public safety possible, given the circumstances presented, and pending the arrival of additional resources. For example, small civil disturbances will be dealt with using available resources, including field-generated mobile field forces, to the degree possible and appropriate, while a callout of additional resources is initiated.

It is the responsibility of the Incident Commander that required notifications are made. In all instances where notifications are required, the Incident Commander shall first notify the Force Commander, if on duty.

This procedure deals with those major incidents that require the notification/call out of other members. Those incidents include:

- Officer involved shooting incidents, including accidental discharges and dispatching of animals.
- Cases of an unusual nature involving a member of the Department, including a serious injury either on or off duty.
- Any Serious Accident Review Committee (SARC) case.
- Cases requiring an extraordinary response.
- Any situation where any person in the custody of a Department member dies.
- Other situations that have been identified by other procedural manuals as produced by the Tucson Police Department.

Procedures for notifying State and Federal authorities in the event of widespread disturbance or disaster are found in the *City Disaster Response Plan*.

2542 Officer-Involved Shooting Incidents

2542.1 Incident Commander [CALEA 11.4.5]

It is the responsibility of the on-scene Incident Commander to ensure the following actions take place as a result of an officer involved shooting:

A Commander from the Division where the shooting took place shall respond and assume the role of Incident Commander. If on duty, the Force Commander shall respond until a Commander from the respective Division arrives. If the shooting occurs outside the City limits, the Force Commander (if on duty) shall respond. In all other cases, a commander from the Division of the involved member(s) shall respond.



Crime scene management is required. The scene shall be secured and all involved parties identified (victims, witnesses, suspects and officers) and separated. The Incident Commander shall personally inspect the ammunition magazines of all officers present at the scene when the shooting occurred to confirm the identity of any officer who potentially discharged a firearm. Officers found to have fired their weapon or to possess ammunition magazines with deficient ammunition shall be paired with a "cover" officer. Upon arrival of Crimes Against Persons Division (CAPD) detectives, a re-inspection of involved officers' ammunition magazines shall be completed (to include the actual weapons utilized during the incident). CAPD personnel shall facilitate the exchange of any weapons taken for evidentiary purposes. Absent any physical injury or severe psychological trauma, the involved officer(s) shall remain at the scene until otherwise directed by the Investigative Incident Commander. The Incident Commander shall limit the scene to authorized personnel only.

2542.2 Notifications

It shall be the responsibility of the Communications Division to immediately notify and brief:

- The Chief of Police or Acting Chief of Police shall be notified directly by the Communications Division as soon as possible after any officer involved shooting, in-custody death or other major incident where the Chief of Police would naturally be interested.

It shall be the responsibility of the Incident Commander to immediately notify and brief the following members:

- Chief of Staff:

The Chief of Staff shall initiate callouts and contact the Executive Officer to ensure that all of the appropriate notifications are completed. Notifications may include, but are not limited to, Assistant Chiefs, Crimes Against Persons Division (CAPD) Commander, Office of Internal Affairs (OIA) Commander, Legal Advisor, Behavior Science Unit (BSU), and the Public Information Office (PIO). The Deputy Chief shall also be contacted by the Chief of Staff for all BOI decisions.

- Division Commander of the officer(s) involved in the incident.
- Force Commander, if not already involved in the incident.

2542.3 Attorneys

Attorney response is only for the officer(s) involved in the application of force and shall be coordinated by the respective organizations (TPOA/FOP). Witness officers and civilian employees are not entitled to legal representation simply because they witnessed the incident. The Investigative Incident Commander (see *General Orders 2542.6*) may approve deviation from this policy with agreement of the Deputy Chief or designee. The



attorney(s) responding shall be directed to the location where the interviews are to be conducted not to the scene of the incident. The supervisor conducting the criminal investigation will determine the location for the interviews.

2542.4 Involved Firearms

The Homicide Unit supervisor will be contacted as a result of the notification process and will ensure that a replacement weapon is brought to the scene for officers who discharged their weapon. The Investigative Incident Commander or designee shall be responsible for conducting the weapon exchange. If the weapon involved in the shooting is a specialty weapon (e.g. SWAT, rifle or personal handgun), the replacement of that particular weapon will be coordinated through the member's Chain of Command. In addition, the investigative detail shall be responsible for inspecting the weapons and ammunition of all officers present at the time of the shooting. Any member receiving a replacement firearm due to their involvement in a shooting incident shall comply with *General Orders* under Firearms, Replacement regarding the replacement firearm prior to returning to full duty.

2542.5 Members' Responsibilities

Each member that responds, or has any part in the initial investigation, shall complete a *Supplementary Report*.

The involved member(s) shall be debriefed by the Behavioral Sciences Unit as soon after the incident as practical and prior to going off duty, and shall be notified of their duty status as soon as possible. See *General Orders* under Critical Incident Stress Debriefing.

2542.6 Criminal Investigation

The Crimes Against Persons Division (CAPD) is responsible for the investigation of major incidents involving the use of force by Department personnel. The investigative team will be headed by a designated CAPD Commander (Investigative Incident Commander). The Investigative Incident Commander will coordinate the investigation with the uniform patrol Incident Commander. Under most circumstances, the unit assigned to handle the investigation will be the Homicide Detail. Other ISB supervisors and detectives may be assigned to the investigation as necessary. Any reference to the Homicide supervisor or detectives in these protocols also refers to his or her designee.

2542.7 Internal Affairs [CALEA 11.4.5]

The Chief of Police has authorized the OIA Commander to oversee the Department's response to officer-involved shootings and certain other major incidents. The OIA Commander is authorized to take action as necessary to maintain compliance with Department and City Policy to mitigate exposure to liability and to ensure an effective and thorough response to the situation.

The Chief of Police may authorize the OIA to conduct an administrative investigation separate to any on-going criminal investigation. This investigation will be included as part



of the BOI file and is subject to review by both the BOI and the member's Chain of Command.

The administrative investigation shall be conducted in such a manner that it does not interfere with the criminal investigation. Normally, the administrative investigation will not begin until the criminal investigation has been reviewed by the appropriate prosecuting authority and after review, has declined to prosecute. However, the prosecuting authority may give a verbal declination in order for the administrative investigation to move forward. The formal declination shall be in writing and included in the BOI file.

In most cases the OIA will "shadow" any on-going criminal investigation to include monitoring interviews of focus employees and witnesses. A separate and independent administrative investigation may be done by the OIA if additional information is deemed necessary. In those cases there will be a minimum of 48-hours between the criminal and administrative interviews. The criminal investigative unit charged with investigating the incident shall not have access to the administrative investigation.

In addition, it shall be the responsibility of the OIA Commander, or designee to:

- Appoint a Board of Inquiry (SBOI). The commanders for the BOI shall be selected off a rotation list maintained by the OIA Commander.
- Facilitate the response of the BOI including the Independent Police Auditor and City Council personnel.
- Assemble all pertinent documentation of the incident for both the Board of Inquiry (BOI) use and for future legal review.
- Present to the BOI a complete administrative package. Facilitate the convening of the BOI.

2542.8 Board of Inquiry Members

A Board member's primary responsibility at the scene of the incident is to make observations that would be useful to the review process. Board members shall be assigned a liaison from Internal Affairs.

2543 Cases of an Unusual Nature Involving a Member of the Department [CALEA 11.4.5]

It shall be the responsibility of the Incident Commander to immediately notify and brief the following members:

- The appropriate Division Commander
- The Bureau Commander of the member involved
- The Public Information Officer



- Members of the Behavioral Sciences Unit, OIA, and the Department Legal Advisor as necessary

If applicable, the responsibilities of those members notified are similar to those listed previously. Response by those notified shall be at their discretion unless directed otherwise.

2544 **Serious Accident Review Committee (SARC) Cases**

In those incidents when there appears to be potential serious liability on the part of the City, it shall be the Incident Commander's responsibility to assure that immediate notification be made to the City Risk Management and assure that all original reports pertaining to the incident are directed to the OIA for appropriate handling.

While it would be impossible to itemize all cases that would qualify, examples include:

- Incidents involving shooting where someone, other than the suspect, is injured or killed.
- Incidents where major property damage, serious injury, disfigurement, or death result. For example, an incident that results solely in a broken leg would not qualify for the above notification, whereas an incident resulting in a severed leg or broken back would be one requiring notification. For additional information, refer to City *Administrative Directive* 3.04-4.

2545 **Cases Requiring an Extraordinary Response**

It shall be the responsibility of Incident Commander to notify the Division Commander of the affected division where the incident took place. In the event the incident is Citywide, the Operations Bureau Commander and Chief of Staff shall be notified.

Response of those notified will be at their discretion unless otherwise directed.

2546 **Accidental Discharge of a Weapon**

It shall be the responsibility of the Incident Commander to notify the OIA Commander who will then determine if a review shall be completed by a BOI or the member's Chain of Command. In either event, the OIA Commander shall be notified by the OIA Commander and advised of the direction. OIA shall ensure that the affected member's commander is notified and responds to the scene. A member of OIA shall also respond to the scene and coordinate the Department's response as appropriate.

2547 **Aircraft Accidents**

An aircraft accident is any accident caused by the motion of an aircraft while taking off, landing, or flying that result in death or injury to any person or damage to any property. The first officer on the scene shall evaluate the situation and report to the Communications Division. First aid will be rendered as necessary and as soon as possible. Victims will not be removed unless their safety is seriously threatened by their position or by the presence or possibility of fire.



2547.1 Incident Commander's Responsibilities

The Incident Commander shall coordinate and command all police personnel at the scene, and shall advise the Operations Bureau Division Commander or Force Commander. The Incident Commander will determine as many of the following details as possible:

- The location and time of the accident
- The number of casualties
- The identification number of the aircraft, its type, and class
- The owner of the aircraft
- The name and address of the pilot
- Whether or not United States mail was on board
- The extent of damage to the aircraft or other property
- The circumstances of the accident, if known
- Weather conditions

The Incident Commander shall cause the following agencies to be notified, if appropriate:

- The Federal Aviation Administration
- The U.S. Post Office (if mail was carried on the aircraft)
- The Davis-Monthan Air Force Base duty officer (if a military aircraft is involved)
- The Hazardous Materials Unit of the Tucson Fire Department if hazardous materials were on board (e.g., nuclear material was on board)

The Incident Commander, after evaluation, shall cause the City of Tucson Disaster Plan to be activated, if necessary.

2547.2 Securing the Scene

Officers will be assigned to protect the accident scene from spectators, souvenir hunters, looters, and others. Spectators shall be kept as far from the crash site as necessary so that confusion, lost evidence or property, or additional injuries will be minimized. The Incident Commander shall evaluate the circumstances and determine whether any evacuation of the area around the accident scene is necessary. Unless time is of the essence, any evacuation will be made with the concurrence of, and in conjunction with, the Tucson Fire Department.



Officers assigned to secure the scene of a military aircraft crash will exercise particular caution. The following special hazards may exist with military aircraft:

- Cargo may include nuclear weapons
- Ejection seats may be triggered, causing explosions
- Rockets, bombs, or other explosives may be accidentally detonated

2547.3 Photographs

Spectators and members of the news media at controlled distances may take photographs. Identification technicians shall take a sufficient number of photographs to portray the situation accurately.

Regarding military aircraft, Department identification technicians may take a sufficient number of photographs to portray the situation accurately. Bona fide members of the press, television, *etc.*, may take photographs. Military authorities will exercise any necessary censorship or limitation. Citizens will be discouraged from taking any pictures of military aircraft. Any unauthorized persons taking photographs will be reported to military officials at the scene. If none are present, the officer will obtain identification of the violator to report to military authorities

2548 Civil Disturbances

2548.1 General

Since no formula can be set that will cover all civil disturbance situations caused by the gathering of large crowds of people, the following is to be regarded as a guide:

The first officer at the scene of a disturbance will observe the situation from a distance and evaluate it before taking action. If the situation demands further police action, a supervisor will be called.

Officers' actions shall be coordinated by the Incident Commander. Only those units that are requested shall respond to the scene. Officers shall report to the Incident Commander after parking their vehicles in one group away from the crowd. Two officers shall be assigned to guard the vehicles against damage. Officers will avoid driving their cars into the center of the crowd and operating individually.

The Incident Commander of a civil disturbance situation shall designate a Department member to make appropriate notifications, and shall not personally make those notifications in order to be able to concentrate on the management of the incident. Should police action be necessary at the scene of a disturbance, the Incident Commander shall consider the use of Mobile Field Force tactics. If such tactics are employed, the Incident Commander shall consider the need to call out additional personnel for relief of current officers.



2548.2 Order to Disperse

A dispersal order must generally be given before a person can be arrested for remaining at a place of riot, rout, or unlawful assembly. However, it is not necessary to read such an order when officers are responding to an emergency condition when time is of the essence. In such cases the most expeditious means available, consistent with governing legal and constitutional considerations, will be utilized.

If the Incident Commander decides to declare an unlawful assembly and give the dispersal order, he or she will direct an officer to go as near to the crowd as is safe, and make a statement having the following form:

"I am (officer's name), a police officer of the City of Tucson, and a peace officer of the State of Arizona. I hereby declare this to be an unlawful assembly, and I command you, in the name of the State of Arizona, to disperse immediately."

This statement will be repeated at least two times, using a public address system, if available. One or more officers will be positioned so that they can testify to the audibility of the announcement to the crowd. A reasonable time must be allowed for compliance. Orders for arrest may then be given. These actions shall be documented in the report of the incident.

When using the public address system in a crowd control or riot situation, special consideration shall be given to the location of the police vehicle. Members shall avoid placing a Department vehicle in a hazardous or potentially hazardous location.

2548.3 Supplementary Information

Riot experience throughout the United States has shown that in many cases, minor incidents have escalated into major disturbances in part due to improper police response (overreaction and under reaction) to the original incident. With this in mind, the following procedures will be observed unless specific orders to the contrary are issued:

- Normal laws of arrest and use of force remain in effect.
- Minor incidents must be handled as quickly as possible without creating a disturbance or attracting other persons.
- Areas of an incident or small riot will be closed off and entry not allowed. Persons wishing to leave will be allowed to do so.
- Use of a service dog shall require the approval of a supervisor
- The Division Commander in of the area a civil disturbance is occurring shall be notified at the direction of the Incident Commander. This Division Commander shall then be responsible for deciding whether to initiate the procedure dealing with Major Incidents



Requiring Notification/Call Out. In any event, the affected Division Commander shall notify the Specialized Response Division (SRD) Commander.

- In the event the National Guard is needed; the Chief of Police or designee will notify both the Mayor and the City Manager, who will in turn call the Governor for approval. In the absence of the Mayor and the City Manager, the Chief of Police or designee will be delegated the responsibility to call the Governor for approval.
- Off duty officers may be called in as necessary.

2548.4 Intelligence Information

Intelligence information pertaining to possible riots, civil disturbances, and local militants shall be forwarded to the Special Investigations Division.

2549 Missing Persons [CALEA 41.2.5 a-f; 41.2.6 a-f]

The Major Incident Response Plan for Missing Person's is a component of the Incident Command System. The Plan is documented in *Operations Pamphlet- 1 (TPD form #3250)*. This packet will be carried as essential paperwork by all field personnel. The Incident Commander shall follow the guidelines outlined in the Major Incident Response: Missing Persons package. All forms shall be filled out and kept up to date. This information will allow a smooth transition of incident command and follow up investigation.

From the time of arrival on scene the Incident Commander will be mindful that:

- The call location is a possible crime scene and
- Time is of the essence. (This is especially true in cases involving the possible abduction of a young child.)

Tucson Police Department personnel will aggressively search the area with an eye toward anything unusual or suspicious. The member's experience and good judgment will help determine whether the person is lost, missing, or purposefully concealed (e.g., a 14year-old with a history of runaway, custodial interference, estranged spouse, etc.)

2549.1 Incident Command

The first responding officer will generally be the Incident Commander. At any time during the investigation, if evidence indicates foul play or if a juvenile is involved, the appropriate detective sergeant shall be notified as follows: juvenile or adult less than 65 years – SORT; adults 65 and over - Elder Abuse; drug-related kidnapping - Robbery. Incident Command will generally be passed in accordance with existing procedures to the appropriate Investigative Services Bureau Section Commander.

2549.2 Logistics

The Incident Commander shall assign a logistics person, or shall take responsibility for logistics coordination. Logistics coordination consists of obtaining the physical resources



necessary for the command post. The command post must be set up in a position that will not contaminate the scene.

Logistics duties shall include maintaining a log of personnel assigned to the incident and the functions to which they are assigned.

2549.3 Search Coordination [CALEA 41.2.6 e, f]

Search coordination begins with targeting the geographic area to be searched and specifying the sequence of the search. The next step is to assign personnel to specific areas of responsibility. Third, search coordination means ensuring that searches are properly documented; information about the date, time, location, and persons assigned to the search is essential.

2549.4 Investigative Coordination

A supervisor from the Investigative Services Bureau will be in charge of the investigative coordination, as assigned by the Incident Commander or designee.

2549.5 Public Information Coordination

Usually, the Public Information Officer (PIO), who reports directly to the Incident Commander, performs this function. The PIO's responsibility shall include dissemination of a photograph and all appropriate information to the media. The PIO may also assist the Incident Commander by briefing police officials and other officials who require periodic updates.

2550 HIGH-RISK WARRANTS [CALEA 43.1.5]

2551 General

These guidelines are designed to provide control over police tactics including, but not limited to, the execution of search or arrest warrants, or narcotics or vice warrants. There must be a sound basis for believing that more than routine police response is needed to successfully make arrests, or recover property, evidence or contraband before a tactical operation can be considered.

2552 Preparation

A supervisor shall participate in every police action covered by these guidelines. It shall be the supervisor's responsibility to ensure these guidelines as well as those listed in *General Orders* under National Intranet Narcotic Joint Agency System (NINJAS notification) are followed.

It will be the responsibility of the supervisor to assign a specific Project Officer to each operation. This officer will coordinate and report all information available that contributes to the establishment of probable cause, including information derived from informants, witnesses, and surveillance activities. Such information will be complete and will delineate the grounds for believing that a tactical operation is necessary.



Under no circumstances shall a search of premises for evidence or contraband be made without a search warrant, unless one of the exceptions to the warrant requirement is present.

Although the nature of many high risk operations prohibits the use of the Special Weapons and Tactics Team (SWAT), commanders and/or supervisors will consider the use of SWAT in any high risk operation in which the suspects are known to be armed, or if there is a likelihood of armed resistance.

Prior to the operation, the supervisor shall be responsible for the following:

- Confirming the location by visual inspection to personally verify the information regarding the address, type and description of house or apartment, and if at all possible, the number of persons and weapons involved, and type of material to be seized or who is to be arrested.
- Making a detailed plan of the proposed operation, including the number of police personnel required and the equipment to be used (including any special weapons), a detailed timetable, and a specific outline of where the personnel are to be assigned and exactly what they are to do.
- Conducting a thorough briefing attended by all personnel participating in the raid. Personnel participating in the raid who cannot attend the briefing due to other duties connected with the operation will not be utilized during the operation until the premises is secure. All personnel will be thoroughly advised of the circumstances surrounding the operation.
- Assigning the personnel to the specific tasks outlined in the plan. The supervisor is to make sure that the following areas are covered:
 - Personnel will be assigned in teams with a minimum of two officers per team.
 - When possible, an experienced officer will be assigned with a less experienced officer.
 - Uniformed personnel shall be used to cover all major avenues of approach and escape so that there will be a recognizable police presence in these areas for observation by suspects or the general public. This requires a minimum of two uniformed officers (front and rear). Additionally, uniformed personnel will be assigned to accompany the entry team.
 - Officers in plainclothes and assigned to the operation shall wear Department approved tactical vests, and badges or other devices clearly identifying them as police officers. This shall be required from the time the warrant service begins (entrance to the premises) to the time the scene is secured and cleared.
 - On all such operations, at the appropriate time, police authority and intent shall be clearly announced. The responsibility for assuring that this is done is to be specifically assigned.
 - Support or backup personnel covering other points of entry or exit (doors and windows) shall hold their position until signaled to enter by the team leader already inside, unless it is determined that an emergency exists and their presence is needed.



- The entry point shall be specifically designated. The supervisor shall ensure that necessary special equipment is readily available.
- If outside agency members are participating in the tactical operation, communications equipment will be supplied to them or they will be assigned with an officer having communications equipment. Personnel not having access to the radio frequency being utilized shall not be assigned to critical areas such as entry or immediate perimeter security.
- Advise the on duty Communications Division Supervisor. The Communications Division Supervisor will then ensure that on duty Communications personnel (Dispatchers and Police Service Operators) are made aware of the situation. The on duty officers in the area where the warrant service is to take place will be advised by Communications of the pending operation, either over the mobile tactical computers, or just as the operation begins to protect the security of the operation. It shall be stressed that if at any point prior to or during the operation the supervisor determines conditions of acceptable risk cannot be maintained, the operation shall be discontinued, postponed, or canceled in a manner that ensures the safety of all personnel involved. This is of primary importance: the basic rule for the supervisor shall be one of caution. If the police personnel cannot maintain sufficient control over the conditions, potentially causing risk to personnel and resources, the supervisor loses the authority to proceed further.
- In the event the operation is conducted outside the City of Tucson, the appropriate law enforcement agency shall be notified. If possible, communications coordination will be arranged with that agency.
- The participating supervisor shall make a *Supplementary Report* describing all assignments made prior to and during the operation. This report will describe the general condition of the premises before and after the operation. Damage to the premises will be documented and handled as indicated in these procedures.

2553 Execution

Officers in plainclothes shall wear a Department approved tactical vest when involved in tactical operations where, for the officer's safety, a high visibility and immediate identification as a police officer is needed. Members making initial entry shall wear body armor. When appropriate, uniform units will be requested to respond and assist in securing the scene. All occupants of the residence shall be located as quickly as possible and secured to prevent concealment or destruction of evidence. All occupants, unless there are extenuating circumstances, will be immediately frisked for weapons. Additionally, items such as knapsacks, purses, coats, *etc.*, will be searched for weapons.

Conversation among officers at the scene, and between officers and suspects, will be limited to that which is necessary to conduct the business at hand. Commands and directions shall be given clearly and concisely. Officers shall refrain from using profanity and obscenities, and shall avoid unnecessary display of weapons or force. Once identified as police officers, all personnel



involved shall conduct themselves in the same manner as would be expected of a uniformed officer dealing with the public at large.

All entries, with or without a search warrant, are to be preceded by a knocking and announcing of the police authority and presence. Citizens are to be allowed reasonable time to answer the knock, except when officers have approval from the judge issuing the search warrant to enter without announcement.

2554 Participation With and By Other Agencies

Occasionally, officers will be requested by other agencies to participate in operations conducted by them. The requesting agency shall be advised of, and agree to, the conditions of our participation at the time the request is made. Officers shall not participate in such operations unless authorization has first been obtained from a Commander. Note: Personnel from the Counter Narcotics Alliance (CNA) are considered a part of the Department's Investigative Services Bureau.

If authorized, a supervisor from this Department shall accompany Department personnel, and shall participate with them in the operation. Operationally, the officer in charge from the requesting agency will be in command, but the supervisor from the Tucson Police Department shall retain responsibility for the actions of TPD personnel.

Department personnel shall not participate in the initial entry of the site unless specific authorization has been obtained from the TPD Commander authorizing the operation. After officers of the other agency have made entry, Department personnel may enter and participate as needed. A full report of the operation, and our participation in it, shall be made to the authorizing Commander as soon as practicable. Police personnel shall submit reports of their participation as required by Department *General Orders*.

Personnel on official loan status to other agencies are exempt from the requirements listed above, providing their participation does not violate any existing Department *General Orders*.

2555 Damage Liability

If property damage results from any police action, the owner or occupants shall be advised to make contact with the Department Legal Advisor or City Risk Manager. The owners or occupants shall be furnished with information as to how they may accomplish this.

No officer shall obligate the Department or make any statement regarding liability or who will be responsible for damages incurred during a tactical operation. This is left up to the City Risk Manager, and the owner or occupant shall be advised of this.

All damage occurring during a tactical operation shall be documented in detail in the participating supervisor's *Supplementary Report*, a copy of which shall be forwarded to the Legal Advisor as soon as possible. This report will include a rough estimate of the amount of damage and specific details of what items were damaged or destroyed. The participating supervisor will call for an identification technician or field camera to photograph damaged items and adjacent area.



2556 Reporting

All participating personnel shall submit the necessary reports relating to their individual actions. It shall be the responsibility of the supervisor to see that all reports have been completed prior to ending the operation. Any unusual occurrences will be verbally reported to the on scene supervisor, but shall subsequently be reduced to writing and included in the supervisor's package.

As soon as possible after the operation has been completed, a debriefing shall occur which will include a review/critique of the operation.

2557 News Media Access [CALEA 54.1.3]

Access to any crime scene or situation by the news media will be controlled by the on-scene Commander through the Public Information Office. This will be accomplished only after police technicians have completed their portion of the investigation and the area would not be altered by the presence of news media personnel. The Incident Commander may elect to bar from the scene of an incident any media representative who is disruptive to the police purpose. If a long-term investigation is involved, the on-scene commanding officer may consider arranging a guided tour of the scene for news media personnel by police personnel.

No person other than a police officer and necessary non-sworn personnel shall be allowed access to any crime scene or situation on private property absent explicit permission from the owner of the property.

For the safety of news media personnel, they shall be alerted to any potential hazards at the scene of an incident.

2560 FORCE COMMANDER [CALEA 12.1.2 a-d]

2561 General

The Force Commander has citywide responsibility. Commanders are expected to spend the majority of their duty time in the field, monitoring radio traffic and field activity, and exercising command as appropriate. Operations Bureau commanders may remain in their own division while Force Commander unless needed elsewhere. Non-Operations Bureau commanders are encouraged to devote time in each patrol division.

2562 Communications [CALEA 81.2.5 a]

Communications will have the best overall view of the status of operations within the City. The Force Commander is expected to remain in close contact with Communications. The Force Commander shall ensure that Communications is aware of his/her cellular telephone number and the cellular telephone shall remain on during their duty time. Force Commanders shall ensure that they appropriately advise Communication of the frequency they are monitoring. The Force Commander is expected to visit the Communications Center at least once during the tour of duty.



2563 **Incident Types**

Listed are the types of incidents that will usually require the attention of the Force Commander. The exact responsibilities of the Force Commander in relation to these types of incidents will vary. However, the Force Commander is generally expected to ensure that each incident is being handled efficiently and in accordance with policy.

- Homicides
- Incidents involving serious injuries to officers**
- Officer involved shootings**
- Disasters and significant emergency management situations
- SARC cases**
- Internal matters amounting to conduct on the part of police personnel either on or off duty that may result in liability or embarrassment for the agency**
- Significant demonstrations
- Any situation that will likely result in adverse or substantial media coverage
- Any situation that involves the redeployment of resources

** The Force Commander shall ensure the Operations Bureau Commander and a commander from the division in which the incident is occurring are contacted and briefed on the specifics of the incident.