



## **3000 GENERAL ADMINISTRATION**

### **3010 INTERNAL COMMUNICATION** [CALEA 12.1.4]

In order to ensure consistent standards and professionalism, the following standards are adopted for various forms of communication within the Police Department. All components of the Department are encouraged to seek every opportunity to engage in effective internal communication.

#### **3011 Memoranda**

##### **3011.1 General**

Memoranda for distribution either within the Department or the City of Tucson shall only be done on the approved format. Memoranda are to be used solely for internal communication and are not to be prepared for distribution outside of the City of Tucson.

##### **3011.2 Issuing Levels**

Memoranda may be issued by any member of the Police Department for any matter relating to official business.

##### **3011.3 Memoranda Format**

Examples of the proper format for memoranda are available on the Department's Share Drive. Only the standard City of Tucson memorandum is acceptable (bearing the City seal and the legend, "Memorandum"). The use of individual or unit specific memoranda is prohibited.

#### **3012 Daily Bulletin** [CALEA 12.1.4]

##### **3012.1 Preparation**

A Daily Bulletin shall be prepared each weekday, excluding holidays, by the Human Resources Division (HRD), and distributed electronically through the share drive to all members. Individual units or sections may also make hard copies available to their personnel to facilitate sharing the information contained in the Bulletins.

##### **3012.2 Contents**

The Daily Bulletin shall contain announcements and information that is of use to Department members, including the following:

- Position Announcements,
- Secondary Employment Announcements,
- Employee Separation Notices, and
- Other official information of a general nature.



Requests to have information or announcements made in the Daily Bulletin must be approved by a Commander and forwarded to the HRD for publication.

Members are responsible for keeping up to date on the contents of the Daily Bulletin. Past versions are also available to all members on the electronic share drive.

### 3013 **Electronic Mail (E-mail)**

#### 3013.1 **General**

The use of any City of Tucson and/or Tucson Police Department electronic messaging system is strictly governed by City *Administrative Directives* and shall be limited to official uses only.

Any member using any electronic messaging or e-mail system is responsible for complying with all such rules and policies and for regulating the contents of any message they prepare. All electronic mail must be considered a public record and viewed in light of possible disclosure or release of its contents. Proper language and discretion as to the message contents is called for in the same fashion as in memoranda.

All such messages, e-mails and related materials prepared, read or stored on any City owned computer system or being processed through a City or Department system are subject to examination by the Department at anytime and without prior notice.

Abuses of electronic messaging system policies shall subject members to disciplinary action as may be appropriate.

Incidental use of city electronic communication systems (sending or receiving) for personal, non-business purposes is permitted under the following conditions:

- Personal use may not interfere with the productivity of the authorized user or his or her co-workers;
- Personal use may not be performed in areas where there is direct interaction or service to the public;
- Personal use may not involve any prohibited activity described in the City policy;
- Personal use may not disrupt or delay the performance of city business; and
- Personal use may not adversely deplete system resources available for business purposes.

#### 3013.2 **GroupWise Accounts**

All members of the Police Department shall be issued a City of Tucson GroupWise account. Prior to using any such account or the e-mail system, members will first receive training in the system.



### 3013.3 **CAD Mail**

Members may also use electronic messaging via the CAD system. The same rules of control, inspection, propriety and release govern these messages as apply to the formal e-mail system.

### 3013.4 **Use of Paperless Messaging**

In many instances, the use of electronic messaging will preclude the necessity to prepare a memorandum or other written communication. This saves time and expense to the City and members. Some situations call for a record of an act or transaction that may also call for filing or production at a later time. Electronic storage of e-mail messages or hard copy printouts may be necessary in some administrative situations.

E-mail messages directed to the Police Department via its web site shall be distributed as necessary. In these cases, an e-mail acknowledgement as opposed to formal correspondence may be suitable and sufficient. Nevertheless, members preparing such responses shall adhere to the same standards of proper content as in formal correspondence.

### 3014 **Department Video**

The Department produces informational videos that can be accessed on the TPD Intranet/Chief's Corner. The purpose of these videos is to give timely information in an interesting format that can be quickly produced and distributed and that members can review at briefing or other available time.

### 3015 **Miscellaneous Communication/Documents**

#### 3015.1 **General**

The Department prepares various other internal communications and documents from time to time as conditions and circumstances merit. Members are reminded that any official material prepared in connection with their duties become official records of the agency and shall be prepared and handled in a professional manner.

#### 3015.2 **Commendations, Certificates, etc.**

All official certificates (e.g., promotion, training, graduation, etc.) or commendations from the Police Department shall first be approved as to form and content by a Commander. Requests for certificates or commendations through or from the Office of the Chief of Police shall be routed through the Executive Officer for signature and/or approval.



## **3020 EXTERNAL COMMUNICATION**

### **3021 Correspondence**

#### **3021.1 Style and Format**

All correspondence issuing from the Department shall be on the approved Department letterhead.

#### **3021.2 Authorized Issuing Levels for Correspondence**

All correspondence from the Police Department must be approved and signed by a sworn Commander or non-sworn equivalent.

#### **3021.3 Approval Routing**

Any correspondence bearing the name or signature of the Chief of Police must first be processed through the Executive Officer in the Office of the Chief of Police. Units or members creating such correspondence are responsible for insuring that these materials are delivered to the Executive Officer completed and ready for signature allowing sufficient time for review and signature. Editing and corrections are the responsibility of the authoring party.

#### **3021.4 Addressing of Envelopes**

Envelopes for external correspondence must bear the complete return address of the Department as well as the name and unit of the sender. The standard issue Police Department envelope shall be used for routine correspondence.

In instances of bulk mailing of Business Reply Mail (preprinted First-Class Mail for which the Department pays the return postage), the Mail Services Section of City Procurement should be contacted to determine the most appropriate mailing procedures. The Mail Services Section will take into account the quantity of items being sent and the associated expenses.

#### **3021.5 File Copies**

Units sending out correspondence are responsible for maintaining file copies of the letters as appropriate.

#### **3021.6 Pre-Printed Form Letters**

Some units in the Department may find it appropriate to utilize pre-printed form letters in some fashion. Such letters shall conform to the standards set for all external correspondence. Division Commanders are responsible for monitoring such usage and for ensuring that the signatures and information contained in such correspondence is accurate and current. Commanders may permit Supervisors the authority to sign such correspondence based upon Unit/Squad need.



**3021.7 Personal Use of Department Address Prohibited**

Members are prohibited from using the Department address for any personal or private correspondence or business. It is permissible to use the Department address to receive professional journals or related materials that are directly work related.

**3022 Mayor and Council or City Manager Communication and Correspondence**

**3022.1 Style and Format**

All communication and correspondence addressed to the City Manager or the Mayor and/or Council shall be done in the approved style. Examples of these materials may be obtained from the Executive Officer in the Office of the Chief of Police.

**3022.2 Authorized Issuing Levels**

Written communication or correspondence to the City Manager or the governing body shall only come from the Chief of Police unless otherwise authorized by the Office of the Chief of Police or a Bureau Commander.

**3022.3 Processing Requirements**

All materials for Council Sessions or otherwise directed to the Mayor and Council or the City Manager shall first be routed through the Executive Officer in the Office of the Chief of Police for review. Individual units needing materials prepared for a Council matter are responsible for its creation, copying and editing. These units shall coordinate their activities through the Executive Officer, allowing sufficient time for review and signature.

**3022.4 Time Requirements**

Matters scheduled for the Mayor and Council must be completed in a timely manner as per City guidelines. Information on deadlines and due dates may be obtained from the Executive Officer. Individuals and units are responsible for completing their own submissions for Mayor and Council actions, including attendance at Council sessions and any associated follow-up.

**3022.5 File Copies**

Copies of all materials sent to the City Manager or the Mayor and/or Council shall be maintained in the Office of the Chief of Police.

**3023 Miscellaneous External Communication/Documents**

**3023.1 Fliers and Bulletins**

The Department may from time to time prepare and release to the public and/or other criminal justice agency fliers or wanted bulletins in connection with investigations or other



official matters. All such releases shall be made in a standardized format. When such items are meant to be released to the media and general public, the release shall be coordinated through the Public Information Office.

#### **3023.2 Business Cards**

All members will be issued Department business cards for use in transacting official business. These cards are the only ones authorized for use by members. The cards will be presented to citizens as appropriate and when a member's name is requested.

The Office of the Chief of Police shall be responsible for the ordering and supplying of Department business cards. Individual divisions are responsible for establishing procedures to ensure an adequate supply of the cards is available for their staff, as well as for ensuring that the cards are used properly.

#### **3023.3 Facsimile (FAX) Transmittal Forms**

Facsimile (FAX) transmittal cover sheets are used when sending messages. A standardized form is available from the Share Drive. The forms may be personalized to include an individual or unit name, but shall not contain other unapproved logos or devices.

#### **3023.4 Additional Considerations**

Members are reminded to include the proper Zip Code, or Zip+4 if known, plus the area code for all external communication or listings. The inclusion of area code and internal extension numbers is especially critical for communications (correspondence, fliers, business cards, etc.) destined for outside the Tucson area.

### **3030 EMPLOYEE SUGGESTION PROGRAM**

The City Manager's Office manages a continuous, on-going program designed to solicit input from employees. It is named ADVISE 10-4, which stands for Advice for Determining Valued Input and Suggestions/Solutions from Employees (ADVISE), We Hear You Loud and Clear! (10-4). There is a new comment category listed every three (3) months, and employees are encouraged to e-mail/interoffice mail their thoughts about how the City can enhance work or service in the listed category. The current category, previous suggestions/comments, and the City's response to these suggestions/comments, can be accessed on the City of Tucson Intranet/Advise 10-4. If an employee suggestion is nominated for an award, it will be presented at a Mayor and Council meeting and the employee will be notified.



## **3040 POLICE RESIDENCY PROGRAM**

### **3041 General Program Description**

The Police Residency Program is a housing partnership between the Police Department and the Housing Authority of the City of Tucson's Community Services Department. The program places police officers, not otherwise eligible for occupancy, in residence in public housing units.

The goals of this program are to:

- Promote neighborhood stability
- Present positive role models for youth
- Enhance understanding between police and low-income residents
- Enhance communication between management and residents
- Respond and take appropriate action when the need arises, both as a neighbor and as a police officer depending on the situation

In exchange for living in the unit the officer and their family will receive the following benefits:

- A two, three or four bedroom unit, depending on availability and family needs for \$1.00 per month
- Free utilities, except telephone and cable television
- Fully monitored alarm system, including a "hardened" storage closet within the dwelling

### **3042 Program Administration**

The Police Residency Program shall be under the oversight of an assigned Captain from Field Services Bureau and a Sergeant selected by that Captain. All issues related to the program shall be brought to the attention of the assigned Captain for resolution.

### **3043 Conditions of Participation**

#### **3043.1 Written Agreement**

Participating officers must be willing to execute an agreement with the Housing Authority regarding residency in the public housing unit, comply with all Housing Authority rules and procedures, and must provide whatever information and documentation they may require. Participating officers must also sign an acknowledgement of these *General Orders* policies and agree to comply with the provisions of this section.

#### **3043.2 Off Duty Actions in Public Housing**

Officers involved in the Public Housing Program are not authorized to engage in off duty law enforcement activities beyond that currently defined in *General Orders*. The Residency Program does not constitute secondary employment. Officers shall act in an official capacity consistent with the provisions of *General Orders*. Situations that arise as a result of the officer taking off duty action shall be reported to the program supervisor via



memorandum. In these situations, officers shall use the overtime code "PR" on overtime slips to document their activity.

**3044 Minimum Requirements for Selection**

**3044.1 Eligibility**

Participants in the Police Residency Program must be full time Tucson Police Department officers or sergeants. The program requires participants to be highly visible and readily recognizable as police officers. Officers/sergeants must have successfully completed probation in order to be eligible for the program.

**3044.2 Selection Process**

Each officer who participates in the program must first be selected as eligible by the Department. In addition to eligibility requirements in *General Orders 3044.1*, the Department will screen all applicants for the program; only those selected will be recommended to the Housing Authority for its consideration. Applicants shall be selected on the basis of their performance in their jobs, their demonstrated commitment to community policing, and their understanding of the aims and goals of the program. The Housing Authority will make the final selection of officers for the Program.

**3044.3 Removal from the Program**

Continued participation in the Police Residency Program is contingent upon continued excellent job performance. Officers and Sergeants whose performance does not meet standards, who are subject to significant discipline, who fail to continue to meet the requirements of the program, or who experience other job related concerns may be required to leave the program. Any officer involved in this program agrees to withdraw from the Program at the direction of the Tucson Police Department, providing appropriate notice to the Housing Authority.

**3050 ADMINISTRATIVE REPORTS**

**3051 General**

The Research and Analysis Unit, reporting through the Chief of Staff to the Chief of Police, is responsible for the creation and maintenance of databases that access and produce a number of Department administrative and management reports. The Research and Analysis Unit, along with the Accreditation Unit, facilitates the creation and distribution of Department forms, General Orders and other operational pamphlets and documents that are routinely revised. Additionally, Research and Analysis will assist command with the preparation of annual budgets and related annual reports.

**3053 Annual and Recurring Reports**

A number of reports are updated annually and will not necessarily affect a change of *General Orders*, but may affect daily operations. Among these reports are:



- City Court Date Schedule
- Resource Guide
- Initial Appearance and Arraignment Schedule

Additionally, Research and Analysis will create the Department's *Annual Report* and assist in the preparation of annual budget documents. The Annual Report will be available for distribution inside and outside the agency. The purpose of the Annual Report is to educate the reader on the organization of the Department and the functions of its various units, and to illustrate significant events/accomplishment of the year. Recurring Performance Measures will be tabulated through Research and Analysis and forwarded to City Budget and Research quarterly.

The Research and Analysis Unit produces a Monthly Calls for Service Report. This report is distributed to command staff as a management tool. The Records Section produces the Consolidated Monthly Report. This report reflects UCR crime data and is reported to the Department of Public Safety. It is also distributed internally as a management tool.

#### **3054 Survey Requests**

Commercial requests for statistical information will be referred to Research and Analysis for processing. Surveys and liaison work at the request of the community or other police agencies will be processed through Research and Analysis, but may be delegated to appropriate sections or units, but Research and Analysis will track the requests.

#### **3055 Management Systems Analysis**

Through data base management, Management Systems Analysts will produce regular reports on staffing, calls for service, overtime, etc. These reports will be made available to cost-center managers to aid in the management effort of the Department.

### **3060 MEDIA AND PUBLIC INFORMATION POLICIES** [CALEA 54.1.1]

#### **3061 General Policy**

An atmosphere of mutual trust, cooperation and respect for the working needs of the news media and the police is paramount in order to provide the community with accurate and timely information on events that affect the lives of citizens and on the Department's administration and operations. Relationships between the news media and the police shall be maintained in a courteous, professional manner.

The Department shall take all necessary steps to ensure prompt and impartial disclosure of information on crimes or incidents that are of importance or interest to the media or to the community, with the exception of the following circumstances:

- When disclosure would prejudice the outcome of an investigation or court proceeding
- When disclosure is prohibited by law



- When disclosure would prejudice the safety, rights or privileges of persons identified in investigations
- When disclosure would be likely to cause public hysteria or panic

## 3062 **Duties and Responsibilities of the Public Information Office Staff**

### 3062.1 **Specific Duties and Responsibilities of the Public Information Office Staff**

The Public Information Office staff members have specific responsibilities for the dissemination of information to the news media and are available to assist the news media on an on-call basis. Public Information Office staff members are also available, on a 24-hour basis, to assist any on-scene Incident Commander in responding to media inquiries.

The Public Information Office staff members are responsible for the preparation and distribution of media releases and will also be available for the following:

- Arrange for and assist at news conferences
- Assist news personnel at the scene of incidents
- Assist in crisis situations with the agency
- Coordinate the release of authorized information concerning confidential agency investigations and operations
- Coordinate release of information with other public service agencies when the Department is involved in a mutual effort
- Coordinate training of Department personnel on media strategies and skills

### 3062.2 **Utilization of the Public Information Office**

In order to respond to media interest in a timely manner, a supervisor or Incident Commander at the scene of the incidents described below shall notify a member of the Public Information Office as soon as practical. Police incidents that may be of interest to the media include, but are not limited to the following:

- Incidents where officers are involved in heroic or lifesaving actions, police shootings or serious/fatal traffic accidents
- Homicides or traffic fatalities
- Major civil disturbances, riots, *etc.*
- Confirmed sniper, barricade or hostage incidents
- Bomb related incidents where a device has been found or detonated, or where a large scale evacuation has resulted
- Robberies, thefts or burglaries where exceptionally large amounts of property are taken



- Arrests involving prominent persons

**3063 Media Access to Police Scenes** [CALEA 54.1.3]

**3063.1 Media Access Policy**

Department personnel shall extend every reasonable courtesy to news media representatives at all times. Media representatives shall neither be excluded from the general vicinity of a crime/incident scene or from those areas that are accessible to the general public. However, arrangements may be made, at the discretion of the Incident Commander and a Public Information Office staff member, to allow closer access of media personnel and equipment than is available to the general public if the access does not interfere with police operations or citizens' right to privacy.

**3063.2 Media Staging Areas**

At the scene of major crimes/incidents the Incident Commander shall designate a preliminary media area as early as possible and as close to the scene as safety and operational requirements allow. A Public Information Office staff member, if on scene, may be delegated this task by the Incident Commander.

Media personnel shall not be allowed into any area or scene of an incident or crime where there is a possibility that evidence may be damaged, altered, destroyed, or otherwise prejudiced by its existence being published. Once evidence has been processed, removed, and secured by the department, the media may be allowed to enter by permission of the Incident Commander and owner or owner's agent, if on private property.

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

**3063.3 Media Access to Private Property**

Media access and or photography of any crime/incident scene on private property shall only be granted with permission of the owner or owner's agent.

**3063.4 Media Access to Police Facilities**

Media personnel may be allowed entrance to police facilities if their presence would not impede facility operations. They shall not be permitted in secure areas of the Department unless accompanied by a Public Information Office staff member or an officer designated by the Division Commander responsible for that area. Media members wishing to ride-along with officers during a tour of duty shall coordinate such requests with the Public Information Office. The same restrictions applicable to a member of the general public on a ride-along will also apply to members of the media in like circumstances.



### 3063.5 News Media Credentials

Bona fide news organizations issue their employees and representatives identification showing their affiliation. In addition, the Department may issue media credentials to members of bona fide newsgathering organizations who make application to the agency. Neither these credentials, nor credentials issued by any other entity, entitle the bearer to any consideration or access not otherwise authorized by law or Department policy. The Department does not issue media credentials.

### 3063.6 Media Credentials

Any member from a news gathering organization that requests an interview shall have their credentials and validity of their news organization verified by the Public Information Office. Only credentialed members of a bona fide news gathering organization will have access to any press conference.

## 3064 Release of Information to the Media

### 3064.1 General

Public information shall be released as promptly as circumstances allow, without partiality and in as objective a manner as possible. The Public Information Office staff is responsible for news media and police coordination during regular work hours or when called out to a scene of an incident. Officers, detectives or supervisors at crime/incident scene may release information of a factual nature to the media in accordance with this policy or they may refer the inquiry to a Public Information Office staff member. If a Department member other than a Public Information Office staff member releases information, the Public Information Office shall be notified as soon as practical.

### 3064.2 Official Media Releases

Only a Public Information Office staff member or the Office of the Chief of Police may produce and release any official press or media release in the approved format to the media.

In instances where more than one governmental agency is involved in a mutual effort, the agency having primary jurisdiction will be responsible for release, or coordinating the release of information.

### 3064.3 Information Available for Media Release [CALEA 55.1.3 b]

Specific guidelines covering precisely what may be released to any person making an inquiry for police records may be found in Volume 7 of *General Orders*. In general, however, the following release guidelines apply.

- **Prior to an arrest**
  - The type or nature of an incident or crime; including a brief summary of events that led to the incident.



- The location, date and time of occurrence, description of injuries or damages sustained.
- Number of officers involved in the event or investigation, length of investigation and name of detail handling investigation.
- Whether or not there are suspects.
- Information about unidentified suspects such as physical description, vehicle description or other information that may lead to the suspect's apprehension.
- Identity of the victim with the exception of sex crimes victims and child victims under the age of 14. Discretion shall be used in cases where reprisals or intimidation may be employed.
- Identity of individuals cited in fatal accidents abiding by public record guidelines.
- **The following investigative information shall not be released**
  - The identity of a suspect prior to arrest or issuance of an arrest warrant, unless such information would aid in apprehending the suspect or serve to warn the public of potential danger and release has been approved through the Legal Advisor.
  - Identity of suspects who are interviewed but not charged.
  - The identity of victims or witnesses if such disclosure would prejudice an investigation to any significant degree or if it would place the victim or witness in personal danger.
  - Information which, if prematurely released, may interfere with the investigation or apprehension of suspects, such as the nature of leads, specifics of an "MO", details of the crime known only to the perpetrator, or information that may cause the suspect to flee or more effectively avoid apprehension.
  - Information that may be of evidentiary value in criminal proceedings.
  - The identity of any critically injured or deceased person prior to notification of next of kin.
  - Specific cause of death unless officially determined by the medical examiner.



- **The following information may be released after an arrest or issuance of an arrest warrant**

Note: These guidelines apply to adults and juveniles age 14 and over. They also may apply to juveniles under 14 if the arrest is for a serious offense, such as homicide, sexual assault or aggravated assault.

- Suspect's name, age, residence, occupation, marital status or other similar background
  - The time and place of arrest and whether pursuit was involved or resistance was encountered
  - The exact charge and circumstances of the offense
  - Names of the arresting or investigating officers and length of investigation
  - The place of suspect's detention and amount of bond, if known
- **The following information shall not be released following the arrest of a suspect:**
    - Comments about prior criminal history, character or reputation of a suspect.
    - Existence or contents of any confession, admission or statement of a suspect or his failure or willingness to make a statement.
    - Performance of any examinations or tests or the suspect's refusal to or failure to submit to an examination or test.
    - Any opinion about the guilt or innocence of a suspect or the merits of the case.
    - Any opinion or knowledge of the potential for a plea bargain or other pretrial action.

#### **3064.4 Release of Photographs of Arrestees or Suspects**

Members shall neither encourage nor prevent the photographing of arrestees or defendants in public places; however, under no circumstances shall "posing" of the individual be permitted.

Photographs of suspects may be released to the media, through the Public Information Office, after a suspect has been arrested or when the aid of the public is sought in identifying or apprehending a suspect.

Photographs of suspects shall not be released if it is anticipated that in-person or photographic lineups will be part of the investigative process.

#### **3064.5 Release of Information Regarding Internal Investigations**

Requests for information on internal matters or investigations shall be made in writing and handled through the Public Information Office or the Office of the Chief of Police. A Public Information Office staff member will coordinate the release of internal materials through the Chief of Staff. Affected members of the Department shall be advised of any such requests prior to the release of Office of Internal Affairs files if at all possible. Normal processing charges shall apply to all such requests.



### **3064.6 Release of Photographs of Department Members**

Requests for photographs of Department members shall be made in writing to the Public Information Office, whose staff shall coordinate release of such materials through the Chief of Staff. Members of the Department shall be advised of any such requests prior to the release of photographs if at all possible. Processing charges may apply to such requests as determined by the size and scope of the request.

State law restricts the release of peace officer photographs in certain circumstances. The Department shall not release a photograph of a currently employed sworn member if that member is serving in an undercover position or will be within 60 days of the request, or if the member has sealed his or her records pursuant to ARS 28-454.

The Department may release photos of sworn members if requested for a newsworthy event, unless:

- The request for the photo is in connection with a criminal matter in which the officer is listed as a victim, in which case the member can exercise their right as a crime victim to decline release of his or her photo.
- There is specific reason to believe that release of the photo will put the officer at risk of retaliation or physical harm. (For example, if an officer is involved in a high profile case involving violent gang members, and there is reason to believe the officer would be subject to retaliation from gang associates.)

Upon request, the Department will ordinarily release photographs of members who have been formally charged with a criminal offense.

### **3065 Requests for Interviews or Appearances by the Media**

All requests for appearances or interviews regarding police matters or Department business will be directed through the Public Information Office or the Chief of Police. A member may directly grant an interview provided the Public Information Office and/or Chief of Police is notified and the guidelines of this policy are adhered to.

Members shall not make or participate in making any statements regarding investigation or litigation of a civil action associated with personnel of this Department without authorization.

## **3070 AWARDS AND RECOGNITION** [CALEA 26.1.2]

### **3071 Awards Committee**

#### **3071.1 General**

The Awards Committee shall meet as necessary to review nominations for department awards and medals, and shall submit recommendations to the Chief of Police, or designee.



The exception is the Retirement Medal, which shall be awarded at the discretion of the Chief of Police without review by the Awards Committee.

### **3071.2 Composition**

The Deputy Chief shall act as Chairperson of the Awards Committee. The HRD Lieutenant and Secretary shall serve as Awards Committee staff.

The number of committee members, and the divisions/sections they represent, will be determined by current Department structure. A quorum of fifty-one percent of the members of the Committee must be present for a meeting to take place.

### **3071.3 Nomination and Review Process**

Any member may nominate another member or volunteer for an award. Nominations shall be made on the *Award Nomination Form*, available on the TPD Intranet/Personnel/Awards or HRD Secretary, and shall be forwarded through the nominee's chain of command. The nomination shall be routed via the nominee's chain of command, as a non-supervisory employee may not view a co-worker's personnel jacket and may be unaware of past or pending personnel issues. However, barring such circumstances, the chain-of-command review shall not prevent a nomination from reaching the Committee for review. The chain of command is encouraged to add comments for or against the award.

The Committee shall review and make recommendations on nominations for members to receive awards from community organizations. If time constraints preclude a Department-wide call for nominations, the Committee or Committee Chair may select the member to receive the award based on past nominations for Department awards.

Prior to the Awards Committee reviewing the nominations, the names shall be forwarded to the Office of Internal Affairs for a printout of past disciplinary history for each nominee. This information shall be forwarded to the Awards Committee Chairperson prior to the scheduled Committee meeting. In addition, nominations for the Medal of Honor, Medal of Valor, and Scarlet Shield shall be reviewed by the Office of Internal Affairs for verification of the facts set forth in the nominations. This verification report shall be forwarded to the Awards Committee Chairperson prior to the scheduled meeting. The Committee may also appoint the necessary staff to investigate specific incidents, as necessary.

Following review of nominations by the Awards Committee, the Committee Chairperson shall prepare a report detailing recommendations of approval or denial of the awards for final approval by the Chief of Police. The awarding of medals to members or volunteers shall be done at the discretion of the Chief of Police. The supervisors' recommendations, Awards Committee recommendations, and any other pertinent information will be taken into consideration.



#### **3071.4 Awards Presentation**

The Chief of Police shall present department awards at an appropriate award ceremony. The ceremonies will be scheduled throughout the year as numbers and circumstances dictate. The HRD shall be responsible for arranging the awards ceremony.

#### **3071.5 Maintaining Records**

The HRD shall maintain an up-to-date record of all nominations reviewed and awards presented.

#### **3071.6 Inventory of Awards**

The HRD shall maintain the inventory of awards including the ordering of additional medals, certificates, *etc.*

### **3072 Types of Department Awards and Medals**

- Medal of Honor
- Medal of Valor
- Scarlet Shield Medal
- Medal of Merit
- Medal of Distinguished Service
- Unit Medal
- Chief of Police Citation of Excellence
- Retirement Medal
- Officer of the Year
- Civilian Employee of the Year
- Employee of the Quarter

#### **3072.1 Medal of Honor**

The Medal of Honor may be awarded to members or volunteers who risk their lives in the appropriate exercise of duty and with full knowledge of the risk involved, distinguishing themselves by exhibiting conspicuous personal gallantry beyond what police duty requires or who are killed in the performance of their duties under circumstances directly or indirectly attributed to the hostile act of others.

The Medal of Honor consists of a two-tone, shield-shaped medal surmounted by a silver eagle and bordered by a silver laurel wreath. The words *Honor* and *Tucson Police*, and the date *1871* are superimposed in navy blue enamel on gold banners. The enamel City of Tucson seal is centered on the medal. For presentation, the medal is suspended from a white/dark blue/gold neck ribbon. A white/dark blue/gold breast bar surrounded by a gold border shall be presented. A Medal of Honor certificate shall accompany the medal and breast bar.



### 3072.2 **Medal of Valor**

The Medal of Valor may be awarded to members or volunteers who, in the appropriate exercise of duty and with full knowledge of the risk involved, distinguish themselves by exhibiting conspicuous personal gallantry.

The Medal of Valor consists of a gold, shield-shaped medal, surmounted by a gold eagle and bordered by a gold laurel wreath. The words *Valor* and *Tucson Police*, and the date *1871* are superimposed in navy blue enamel on gold banners. The enamel City of Tucson seal is centered on the medal. For presentation, the medal is suspended from a navy blue neck ribbon. A navy blue breast bar surrounded by a gold border shall be presented and worn to indicate the wearer is a recipient of the Medal of Valor. A Medal of Valor certificate shall accompany the medal and breast bar.

### 3072.3 **Scarlet Shield Medal**

The Scarlet Shield Medal may be awarded to members or volunteers who are incapacitated or seriously injured while defending their personal safety, or that of another, as the result of a commendable performance of duty.

The Scarlet Shield Medal consists of a gold, shield-shaped medal surmounted by a gold eagle and bordered by a gold laurel wreath. The words *Scarlet Shield* and *Tucson Police*, and the date *1871* are superimposed in scarlet enamel on gold banners. For presentation, the medal is suspended from a scarlet neck ribbon. A scarlet breast bar surrounded by a gold border shall be presented and worn to indicate the wearer is a recipient of the Scarlet Shield Medal. A Scarlet Shield Medal certificate shall accompany the medal.

This award shall only be granted under two circumstances. First, it may be awarded to members or volunteers who have sustained injury during commendable performance, not necessarily an injury that was incurred during the normal course of duty. Actions shall be appropriate, proper, and within *General Orders*. Second, it may be awarded if a member or volunteer is killed during the normal course of duty in circumstances not consistent with the Medal of Honor, the member or volunteer may be awarded the Scarlet Shield based on the consideration that the actions at the time of death were appropriate, proper, and within *General Orders*.

### 3072.4 **Medal of Distinguished Service**

The Medal of Distinguished Service may be awarded to members or volunteers who have demonstrated an exceptional degree of good judgment, initiative, and competence, and who have sustained a record of distinguished service.

The Medal of Service consists of a two-tone, shield-shaped medal surmounted by a silver eagle and bordered by a silver laurel wreath. The words *Service* and *Tucson Police*, and the date *1871* are superimposed in navy blue enamel on gold banners. The enamel City of Tucson seal is centered on the medal. For presentation, the medal is suspended from a light blue neck ribbon. A light blue breast bar surrounded by a silver border shall be



presented and worn to indicate the wearer is a recipient of the Medal of Service. A Medal of Service certificate shall accompany the medal.

This award will generally be considered for employees or volunteers who have attained ten or more years of service. Exceptions may be considered provided sufficient documentation justifying the exception accompanies the nomination. This award ordinarily will not be granted to an employee or volunteers more than once in a ten-year period unless there is sufficient documentation to justify an exception. The nomination shall reflect the member's employment history with the Department, including a synopsis of past evaluations, letters, citations, *etc.*, which communicate a history of outstanding or distinguished service. Prior discipline, as it impacts the criterion "*sustained a record of outstanding or distinguished service,*" should be documented in the nomination.

This award will not be granted as an automatic retirement medal. This is not to preclude a retiring member from receiving the award; however, documentation justifying the nomination shall accompany the submission.

#### **3072.5 Medal of Merit**

The Medal of Merit may be awarded to members or volunteers for a meritorious contribution that greatly benefits the Department.

The Medal of Merit consists of a two-tone, shield-shaped medal surmounted by a silver eagle and bordered by a silver laurel wreath. The words *Merit* and *Tucson Police*, and the date *1871* are superimposed in navy blue enamel on gold banners. The enamel City of Tucson seal is centered on the medal. For presentation, the medal is suspended from a dark green neck ribbon. A dark green breast bar surrounded by a silver border shall be presented and worn to indicate the wearer is a recipient of the Medal of Merit. A Medal of Merit certificate shall accompany the medal.

This award will be granted to members or volunteers who have performed above and beyond what is normally expected of their assigned position.

#### **3072.6 Unit Medal**

The Unit Medal may be awarded to members or volunteers who engage in police projects on or off duty that have a significant, positive impact on the community. The project shall have a written objective and the project shall be completed before submission for this award.

The Unit Medal consists of a two-tone, shield-shaped medal surmounted by a silver eagle and bordered by a silver laurel wreath. The words *Unit* and *Tucson Police* and the date *1871* are superimposed in navy blue enamel on gold banners. The enamel City of Tucson seal is centered on the medal. For presentation, the medal is suspended from a dark green/white striped neck ribbon. A dark green/white striped breast bar surrounded by a silver border shall be presented and worn to indicate the wearer is a recipient of the Unit Medal. A Unit Medal certificate shall accompany the medal.



This award shall only be given to those members or volunteers who actually participate in the project, not necessarily everyone in a particular unit. Individuals from different units, squads, divisions, and other agencies are eligible to receive this award as a "unit" when everyone works as a group to achieve the project goal. The nomination shall include the written objective and documentation that the objective was achieved. Personnel from law enforcement agencies other than the Tucson Police Department are eligible for inclusion in the nomination for the Unit Medal. These personnel will receive the Unit Medal certificate only. Non-law enforcement personnel are not eligible for this award.

This award shall be given to two units per year unless otherwise directed by the Chief of Police.

#### **3072.7 Chief of Police Citation of Excellence**

The Chief of Police Citation of Excellence may be awarded to members or volunteers in recognition of noteworthy achievements or special services; or for outstanding performance on difficult police operations, projects, or situations requiring exceptional dedication.

The Chief of Police Citation of Excellence consists of a silver, six-sided medal. The Tucson Police Department logo is centered on the medal in navy blue, gold, and white enamel; there are four gold stars on either side of the logo. The words *Chief of Police* and *Citation of Excellence* are positioned above and below the logo in gold letters. For presentation, the medal is suspended from a navy blue and white neck ribbon. A navy blue and white breast bar surrounded by a gold border shall be presented and worn to indicate the wearer is a recipient of the Chief of Police Citation of Excellence. A Chief of Police Citation of Excellence certificate shall accompany the medal and breast bar.

This award may be given to individuals or groups of individuals who directly participate in the operation, project, or situation. Personnel from law enforcement agencies other than the Tucson Police Department are eligible for inclusion in the nomination for the Chief of Police Citation of Excellence. These personnel will receive the Chief of Police Citation of Excellence certificate only. Non-law enforcement personnel are not eligible for this award.

#### **3072.8 Retirement Medal**

The Chief of Police may award the Retirement Medal to members who have served honorably and achieved the minimum tenure requirement for normal, full-service retirement as defined by their retirement system. When the Chief of Police determines a retiree has honorably served the minimum tenure for normal retirement, retirement credentials will be presented to the retiree and a Retirement Medal will be awarded.

The Retirement Medal consists of a gold, shield-shaped medal surmounted by a gold eagle and bordered by a gold laurel wreath. The words *Retired, Tucson Police* and the date *1871* are superimposed in navy blue enamel on silver banners. The enamel City of Tucson seal is centered on the medal. For presentation, the medal is suspended from a gold-colored neck ribbon and displayed in a frame. No breast bar shall be presented.



The Human Resources Division will establish and maintain a process for members to be awarded their Retirement Medal at a formal retirement ceremony. Upon member notification of intent to retire the Chief of Staff will forward a request to the Chief of Police for retirement badge and retirement credentials. If approved for retirement badge and credentials then the member may attend the retirement ceremony as per policy established by the Chief of Staff.

**3073 Officer and Civilian of the Year Awards**

**3073.1 Officer of the Year**

The Department will honor one officer each year as the Officer of the Year. The award will be presented during an awards ceremony, and will consist of a copper letter from the Mayor, a breast bar with the words *Officer of the Year* followed by the year of the award superimposed in navy blue enamel on gold, and an Officer of the Year certificate. Any commissioned member of the Department, reserve or regular, may be nominated, using the Award Nomination Form.

The Awards Committee will announce a call for nominations from Department members. The Committee will review all nominations and make a recommendation to the Chief of Police, or designee. Only information pertaining to the performance during the previous year will be considered.

**3073.2 Civilian Employee of the Year**

The Department will honor one civilian member of the Department as Civilian Employee of the Year. The award will be presented at an awards ceremony, and will consist of a copper letter from the Mayor, a pin with the words *Civilian of the Year* followed by the year of the award superimposed in navy blue enamel on gold, and a Civilian Employee of the Year certificate. Any civilian member of the Department may be nominated, using the appropriate Awards Nomination Form.

The Awards Committee will announce a call for nominations from Department members. The Committee will review all nominations and make a recommendation to the Chief of Police, or designee. Only information pertaining to the performance during the previous year will be considered.

**3074 Employee of the Quarter Program**

**3074.1 General**

The Employee of the Quarter (EOQ) award may be awarded to members in recognition of exemplary performance that reflects a commitment to the community as a whole, community policing concepts, and teamwork. Each recipient shall receive a certificate commemorating the EOQ award.



### 3074.2 Selection Process

The Department will recognize no less than two employees per quarter, up to a maximum of ten per year. The awards will not be divided among civilian or commissioned, nor allotted to any particular rank or bureau. Selected employees shall only be eligible for an EOQ award once during any consecutive twelve-month period.

### 3074.3 Selection Guidelines

Written justification for the award shall specifically address the employee's accomplishments in the designated three-month period. This documentation will not be an excerpt from a prior evaluation, but rather a clear, concise and pointed explanation of why the nominee deserves this award for that particular quarter.

## 3075 Award Reconsideration Process

### 3075.1 Awards Eligible for Reconsideration

Requests for reconsideration of denial decisions by the Awards Committee may only be made for the following awards:

- Medal of Distinguished Service
- Medal of Merit
- Scarlet Shield
- Medal of Valor
- Medal of Honor
- Chief of Police Citation of Excellence

Decisions by the Awards Committee to select employees for the following awards are final:

- Employee of the Quarter
- Officer of the Year
- Civilian of the Year
- Unit Medal

### 3075.2 Reconsideration Process

Upon notification by memorandum from the Awards Committee that a nomination covered by this policy was denied, the nominator may request reconsideration of that decision.

- The nominator has a maximum of ten (10) calendar days from the date of receiving the notification to submit a written request for reconsideration of the Awards Committee's decision.
- The written request shall be submitted directly to the Awards Committee Chairperson for review. The review will be confined to determining whether the Awards Committee acted properly in its consideration of the award.



- The Awards Committee Chairperson has a maximum of ten (10) calendar days from receipt of the written request to respond. The Awards Committee Chairperson will provide a final decision in writing directly to the nominator and to the Awards Committee staff for file.

### 3076 **Recognition Awards From or For Outside the Department**

When an outside agency, club, or group requests the name of a member to honor, the request shall be made through the Human Resources Division (HRD). The Human Resources Division will request nominations for these awards as they occur, when time permits. If insufficient time is given, the Awards Committee Chairperson shall select a member from previous nominations for TPD awards, or from nominations submitted but not selected for previous outside awards.

The HRD will coordinate arrangements for the award with the requesting agency or organization.

### 3077 **Other Department Awards and Recognition**

#### 3077.1 **Unit Achievement Award**

The Unit Achievement Award may be awarded for successful completion of a pre-determined police-related, on or off-duty act or continuing effort by a group of employees working for a common objective *e.g.*, community projects such as a neighborhood cleanup. The achievement of this objective shall be significantly noteworthy and of sufficient quality to distinguish it from the normal completion of regular duties.

This award recognizes specific achievements, and shall only be given to those members who actually participate in the project; not necessarily everyone in a particular unit is eligible. Individuals from different units, squads, divisions, and other agencies are eligible to receive this award as a "unit" when everyone works as a group to achieve the project objective.

The Unit Achievement Award consists of a certificate presented to each member of the identified unit. This award shall be presented quarterly by the Chief of Police, or designee, at the unit's work site. Nominations shall not be reviewed by the Awards Committee, but approved at the discretion of the appropriate Bureau Commander. Once approved, the nomination is forwarded to the HRD to create certificates.

#### 3077.2 **Commendations**

Commendations may be awarded to members of the Department for service involving good conduct, judgment, and initiative during a particular event, or for an outstanding act, that brings honor and recognition to the member and the Department.

- **Chief of Police Commendation**

Any member may recommend another member for a Chief of Police Commendation. The recommendation shall receive chain of command review and approval. Review of recommendations for a Chief of Police Commendation is not a function of the



Awards Committee. The recommendation shall be submitted to the chain of command on a standard City memorandum.

The Chief of Police Commendation shall be printed on tan parchment paper with the gold badge. Use of this paper is restricted to the Chief of Police Commendation.

▪ **Commander Commendation**

Any Department Commander may award a Commander Commendation. Any member may recommend another member for a Commander Commendation. The recommendation shall receive chain of command review and approval through the level issuing the commendation. Review of recommendations for a Commander Commendation is not a function of the Awards Committee. The recommendation shall be submitted to the chain of command via City memo form.

The Commander Commendation may be in a tasteful and professional format chosen by the issuing Commander with the exception of the use of badge parchment.

**3077.3 Citizen Certificate of Appreciation**

The Citizen Certificate of Appreciation may be awarded to a citizen who exhibits extraordinary conduct in assisting an officer in the performance of a police action, or exhibits extraordinary conduct in assisting another citizen who is the victim in a criminal action.

Only the Chief of Police shall issue a Citizen Certificate of Commendation. Any member may recommend a citizen for a Citizen Certificate of Commendation. The recommendation shall receive chain of command review and approval. Review of recommendations for a Citizen Certificate of Appreciation is not a function of the Awards Committee. The recommendation shall be submitted to the chain of command via City memo form.

**3078 Years of Service Awards**

**3078.1 General**

The Years of Service Pin shall be awarded to members and volunteers in recognition of 5, 10, 15, 20, 25, 30, 35, and 40 years of service with the Department, regardless of whether service is sworn, non-sworn or volunteers.

**3078.2 Description**

The 5, 10, and 15-year Service Pins consist of a light blue enamel replication of the Department shoulder patch. The words *Tucson Police* and *Arizona* are superimposed in gold, with the service year superimposed in blue enamel on a gold star.

The 20, 25, 30, 35, and 40-year pins consist of a round-multi-colored City of Tucson seal, surrounded in blue, with the words *Tucson Police Department* superimposed in gold. The words *20-Years*, *25-Years*, *30-Years*, *35-Years* or *40-Years* are superimposed in



blue enamel on a gold banner underneath the seal. The 25, 30 and 35 and 40-year pins shall have a colored stone mounted next to the years; a red stone for 25-Years, a blue stone for 30-Years, a green stone for 35-Years and a white stone for 40-Years.

### 3078.3 Tenure Ribbons

The Tenure Ribbons are breast bars designed to be worn with a uniform. The Tenure Ribbons consist of navy blue enamel surrounded with a gold border. Within the enamel are vertical gold bars; each bar represents five years of service.

### 3078.4 Wearing Service Awards

The appropriate Tenure Ribbon may be worn on a uniform to indicate the wearer's tenure with the Department. Only the most current ribbon may be worn in the manner prescribed in the *Dress and Personal Appearance Manual*. The Years of Service Pin is not authorized for uniform wear.

## 3080 INTERNAL INSPECTIONS AND AUDITS [CALEA 53.2.1 a-e]

### 3081 General

The purpose of internal inspections and audits is to ensure that members and Department entities are complying with Department policies and are pursuing Department goals and objectives with administrative efficiency and operational effectiveness. Inspections and audits serve to help the Department administration evaluate the operations of units and to create an atmosphere of continuous improvement. The CALEA/Audit Unit staff conduct formal inspections and audits at the direction of the Chief of Police.

### 3082 Inspections

The CALEA/Audit Unit staff may conduct spot inspections of operations or equipment at any time. The purpose of these unannounced inspections is to ensure compliance with operational directives and standards of conduct and appearance. This does not relieve supervisors of the duty of performing their own inspections as required by *General Orders*. Documentation of these inspections will be forwarded through the chain of command.

### 3083 Audits

Audits are broken down into several variations as follows:

- **Regular Audits-** Regular audits are division/section Audits that generally occur annually, but biennially at a minimum. These audits follow a prescribed routine and checklist and utilize as part of the process an on site review by Command Staff members who are not directly associated with the Division/Section that is the subject of the audit. The Audit schedule will be adhered to if at all possible. Commanders and Section Heads will have ample notice of pending audits and will be a part of the audit process and review.



**Revised:** December 17, 2010

**3000 ADMINISTRATION**  
Issued May 2001

- **Financial Audits-** Financial audits are audits occurring on an “as needed” basis of discretionary Department funds. These discretionary funds include undercover monetaries, imprest cash funds, and other special funds available to department members and entities for discretionary expenditure. Financial audits shall occur whenever Commanders who are responsible for such funds are reassigned and as directed by the Chief of Police.
- **Performance Audits-** Performance audits are audits of the performance of Department entities, units, policies, procedures or tactics conducted at the direct request of a Commander or non-sworn equivalent.

Audit findings will be documented in an audit report and forwarded to the Chief of Police for review. Remedial or follow-up action, if any, will be completed as directed by the Chief of Police and documented with a written response that will be included in the audit file.