



# TUCSON POLICE DEPARTMENT

*Ready to Protect,  
Proud to Serve*

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## CENTRAL INVESTIGATIONS DIVISION

## POLICIES AND PROCEDURES

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JUNE 2015

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**TUCSON POLICE DEPARTMENT**  
**CENTRAL INVESTIGATIONS DIVISION**  
**POLICIES AND PROCEDURES**

**Issued:**  
August 2002

**Revised:**  
June 2015

## **CONTENTS**

<b>INTRODUCTION</b>	<b>1</b>
<b>1.0 MISCELLANEOUS POLICIES AND PROCEDURES</b>	<b>1</b>
<b>2.0 DIVISION ADMINISTRATION AND COMMAND NOTIFICATION</b>	<b>3</b>
<b>3.0 PERFORMANCE EVALUATIONS</b>	<b>4</b>
<b>4.0 CASE MANAGEMENT</b>	<b>5</b>
<b>5.0 CASE ASSIGNMENT CRITERIA</b>	<b>7</b>
<b>6.0 TACTICAL OPERATION PLANS AND MAJOR/ SERIAL CRIMES</b>	<b>8</b>
<b>7.0 COLD CASE HOMICIDE UNIT</b>	<b>9</b>
<b>8.0 INFORMATION AND WANTED PERSON BULLETINS</b>	<b>13</b>
<b>9.0 PRISONER CONTROL AND DETENTION</b>	<b>13</b>
<b>10.0 VIDEO RECORDING POLICIES AND PROCEDURES</b>	<b>15</b>
<b>11.0 AUDIO RECORDING AND TRANSCRIPTION</b>	<b>19</b>
<b>12.0 ACTIVITY RESUMES</b>	<b>211</b>
<b>13.0 CALEA STANDARDS</b>	<b>22</b>
<b>14.0 GRANTS</b>	<b>222</b>
<b>15.0 INVESTIGATIVE FUNDS</b>	<b>233</b>
<b>15.2 EMERGENCY TRAVEL FUND</b>	<b>ERROR! BOOKMARK NOT DEFINED.4</b>
<b>16.0 OVERTIME</b>	<b>244</b>
<b>17.0 HOLIDAY PAY</b>	<b>255</b>
<b>18.0 DAY TRIPS</b>	<b>26</b>
<b>19.0 24-HOUR VEHICLES</b>	<b>27</b>
<b>OUTSIDE OPERATIONS</b>	<b>28</b>
<b>20.0 COOPERATION WITH OTHER DEPARTMENT UNITS AND OUTSIDE AGENCIES</b>	<b>28</b>
<b>21.0 MAJOR ACTION PLAN</b>	<b>29</b>

	<b>TUCSON POLICE DEPARTMENT</b> <hr/> <b>CENTRAL INVESTIGATIONS DIVISION</b> <b>POLICIES AND PROCEDURES</b>	<b>Issued:</b> August 2002
		<b>Revised:</b> June 2015

## INTRODUCTION

This manual is designed to provide guidance and direction to the members of the Central Investigations Division (CID). It is not intended to supplant or replace Department *General Orders* or any other applicable policy/procedure. The intent of this manual is to augment Department policies and recognize the unique function of this organizational entity. This manual is not intended to be all encompassing. Members are still responsible for knowledge of other applicable policies and procedures.

This manual establishes policy and is binding on Division members. The CID Commander is responsible to review and update the manual at least annually.

### 1.0 MISCELLANEOUS POLICIES AND PROCEDURES

#### 1.1 General Information

All members shall make themselves familiar with the information contained in the CID folder on the share drive. This folder contains information regarding the policies and operations of the Division. Below is a partial list of the information that may be found on the share drive. Members are expected to periodically review the information available therein.

- A. Informant procedures
- B. Lost or damaged property
- C. Issued electronic devices
- D. Overtime tracking
- E. Case assignment and call-out criteria
- F. New CID sergeant training procedures

#### 1.2 Attire

*General Orders* Chapter 1400 "Appearance Standards" shall be followed. Members shall pay particular attention to sections 1414 (Plainclothes Officers), 1415.3 (Call Out Attire) and 1411.5 (Violations of Standards).

#### 1.3 Call-out Attire

Call-out attire shall be the same as that expected for on-duty attire (Section 1.2 above) with the addition of the following:

	<b>TUCSON POLICE DEPARTMENT</b> <hr/> <b>CENTRAL INVESTIGATIONS DIVISION</b> <b>POLICIES AND PROCEDURES</b>	<b>Issued:</b> August 2002
		<b>Revised:</b> June 2015

- Optional call-out attire, as noted in the chart below, is authorized.
- No jeans of any kind/color are allowed.
- No tennis shoes are allowed (see chart for allowable footwear).
- The TPD ultra-jacket may be worn with call-out attire.
- Personally owned jackets/coats, consistent with the level of dress for on-duty attire, may be worn on call-out as long as members are clearly identified as police personnel (tactical vest or traffic vest at "hot" or dangerous roadway scenes, lanyard/ID and/or TPD cap at secured scenes).
- Suspenders may be worn but must be covered by a jacket or coat at all times when in public view.

#### Authorized Call-Out Attire Options

Pants	Shirts	Shoes
<b>Flying Cross model #39300 cargo pants.</b> Black, Navy, or Tan. <i>Optional Purchase from TPD vendors only.</i>	<b>Authorized TPD polo shirts.</b> During time period authorized for on-duty wear only. <i>Optional Purchase from TPD vendors only.</i>	<b>Solid black or brown leather shoes,</b> conservative style (includes "walking shoes"). TPD vendors may have styles available (not required to use TPD vendors). <i>Optional purchase.</i>
<b>TPD issued uniform pants.</b>	<b>Authorized TPD L/S and S/S "Oxford" button shirts.</b> No tie required for either L/S or S/S. <i>Optional Purchase from TPD vendors only.</i>	<b>Standard issued black leather uniform footwear</b> (boots, shoes, etc.).

In addition, CID members may obtain disposable "paper" coveralls and disposable slip-on "booties" for dirty crime scenes from Supply. Members may also obtain TPD coveralls (dark blue, with shoulder patches and sew-on badge) issued through the uniform system by Supply.

#### 1.4 Uniform Days

At the direction of the Chief of Police, sworn members may be required to appear for their duty assignment in uniform. When that direction is given, or any time a sworn member is in uniform, sworn members shall report for duty in compliance with all uniform standards including the necessary equipment outlined in *General Orders*. Exceptions shall be approved through the chain of command.

	<b>TUCSON POLICE DEPARTMENT</b> <hr/> <b>CENTRAL INVESTIGATIONS DIVISION</b> <b>POLICIES AND PROCEDURES</b>	<b>Issued:</b> August 2002
		<b>Revised:</b> June 2015

Sworn members' uniforms and equipment (including assigned vehicles and specialty equipment) is subject to inspection at any time.

## 1.5 Issuing Policy Related to DIMS Disclosures

### Pre-Issuing:

At or prior to issuing a case, it shall be the detectives' responsibility to order or bring all available DIMS content. The PCAO will not be responsible for ordering or retrieving any content prior to issuing.

**Note:** Detectives can have the CDs/DVDs forwarded to the appropriate County Attorney by placing the CA's name in the "Ship To" field and PCAO in the "Detail" field. The CA phone number will need to be put in the "Contact Phone" field. The ID Section PhotoLab will forward the media to them when ready.

### Post-Issuing:

Generally, after a case is issued, it will be the PCAOs responsibility to pull any evidence that has been entered into DIMS since the case was issued. However, it is the Division's expectation that the case detective will provide any assistance as necessary to assist the PCAO in preparing and prosecuting the case

**Note:** If any new follow-up evidence is entered into DIMS after a case is issued, the assigned detective shall immediately notify the attorney or assistant of its presence so that it can be ordered/retrieved by the PCAO.

## 2.0 DIVISION ADMINISTRATION AND COMMAND NOTIFICATION

### 2.1 Staff Structure

In June 2014, following a departmental reorganization, the Crimes Against Persons Division and Property Crimes Division were merged into a single investigation Division and renamed, the Central Investigation Division or "CID". CID is divided into three functional sections: the Violent Crimes Section "VCS", the Special Victims Section "SVS" and the Property Crimes Section "PCS". A Captain commands the Division and a Lieutenant commands each section. A Division Secretary reports directly to the Division Commander.

	<b>TUCSON POLICE DEPARTMENT</b> <hr/> <b>CENTRAL INVESTIGATIONS DIVISION</b> <b>POLICIES AND PROCEDURES</b>	<b>Issued:</b> August 2002
		<b>Revised:</b> June 2015

## 2.2 Command Notification

It is not possible to specify every situation that may prompt a command notification. All Division members are expected to use common sense. Generally, any incident that may generate media attention or could reasonably prompt the attention of senior command staff requires command notification. It is advisable to make a command notification any time that we are engaged in an investigation/operation that will require the use of significant personnel resources, will generate substantive amounts of overtime, or may become a media event.

Any time a member is injured in an on-duty incident the section commander shall be notified. Any time a member is involved in a traffic accident involving a Department vehicle the section commander shall be notified.

In all instances where the activities of a member could prompt an internal investigation or result in significant liability exposure to the Department the section commander shall be notified.

## 2.3 Operations Bureaus Command Notifications

When members of this section are engaged in activity in another Division that would reasonably be of interest to the commander of that Division a supervisor shall ensure notification of a commander of that Division. Such activities may include active surveillance, high-profile investigations, tactical operations, crime prevention activities, *etc.* For unplanned events, occurring after-hours, a supervisor shall ensure that an on-duty supervisor of the Division is notified.

## 3.0 PERFORMANCE EVALUATIONS

### 3.1 General Information

Until the development and approval of a City HR standard evaluation form, CID supervisors and commanders are expected to create and maintain meaningful PPR entries. PPR's should be shared with subordinates on a regular basis and provide the necessary feedback in order to help develop our personnel.

	<b>TUCSON POLICE DEPARTMENT</b> <hr/> <b>CENTRAL INVESTIGATIONS DIVISION</b> <b>POLICIES AND PROCEDURES</b>	<b>Issued:</b> August 2002
		<b>Revised:</b> June 2015

### **3.2 Performance Dimensions**

Once the evaluation format is approved all performance dimensions established by the Department, this Division or the individual sections shall be addressed in the narrative of the evaluation. All ratings shall be supported by concrete performance examples.

### **3.3 Due Dates**

Due dates shall be adhered to unless a specific extension request is made..

## **4.0 CASE MANAGEMENT**

### **4.1 General Information**

Case management occurs at the detective, supervisory and command levels. Case management is one of the most import CID tasks; ensuring that all assigned cases are properly investigated and closed.

### **4.2 Responsibilities**

#### **4.2.1 Captain**

The CID Captain is ultimately responsible for all cases that come to the Division. The Captain will hold Section Lieutenants Commanders accountable for the effective management of the Division's caseload with respect to the number of open cases, the length of time the cases have remained open and required steps for cases to be appropriately closed.

The Captain shall train newly assigned Lieutenants about proper case management through ILEADS (see below).

The Captain is expected to hold weekly meetings with the Lieutenants, which must include updates on the progress of noteworthy cases and employee performance. On the first meeting of a month, the Captain will request a listing and a discussion from the three Lieutenants of all open cases assigned to their Section.

	<b>TUCSON POLICE DEPARTMENT</b> <hr/> <b>CENTRAL INVESTIGATIONS DIVISION</b> <b>POLICIES AND PROCEDURES</b>	<b>Issued:</b> August 2002
		<b>Revised:</b> June 2015

#### **4.2.2 Lieutenant**

A CID Lieutenant is responsible for all cases assigned to their Section. The Section Commander shall hold unit supervisors accountable for case management and shall keep the Division Commander informed of the performance of the section. The Lieutenant is expected to hold weekly meetings with all their sergeants, which must include updates on the progress of noteworthy cases and employee performance. On a monthly basis, the Section commander will request sergeants provide a listing of all open cases assigned to their units.

The Lieutenant shall train newly assigned Investigative Unit Sergeants about proper case management through Ileads (see below).

#### **4.2.3 Sergeant**

Investigative Sergeants are the critical link in case management. Sergeants review all incoming cases to their units. They assign cases to detectives that match the particular assignment criteria for each unit. Sergeants keep track of the individual caseloads of all the detectives assigned to their unit; ensuring that cases are properly investigated.

Sergeants are exclusively responsible for closing cases. Detectives may not close cases in Ileads. Sergeants will utilize the *Case Closure Checklist* form in the CID folder on the common drive. Once completed, that form will be sent to the CID Secretary who will scan the form in the investigative unit's folder and return the original to the sergeant.

Sergeants are expected to hold weekly meetings with their detectives to track the progress of their cases.

#### **4.2.4 Detectives**

Detectives shall thoroughly and properly investigate all cases assigned to them by their sergeants. They will use good time-management skills to manage their caseloads. Once completing a case, the detective will present the entire case to their supervisor for closure in Ileads. Detectives are required to open their assigned cases at least once every thirty days to update their supplements or adjust information. The process of opening a case every thirty days not only

	<b>TUCSON POLICE DEPARTMENT</b> <hr/> <b>CENTRAL INVESTIGATIONS DIVISION</b> <b>POLICIES AND PROCEDURES</b>	<b>Issued:</b> August 2002
		<b>Revised:</b> June 2015

ensures that cases are actively worked, but will also re-set the calendar clock for each case.

### **4.3 ILEADS**

#### **4.3.1 Supervisor Responsibilities**

CID Case Management occurs in Ileads. Cases are assigned, closed and updated in this computer program. Supervisors shall actively monitor open or “active” cases of their investigative staff. Supervisors shall check the *Case List by Status Report* in the *Case Management Module* of ILeads for each investigator at least once every week. Supervisor shall meet with their staff to discuss open cases and adjust the case status or due date accordingly. Supervisors shall also monitor the number of open cases each investigator has to ensure that the number remains manageable. Each unit will have a different number of open cases that are manageable as the complexity of some investigations necessarily reduce the number an investigator can effectively address.

#### **4.3.2 Detective Responsibilities**

Detectives shall make responsible decisions regarding the management of their caseloads. They shall actively monitor the number of open cases and ensure investigative resources are being effectively spent. They shall be mindful of case due dates.

### **5.0 CASE ASSIGNMENT CRITERIA**

#### **5.1 General Information**

The section shall adhere to the case assignment criteria as published. During January of each year the Section Commander shall meet with each unit supervisor to discuss what, if any, modifications will be made to assignment criteria. It may be necessary to modify case assignment criteria at other times during the year to ensure a manageable caseload for investigators. Changes to the criteria will only be made with the concurrence of the Division Commander.

	<b>TUCSON POLICE DEPARTMENT</b> <hr/> <b>CENTRAL INVESTIGATIONS DIVISION</b> <b>POLICIES AND PROCEDURES</b>	<b>Issued:</b> August 2002
		<b>Revised:</b> June 2015

## **6.0 TACTICAL OPERATION PLANS AND MAJOR/ SERIAL CRIMES**

### **6.1 General Information**

Tactical Operation Plans assure that appropriate planning and command notifications occur relevant to tactical activities conducted by section personnel. It is understood that we operate in a dynamic environment and it is not always possible to have a plan in place. In those instances, personnel are expected to effectively react in a manner that complies with Department policy and that gives adequate consideration to personnel safety.

The current version of the CID Tactical Operation Plan in the folder on the share drive is the only document authorized for the creation of tactical plans within the Division.

### **6.2 Planning Guidelines**

It is not possible to address every scenario that may require the creation of a Tactical Operation Plan. Supervisors are expected to exercise sound judgement. Generally, all operations involving the specific targeting of offenders or locations using plainclothes/UC tactics require a Tactical Operation Plan. The service of search warrants will normally require a Tactical Operation Plan. Any operation using the resources of another bureau (SWAT, FSB Officers, *etc.*) will generally require a Tactical Operation Plan. When conducting an operation with an outside law enforcement agency a Tactical Plan is generally required to ensure understanding of responsibilities and chains of command.

### **6.3 Tactical Operation Plan Development and Submission**

Tactical Operation Plans shall be clearly written and sufficient in content to explain the nature and purpose of the operation. Tactical Operation Plans will contain information regarding adherence to high liability policies such as the pursuit policy and use of force. A Tactical Operation Plan will cover reasonable contingencies to address unforeseen and adverse events. The plan shall clearly delineate the incident command system and responsibilities of all participants.

The Tactical Operation Plan will be submitted to the section commander prior to the operation. At times, this will not always be possible. A plan is still required pursuant to these policies, even in those instances when it is not possible to submit the plan to the commander for prior approval. The section commander will review the plan, sign

	<b>TUCSON POLICE DEPARTMENT</b> <hr/> <b>CENTRAL INVESTIGATIONS DIVISION</b> <b>POLICIES AND PROCEDURES</b>	<b>Issued:</b> August 2002
		<b>Revised:</b> June 2015

it, and return it to the unit sergeant, before commencement of the operation. Upon completion of the operation the unit sergeant shall complete the after-action portion of the plan, retain the original (to file) and submit a copy to the section and Division Commander.

#### **6.4 Major and Serial Crimes**

In order to promote community involvement in the resolution of major and/or serial crimes, once the gravity of the crime or the series is identified, the unit involved will coordinate efforts with the Public Information Office.

### **7.0 Cold Case Homicide Investigations: Investigative Methodology and Protocol**

#### **7.1 Introduction**

The purpose of this manual is to provide guidance and direction to those members who work, either directly or indirectly, on unsolved homicide investigations. The intent of this manual is augment department *General Orders* and CID policies and procedures. The unique nature of unsolved homicide investigations requires innovative and creative problem-solving strategies; however these strategies must be applied within the framework of existing policies and common sense.

#### **7.2 Objectives**

- a. The successful investigation of an unsolved or unresolved murder which results in an arrest, exceptional clearance, or resolution other than unsolved.
- b. The identification and preservation of investigative case files.
- c. Tracking and maintenance of unsolved murder cases.

#### **7.3 Definitions**

- a. Unsolved or cold case homicide – Any murder, suspicious death, or missing persons (circumstance dependent) case that is over two years old and is no longer assigned to the original case detective.
- b. Cold Case Homicide Unit detective – A full-time, commissioned TPD detective who is assigned full-time to the Cold Case Homicide team under the supervision of the homicide unit sergeant.
- c. Cold Case Homicide team – A team consisting of full-time, commissioned detectives who are assigned to investigate unsolved murder cases only. Additional

	<b>TUCSON POLICE DEPARTMENT</b> <hr/> <b>CENTRAL INVESTIGATIONS DIVISION</b> <b>POLICIES AND PROCEDURES</b>	<b>Issued:</b> August 2002
		<b>Revised:</b> June 2015

personnel may be assigned to the team to include investigator(s) from the Pima County Attorney’s Office. The team exists within the existing Homicide Unit under the supervision of the Homicide Unit supervisor.

- d. Homicide Cold Case review team – A group consisting of the Cold Case Homicide Unit detectives, Homicide supervisor, PCAO investigator (if assigned), PCAO Prosecutor, Crime Lab personnel, Latent Print examiners, and any other personnel with specific knowledge or skills deemed pertinent to a specific case (i.e. pathologist, forensic anthropologist, criminal analyst, etc...)
- e. Solvability factors – Factors used to identify cases that have the greatest potential for resolution during the initial case review process.  
These can include, but are not limited to:
  1. Suspect is known or identified
  2. Physical evidence exists
  3. Witnesses exist
  4. Motive identified
  5. Physical evidence exists and links suspect to victim or scene
  6. Evidence is viable (has not degraded)
  7. Statute of limitations does not apply
  8. Cause of death known
  9. Any other applicable factor
- f. Priority (Solvability Scale) – Application of solvability factors to prioritize cases during initial review by detectives and supervisor.  
**Priority 1** – Excellent resolution potential based on the presence of witnesses, physical evidence, motive, and suspect identification.  
**Priority 2** – Good resolution potential based on all of the above except for one (i.e. no motive but good witnesses and physical evidence).  
**Priority 3** – Sufficient resolution potential exists to pursue a limited investigation (i.e. Biological evidence exists for testing with little or no suspect info or new credible information is uncovered).  
**Priority 4** – Poor resolution potential based on lack of physical evidence, lack of credible witnesses, no motive, and no suspect identification.

#### 7.4 Responsibilities

- a. Detective – Cold Case Homicide team:  
The detectives assigned to the Cold Case Homicide Unit are responsible for the actual investigation of the unsolved homicide. One detective will always be designated as

	<b>TUCSON POLICE DEPARTMENT</b> <hr/> <b>CENTRAL INVESTIGATIONS DIVISION</b> <b>POLICIES AND PROCEDURES</b>	<b>Issued:</b> August 2002
		<b>Revised:</b> June 2015

the primary case detective and one will always be designated as the secondary case detective. Additionally the detective will be responsible for the following:

1. Initial case screening and review
2. Determine solvability potential with Homicide supervisor
3. Evidence Review, Re-packaging, Preservation
4. Secondary review with Homicide supervisor
5. Team case review
6. Initiate investigation

Additional unit responsibilities include:

1. Maintenance and security of cold case file room
2. Data entry (unsolved homicide database)
3. Assist in other agency requests
4. Prioritization of Unsolved homicide lists
5. Prioritization of Lab and Latent print requests
6. Assist in the training of newly assigned detectives/investigators

b. Supervisor – Homicide Unit:

The Homicide unit supervisor is the immediate supervisor of the Cold Case Homicide Unit detectives. The supervisor is responsible for assisting and directing the detectives in their daily activities. Specifically the supervisor is responsible for the following:

1. Participate in the review and assignment of investigations
2. Maintenance of the unsolved homicide database
3. Provide the appropriate training opportunities for detectives
4. Provide the appropriate resources for detectives
5. Periodic progress review on open investigations
6. Coordinate the team case review
7. Selection, with Chain of Command approval, of new detectives
8. Assist in the training of newly assigned detectives
9. Liaison with media, Commanders, etc... in order to give detectives a distraction free environment to continue their investigations.

c. Commander – Violent Crimes Section:

The Violent Crimes Section Commander is responsible for the administrative management of all VCS units, including the Unsolved Homicide Unit. The VCS commander will generally assume the role of grant manager for all section grants and will ensure that all requirements and criteria associated with grants are completed with in the necessary timeline.

	<b>TUCSON POLICE DEPARTMENT</b> <hr/> <b>CENTRAL INVESTIGATIONS DIVISION</b> <b>POLICIES AND PROCEDURES</b>	<b>Issued:</b> August 2002
		<b>Revised:</b> June 2015

## 7.5 Investigative Methodology (Case Review)

### a. Case Review -

The case review is the single most important element in successfully resolving an unsolved homicide. The goal is to collect all data and relevant information so that each case can be organized and evaluated using a systematic and consistent methodology. This allows the supervisor and team members to assess the case relative

- b. Review all available case reports, supplements, lab reports, property sheets, and other material found in the cold case file. Check the official file in the Records Division to ensure all documents are present.
- c. Review all official photographs of crime scene, suspects, victim(s) and ensure a copy of all existing photographs are in the cold case file.
- d. Check to ensure that all items seized as evidence are still in the possession of the evidence section and readily available for review.
- e. Schedule an evidence review so that the reviewer can physically check all items and re-package those items deemed necessary. This evidence review will require the attendance of a crime scene technician who will photograph the evidence before and after repackaging.
- f. Conduct background checks on all principal witnesses, suspects, victim family members, etc... to ensure they remain accessible to investigators.
- g. Complete an entry in the unsolved homicide database with narrative. Summarize all findings and justify the priority level assigned to the case in the narrative based on the solvability potential
- h. Organize case file utilizing file tabs, table of contents, and an index using appropriate color coded file folder
- i. Turn in to Homicide supervisor for review. Schedule review consultation with Homicide supervisor.

	<b>TUCSON POLICE DEPARTMENT</b> <hr/> <b>CENTRAL INVESTIGATIONS DIVISION</b> <b>POLICIES AND PROCEDURES</b>	<b>Issued:</b> August 2002
		<b>Revised:</b> June 2015

## **8.0 INFORMATION AND WANTED PERSON BULLETINS**

### **8.1 General Information**

In order to be the most effective, information and wanted bulletins should be accurate and disseminated in a timely fashion. Bulletins shall not contain superfluous information or editorial commentary. Attention will be paid to grammar and document presentation to ensure they favorably represent the section. A Division supervisor shall approve all bulletins before dissemination.

## **9.0 PRISONER CONTROL AND DETENTION**

### **9.1 General Information**

The safety of all personnel in the Headquarters building shall be the primary consideration when dealing with control of a detainee. The detective responsible for bringing a detainee (or having a detainee brought) to any of the interview rooms at Headquarters in the Violent Crimes Section or Property Crimes Section area is responsible for the control of that detainee. If a Patrol officer is assisting, (transport officer, *etc.*) the officer may assist with the security of the detainee. When the detainee is brought to Headquarters, a clear understanding of who is in control of the detainee's security shall be immediately established between the transport officer and the responsible Detective. Detainees are authorized to be held in the interview rooms that are set up for the purpose (with fixed-object restraints). Males shall be detained separated from females and juveniles shall be detained separated from adults. (CALEA 72.9.1a-d)

### **9.2 Detainee Movement and Transportation**

Detainees shall be handcuffed as per Department training and policies at all times while in the Headquarters building. Detainees shall be accompanied and handcuffed any time they are moving in the building, (*e.g.* to water or restroom) or not contained in a secure room or area. All CID sworn members shall review and are responsible for the information contained in the training video regarding the use of "belly chains." (CALEA 72.9.7).

When detainees are transported to Headquarters at the request of a Detective or a detail by Patrol, the transporting officer will normally be responsible for the

	<b>TUCSON POLICE DEPARTMENT</b> <hr/> <b>CENTRAL INVESTIGATIONS DIVISION</b> <b>POLICIES AND PROCEDURES</b>	<b>Issued:</b> August 2002
		<b>Revised:</b> June 2015

detainee's security until relieved by another sworn member. It is that officer's responsibility to coordinate relief as necessary. Normally, Patrol will transport a prisoner to jail unless other arrangements have been made. Conflicts will be resolved through the detail supervisor and the Patrol supervisor.

### 9.3 Interview Rooms

Interview rooms that have been set up as holding rooms have specific fixed-object restraint systems installed in them. Only these rooms are considered secure. The other rooms shall be used for non-custodial interviews only. Two officers shall be in the room with the detainee at all times if the detainee is not secured to hard mount shackle. Detainees needing water or restroom facilities shall be accompanied by two members to those facilities at all times. (See also section 9.2). (CALEA 72.9.2, 72.9.4)

No person shall be detained longer than two hours without approval of a Commander. The Detention Logs shall be completed each time a person is detained in an interview room or holding area. (CALEA 72.9.3) The securing officer is responsible for completion of these logs and is responsible for the evacuation of the detainee in the event of a fire or other emergency (See *Headquarters Evacuation and Security Manual*.) (CALEA 72.9.5)

### 9.4 Security (CALEA 72.9.6 a-g)

Sworn members responsible for the security of a detainee shall be mindful of officer safety, in particular weapons retention and escape risk. These rooms are not equipped with duress alarms, so members must be especially vigilant for their own safety and make arrangements to communicate duress as appropriate. A number of police activities occur in the areas of interview rooms and other members may not be aware of an individual in custody.

Prior to placement into a secure interview room, all persons shall be searched for weapons or contraband. The room shall be searched before and after occupation for damage or property not associated with the room (contraband) and damage reported to a supervisor as necessary. If it can be determined that a particular individual caused damage, the individual will be charged as appropriate. Detainees shall be visually checked at least every 15 minutes.

	<b>TUCSON POLICE DEPARTMENT</b> <hr/> <b>CENTRAL INVESTIGATIONS DIVISION</b> <b>POLICIES AND PROCEDURES</b>	<b>Issued:</b> August 2002
		<b>Revised:</b> June 2015

## 10.0 VIDEO RECORDING POLICIES AND PROCEDURES

The purpose of this policy is to provide guidelines for the use of the hardwired audio/video recording equipment installed in the two interview rooms (and adjacent monitoring areas) located on the 3<sup>rd</sup> floor of the main station.

This policy applies to all investigative personnel who have been trained in the use of the equipment and utilize it for the purpose of surreptitiously or overtly recording a suspect's statement. The use of the equipment by personnel who have not been trained in its use is strictly prohibited.

### 10.1 Policy

Video recording of suspect interviews is preferred over mere audio taping, provided the capacity to video record is available. Video recording more accurately depicts the interview, capturing both verbal and non-verbal communications. In addition to the required audio recording of suspect(s), detectives will make every attempt, as operationally practical, to video record the suspect(s) in the following types of cases:

- Homicides
- Serious Aggravated Assault
- Armed Robbery
- Kidnapping
- Home Invasion
- Carjacking
- Adult/Child Sexual Assault
- Any other felony related offenses against a child
- As directed by a supervisor or commander

Operationally practical is defined as:

- The interview is scheduled or can occur at the main station and the hardwired rooms are available for use.
- If the hardwired rooms are not immediately available, waiting for them to be available would not adversely impact the investigation or violate the interviewee's rights.
- The transporting of the suspect(s) to the main station for purposes of video recording a suspect would not adversely impact the investigation or violate the interviewee's rights.

	<b>TUCSON POLICE DEPARTMENT</b> <hr/> <b>CENTRAL INVESTIGATIONS DIVISION</b> <b>POLICIES AND PROCEDURES</b>	<b>Issued:</b> August 2002
		<b>Revised:</b> June 2015

- A detective/officer is available to operate and monitor the recording equipment inside the monitoring room during the interview.

Supervisors will ensure each employee using the hardwired interview rooms for the surreptitious or overt recording of interviews is trained in the use of the equipment and familiar with all the policies and procedures set forth in this document.

## 10.2 Procedure

### A. Audio/Video Recording in Conjunction with Audio (digital) Tape Recording:

As stated above, detectives will make every attempt as operationally practical, to video record suspect(s) in the noted criminal offense categories. It is important to note that video recording of suspect(s) **does not** replace the requirement of audio (digital) tape recording a suspect. Both techniques will be employed simultaneously, to avoid the loss of critical statements and confessions (should one system fail to function). Detectives shall ensure both the audio-only (digital) recorders and video/audio recorders are in good working order before starting an interview. Nothing in this procedure prohibits a detective from utilizing a hand held recording device in addition to the above recording systems during an interview.

### B. Monitoring Function Responsibilities:

A detective or officer shall be designated as a monitor for all surreptitiously recorded interviews. The monitor will be responsible for operation of the video recording equipment during the interview. The monitor will ensure the video and audio digital media are replaced as necessary. The monitor is also responsible for maintaining constant observation of an interview subject for security reasons. Furthermore, the monitor will relay time-critical information between the interviewer and other investigators. As the monitor's roll is vital in each instance, a monitor must be present in the monitoring room throughout the interview. The interview room monitor will be responsible for ensuring all the policies and procedures concerning privacy and privileged communications are adhered to. The procedures are set forth in Section D below. The interview room monitor will also ensure that an adequate supply of new, factory sealed CD's and other recording media is on hand prior to the interview commencing. Used or recycled media will not be utilized for recorded interviews.

	<b>TUCSON POLICE DEPARTMENT</b> <hr/> <b>CENTRAL INVESTIGATIONS DIVISION</b> <b>POLICIES AND PROCEDURES</b>	<b>Issued:</b> August 2002
		<b>Revised:</b> June 2015

At the conclusion of the interview, complete the necessary steps to format the video media so that it will not be lost into DIMS. After appropriately labeling and initialing each of the media, the monitor will turn the media over to the interviewing detective for disposition. The disposition of the media will be in accordance with the procedures set forth in Section E. Monitors will complete a supplement detailing the date/time the interview began and ended. Any interruption to the recording process will be logged and explained in the supplement. The make, model and serial numbers of the recording equipment used shall also be listed.

C. Conduct of the Interview:

The conduct of a surreptitious or overt video recorded interview of a suspect shall be consistent with all current TPD *General Orders* and legal requirements. Generally, recording will begin just prior to the interview subject entering the interview room. Recording will be continuous until the interview is concluded and the subject exits the room. In those cases where part of the interview is not captured, the detective will indicate at the beginning of the recorded portion that prior discussions occurred that were not recorded. The detective will review the content of the prior statement with the subject at the beginning of the recording and also ask if any force, threats or promises were utilized prior to the recording. *Miranda* warnings may be re-administered at the beginning of the recording, even if they were previously given prior to recording.

D. Privacy and Privileged Communication Issues:

As set forth in these procedures, suspects being interviewed in a hardwired interrogation room shall be continuously monitored for security reasons. This may be done via the electronic monitoring system. Monitoring of the suspect will be constant, whether the suspect is alone or not. This policy is consistent with current Arizona case law, which holds that there is "no reasonable expectation of privacy in a police or jail interrogation room." However, under the circumstances of a particular case, a detective may, either intentionally or inadvertently through his words or conduct, create a reasonable expectation of privacy in a police or jail interrogation room. If this occurs, the recording equipment shall be turned off.

Although the hardwired interview rooms are not equipped with telephones, a situation may arise where a telephone is either intentionally or unintentionally allowed in the interview room for the suspect's use. Phone calls may not be recorded. Once the monitor realizes they are recording a telephone

	<b>TUCSON POLICE DEPARTMENT</b> <hr/> <b>CENTRAL INVESTIGATIONS DIVISION</b> <b>POLICIES AND PROCEDURES</b>	<b>Issued:</b> August 2002
		<b>Revised:</b> June 2015

communication, the recording equipment must be turned off. The monitor shall complete a supplement thoroughly documenting the reason for terminating the taping as well as the date and time the taping was terminated. The monitor shall ensure the telephonic communication is completed before resuming the recording; which also be documented in a supplement.

Special considerations apply when it is necessary to allow a subject being interviewed to meet with an attorney. If the subject is being interviewed in a hardwired video recording room, the attorney meeting will be held in another room or office. This will eliminate the need to turn the monitoring equipment off and eliminate allegations that privileged communications were surreptitiously monitored. This procedure shall also be followed for other privileged communication as defined in A.R.S. 13-4062.

If the investigation requires the seizure of clothing or evidence of a personal nature from a subject being interviewed in a hardwired recording room, the subject will be taken to a different office/room for collection of the clothing or evidence. The collection process shall not be video monitored or recorded. This limitation applies only to video recording. It is not intended to prohibit personal observations by detectives to maintain the chain of evidence and security of the prisoner.

**E. Disposition and Transcription of Interview Media**

The use of the *Digital Image Management System (DIMS)* shall be used to record all interviews. It is the responsibility of the case detective to ensure the audio/video recorded interviews are downloaded into DIMS. The existence of the recorded interview and submission into DIMS will be noted in the detective supplement(s). Statements made on the recordings will be paraphrased and documented in a supplemental report.

**F. Public Information Release of Recordings:**

Detectives will be aware that both audio and video recordings may be requested for release by outside parties.

	<b>TUCSON POLICE DEPARTMENT</b> <hr/> <b>CENTRAL INVESTIGATIONS DIVISION</b> <b>POLICIES AND PROCEDURES</b>	<b>Issued:</b> August 2002
		<b>Revised:</b> June 2015

## **11.0 AUDIO RECORDING AND TRANSCRIPTION**

### **11.1 Digital Recording Procedure**

Whenever digital audio recordings are utilized, the storage medium for digital recordings will be DIMS. As soon as practical after conducting an interview, the detective will ensure the interview is uploaded into DIMS. Recordings will not be submitted to a transcriptionist until there is a need for transcription.

### **11.2 Naming the Digital File**

Digital recording files must be named. Consistent procedures for the naming of recorded files will be essential to ensure files are properly stored and easily found. File names for digital recordings will be named using the following format using all capital letters.

Case number\_ interviewee's last name\_ interviewee's first name\_ detective's initials.  
For example, a statement taken from John Smith by Det. T. Jones on case 0511240051 would be named: **0511240051\_SMITH\_JOHN\_TJ**.

If multiple interviews are done with the same subject, the files will be numbered sequentially by placing the number of the recording after the first name of the subject. For example, the second recording in the above example would be named **0511240051\_ST\_SMITH\_JOHN\_2\_TJ**.

The types of recordings will be labeled by the transcriptionist after transcription has been completed by using the following abbreviations:

- ST**    Witness and suspect statements
- PH**    Phone conversations
- SW**    Search warrants
- 91**    911 recordings
- BB**    Body bugs
- OR**    Other recordings that do not fit into these categories

For example: **0511240051\_ST\_SMITH\_JOHN\_2\_TJ**.

	<b>TUCSON POLICE DEPARTMENT</b> <hr/> <b>CENTRAL INVESTIGATIONS DIVISION</b> <b>POLICIES AND PROCEDURES</b>	<b>Issued:</b> August 2002
		<b>Revised:</b> June 2015

### 11.3 Procedures for Transcription

CID has two Clerk-Transcriptionists civilian employees to transcribe Divisional interviews. Additionally, as needed, Clerks also work in SID and CNA to help with the caseload. The Department has awarded a contract to allow for continued outsourcing of transcription work. This program gives us the opportunity to ensure that transcription personnel are transcribing work that will actually be needed for trial by compressing the lead-time for transcription until there is a trial or mandated disclosure date. It will also reduce the amount of proof reading filing and delivery work that a detective must perform every time a transcript is done. Outsourced transcriptions are charged by the minute.

As a result, it is important that recorded interviews, especially those of witnesses, be as directed as possible. The budget for outsourcing is finite, and being careful with interviews will maximize the benefits of outsourcing.

The following procedures will assist in the management of recordings:

- When the detective is notified of the need to have transcriptions, the detail supervisor will be notified.
- The detail supervisor will assess the need for transcription, determine the amount of work and whether the work can be completed in-house.
- If the supervisor determines that it is necessary to outsource the work, the section commander will be advised (for budget control).
- The VCS commander will be charged with monitoring the outsource budget.
- Homicide and "Officer-Involved:"
  - Homicide interviews will be transcribed when requested by the County Attorney under the current policy.
  - One of the Violent Crimes Supervisor will determine which cases should be outsourced and advise the section commander for approval
  - Officer involved incidents will receive priority treatment for both in-house and outsource considerations.

### 11.4 Identifying Recordings to Transcribe

One of the primary benefits to being able to outsource work is that we can wait until we know transcriptions are needed before starting them. Many times, our own staff will be able to accomplish the transcription. Other times, outsourcing may be

	<b>TUCSON POLICE DEPARTMENT</b> <hr/> <b>CENTRAL INVESTIGATIONS DIVISION</b> <b>POLICIES AND PROCEDURES</b>	<b>Issued:</b> August 2002
		<b>Revised:</b> June 2015

necessary. Supervisors will review the pending work each transcriptionist has and determine if there is a need for the transcription to be done. If the work does not need to be done immediately, the recording will be removed from the transcriptionist's workload. Work that is required will then be prioritized.

The supervisor will consider the following points:

- Is there a trial date? Based on the size of the recording and current workload of the transcriptionist, the case may not need to be started.
- Are plea agreements being discussed on the case? This will generally be cause to delay transcription.
- Is there a disclosure order? If the disclosure date is 10 days or less, the work must be done.
- Is the case one that requires transcription for preparation? We will generally not transcribe for convenience.
- Is the case going to be the subject of a BOI? Time is of the essence on these matters.

By following these simple procedures, the integrity of our recordings will be maintained, our transcription staff will be performing work that is actually needed and our investigative personnel will have better control over their cases. If an interview is completed on magnetic tape, it will be handled in the same manner as a CD as appropriate. Policy questions will be addressed through the chain of command.

## **12.0 ACTIVITY RESUMES**

### **12.1 General Information**

An activity resume will be completed on all felony arrests and on any event that might spark media interest or command staff scrutiny. The resume will be completed the day of the incident. The activity resumes are completed, stored, and distributed electronically on the TPD Intranet. To access the system type "resume" into the web address bar and enter. Select ISB (Detective) eResume and fully complete the form with all available case information. CID resumes shall be distributed via the "CC: *this Resume to:*" field to CID Resume and to the affected field division. Supervisors are responsible for ensuring personnel in their unit complete the resumes.

	<b>TUCSON POLICE DEPARTMENT</b> <hr/> <b>CENTRAL INVESTIGATIONS DIVISION</b> <b>POLICIES AND PROCEDURES</b>	<b>Issued:</b> August 2002
		<b>Revised:</b> June 2015

### **13.0 CALEA Standards**

#### **13.1 General Information**

The CALEA accreditation process consists of several steps. The Department is required to undergo re-accreditation every three years. This involves the Department submitting documentation illustrating our continued compliance with accreditation standards. All personnel shall be familiar with CALEA standards and shall actively participate and cooperate in this process.

#### **13.2 Submission of Documentation**

All personnel will be informed of what, if any, documentation they are required to produce in support of the CALEA accreditation process. In most instances, this responsibility will fall to supervisors. In most cases, it will only involve the copying of paperwork that occurs during the normal course of business. Personnel tasked with submitting documentation shall meet imposed deadlines. Documentation shall be submitted to their Section commander.

#### **13.3 Section Commander Responsibilities**

The Section commander shall be responsible for collecting CALEA documentation, ensuring its timely submission and forwarding it to the Accreditation Unit.

### **14.0 GRANTS**

#### **14.1 General Information**

Grants provide valuable funding for activities that the section would not otherwise be able to engage in. CID will actively seek out opportunities for grant funding. Members participating in grant funded activities shall make themselves aware of the goals and objectives of the grant.

#### **14.2 Commander Responsibilities**

Generally, the section commander will assume the role of grant manager for all section grants. The commander will ensure that all required grant reports are completed and submitted to the Budget Office on time. The commander will provide direction to personnel participating in grant funded activities to ensure the activities

	<b>TUCSON POLICE DEPARTMENT</b> <hr/> <b>CENTRAL INVESTIGATIONS DIVISION</b> <b>POLICIES AND PROCEDURES</b>	<b>Issued:</b> August 2002
		<b>Revised:</b> June 2015

performed are in accordance with the grant goals and objectives. The commander will also ensure that funds are expended only on training and equipment specifically delineated in, and funded by, the grant.

### **14.3 Supervisor Responsibilities**

Section supervisors shall be aware of the grants that provide funding to the activities of their unit and the terms/conditions of the grant(s). Supervisors shall ensure that only activities in concurrence with the terms/conditions of the grant are pursued with grant funding. Supervisors shall provide appropriate direction to unit personnel to ensure we meet the goals and objectives of our grants.

## **15.0 INVESTIGATIVE FUNDS**

### **15.1 General Information**

CID does not maintain any investigative cash funds and informant funds. Cases requiring a Confidential Informant (CI) and payment of the CI are coordinated through the Special Investigations Division (SID).

For travel, training and other Divisional needs, the Section and Division Commanders are assigned a City “P-Card”. Use of the P-cards are coordinated and managed by the command staff.

### **15.2 Emergency Travel**

When funding is not possible through the normal travel order process due to short notice and urgent investigative need, members may access the need for emergency travel to accomplish official city business that cannot be handled by telephone, fax, computer internet contact, or mail. Emergency travel is coordinated through either the CID Commander or the Violent Crimes Section Commander through use of the P-card for obtaining travel and accommodations in cases with short notice and urgent investigative need. All City of Tucson Administrative Directives and Tucson Police Department regulations governing travel also apply to this policy.

### **15.3 General Procedures and Responsibilities**

Initial Authorization: Requests for emergency travel will be made in writing and will include the department case number, the justification for the travel and identifying the

	<b>TUCSON POLICE DEPARTMENT</b> <hr/> <b>CENTRAL INVESTIGATIONS DIVISION</b> <b>POLICIES AND PROCEDURES</b>	<b>Issued:</b> August 2002
		<b>Revised:</b> June 2015

specific personnel that will travel. The request must be approved by both the immediate Supervisor, Section Commander and CID Commander of the employee making the request.

Disbursement of Emergency Travel P-card: Once emergency travel is approved for the department personnel, the employee(s) will be provided the p-card. The following is a list of acceptable expenditures for the emergency travel p-card. The expenses shall be directly associated with the emergency travel or the subsequent investigation.

1. Transportation to and from the destinations
2. Rental Vehicles
3. Accommodations
4. Food (*per diem*)
5. Miscellaneous costs directly connected to the investigation or travel

Investigative meals, parking expenses, informant fees *etc.*, while in Tucson, must be funded from other sources.

Members shall obtain and retain receipts for all expenditures (except *per diem*). The receipts shall be turned into the commander upon return for p-card reconciling. **Note:** The employee and his/her chain of command are responsible to ensure that a travel order is generated.

## **16.0 OVERTIME**

### **16.1 General Information**

CID has a limited overtime budget. All members share responsibility for making good decisions about expending overtime.

### **16.2 Commander Responsibilities**

The Section commander is responsible for monitoring overtime expenditures of the accounts assigned to the section. The commander shall ensure that overtime is not being unnecessarily expended. The section commander is a cost-center manager and is directly accountable for the section's overtime budget to the Division Commander.

	<b>TUCSON POLICE DEPARTMENT</b> <hr/> <b>CENTRAL INVESTIGATIONS DIVISION</b> <b>POLICIES AND PROCEDURES</b>	<b>Issued:</b> August 2002
		<b>Revised:</b> June 2015

### 16.3 Supervisor Responsibilities

Supervisors shall monitor overtime use in their units. Supervisors shall evaluate the need for overtime expenditures both in extended duty and for call-outs. Overtime shall be expended only as necessary to accomplish the mission of the section. Supervisors are accountable to the section commander for the overtime expended by their unit.

### 17.0 HOLIDAY PAY

#### 17.1 General Information

Article 14 of the TPOA contract defines the Holidays observed by the City of Tucson, to include the members' birthday.

City A.D. 2.01-6 defines the holiday policy of the City of Tucson.

“Compressed Work Week” is a full-time work schedule whereby employee works 80 hours in a pay period in less than 10 days of work (*i.e.*, 4-10 and 9-80 schedules)

All CID personnel are considered “non-essential” personnel and are expected to take designated holidays off. If the holiday falls on a normal scheduled workday, the employee will take the holiday day off. If the holiday falls on an employee's day off, the commissioned officer/detective/sergeant will take another day off within the same workweek. Non-sworn and ‘exempt’ employees may take the day off at any time during the pay period, if they work the holiday.

All employees shall take their ‘birthday’ holiday off. Each employee's supervisor will be responsible to ensure that all employees have the opportunity to take off work for their birthday holiday. The birthday holiday may be taken anytime during the birthday month. If the employee is unable to use their birthday holiday, within the month, that employee's benefit of a day off will be lost..

Exceptions to the policy will include the following:

- Specific assignments, which may require a Holiday work schedule (*i.e.*, Night Detectives).

	<b>TUCSON POLICE DEPARTMENT</b> <hr/> <b>CENTRAL INVESTIGATIONS DIVISION</b> <b>POLICIES AND PROCEDURES</b>	<b>Issued:</b> August 2002
		<b>Revised:</b> June 2015

- CID Commander approval. The Commander or his/her designee may approve payment or use of compensatory time for ‘operational’ reasons.
- Any unplanned, unscheduled event where CID personnel are directed to deploy (*e.g.*, MAP deployments, tactical events, *etc.*).

Payroll will pay any Extra Time/Holiday benefit in accordance with the Section/Division roster. If the employee should be compensated and the employee’s work schedule was not appropriately indicated on the roster, the employee/supervisor shall generate a memorandum indicating the employee should receive ‘holiday pay’. The CID command and supervisory staff will ensure appropriate documents are forwarded to the Payroll supervisor for payment.

The entire holiday pay policy can be found on the share drive. This condensed version of the policy will provide adequate guidance in most cases. Questions regarding holiday compensation will be directed to a section commander before the holiday.

## **18.0 DAY TRIPS**

### **18.1 General Information**

During the course of an investigation it may become necessary to leave the Tucson metropolitan area. Members shall weigh the investigative benefits of such trips with the direct cost and time involved. In all instances, except emergency, all travel outside the Tucson metro area must be approved in advance. A Day Trip Travel form shall be completed and submitted through the chain of command as far in advance of the travel as practical.

	<b>TUCSON POLICE DEPARTMENT</b> <hr/> <b>CENTRAL INVESTIGATIONS DIVISION</b> <b>POLICIES AND PROCEDURES</b>	<b>Issued:</b> August 2002
		<b>Revised:</b> June 2015

## **19.0 24-HOUR VEHICLES**

### **19.1 General Information**

Members are responsible for the care and maintenance of their assigned vehicle. Members shall adhere to all applicable *General Orders*, City Administrative Directives and the provisions of this directive.

### **19.2 Maintenance**

Members shall ensure their vehicle receives regularly scheduled maintenance and annual emissions testing as required.

### **19.3 Care and Upkeep**

All 24-hour vehicles shall be kept clean and serviceable. A damage locator shall be kept for each vehicle. Members with lease vehicles shall not use credit cards for car washes. Members shall ensure the vehicle has appropriate equipment in it as outlined in *General Orders*.

Supervisors shall inspect each of their subordinates' assigned vehicles at least every six months for proper maintenance, cleanliness and appropriate equipment. The inspections shall be documented through the Section Commander.

### **19.4 Personal Use**

24-hour vehicles shall not be operated for personal use or for personal convenience. A member may stop between work and home, provided it is a direct route, to conduct brief personal business in accordance with City Administrative Directives.

### **19.5 Security**

24-hour vehicles shall be locked when parked and the operator is not in immediate attendance. When the vehicle is not attended, police items shall not be stowed in view in the passenger compartment.

When the vehicles are parked at the operator's residence or other authorized location overnight, certain items shall not be left in the vehicle because the items, if stolen, may be used to commit violent crimes or to impersonate police officers. The following items shall not be left in a City vehicle when left unattended over night:

	<b>TUCSON POLICE DEPARTMENT</b> <hr/> <b>CENTRAL INVESTIGATIONS DIVISION</b> <b>POLICIES AND PROCEDURES</b>	<b>Issued:</b> August 2002
		<b>Revised:</b> June 2015

- Any firearms (whether department-owned or not)
- Any department-owned firearms magazines (whether loaded or not)
- Any police radios, department-owned pagers, or department-owned phones
- Any police badges, including personally-owned flat badges
- Any police identification cards, with or without key-card capacity
- Any department or City key cards
- Any department or City keys

The list is not all-inclusive. If there is other equipment or items that have a reasonable likelihood of being used by a criminal to further victimize a member of the public, thought should be given to not leaving it in a vehicle.

Exceptions to this direction should be discussed with the Chain of Command at least to the Section Commander level. Unit supervisors will obtain and retain duplicate sets of keys for City vehicles assigned to their personnel.

### **19.6 Use of 24-Hour Take Home Vehicles at “Off-Duty” Jobs**

It is the general division policy that 24-hour take home vehicles assigned to division members will not be authorized to be driven to and from secondary employment jobs.

An exception may be granted when a private employer requests, is authorized by the Special Duty Coordinator, and pays for a police vehicle per the Secondary Employment policy contained in Operations Pamphlet 4. The authorized vehicle must be the type used by the member as his/her 24-hour take home vehicle and the member’s chain-of-command, through the section commander, must also approve the vehicle’s use.

## **OUTSIDE OPERATIONS**

### **20.0 COOPERATION WITH OTHER DEPARTMENT UNITS AND OUTSIDE AGENCIES**

#### **20.1 General Information**

We are committed to the development and maintenance of healthy working relationships with other Department entities and with outside agencies. We will make every effort to ensure the sustenance of these relationships. We will accomplish this

	<b>TUCSON POLICE DEPARTMENT</b> <hr/> <b>CENTRAL INVESTIGATIONS DIVISION</b> <b>POLICIES AND PROCEDURES</b>	<b>Issued:</b> August 2002
		<b>Revised:</b> June 2015

through frequent and open communication. We will always be responsive to requests for assistance within the bounds of our operational capacities. We understand that maintaining these relationships is not only beneficial for the agency, but is self-serving and constructive to our effectiveness.

We see our relationship with Operations Bureaus as being of paramount importance. We will provide information and investigative support to the Operations Bureaus to the best of our ability.

## **21.0 MAJOR ACTION PLAN**

### **21.1 General Information**

The Major Action Plan (MAP) is the Department's operational plan for dealing with major events. It is critical that every member knows his/her role in the plan. Information on our participation in the plan can be found on the Sharedrive. All members are expected to be familiar with this information.

### **21.2 Commander Responsibilities**

Commanders shall be aware of their assignment and the assignments of his/her supervisors. Commanders must be aware that personnel normally assigned to their section may be under the command of another commander under MAP and he/she maybe responsible for other supervisors under the plan. Commanders may elect to conduct unannounced training exercises to test MAP readiness.

### **21.3 Supervisor Responsibilities**

Each supervisor shall be aware of their assignment, response criteria and chain of command, under MAP and the assignments of his/her subordinates. Supervisors are responsible for monitoring both the personnel normally assigned to them and those assigned under MAP to ensure assignment information remains current (pager numbers, personnel transfers, *etc.*) When readiness inspections are conducted supervisors are responsible for inspecting their normally assigned subordinates. Supervisors shall ensure 100% participation in readiness inspections. The responsibility for MAP readiness is that of the members' normally assigned supervisor.

	<b>TUCSON POLICE DEPARTMENT</b> <hr/> <b>CENTRAL INVESTIGATIONS DIVISION</b> <b>POLICIES AND PROCEDURES</b>	<b>Issued:</b> August 2002
		<b>Revised:</b> June 2015

#### **21.4 Member Responsibilities**

Each member is responsible for knowing his or her MAP assignment, response criteria and chain of command under MAP. Members shall ensure, through their supervisor, that the Map roster is up-to-date with respect to their assignment and contact telephone numbers. If a member is transferred within ISB his/her MAP assignment remains the same.

#### **21.5 Drills**

The Department or the Division may conduct MAP drills at any time. All members are expected to respond to the drill as per the MAP plan or as otherwise directed.