



## **3700 SPECIALIZED EQUIPMENT** (Revised: November 26, 2020)

The Tucson Police Department maintains a number of vehicles and specialty equipment for department use. Members shall not utilize specialty equipment or vehicles unless specifically authorized and trained. Members entrusted with such equipment are responsible for its inspection, maintenance, and security.

In those situations where personally owned equipment, including firearms, is permitted, the city assumes no responsibility for loss or damage that may occur.

### **3710 FIREARMS**

#### **3711 On Duty Weapons**

Sworn members shall be armed at all times while on duty with a semiautomatic handgun of a make and model approved by the Chief of Police. A list of authorized weapons shall be maintained by the Training Division. The department shall issue each sworn member a handgun equipped with a flashlight (TAC-light) mounted to the underside of the frame. Sworn members will be issued a holster for wear with the uniform, designed to accommodate the weapon with the TAC-light mounted.

All sworn members shall maintain a clean, charged and fully loaded firearm.

Sworn members working in a uniform capacity shall carry a department issued handgun as their primary duty weapon with the TAC-light mounted.

Members assigned to plainclothes assignments may carry the issued handgun or an alternate handgun approved for their assignment and shown on the approved weapon list maintained by the Training Division. Members choosing to carry the alternate plainclothes weapon shall be responsible for the purchase, maintenance, and replacement of that weapon as needed. Plainclothes members who carry the issued duty weapon shall either carry it with the TAC-light mounted or, if detached, the light shall be kept where it can be readily accessed. Sworn members in plainclothes shall also carry a fully loaded spare magazine.

Exceptions may be granted on a limited basis when specific circumstances require sworn members to carry a weapon other than the issued or authorized weapon while on duty. Those exceptions, which must meet the minimum requirements for an auxiliary weapon will be granted on a case by case basis, and may only be granted by the sworn member's division commander.

All weapons that are authorized for on duty use shall meet the minimum requirements established for auxiliary weapons. The department armorer shall maintain a list of all firearms that have been authorized for use by particular members or units, or under specified circumstances.

#### **3711.1 Auxiliary Weapons**

Auxiliary firearms are weapons that a sworn member may carry while on duty as a backup to the primary duty weapon. An auxiliary weapon must:

- Be inspected by the armorer;
- Have at least a five (5) round capacity;



- Be at least a .380 caliber or greater; and,
- Be carried in an approved carry system.

If a weapon using other than a .40 caliber, 9mm, or .38 caliber ammunition is approved the member shall be responsible for supplying the appropriate ammunition consistent with the standards set forth in *General Order 3711.4*.

#### **3711.2 Undercover Assignments**

Because of the nature of undercover assignments, exceptions to this section may be made. The following are minimum standards and requirements for undercover members: auxiliary weapons carried as the primary duty weapon and the ammunition to be used with the weapon must be approved by the commander of the member's respective division and inspected by the armorer. All such approvals shall be in writing and shall be maintained by the armorer.

When in tactical situations, such as when taking enforcement action, the undercover member shall carry the department issued duty weapon.

#### **3711.3 Off Duty Weapons**

Sworn members shall qualify with any personally owned firearm carried off duty. The member shall supply appropriate ammunition and ensure that it is in serviceable condition.

General Orders regarding use of force and officer involved shootings shall apply to the use of a firearm while taking police action off duty.

#### **3711.4 Authorized Ammunition**

Only authorized ammunition shall be carried in a duty weapon and shall not be altered. Officers shall not carry, in a duty, off duty, or auxiliary firearm, any explosive or incendiary loads, armor-piercing bullets, KTW types of ammunition, or pre-fragmented bullets (e.g., *Glaser Safety Slug*). The department armorer shall maintain a list and specifications for all approved duty ammunition and shall be responsible for recommending the number of duty rounds to be carried in a department issued magazine.

SWAT personnel may carry alternative ammunition as approved and authorized by the SWAT commander.

#### **3711.5 Firearm Carry**

Weapons shall be carried in a safe fashion, consistent with approved and authorized carrying systems. Members carrying their weapon while in plainclothes shall do so in an approved carrying system. Bags specifically designed for carrying a firearm may be used. Fanny-pack carry systems are not authorized for on duty use. Sworn members shall qualify with the approved carrying system. Weapons are only authorized to be stowed in department vehicles when they cannot be secured in a department installed and authorized secure vehicle storage system. Department weapons shall not be stowed in personally owned vehicles.



**3712 Firearms Qualification**

**3712.1 General**

All sworn members, including reserves and marshals, shall attend regularly scheduled department firearm training and qualification exercises, and achieve a qualifying score at all such exercises.

Firearms qualification is part of mandatory advanced member training held on an annual basis. A qualification course will be conducted under the supervision of an AZPOST qualified firearms instructor. Qualifications shall be documented in the member's training file.

**3712.2 Failure to Qualify**

Members who fail to achieve a qualifying score, shall attend remedial firearms training. Failure to achieve a qualifying score after attending remedial firearms training may result in discipline, up to, and including termination.

Members who fail to achieve a qualifying score shall not carry that weapon on or off duty. If a member fails to qualify with their duty weapon during a qualification shoot, the Training Division shall provide remedial training and a second opportunity to achieve a qualifying score the same day.

If a member fails to qualify, the member shall not carry that weapon other than to transport it to and from an approved range for firearms practice. The Training Division, in conjunction with the affected member's division, shall arrange remedial training at the next available opportunity, usually within 48 hours. Before attending remedial training, the member shall be put on a temporary assignment that does not require the member to carry the weapon for which they are not qualified. This issue shall be addressed in the member's performance evaluation.

After remedial training, if the member fails to qualify, the member shall be ineligible for duty (including special duty) and shall be placed on leave without pay (LWOP). At the member's discretion, available leave time may be used in lieu of LWOP. The member shall have a maximum of four (4) weeks to demonstrate firearm proficiency by shooting a qualifying score at the department range in the presence of a firearm instructor selected by the Training Division commander. It is the member's responsibility to make the necessary arrangements to complete the required qualification.

A member who fails to qualify after the four-week period shall be terminated.

**3713 Rifles**

**3713.1 Definitions**

A rifle is defined as any shoulder fired weapon with a rifled bore capable of firing a single projectile per cartridge. A shotgun does not meet this definition.



**3713.2 Approval to Carry a Rifle**

Sworn members who are qualified and have chain of command approval may carry approved department issued rifles or personally owned rifles.

**3713.3 Training**

The Training Division will develop and maintain a training program to certify members in the tactical use of rifles.

**3713.4 Qualifications to Carry a Rifle**

Before a rifle can be carried in the field, the member must successfully complete and qualify on the *Rifle Proficiency Course*.

The proficiency sergeant shall annually provide a list of members qualified to carry rifles. The list shall be updated after each qualification.

**3713.5 Carrying the Rifle**

Members shall carry the rifle as configured at the time the member qualified. Rifles shall be carried either in the trunk or in an approved carry system in the passenger compartment.

Officers are responsible for the condition and security of rifles as they are for other issued equipment. The AOT supervisor shall provide supervisors with guidelines for security and deployment of the rifles.

**3713.6 Rifle Accessories**

The department armorer shall approve any accessories placed on the weapon. The member shall qualify with the weapon with any such accessories installed before it is deployed.

**3713.7 Repair and Maintenance**

No repairs shall be performed on a department rifle by anyone other than the department armorer or a manufacturer authorized agent approved by the department armorer.

**3713.8 Inspection of Rifles**

The department armorer shall inspect any rifle before it is carried in a police capacity and each rifle will be inspected annually at a qualification shoot.

**3713.9 Deployment of Rifles**

The deployment of rifles is limited to situations in which greater range and/or accuracy is needed.



### 3713.10 **Personally Owned Rifles**

Officers wishing to carry personally owned rifles while on-duty may do so upon complying with the following:

- The ammunition to be carried must be department authorized;
- If a personally owned rifle is to be stored at a police facility, it must be unloaded and stored with other department weapons.

### 3714 **Shotguns**

#### 3714.1 **Department Owned Shotguns**

Department owned shotguns may be carried by those members who have qualified in the *Shotgun Qualification Course*.

#### 3714.2 **Personally Owned Shotguns**

Officers who wish to carry personally owned shotguns while on duty may do so upon complying with the following:

- The member must meet department qualification standards with the shotgun to be carried;
- The member's division commander must approve the carrying of the shotgun by the member;
- The shotgun must be inspected by the department armorer and be certified within department standards and,
- The ammunition must be authorized.

If a personally owned shotgun is to be stored at a police facility, it must be unloaded and stored with other department weapons.

## 3720 **INTERMEDIATE WEAPONS**

Intermediate weapons include impact weapons, OC (Oleoresin Capsicum) spray, CN (phenacyl chloride) and CS (o-chlorobenzylidene malononitrile) agents, flex-batons, canines, and other specialized less lethal munitions.

### 3721 **Impact Weapons**

#### 3721.1 **General**

The Training Division shall be responsible for maintaining a list of authorized weapons. The weapons shall not be altered in any manner (e.g., weighted, knurled).

#### 3721.2 **Straight Baton**

An impact weapon made of a 20 to 26-inch solid polycarbonate or wood baton that is black in color. Officers will be issued a straight baton through supply for use in Mobile



Field Force (MFF) situations; expandable batons are not appropriate for MFF deployments.

**3721.3 Side Handle Baton**

A side handle baton is a specialized baton (e.g. the Monadnok PR-24) that may be purchased by the member. This type of baton must be authorized by the Training Division. Side handle batons shall not be equipped with a *spinner handle*.

**3721.4 Expandable Baton**

An expandable baton is a baton that can be extended from a compact, retracted state. Specifications on currently approved models of expandable batons for use by members shall be maintained by the Training Division.

**3722 Chemical Agents and OC Spray**

**3722.1 General**

Chemical agents and OC sprays are non-lethal weapons utilized in a variety of tactical situations. These agents are generally deployed when lesser means of controlling a situation have failed or would be ineffective. The active ingredient in OC is non-chemical, and thus is less likely to cause injury. OC is considered a lesser degree of force than CN or CS gas.

These specialized agents and munitions (e.g. CN and CS gas) are deployed by SWAT and other specially trained units. These agents may be used only with the approval of a commander.

OC is dispensed in an aerosol form. OC spray will be carried in an issued holster on the duty belt of all authorized personnel when in uniform.

**3722.2 Training**

All training for the deployment of chemical agents (e.g. CN and CS gas) is the responsibility of the SWAT Unit. Training shall include first aid measures for any person exposed to chemical agents. The SWAT Unit shall maintain records of those members trained and authorized in the use of chemical agents.

All authorized personnel shall receive training in the use of OC spray from the Training Division. The training shall include first aid measures for persons exposed to OC spray. The Training Division shall document this training.

**3722.3 Utilization**

When it is both practical and possible to do so, persons exposed to chemical agents or OC spray shall receive first aid/decontamination care.



**3723 PepperBall® Guns**

Only trained members may deploy the compressed air powered PepperBall® less-lethal weapon system. This projectile produces a low-level kinetic energy impact and, in some cases, releases powdered OC. Documentation for OC exposure shall be conducted in the same manner as required for aerosol utilization.

**3724 Flex Baton**

**3724.1 General**

The flex baton round is a less-lethal kinetic energy impact projectile encased in a shotgun shell. The flex baton shotgun is a 12-gauge shotgun that is differentiated with a green colored stock and fore-end and a fluorescent green band around the grip area. It shall only be used for firing the flex baton round and shall not be loaded with any other type of ammunition.

The Training Division Armory will be responsible for establishing and monitoring distribution procedures throughout the agency and maintaining an adequate supply of flex baton rounds.

**3724.2 Training**

All personnel utilizing the flex baton must have successfully completed the department's qualification course with a 12-gauge shotgun and the four-hour flex baton training course. Qualified members must attend yearly refresher training and shotgun qualification. The Training Division is responsible for providing authorized personnel with training in the use of the flex baton and shall maintain training records. Only trained, qualified personnel may use the flex baton.

All lead patrol officers, SWAT members, and Service Dog Unit members shall be trained in the use of the flex baton.

**3724.3 Utilization**

The flex baton is available for use in situations where members are confronted with a situation where there is a high potential for injury to a person.

At least one flex baton shotgun shall be deployed in each field division 24 hours a day. The flex baton shotgun shall only be loaded with flex baton ammunition and shall be unloaded each time the weapon is passed to another user. Each member shall load the weapon to ensure that the round loaded is a flex baton round. When loaded, the chamber shall be kept empty.

When an individual is struck by a flex baton round, appropriate medical care shall be provided and required documentation shall be completed.



**3725 Conducted Electrical Weapons (CEW)**

**3725.1 General**

A CEW is a less-lethal conducted energy weapon that deploys an electro-muscular disruption charge that affects the sensory motor functions of the central nervous system. The CEW is considered a less-lethal weapon because there is a low potential for serious injury.

**3725.2 Devices**

Only a CEW that has been authorized by the department shall be utilized. The Training Division shall maintain an inventory of all CEWs. All CEWs and associated equipment shall be maintained and issued by the armory.

**3725.3 Training**

The Training Division shall be responsible for all training related to the CEW and shall maintain training records. Only trained members are authorized to deploy the CEW. Qualified members shall attend yearly refresher training and qualification to retain their certification. Members who fail to retain certification shall not be allowed to carry the device.

**3725.4 Utilization**

A CEW can be used in two manners - launching projectiles (probes) or direct contact (drive stun). A CEW shall not be used:

- On persons presenting passive or defensive resistance;
- On women known to be pregnant;
- To gain compliance (e.g. attempting to gather evidence such as blood, buccal cells, hair samples);
- When conditions exist that would create an undue hazard to the targeted subject, or other persons involved (e.g., subjects on an elevated position, subjects in or near bodies of water where drowning is a risk, in a flammable or explosive environment);
- On handcuffed prisoners;
- To target the head, neck and frontal chest (dart to the heart), however, as a general rule deployment to these areas would only be justified if the potential of serious injury or death exists for the officer and Taser's *Preferred Target* areas are either unavailable or unreasonable; or
- On juveniles or the elderly, except circumstances when these individuals present active aggression where CEW deployment is appropriate.

Patrol Services Bureau members who are assigned a CEW shall have the CEW on their person as standard deployable equipment when deployed in uniform. This is in addition to OC and a straight or expandable baton.

All department members working in an off-duty capacity shall be required to deploy with the aforementioned equipment.





Specialty units or members working in a non-uniform capacity who are assigned a CEW shall have the CEW available in their department vehicle. A minimum of two cartridges shall be carried with the CEW at all times.

After the use of the CEW on an individual, the following steps shall be taken:

- Summon medical assistance if the person received a charge;
- Notify a supervisor who shall respond to the scene;
- Remove the cartridge from the CEW and then remove the probes from the individual; and
- Collect expended cartridge, probes, at least two (2) AFIDs and place into evidence.

Probes that have imbedded in the subject's eyes, face, neck, groin or female breast shall only be removed by medical personnel.

#### **3725.5 CEW Administration**

All divisions that deploy CEWs will have the following responsibilities:

- A spark test shall be performed at the start of every shift. The CEW shall be taken out of service if any problems are encountered.
- In the event of a CEW deployment, operators shall bring their CEW to their division coordinator within four (4) days to be downloaded. The division coordinator will download the CEW and capture data five (5) days prior to the deployment, the deployment and the time frame until download. Any discrepancies shall be identified at that time. A copy of the data report will be maintained with the division for a period of three (3) years. If the affected division coordinator is not available within the four (4) days, operators shall take their CEW to the nearest division coordinator for download.
- Division coordinators are responsible for downloading CEW data on a quarterly basis. The data will be stored and maintained electronically.

#### **3726 Canines**

Guidelines for training and deployment of canines is located in *General Order 2400* and in the *Service Dog Unit Operations Manual*.

### **3730 OTHER SPECIALIZED EQUIPMENT**

#### **3731 Ballistic Shields**

##### **3731.1 Definitions**

Shield - a portable device that is capable of at least NIJ level IIIA ballistic protection.

Shield Element - a shield bearer, lethal cover member, and a less-lethal cover member.



The department has incorporated the use of ballistic shields to minimize the inherent risk to its members. Shields are intended to supplement personal body armor and are not a substitute for sound tactics and good judgment. The totality of circumstances will dictate the deployment of the shield. Members shall be trained in the use of the ballistic shield prior to deployment.

**3731.2 Uses**

The use of the ballistic shield is authorized in the following circumstances:

- Officer rescue/member of public rescue;
- Defensive positioning, or holding ground;
- Observational cover;
- Active shooter/extraordinary deployment; and
- Approaching a downed, possibly armed suspect.

The shield shall not be used for clearing a structure, except for the rescue of another person.

**3731.3 Responsibilities**

Shift supervisors shall ensure that the shield is available for use. A supervisor shall respond to situations involving the use of a ballistic shield. Division commanders shall ensure the shield is available in the field.

**3732 Mobile Field Force Equipment**

A supply of equipment for prisoner processing, crowd control, and chemical munitions for Mobile Field Forces (MFF) is maintained by the Emergency Management Section, with limited equipment issued to each PSB Division. Equipment may be loaned to other units or combined for larger deployments. The community resource sergeant is responsible for maintaining the inventory of equipment. The Emergency Management Section also maintains other MFF munitions and equipment at Operations Division Midtown. The inventory and replacement of such equipment is the responsibility of the Emergency Management Section, which must be notified immediately when such equipment is expended or damaged. The purchase of any replacement equipment is the responsibility of the Administrative Resource Division.

Only trained personnel are authorized to deploy any of the chemical munitions associated with MFF. All commissioned members are required to be trained in MFF tactics and must have a ballistic helmet and gas mask immediately available. This equipment will generally be individually issued during initial MFF training. Replacement filters may be acquired through the Emergency Management Section.

**3733 Personal Protective Equipment (PPE), Level C**

The department has cached a stock of Level C Personal Protective Equipment (PPE) at each substation, and at the Emergency Management Section offices. This equipment consists of a splash protection suit, inner and outer gloves, an armband, chemical resistant tape, and chemically resistant over boots. When combined with an Air Purifying Respirator (APR) with a



chemical and biological filter this provides splash and respiratory protection from a range of hazardous materials. **It does not provide the wearer protection from all hazards.**

- Level C PPE will only be authorized after a Tucson Fire Department Hazardous Materials Technician characterizes the area and deems Level C PPE as adequate protection.
- Once Level C PPE has been deemed appropriate for the hazard, a TPD sergeant or above may authorize the removal of PPE from a cache for use at the scene.
- Only personnel who have been trained in the use of PPE shall use these articles.
- Donning, doffing, decontamination, and medical evaluation shall be done under the supervision of TFD personnel.
- Hydration units with an attachment for use with the Millennium APR are included in the cache. These units are for use with the Level C PPE only when authorized and are not acceptable uniform wear.
- When any of the cache is removed, a memorandum from the authorizing supervisor must be sent to the divisional community resource sergeant for the division from which the cache was accessed and the Emergency Management Section commander. The memorandum shall include a description of the incident, the case number, the number of each item removed, name of the TFD hazardous materials technician who determined that Level C PPE was appropriate, and the final disposition of the items removed from the cache. Any areas for improvement should also be included.
- A monthly audit of divisional Level C PPE (not including APR's as they are individually issued) shall be sent to the EMS commander by the divisional community resource sergeant not later than the 5<sup>th</sup> calendar day of the following month. This audit shall consist of the number of garments, pairs of over boots, and hydration systems. The reason for any change from the previous month shall be noted.

### 3734 **Physical Restraint Devices**

#### 3734.1 **General**

Restraint devices are used to prevent a person from:

- Escaping a detention or arrest;
- Initiating or escalating violence against the member, another person and/or themselves; and
- Destroying evidence or property.

Officers will restrain individuals as reasonable, necessary, and appropriate. As soon as practical, a restrained person shall be placed in an upright position, except when necessary for ambulance transport.



**3734.2 Handcuffs**

Handcuffs shall be issued to members through department Supply. Only handcuffs authorized by the department shall be used to restrain a person. Handcuffs shall be carried in an approved holder and shall not be draped on or over the duty belt.

**3734.3 Utilization**

Barring exceptional circumstances, a person shall be restrained with the person's hands behind the back with the palms of the hands facing out. The handcuffs shall be double-locked.

**3735 Alternative Restraint Devices**

**3735.1 General**

Only devices issued by the department shall be used. Any carrier shall protect the device from someone easily grabbing it or from inadvertently hooking on an object.

**3735.2 Utilization**

Only members who have successfully completed training are authorized to use these devices. The devices shall only be used consistent in the manner trained.

Use of an alternate restraining device shall be reported to a supervisor as soon as possible. If the person is to be booked into jail, correctional personnel shall be notified as well.

**3736 Face Shield (Issued: November 26, 2020)**

**3736.1 General**

The purpose of a face shield is to limit exposure to contagious or infectious diseases caused by the transfer of bodily fluids (saliva, blood, vomit) that may occur during lawful detentions or arrests.

Issued face shields are the only devices authorized for use. The application of the face shield shall strictly conform to training. Untrained personnel shall not apply a face shield to a detainee or arrestee

Face shields shall only be used on individuals who have been lawfully detained or are under arrest and only when a member is unable to first don their personal protective equipment (PPE). Individuals who have a face shield placed upon them shall be monitored continuously. If a member notices or is made aware of any medical concerns, emergency medical services shall be immediately summoned.

Face shields shall not be placed on any individual who is in the prone position. Individuals who have been detained in handcuffs shall be placed in the recovery position or in a seated position as soon as possible.



### 3736.2 Utilization

- Detainees shall be detained in handcuffs before the application of a face shield.
- There will be a minimum of two members on scene during the application of the face shield.
- The face shield shall only be applied if the detainee is propelling bodily fluids (e.g., saliva, blood, vomit) at others or who is making threats to do so. Members shall articulate the reason for the application of any face shield applied to a detainee in both an incident report *and* a use of force report as specified in **General Order 2080**.
- The member applying the face shield shall verbally warn the detainee upon whom the shield will be applied and shall give commands to the detainee to cease their aggressive acts and comply before the application of the face shield.
- The face shield shall only be applied to a detainee who is in either a seated position or in the recovery position.
- If members can safely don their PPE first, then a face shield shall not be utilized.
- After the face shield has been applied, members will don their own personal protective equipment (PPE) which will include goggles/glasses, face mask, and gloves. This PPE will be used in a manner to cover the eyes, nose, and mouth of the member to reduce the risk of exposure to bodily fluids.
- The detainee shall be monitored continuously during the application of the face shield.
- If a spit sock is placed on the subject by medical personnel (Fire Department or Hospital Staff), it shall be removed and replaced with a spit shield if necessary, once the member is responsible for the care of custody of the detainee.
- Once members who are responsible for the care and custody of the detainee have donned their PPE, the face shield shall be removed.
  - If the face shield is not removed, the member who did not remove the face shield will be required to articulate why the face shield was not removed.
- If the detainee expresses any type of medical issue (e.g., difficulty breathing) or exhibits any indication of medical distress the face shield shall be removed immediately and emergency medical assistance shall be immediately summoned.

### 3739 General Equipment

#### 3739.1 Identification Cards and Fobs

Members are issued an identification card that also acts as an electronic key for access to department facilities. Member's cards are programmed to provide access to facilities and particular offices as determined by the Chief of Police. Members may also be issued an electronic key fob. Identification cards and fobs are controlled and inventoried items. They must be reprogrammed when a member's building access authorization changes. The ARD shall handle all programming changes to cards.

The ARD may also issue key cards for facility access to other non-department members as necessary to facilitate department operations. Liaison requests for such key cards shall be directed to the ARD commander.



Electronic access is recorded by computer and may be audited at any time. Lost identification cards or fobs shall be immediately reported through the chain of command and the ARD shall be notified immediately to disable the card in the computer system.

#### **3739.2 Portable Radios**

All sworn personnel are issued individual radios. Unless authorized, members shall only be assigned one handheld radio. Requests for additional radios must be approved through the chain of command. Spare radios and batteries are maintained in the Logistics Section or at each of the field divisions. Spare radios shall be signed out while an assigned radio is being repaired.

In the event a radio is lost or damaged and must be immediately replaced, written documentation from the division commander with OPS tracking number, indicating that the member is authorized a replacement item shall be directed to the ARD.

Radios needing repair or new batteries shall be taken directly to City Communications. The ARD maintains the department radio inventory and shall be notified of any changes.

#### **3739.3 Vehicle Fuel Keys**

City of Tucson vehicle fuel keys are issued to each vehicle. If the fuel key is damaged, or becomes unusable it shall be taken or sent to City Fleet Services. A memorandum signed by a supervisor shall be required to provide a replacement. Lost fuel keys shall be reported through the chain of command and the ARD notified immediately to disable the key.

#### **3739.4 Telephones**

Telephones are installed for specific workstations and individuals. The phones are to be relocated only by request through ARD.

Requests for new phone lines must be made through the chain of command and forwarded to the ARD. Damaged phones and reception problems are to be reported through the chain of command to the ARD.

#### **3739.5 Furniture**

Furniture is requested by memorandum through the chain of command to the ARD noting the funding source. Movement of furniture must be coordinated through the ARD. See *General Order 8335* for additional information.

All other furniture is ordered and inventoried through the Budget Section (ergonomic furniture acquisition is coordinated through Human Resources). All furniture is assigned to specific locations. No furniture shall be moved between sections without chain of command approval and written notification to the ARD.



### 3739.6 Office Supplies

Office supplies are requested through Supply. Individual units shall not maintain more than a two-week supply. Requests for supplies not normally carried through City Stores shall be handled by the ARD with chain of command approval

### 3739.7 Light Trailers

Portable light trailers with on-board generators are available for critical incident response and demonstration purposes through the Thomas O. Price Service Center (city shops). Most trucks and vans with standard tow hitches are capable of transporting the light trailers. Police personnel shall not attempt to tow or operate the light trailers without an operational briefing by city shops.

### 3739.8 Bicycles

Bicycles are an important part of the community-policing program and are an excellent tactical resource for the patrol function. Bicycle officers may be deployed for routine patrol or to address specific concerns. They are also effective in crowd-control situations and other unusual events.

Members authorized to ride bicycles are selected for the position and must successfully complete the required training program. Riders are responsible for the maintenance and security of their assigned bicycles. Special equipment for the bicycles and bicycle officers is the responsibility of the bike officer coordinator assigned to the Patrol Services Bureau.

### 3739.9 Exercise Equipment and Facilities

The department provides and maintains exercise areas and equipment at facilities throughout the city. Only city-owned equipment or equipment approved by the ARD may be housed and used in department facilities. Users are responsible for notifying the ARD of deficiencies or maintenance concerns about exercise equipment or facilities. The ARD shall be responsible for establishing procedures for the inspection and servicing of all such equipment and facilities.

## **3740 DEPARTMENT ISSUED PERSONAL COMMUNICATION DEVICES (PCD)**

### 3741 Purpose

This general order establishes guidelines for the use and management of all department issued electronic and telephonic communication devices, including:

- Mobile telephones;
- Wireless two-way communications and/or portable internet access devices; and
- Other city owned or leased devices or equipment that transmit voice, video or data.

This policy also governs all electronic communications composed, sent or received by any member to conduct department business.



### 3741.1 Policy

PCDs are provided to authorized members for their use in performing department duties or business. PCDs allow for improved communication, evidence collection and intelligence gathering. Any PCD issued to a member shall be used as required by this General Order and applicable City of Tucson Administrative Directives.

### 3741.2 Privacy

PCDs, and the electronic communications or information transmitted or stored on these systems, are the sole property of the department. Members have no personal or property right to a PCD or any data or information created, received or stored on a PCD. Authorized members have no expectation of privacy with respect to any use, whether business or personal, of PCD systems, to include the device itself or any information related to use.

The department has the right to:

- Access electronic communications or information transmitted by or stored on PCD systems at any time, with or without prior notice to authorized members;
- Intercept, monitor, review, use and/or disclose any electronic communication information composed, sent or received on a PCD;  
Block the delivery of any information, including but not limited to spam messages or content deemed inappropriate, undesirable or malicious; and
- Control the storage of any electronic communication or information received through any city electronic communication system in order to maintain effective and efficient operation of the department's systems. Electronic communications and other information may be removed or deleted at any time by the department without prior notification.

PCD communications are presumptively subject to a public record request under the Arizona Public Records Act, and therefore subject to public disclosure.

### 3741.3 Procedures

- The Administrative Resources Division is responsible for deploying and managing issued PCDs. Members will be provided training upon deployment of new PCDs, including review and acknowledgment of this policy. Upon separation from employment with the City of Tucson or when no longer authorized, members shall return PCDs to ARD.
- Employees who are issued a PCD shall have the PCD turned on and readily available during their assigned work shift and/or as required by their position or assignment.
- Non-exempt (i.e., hourly) members may utilize a PCD for business purposes outside of their assigned work hours with supervisor approval. Prior approval is not required if it is not feasible. Minimal usage (5 minutes or less) does not require prior approval.





- Members are responsible for proper maintenance and care of any PCD issued to them. A protective case provided by the department, or an equivalent case, shall be on the PCD at all times. A damaged, lost or stolen PCD shall be reported to a supervisor immediately. Supervisors shall ensure that the ARD is promptly contacted to safeguard the data on the PCD. If a PCD is lost or damaged, a report shall be submitted through the chain of command and a replacement PCD will be provided.
- All PCDs are enrolled in the Mobile Device Management (MDM) application that allows the department to protect assets, monitor compliance, push out applications, send documents, and remotely remove data and devices from the network when they are lost or stolen. Members shall not delete or disable the MDM application.
- Enabling location services to allow the MDM application to use the member's location is optional.
- Off duty members are required to provide an alternate number for contact when they are off work or on call, as required by their assignment.
- PCDs are intended for official business use. Incidental use of PCDs for personal, non-business purposes shall not:
  - Interfere with the productivity of the authorized user or co-workers;
  - Involve any prohibited activity described in this policy;
  - Disrupt or delay performance of Department business; or,
  - Adversely impact system resources available for business purposes.
- Personal use of services and features that result in additional charges shall be reimbursed by the member at the actual cost as determined by ARD.

If an electronic communication is received that may contain prohibited content, the receiver shall report the matter to a supervisor.

#### **3741.4 Prohibited Uses**

- Any use of a PCD that violates any law, regulation, ordinance, policy or procedure of the department or city is prohibited.
- Authorized members may not load any software or applications on PCDs, including freeware and shareware. Any third-party material installed on a PCD requires approval from ARD.
- PCDs shall not be used in a manner that is offensive, harmful, or insulting to any person, or that casts the member or the agency in a bad light. Examples of prohibited electronic communications include, but are not limited to:
  - Creating, transmitting, streaming, storing or otherwise accessing any threatening, harassing, obscene or profane material, or similar messages



- or information that would reasonably be considered to be offensive or disruptive;
- Creating, transmitting, streaming, storing or otherwise accessing material that may infringe on the personal privacy of others;
  - Gambling;
  - Creating, transmitting, streaming, storing or otherwise accessing material considered offensive or derogatory to members of a protected class (e.g., cartoons or jokes containing ethnic or racial slurs);
  - Sharing or storing unsolicited "junk mail," "for profit" messages, or chain letters;
  - Creating, transmitting, streaming, storing or otherwise accessing sexually explicit images, messages or jokes/cartoons;
  - Creating, transmitting, streaming, storing or otherwise accessing romantic solicitations or propositions, or any other use that violates the department or city's nondiscrimination or harassment policies;
  - Signing or identifying material as coming from an individual other than the actual sender, unless the sender is authorized to send that type of electronic communication on behalf of the other individual (e.g., a secretary's e-mail meeting notice in a supervisor's name, when authorized by the supervisor); and
  - Creating, transmitting, streaming, storing or otherwise accessing material regarding outside employment or business activity (e.g., commercial consulting for pay; solicitation or sales of goods or services; administration of the business or employment).
- PCDs shall not be used to transmit political messages, on behalf of or against a candidate for election or retention, or in support of or opposition to an initiative, referendum or recall or any other measure or proposition. Additional guidance may be found in the City Clerk's publication, *Political Activity Guidelines for Officers and Employees in the City of Tucson Classified Service*.
  - Any attempt to bypass PCD/network security controls is prohibited.
  - PCDs shall not be used to conduct labor organization business except as specifically authorized by an applicable labor agreement or city ordinance.
  - Authorized members shall not make out-of-country calls without permission from a Division Commander and notification to ARD.

#### **3741.5 Hands Free Operation Required**

A member who is operating a city vehicle shall use a hands-free device when communicating via any personal communications device, including PCDs or any personally owned mobile devices. A hands-free device is defined as a system that is designed to allow the member to use a personal communications device (PCD) without touching it. Members are reminded that text and multimedia messaging while operating a city vehicle is prohibited according to *General Order 1340.3*.



## **3750 MEDICAL AID AND RESPONSIBILITIES**

### **3751 Individual First Aid Kit (IFAK) Procedure**

Patrol officers and sergeants and additional first responder units within the Tucson Police Department will be issued an individual first aid kit (IFAK). The IFAKs will be issued to officers and sergeants only after completing the required training.

The IFAK's primary purpose is to give officers the ability to treat themselves or a fellow officer in situations where a traumatic injury is sustained and medical personnel is not immediately available or the scene is too dangerous for medical personnel to enter to render aid. In incidents where civilians are seriously injured, medical personnel is not yet on scene and urgent medical intervention is deemed necessary; officers may deploy the IFAK and provide the appropriate aid to the injured civilian(s).

In all other medical situations, the Tucson Fire Department or EMS personnel should be utilized. The IFAKs are not intended to be used for routine first aid or as a substitute for calling medical to a scene to treat minor injuries for either officers or civilians. If medical response is timely and the scene is safe for medical personnel to enter, officers should defer medical intervention to TFD and/or EMS personnel.

#### **3751.1 Storage**

The IFAK will be of significant value if it can be deployed in a timely manner when the need arises, therefore every member assigned a kit will store the kit in his or her assigned vehicle over the front passenger seat headrest. Aside from the advantage of retrieving the kit quickly, storing the kits in this exact location will give officers the ability to locate and deploy a kit from any vehicle on scene.

If an officer has a partner or civilian passenger for the shift the IFAK will be stored in the trunk during that shift.

At the end of their shift, officers are expected to remove their IFAK from their vehicle and store the kit in an area out of direct sunlight and extreme heat.

#### **3751.2 Training**

Prior to being issued an IFAK every officer will receive training on the appropriate use of the kit. This training will include specific certification on the use of the specific hemostatic agent and tourniquet included in the IFAK. Members of the department specifically trained in first responder medical care will provide the instruction. Refresher training will be provided annually during in-service training.

#### **3751.3 Reports**

If an IFAK is used while on duty, use of the kit shall be documented in the case report. Details should include the following:



- What type of medical treatment you provided;
- Name and other personal identifying information of party receiving treatment;
- Name of hospital, if the person treated was transported; and
- Reason for medical intervention (i.e. medical was not immediately available, severity of the injury, number of medical personnel on scene was inadequate).

As soon as possible the officer who performed the medical treatment shall inform the responding TFD or EMS personnel of the treatment provided.

#### 3751.4 **Inspection and Inventory**

Every IFAK will contain the following supplies:

- 2 CAT Tourniquets - one shall remain in the kit; the second may be carried with the officer in a cargo pocket, on the duty belt, or in another suitable on officer carry system;
- 1 Quik Clot Combat Gauze (homeostatic agent);
- 1 Olaes Bandage, 6";
- 1 Halo Chest Seal;
- 1 EMT Shears;
- 2 H&H primed Gauze Bandage;
- 1 Tape; and
- 1 Utility Medical Pouch.

After being issued an IFAK, officers will be responsible for ensuring that their kit contains the proper contents. If a kit is deployed or damaged, officers shall email TPD\_IFAK with the case number, injury, and treatment provided in order to request replacement supplies. The return authorization will be required from supply personnel prior to issuing replacement items.

The IFAK is considered issued equipment and will be included on the routine equipment inspection completed by the member's immediate supervisor.

#### 3752 **Portable Automated External Defibrillator (AED)**

##### 3752.1 **General**

The purpose of this policy is to guide Tucson Police Department personnel in the appropriate response to a sudden cardiac arrest incident.

- *Sudden cardiac arrest (SCA)* – SCA is a condition that occurs when the electrical impulses of the human heart malfunction, causing a disturbance in the heart's electrical rhythm. This erratic and ineffective electrical heart rhythm causes complete cessation of the heart's normal function of pumping blood. Unless treatment, (Chest Compressions and AED use), is delivered within minutes, brain death is certain.
- *Automated External Defibrillator (AED)* – AEDs are medical devices that can detect the presence or absence of heart rhythms indicative of SCA, and determine if an electrical shock should be administered to the patient. If the AED



determines that a shock is necessary, it will charge to the appropriate voltage and advise the operator to deliver a shock to the patient. An AED should only be applied to a patient who is unconscious and unresponsive, and not breathing normally.

### 3752.2 **Scope**

AED use should be considered when a member encounters an individual who is unconscious and unresponsive, and medical responders are not yet on scene. In these situations, the immediate use of an AED serves as a bridge to appropriate medical intervention by trained Emergency Medical Service (EMS) personnel.

### 3752.3 **Program Coordination**

The AED program is operated under the guidance of the Arizona Department of Health Services (AZ DHS) Saving Hearts in Arizona Registry & Education (SHARE) program, which provides training and deployment guidelines, as well as physician oversight.

Overall coordination of the program will be handled by a designated department AED program coordinator. Each PSB division commander will designate a divisional site inspector, who will be responsible for monthly inspections of the AEDs, and reporting of AED deployment and use. The Tucson Fire Department will provide training assistance, and replacement electrode pads, as needed.

The AED program coordinator's responsibilities include:

- Registration of AEDs with SHARE;
- Reporting AED use to SHARE and the Steven M. Gootter Foundation within five (5) business days;
- Coordination of training;
- Liaison between SHARE and the PSB site inspectors;
- Obtaining replacement electrode pads; and
- Checking for AED manufacturer's updates/recalls/etc.

The PSB site inspectors' responsibilities include:

- Maintaining a check out log for AED field deployment tracking;
- Inspecting each AED in the division on a monthly basis for approaching expiration dates on electrode pads and batteries, and for overall condition;
- Conducting post deployment review with key participants;
- Downloading AED event data with appropriate software and sending the data file to the AED program coordinator within three (3) business days of use; and
- Installing replacement electrode pads and restoring AEDs to deployable condition.



#### **3752.4 Field Deployment**

AEDs will be issued to each PSB division. Division commanders will ensure that the AEDs are deployed around the clock. At a minimum, each oncoming squad should deploy with at least two (2) AEDs, if they are available. A check out roster should be kept at the division level, as is routine with other shared equipment, to enable tracking/inventory control.

AEDs will be stored inside their included temperature controlled protective case until needed. The case includes a built-in heating element, powered by a 12-volt cigarette lighter power cord, which provides protection against extremely low (-20 degrees Fahrenheit) temperatures. During extremely cold weather, the cord should be plugged into a 12-volt vehicle outlet while deployed on patrol. Except when conditions prohibit it (i.e. baker-units), AEDs should be carried within the passenger compartment while on patrol.

#### **3752.5 Storage**

When not being carried on patrol, AEDs will be stored in an area designated by the PSB division commander inside the substation. The units shall not be stored inside vehicles when they are not deployed on duty.

#### **3752.6 Inspection and Inventory**

Prior to deploying an AED on patrol, the member shall open the case and confirm that the green ready light is blinking. If the light is not blinking, or if the AED is chirping or beeping, the AED should be removed from service until it is inspected by the site inspector and any discrepancies are corrected. No other user level diagnostic checks are necessary.

#### **3752.7 Training**

All Tucson Police Department commissioned members and Community Service Officers (CSO) will be trained in Continuous Chest Compression CPR (also called Hands-Only CPR or Chest Compression Only CPR) as well as in the use of a portable Automated External Defibrillator (AED). Training will be in accordance with the standards set forth by the AZ DHS SHARE program, and in compliance with ARS 36-2261. Periodic update training will be provided during in-service training or via *PowerDMS* and *CityLearn*. Training will be tracked for reporting by the program coordinator to the AZ DHS, as required by SHARE program guidelines.

#### **3752.8 Deployment of an AED**

In the event of a situation requiring the deployment of an AED, EMS responders should be summoned to the scene as soon as possible. If a victim appears to be suffering from SCA:

- Call for EMS response;
- Start Continuous Chest Compressions CPR;
- If an AED is available, follow the directions on the device and quickly apply the electrode pads to the victim's bare chest as shown on the electrode pad



diagrams. If someone is available to assist, initiate and continue CPR while preparing the AED for use;

- Follow the voice prompts from the AED. If a heart rhythm is detected that requires a shock, the system will prompt the rescuer to deliver a shock. The AED will not deliver a shock to the victim unless the system determines that a shock is required;
- Continue to follow the voice prompts from the AED until EMS personnel take over care; and
- Request replacement electrode pads from TFD personnel, if they have responded.

Upon arrival of EMS personnel, the member shall immediately advise whether the AED was used to deliver a shock to the victim, and will provide EMS personnel with any other pertinent information about the victim's status, condition, and known information about the circumstances that prompted the use of the AED.

#### **3752.9 Reports**

Use of the AED shall be documented in a case report. Details should include the following:

- Name and other personal identifying information of the victim;
- How the victim was encountered;
- Whether the SCA was witnessed, and by whom;
- Whether or not the AED recommended that a shock be delivered to the victim, and if shock was delivered;
- Identification of TPD, or other trained EMS or medical personnel, who responded to take over care; and
- Name of the hospital the victim was transported to.

Following any use of an AED, the member will ensure that the AED is taken out of service until it can be inspected and/or serviced by the division site inspector. The deploying member will provide the site inspector with relevant information regarding the use of the AED.

The site inspector will use appropriate software to download event data from the AED, will obtain use information from the deploying member, and will provide relevant information to the program coordinator for post-use tracking and reporting, following accepted SHARE guidelines. The site inspector will obtain/install replacement electrode pads and verify that the AED is ready for subsequent use before it is redeployed. Any significant discrepancies will be reported to the program coordinator.

#### **3753 Nasal Naloxone**

The purpose of this policy is to provide approved members with guidelines to utilize nasal Naloxone appropriately in order to reduce a potentially fatal opiate/opioid overdose while awaiting paramedic/EMS arrival in addition to any other appropriate medical aid commensurate with their training.



In order to implement a safe and responsible nasal Naloxone plan, the Tucson Police Department has established and maintains a professional affiliation with a medical director who provides medical oversight over its use and administration. The medical director is licensed to practice medicine within the State of Arizona. At his or her discretion, he or she may make recommendations regarding the policy, oversight, and administration of the nasal Naloxone program developed and implemented by the department.

#### 3753.1 **General**

It is the policy of the department for authorized officers to administer nasal Naloxone, in accordance with state law and the administrative medical director's guidelines and oversight, to persons suffering from opiate/opioid overdose at the earliest possible point in time to minimize chances of death. Only officers trained in the use of Naloxone are authorized to administer Naloxone to a patient.

#### 3753.2 **Definitions**

- *Paramedic/EMS*: Trained and licensed medical personnel who provide pre-hospital emergency medical care; such practitioners provide out of hospital care for those with an illness or injury.
- *Medical Director*: A designated medical doctor who is licensed to practice medicine in the state of Arizona. The department shall maintain an affiliation with a medical director through a Memorandum of Understanding for the administration of intranasal Naloxone.
- *Naloxone*: an opioid receptor antagonist and antidote for opioid overdose produced in intramuscular, intranasal and intravenous forms. Narcan is the brand name for Naloxone.
- *Opiates*: Naturally derived from the poppy plant, such as heroin and opium.
- *Opioids*: Synthetic opiate drugs such as fentanyl, morphine, buprenorphine, codeine, hydromorphone, hydrocodone, oxycodone, methadone and oxycodone.
- *Opioid Overdose*: an acute condition including but not limited to extreme physical illness, decreased level of consciousness, respiratory depression coma, or death resulting from the consumption or use of an opioid, or another substance with which an opioid was combined, or that a layperson would reasonably believe to be an opioid-related drug overdose that requires medical assistance.
- *Dose*: Refers to one 4mg mucosal atomizer device.
- *IN*: Refers to the intranasal (IN) administration of Naloxone.





### 3753.3 Procedures

A commissioned member of the Mental Health Support Team shall be the coordinator for the Naloxone program and shall be responsible for administering the law enforcement program for the department. The Naloxone coordinator's responsibilities will include:

- Ensuring that the Naloxone kits are current and not expired;
- Ensure proper and efficient deployment of Naloxone for field use;
- Ensure that authorized officers are adequately trained in carrying and applying Naloxone;
- Ensure that any use of Naloxone on a subject is documented in a case report and resume;
- Authorize the replacement of Naloxone kits that are damaged, unusable, expired or used through supply via an authorized e-mail; and
- Ensure proper reporting of Naloxone to the medical director's office within one week of deployment via the approved reporting process.

### 3753.4 Requirements

Each Naloxone kit shall include:

- Instructions for the administration of Naloxone;
- One (1) 4mg Mucosal Atomization Devices (MAD).

Naloxone kits will be assigned and stored by each officer on their person (pocket or pouch). Naloxone will be secured in a manner to prevent access to by unauthorized personnel at all times, including when stored off duty at a location other than a police facility.

### 3753.5 Indications and Use

Authorized officers shall utilize Naloxone on subjects believed to be suffering from an opioid overdose. Information that a subject is experiencing an opioid overdose includes, but is not limited to:

- Blood-shot eyes;
- Pinpoint pupils, even in a darkened environment;
- Depressed or slow respirations;
- Difficulty breathing (labored breathing, shallow breaths);
- Blue skin, lips or fingernails;
- Decreased pulse rate;
- Low blood pressure;
- Loss of alertness (drowsiness);
- Unresponsiveness;
- Seizures;
- Evidence of ingestions, inhalation, injection (needles, spoons, tourniquets, needle tracks, bloody nose, etc.); or
- Past history of opioid use/abuse.



Officers shall follow protocols outlined in their Naloxone training which include the following:

- Initiate contact with victim/patient;
- If unconscious or unresponsive perform sternum rub to determine level of responsiveness;
- Request paramedics immediately if slow or no responsiveness;
- Retrieve Naloxone equipment;
- Administer Naloxone;
- If victim/patient is not breathing initiate CPR;
- If patient is breathing or regains breathing place in rescue position;
- Monitor the patient for withdrawal and/or agitation. Reassess the victim/patient's condition continually until paramedics arrive; and
- Relay all pertinent information including dosage and responsiveness to paramedics upon their arrival.

When using Naloxone kits, officers will maintain universal precautions against pathogens; perform patient assessment; and determine unresponsiveness, absence of breathing and/or pulse.

Officer(s) shall advise communications that the patient is in a potential overdose state, that Naloxone administration is intended, and that an emergency response from Paramedics/EMS is necessary.

Communications will promptly notify responding Paramedics/EMS personnel. Officer(s) shall ensure accurate communication to Paramedics/EMS at the scene for proper patient record documentation before transport to a hospital emergency department.

Supervisor notification should be made as soon as practicable, in addition to formal documentation in a case report. This report shall be forwarded to the division Naloxone coordinator within 24 hours of the use.

#### **3753.6 Documentation Requirements**

Upon completion of a Naloxone administration, the officer shall submit a case report detailing the incident, to include the care the patient received (to include other life-saving measures applied by law enforcement), whether Naloxone was administered, and if so, how many doses and whether the Naloxone use was successful.

The Administrative Sergeant in each division shall forward these case reports to the Naloxone coordinator. These records shall be completed for program integrity, statistical value and tracking of the Nasal Naloxone deployment.

The coordinator shall ensure that all instances of Naloxone administration are reported to the State via the approved reporting process.



### 3753.7 Maintenance/Replacement

Officers authorized to use Naloxone kits are responsible for inspecting the kit prior to each shift.

Missing, damaged, or used Naloxone kits shall be reported directly to a supervisor as well as to the Naloxone coordinator for authorization to receive a replacement kit from supply.

When necessary, the Naloxone coordinator will generate an email notification to Supply authorizing the issuance of a new Naloxone kit to the member. Members must respond to Supply to sign for and receive a replacement kit. The Naloxone coordinator may respond and sign for the kit for those officers whose work hours are outside the normal business hours of supply.

## 3760 VIDEO RECORDING SYSTEMS

### 3761 General Policy

The department will deploy body worn cameras (BWC) on designated members and mobile video recorders (MVR) in designated marked patrol vehicles to gather video and audio information. This program is consistent with the department's mission and furthers its overall commitment to transparency in public engagement. The recordings are intended to document contacts with the public by providing accurate and unbiased records of these interactions.

The department has adopted the use of the BWC and MVR to primarily accomplish the following:

- Provide recordings of events, including calls for service and traffic stops, to protect department members, the agency, and members of the public, thereby fostering a positive relationship with the community;
- Enhance the accuracy of officer reports and testimony in court as well as provide evidence for prosecution where applicable; and
- Serve as a training and performance mechanism to enhance the professionalism of the department.

### 3762 Required Use Policy

#### 3762.1 Activation Policy

The principal function of the BWC and MVR systems is to document contact between department members and members of the public. While members are not expected to jeopardize their safety or the safety of others to activate their BWC and/or MVR, these devices shall be activated as outlined in this order as soon as possible.

Members shall activate the BWC and MVR (when it is reasonable to believe the contact will be captured by the vehicle camera) to record:



- Dispatched calls for service;
  - Upon dispatch to Level 1 and Level 2 calls for service when responding with emergency equipment activated; or
  - Upon arrival to all other dispatched calls for service.
- Self-initiated activity of an investigative or enforcement nature (e.g., traffic stops, detentions, arrests, field interviews, or consensual contacts where the officer is attempting to develop reasonable suspicion);
  - Upon activation of emergency equipment; and/or
  - As soon as possible after the officer observes activity warranting investigation, whichever comes first.
- Any circumstance as directed by a supervisor; and
- Non-investigative contacts with members of the public that become adversarial.

Once activated, the audio and video equipment shall remain activated under the following circumstances:

- Throughout the entire time BWC users are interacting with members of the public, whether victims, witnesses, suspects or arrestees;
- During a search for suspects (except the BWC may be temporarily muted during the search when members are discussing tactics and contact with the suspect has not been initiated);
- During the collection of evidence, although use of the BWC does not replace the appropriate use of standard evidence collection methods (e.g., field photos, crime scene photos, digital audio recorders, etc.); and
- Until ordered to deactivate by a supervisor when BWC users are involved in an incident where serious injury or death occurs, or where a Critical Incident Review Board may be convened (e.g., officer-involved shooting).

BWC users are encouraged to notify members of the public of a BWC recording. If asked, members shall inform the person that the contact is being recorded.

BWC users may activate their BWC or MVR to record work-related activity not outlined previously if they believe it to be beneficial to the department (e.g., community events, positive interactions with the public in a non-investigative incident, news worthy incidents, etc.).

### 3762.2 Deactivation Policy

The BWC and MVR will be deactivated (returned to buffering mode) under the following circumstances:

- Dispatched calls and self-initiated activity;
  - Incident Commander (IC) or their designee will only deactivate after the conclusion of the dispatched call or completion of the self-initiated activity;



- All other BWC users will deactivate their BWC and/or MVR when all interaction with, and care and/or custody of members of, the public ends; they are not actively participating in the search for a suspect; and they are not actively collecting evidence.
- Members involved in an incident where serious injury or death occurs or where a Critical Incident Review Board may be convened (e.g., officer-involved shooting) shall not stop the recording until directed to do so by a supervisor;
- Only at the conclusion of any non-investigative or non-enforcement contacts with members of the public that become adversarial; and
- If a victim or witness requests not to be recorded, an alternative means of operating the BWC may be suggested and used to audio record but not video record victims (e.g., camera in pocket or lens blocked). If the alternative is refused, then members will deactivate the recording. If possible, BWC users should record the request prior to deactivation.

In all circumstances, prior to members deactivating their BWC or MVR, they shall give a verbal statement indicating the reason for the deactivation (e.g., "clearing the call," "blocking the roadway for the remainder," "no longer in contact with the victim and completing paperwork for the remainder," etc.) on the recording.

### 3762.3 **Muting Policy**

Once BWCs have been activated, users shall not mute the audio recording function when interacting with the public to include victims, witnesses, suspects and arrestees.

If needed, BWC users may temporarily mute the audio recording function in order to interact with other department members and/or other law enforcement personnel or to address a member's personal matter (e.g., family emergency, medical emergency, personal phone call, etc.).

If a BWC user purposefully mutes the audio recording function for any reason, the user shall document the reason(s) for doing so verbally on the BWC recording and in their written report.

### 3762.4 **Restricted Use Policy**

Dealings with the public:

- The BWC system shall not be activated in places where privacy would be expected (e.g., locker/dressing rooms, restrooms, etc.), except in the official performance of a law enforcement function.
- Department members shall not allow members of the public to review the recordings unless approved by a supervisor. Members of the public requesting to view or listen to a recording shall be directed to utilize the public records process.



Dealings with department members:

- In accordance with *General Orders*, members shall not surreptitiously record other department members unless approved by the Chief of Police.
- The BWC system shall not be activated in places where privacy would be expected (e.g., department locker/dressing rooms, restrooms, etc.), except in the official performance of a law enforcement function.

In all cases:

- Members shall not alter, remove, dismantle, or tamper in any way with any BWC or MVR-related hardware and/or software. Members shall not delete, alter, or tamper in any way with the original BWC or MVR recordings.
- Accessing, viewing, copying, or releasing BWC or MVR recordings for other than official law enforcement purposes set out in this *General Order* is strictly prohibited. Any deviation shall be approved by a commander or above.
- Except as outlined under the Required Use Policy or while temporarily testing the functionality of the equipment, BWC and MVR users shall not activate the recording function for any other reason.

### 3763 DISPOSITION OF RECORDINGS

#### 3763.1 Storage

All BWC and MVR recordings and information captured as part of a department member's duties shall be the property of the Tucson Police Department and be considered a record of the Tucson Police Department.

#### 3763.2 Viewing Policy

Members will only view files created via the BWC and MVR to assist with an investigation, the completion of reports, or in preparation for hearings, depositions, and trials.

- BWC users conducting investigations are encouraged to view BWC and MVR footage that they recorded prior to or while completing reports to enhance their recollection and accuracy.
- Supervisors should consider reviewing the BWC and MVR footage recorded by other involved members as a part of their investigative process.
- Records personnel will only view files as part of their official duties.

Supervisors may only view video files as part of an investigation, performance review, or training plan. Other members may use files created via the BWC or MVR for training purposes only upon approval of a supervisor.



Members involved in critical incidents (e.g., police shootings, in-custody deaths, etc.) or Type 3 Use of Force (e.g., use of force resulting in significant injury or with indications of unreasonable or disproportionate force, or other serious policy violations, including constitutional violations), shall not view video or listen to BWC or MVR audio prior to authorization by an investigative supervisor in accordance with *General Orders*.

### 3763.3 **Public Records Release Policy**

The release of information requested through a public records request will be subject to the same statutory exemptions from disclosure as any other departmental records. Prior to releasing any BWC recordings the department will ensure proper redaction is completed. Recordings not attached to a case or investigation will be purged after 180 days.

### 3763.4 **Documentation**

When the BWC or MVR system is used to record an event, this fact will be documented on any report prepared regarding the event (e.g., incident report, supplemental report, citation report, or field interview, etc.).

In cases when activation was required but not performed, members shall document the reason in their report.

In all cases, the recordings are intended to supplement departmental reports. Submitted reports are still required to comprehensively capture the totality of an event.

## 3764 **Equipment**

Members shall utilize only the BWC and MVR system authorized and issued by the Tucson Police Department.

### 3764.1 **Inspections**

Supervisors shall conduct periodic inspections to ensure proper operation of equipment and compliance with policies and training.

- Supervisors will view a random sampling of videos to ensure member compliance with required BWC recording requirements.
- Supervisors shall review all camera video footage of incidents involving reportable use of force, complaints from the public, internal investigations, and administrative investigations.
- Supervisors may also view videos to assist in conducting performance reviews.
- The inspection or audit of BWC video and equipment shall be done in accordance with departmental protocols.



### 3764.2 Training

Department members assigned a BWC and MVR shall be trained in the system's operation by designated training staff. Members shall operate the BWC and MVR consistent with policies, system manuals, and training.

## 3770 FINGERPRINT IDENTIFICATION SYSTEMS

### 3771 General

The department's patrol and investigative units will utilize 2-finger fingerprint identification devices, both stationary and mobile. These devices allow department members to perform a rapid fingerprint search through the Arizona Automated Fingerprint Identification System (AZAFIS) for the limited purpose of quickly confirming the identity of a suspect or arrestee.

Use of this device is not sufficient to meet the requirement for adding a full set of rolled fingerprints captured on a LiveScan device for the purpose of creating a new record in the AZAFIS database. For an arrest record to be included in the *Arizona Computerized Criminal History (ACCH) database*, a full set of fingerprints must be obtained when the individual is booked at the Pima County Jail. For general guidance on fingerprints, refer to *General Order 8130, Fingerprints*.

#### 3771.1 Operation

The *DigiScan Web (DSW)* and *MorphoIDent (MID)* devices are designed as semi-automated devices that will search AZAFIS for known fingerprint records for the purpose of identification.

#### 3771.2 Problems

Members shall report damage, loss, or theft of devices in accordance with department *General Orders*. If software or hardware problems occur, members shall contact the Identification Section, see TPDWiki.

### 3772 DigiScan Web (DSW)

This device and associated software are on stationary desktop computers and are used specifically for the purpose of confirming subject identity. No other software is to be installed on these computers. Devices are located in each substation within reasonable proximity to the prisoner processing and holding area.

Users will logon to the system with a password specific to each unit. Directions for system use are contained in a binder stored next to the unit. The user will select *Identification* from the menu; the reference number for the record will be displayed and shall be recorded prior to scanning the subject's index fingers, left then right. The reference number of all records searched will be documented in the user's report. Instructions will be displayed if the finger needs to be adjusted on the scanner. Keep the finger in place on the scanner until the image of the finger is accepted. Options are provided for missing or bandaged index fingers. Launch the search by using the *submit* button. Select *Dossier List* from the menu to view the results. Locate the appropriate record by selecting the correct reference number from the list. The record should return with





results in one minute; if status shows waiting, select *refresh* to update the status. The results will show either *No Hit* or *Possible Hit*.

- *No Hit* - indicates the subject's fingerprints are not in the *AZAFIS* database, or the quality of the fingerprints available is not sufficient for a comparison performed by the software.
- *Possible Hit* - indicates the computer software has obtained a score value high enough to consider the candidate information provided in the results, which was used by the subject in question on a previous *AZAFIS* record. The information provided does not constitute a definitive identification, as this can only be made by personnel trained in fingerprint comparison. A *Possible Hit* can be considered as a factor in making a determination of the subject's identification, and should only be used as an investigative tool. A mug shot will also be displayed.

When use of the unit and documentation of the record is complete, the user will check the box and delete it from the computer. The *Log Out* symbol is located in the upper right corner of the screen.

### 3773 **MorphoIDent (MID)**

After powering on the mobile unit, and at the direction of the onscreen prompts, place the index fingers - one at a time - on the clear optical sensor at the top of the unit. The unit will display a green check mark and vibrate when the fingerprint is accepted. The unit will display visual prompts if the finger needs to be adjusted before the image can be accepted. Use the included USB transfer cable to plug into the user's MTC and launch the *Morpho Mobile* application from the desktop. The user will see a *waiting for response* message. After approximately 60 seconds, a return will be displayed on the laptop computer as well as on the *MorphoIDent* unit. A hit in the *AZAFIS* system is indicated by a red stop sign symbol. Additionally, record information and a mug shot will be displayed. The user can select the record on the MTC to view additional information (such as the Arrest Record Number and the subject's date of birth). If the record does not hit in *AZAFIS*, a green *OK* will display with no further information than the transaction number. The transaction number of all records searched will be documented in the user's report. The device can store up to five (5) individuals before it must be linked to the MTC to search the stored records. When documentation of records searched is complete the user will delete the records from the MTC and *MorphoIDent* device. To clear the records from the device, first select the *X* button; selecting the check mark button on the right confirms the deletion of all records stored on the device.

#### 3773.1 **Specifications of MorphoIDent Devices**

The mobile devices are designed to operate in temperatures from 14° to 122° Fahrenheit. As such, they shall not be left inside vehicles for longer than the user's shift. The devices will run for approximately eight (8) hours on a single charge and therefore shall be charged prior to the user's shift and, when not in use, should remain plugged into the MTC for the balance of the user's shift. The units are only water resistant, and should never be submerged in water or any other liquid.



**3774 Lawful Use**

Use of the *DSW/MID* shall be for law enforcement investigation and enforcement purposes only and done in a manner consistent with local, state and federal law. See *General Orders 2200, Constitutional Issues*. Lawful use will fall within one of the following categories:

**Consent:** A *DSW/MID* may be used in situations where the subject has given knowing and voluntary consent to a scan of their fingerprints and the transmittal of those fingerprints for comparison against the *AZAFIS* database. This consent may be verbal or in writing. The burden of proving consent is on the officer so documentation must establish that consent was made freely, without improper coercion or inducement. Consent, as in all other circumstances, may be limited or withdrawn entirely at any point by the subject.

**Reasonable Suspicion:** A *DSW/MID* device may be used in situations where an officer has reasonable suspicion that the person subjected to a fingerprint scan is involved in ongoing criminal activity as well as a reasonable belief that use of the *DSW/MID* will either establish or eliminate the subject's connection with that criminal activity. Officers shall be careful not to extend an investigatory detention longer than is necessary to either confirm or dispel the suspicion.

**Probable Cause:** A *DSW/MID* may be used in probable cause criminal arrest situations.

**Court Order:** A *DSW/MID* may be used in situations where the use of the device has been specifically authorized by a properly issued court order. However, the *DSW/MID* does not fulfill a properly issued court order for physical characteristics or comply with the requirement of a *Form 3200*.

**Non-Standard Use:** A *DSW/MID* shall not be used for random or generalized investigative or intelligence gathering. Any non-standard use shall require authorization from the identification superintendent. Examples of non-standard use include the following:

- Identification of unconscious or otherwise incapacitated subjects who are not able to be identified by other means, and are not connected to a police matter; and
- Identification of unconscious or otherwise incapacitated subjects who are in need of emergency assistance, and are not connected to a police matter.

**Juveniles:** The *DSW/MID* devices shall not be used on a juvenile unless the subject has been placed under arrest. However, it is highly recommended that a full set of fingerprints be rolled on arrested juveniles who do not return with a *possible hit* on the *DSW/MID* device.