



**1100 DEPARTMENT ORGANIZATION** (Revised: October 22, 2019)

**1110 GENERAL**

**1111 Jurisdiction**

The Tucson Police Department is responsible for providing all law enforcement services within the incorporated municipal limits of the City of Tucson.

**1112 Authority of Peace Officers**

Sworn members of the Tucson Police Department are commissioned as peace officers by the Arizona Peace Officers Standards and Training (AZPOST) Board. This authority is valid throughout the State of Arizona at all times and locations as per ARS §13-3871.

**1112.1 Authority of Professional Staff Members over Sworn Members**

Professional staff in management and executive positions have authority over both sworn and professional staff members appropriate to their assignment in all matters except those necessitating Arizona police officer certification.

**1113 Oath of Office Required**

All sworn members of the Tucson Police Department shall take, and subsequently abide by, an oath of office as prescribed by Arizona State law under ARS §38-231 upon completion of their basic training and awarding of their credentials.

**1120 MISSION STATEMENT**

The mission of the Tucson Police Department is to serve the public in partnership with our community, to protect life and property, prevent crime, and resolve problems.

**1121 Goals**

The Department shall annually update written goals and objectives for each organizational component. Performance measures will be established to provide measurement of progress toward the goals and objectives, as well as to establish measures for budgetary expenditures. Performance measures will be reviewed annually during the budget process and performance measures will be published and made available to all members.

**1130 ORGANIZATION STRUCTURE**

The Tucson Police Department is organized with an Office of the Chief of Police and four Bureaus as described below.



**1131 Office of the Chief of Police**

- 1131.1 **Deputy Chief**
- 1131.2 **Chief of Staff**
- 1131.3 **Legal Advisors**

**1132 Investigative Services Bureau**

**1132.1 Central Investigations Division**

- **Violent Crimes Section**
  - Aggravated Assault
  - Cold Case
  - Homicide
  - Robbery
  - Traffic Investigations
- **Special Victims Section**
  - Adult Sexual Assault
  - Child Sexual Assault
  - Child Physical Abuse
  - Domestic Violence
- **Special Investigations Section**
  - Asset Forfeiture
  - Auto Theft Task Force
  - DEA Strike Force
  - Financial Crimes
  - Gangs
  - Organized Crime
  - Guns
  - Sex Offender Registration and Tracking (SORT)
  - Internet Crimes Against Children (ICAC)
  - Missing Juveniles
  - Runaways
  - Street Crime Interdiction
  - Liquor Enforcement
  - Human Trafficking

**1132.2 Counter Narcotic Alliance**

- Conspiracy
- Street Crime Section
- Mid-Level
- Street Level
- Interdiction



- Home Invasion
- Administrative Support
- Finance/Grants
- Narcotic & Violent Crime
- Asset Forfeiture
- Mid-Level Transport
- Investigations/Tech Ops

**1132.3 Forensics Division**

- Crime Laboratory Section
- Evidence Section
- Impound Lot
- Identification Section

**1133 Administrative Support Bureau**

**1133.1 Training Division**

- **Southern Arizona Law Enforcement Training Center (SALETC)**
  - Basic Training
  - Field Training Officer Program (FTO)
  - Post Basic
  - Explorers
- **Advanced Training**
  - Advanced Officer Training (AOT)
  - Proficiency
  - Police Officer Reserves
  - Safe Teen Accident Reduction Training (S.T.A.R.T.) Program
- **Finance Section**
  - Budget and Accounting
  - Grants
  - Procurement
  - HIDTA Fiduciary
  - Asset Forfeiture
  - Impounds

**1133.2 Administrative Resources Division**

- **Recruiting**
- **Backgrounds**
- **Technology & Logistics Section**
  - Video Analysis & Management Unit Fleet Control
  - Information Services Unit
  - Facilities Management



- **Human Resources Manager**
  - Payroll
  - Personnel
  - Safety Coordinator
- **Records Section**
- **Wellness Coordinator**
  - Honor Guard
  - Behavior Sciences Unit (BSU)

**1134 Field Services Bureau**

- Field Services Bureau Executive Officer
  - Mental Health Support Team
  - Missing Adults

**1134.1 Operations Division South (ODS)**

- TRACC
- Neighborhood Crimes
- Team Motors

**1134.1 Operations Division West (ODW)**

- Alarm/Red Tag Unit
- Neighborhood Crimes
- Service Dog Unit
- Team Motors

**1134.2 Downtown Entertainment District**

- City Court Security
- Court Liaison
- Headquarters Station Security
- Mayoral Security Detail
- Prisoner Transport Unit (PTU)
- Alternative Response Callback (ARC)

**1134.3 Operations Division Midtown (ODM)**

- School Resource Officers (SROs)
- Neighborhood Crimes
- Team Motors

**1134.4 Operations Division East (ODE)**

- DUI Squads
- Neighborhood Crimes
- Team Motors



#### **1134.6 Specialized Response Division**

- **Special Operations Section**
  - EHDD/Bombs/Arson
  - Field Response Unit
  - Mobile Field Force
  - Rapid Response/Urban Search
  - SWAT
  
- **Emergency Management & Major Events Section**
  - DHS Grant Management
  - Disaster Planning
  - Emergency Management
  - Homeland Security Intelligence
  - Special Duty
  - Special Events
  
- **Air Support Services**
  - Air Support Unit (ASU)
  - Hostage Negotiations

#### **1135 Analysis, Engagement and Oversight Bureau**

##### **1135.1 Office of Professional Standards**

##### **1135.2 Audit & Analysis Division**

- Research & Analysis
- Audit & Best Practices (ABP)

##### **1135.3 Strategic Communications**

- Public Information Office (PIO)
- Community Engagement
- Volunteers

### **1140 RANKS/CHAIN OF COMMAND RESPONSIBILITIES**

#### **1141 General**

Ranking members are those personnel, sworn and professional staff, having authority to administer and supervise the work of the various divisions, teams, sections, units, details, and members of the department. Professional staff members shall have the same authority as sworn members in the equivalent classification and may have authority over both sworn and professional staff members appropriate to their assignment in all matters except those necessitating Arizona police officer certification. Each organizational component is under the direct command of only one supervisor.



The Chain of Command for members of the Department is as follows in descending order:

- Chief of Police
- Deputy Chief of Police
- Assistant Chief of Police
- Captain/Administrator
- Lieutenant/Superintendent
- Sergeant/Supervisor
- Officer/ Detective/ Professional Staff Member

## **1142 Ranks of the Police Department**

### **1142.1 Chief of Police**

The Chief of Police is the head of the department, as per Chapter X, Section 7, of the *Charter of the City of Tucson*, and reports directly to the City Manager. The Chief of Police may delegate or grant particular authority to members of the department as may be necessary for the efficient administration of the Department. The Chief of Police has the ultimate responsibility for the preservation of life and property, preservation of law and order, investigation of crimes, and enforcement of state laws and city ordinances. The Chief of Police shall provide advice to the City Manager, Mayor, and City Council on matters pertaining to the Police Department.

### **1142.2 Deputy Chief of Police**

Holding the Civil Service rank of Lieutenant, if a sworn member, appointed by the Chief of Police as Deputy Chief of Police acts as the Chief of Police in the absence or incapacitation of the Chief of Police and performs other duties as designated by the Chief of Police.

### **1142.3 Assistant Chief of Police**

Holding the Civil Service rank of Lieutenant, if a sworn member, appointed by the Chief of Police. An Assistant Chief of Police heads one of the Department's Bureaus. An Assistant Chief may be appointed as Acting Chief of Police in the absence from the city or incapacity of the Chief of Police.

### **1142.4 Captain/Administrator**

Holding the Civil Service rank of Lieutenant, if a sworn member, appointed by the Chief of Police. A Captain or Administrator generally heads a Division within a Bureau of the Police Department.

### **1142.5 Lieutenant/Superintendent**

A Civil Service rank, generally heading a Section within a Bureau or serving as a Patrol Commander in FSB.



**1142.6 Sergeant/Supervisor**

A Civil Service rank, generally functioning as a first-line supervisor.

**1142.7 Detective**

A Civil Service classification tasked with conducting follow-up investigation of crimes assigned to his/her unit or assigned by a supervisor. For rank purposes, Detectives are equivalent to Police Officers.

**1142.8 Police Officer**

A Civil Service classification responsible for handling general patrol functions, conducting preliminary investigations and providing basic police services.

**1143 Lines of Authority**

**1143.1 Unity of Command/Chain of Command**

The chain of command, descending from the Chief of Police and ascending from the lowest rank, shall be preserved. Members shall not bypass their appointed supervisors, except as set forth in these *General Orders*. Members shall not take matters directly to the Chief of Police or Bureau Commander unless it is a matter with which their supervisor has no official concern. If a member of the department believes that an immediate supervisor has made an unfair decision, that member may request the next higher supervisor in the chain of command review the matter. Members shall be accountable to only one supervisor at any given time. Members shall have access to their supervisor readily available.

**1143.2 Emergency Command**

In the event of an emergency necessitating immediate action under a single unified command, all personnel and equipment of the department shall be under the command of the Chief of Police, or in the Chief's absence, the Deputy Chief or a designated Assistant Chief of Police. For these purposes, an emergency is defined as any situation that calls for an immediate decision over and above ordinary and routine police activity, in which more than one division is involved. Incident Commanders shall have functional command of all members in situations requiring personnel from different functional units.

**1143.3 Absence of Commanders**

If a Commander finds it necessary to be absent, a ranking officer shall be designated to act in that capacity. Members who are directed to act in capacities above their ordinary or usual position shall, for the necessary time, possess the authority of that position and are accountable for the appropriate use of that authority.



#### **1143.4 Seniority**

When members are working together on the same assignment or detail and are of equal rank, seniority shall not be exercised except in an emergency or when an investigation or the department is being compromised. All members shall strive to work together in harmony and in a spirit of cooperation rather than by authority of seniority.

Seniority is determined first by rank, second by aggregate time served in rank, and third by aggregate time served on the department.

#### **1143.5 Authority of Commanders**

Division Commanders and Section Commanders may establish for their respective divisions or sections, written procedures that are not in conflict with department policies and procedures, and that have been approved by their Bureau Commander. Division Commanders and Section Commanders may, for emergency purposes, issue orders in deviation from department policies and procedures. Such orders shall remain in effect only for the length of time covering such emergencies.

#### **1143.6 Authority of Supervisors**

Supervisors shall constantly direct their efforts toward the intelligent and efficient performance of the functions of the department and possessing the authority to do so, shall require their subordinates to do the same. They shall not regularly perform the duties assigned to a subordinate when the subordinate is available. Supervisors shall be responsible for their own conduct and performance and for the conduct and performance of their subordinates. They shall initiate an investigation of any misconduct or non-performance of duty as soon as it comes to their attention. When it is appropriate, supervisors will notify their superior or their supervisor of matters of concern.

Professional staff members shall not have tactical authority over sworn employees in the exercise of police power.

Supervisors may issue orders that deviate from existing orders in an emergency for the duration of the emergency. Supervisors shall immediately report to their superior any deviation from existing orders.

Supervisors shall ensure that subordinates complete all duties and functions required of their positions. Supervisors shall be responsible for the evaluation, training, and development of their subordinates. When a supervisor is absent, the supervisor shall designate a member of the next lower rank to act in that capacity. The member so designated shall have all the authority necessary to perform that assignment.

#### **1143.7 Authority of Detectives and Police Officers**

Detectives and Police Officers are responsible for carrying out the basic functions of the department including protection of life and property, preservation of the public peace,





prevention of crime, arrest of violators of the laws, and the proper enforcement of all laws and ordinances. They shall investigate all incidents assigned to them consistent with department procedures.

#### 1143.8 **Orders**

Members shall obey any lawful order of a superior including any order relayed from a superior by another member.

- **Issuing Orders**

Orders from a superior to a subordinate shall be in clear, understandable language, civil in tone, and issued pursuant to department business. No commander or supervisor shall knowingly issue any order that is in violation of any law, ordinance, Department General Order, policy, or procedure.

- **Unlawful, Unjust, or Improper Orders**

Members are not required to obey any order that is contrary to law. Responsibility for refusal rests with members and they shall be required to justify their refusal. Members who are given orders that they believe to be unjust or contrary to Department *General Orders*, policies, or procedures must first obey the order to the best of their ability, and then may appeal for relief. Members are required to report the receipt of unlawful or unjust orders to the Chief of Police through their chain of command.

- **Conflicting Orders**

Orders may be countermanded, or conflicting orders issued, only when necessary for the good of the department. Upon receipt of an order in conflict with a previous order or instruction, the member affected shall advise the person issuing the second order of the conflict. Responsibility for countermanding the original order or instruction rests with the individual issuing the second order. If so directed, the latter command shall be obeyed.

### **1150 OTHER POSITIONS/ASSIGNMENTS**

#### 1151 **Lead Police Officer**

Lead Police Officers (LPO) shall direct their efforts toward the accomplishment of squad, division, bureau, and department goals. LPOs shall act as an information resource to other officers, tactically assist or direct the activities of other officers, or be assigned special area situations, calls, or projects as directed by a supervisor. LPOs may be assigned to coordinate community policing activities within patrol beats. LPOs will normally be assigned to a beat, unless otherwise assigned by a Sergeant, and will be subject to the activities and responsibilities assigned to the beat.

Supervision is not a role of Lead Police Officers; Lead Officers shall not complete or review evaluations, citizen complaints, personnel investigations, nor authorize vacation, *etc.* The LPO position carries no inherent administrative supervisory authority. If designated by a supervisor, an LPO may assume such authority just as any other officer so designated. An LPO may choose to



assume incident command, absent direction from a supervisor, at a crime or other scene. Lead Police Officers may request that officers be held over on a shift providing a supervisor is advised of the situation as soon as possible. LPOs have the same authority as a sergeant to request the Crime Scene Unit or any other specialized unit.

**1152 Community Service Officers**

Community Service Officers (CSOs) are professional staff members who are empowered to take certain enforcement action and to conduct such investigations or other duties as directed by the Chief of Police. Authority to conduct certain types of investigations and handle related enforcement matters is vested in CSOs under Tucson City Code.

CSOs shall not engage in enforcement of criminal laws. CSOs shall summon a sworn member any time they encounter a situation beyond the scope of their authority or training.

**1153 Reserve Police Officers**

Reserve Police Officers are unpaid sworn peace officers commissioned under the authority of AZPOST following a prescribed training program. Reserve police officers, only while on duty in such capacity under the supervision of the chief of police, shall have police powers equivalent to those of regular police officers, subject to such limitations as the chief of police may direct. All department rules apply to Reserve Officers (except where by their nature they would be inapplicable or inappropriate.)

Reserve Officers shall refrain from taking any police action while not on active duty, except as otherwise allowed for any private citizen. Exceptions to this rule are permissible only when life or property are seriously jeopardized, or when such action is necessary to aid a regularly commissioned police officer. The reserve badge and identification card may be carried while the Reserve Officer is not on duty.

Reserve Officers are covered under the City of Tucson Worker's Compensation Fund while on duty based upon a starting police officer's salary.

Reserve police officers shall not be subject to or acquire any rights under the civil service rules of the city or public safety personnel retirement system of the state. Reserve police officers shall receive no salary from the city or the police department. Reserve Officers may be dismissed from service with or without cause at the discretion of the Chief of Police.

**1154 Department Historian**

The Department Historian shall be appointed by the Chief of Police or designee and report directly to the Chief of Staff. The Historian may be an active or retired member as determined by the Chief of Police. The Department Historian shall be responsible for the coordination, inventory, and audit of all existing artifacts as well as the display of those artifacts in the department's display cases. Due to the potential historical and financial value of departmental artifacts strict inventory controls shall be utilized.



The Historian shall also proactively seek, identify, and obtain department artifacts, equipment, documents, and other items that might have historical significance and possess public interest in the culture and history of the department.

## **1160 VOLUNTEERS**

The Police Department utilizes unpaid volunteers in a variety of roles throughout the agency. Department volunteers are subject to all rules of the agency as may be appropriate to their function and to the specific rules created for the program. The Volunteer Program is administered and coordinated through the Community Liaison/Volunteer Coordinator. The Community Liaison/Volunteer Coordinator is responsible for the creation and promulgation of suitable rules and policies for volunteer members serving the agency.