



GOODYEAR POLICE DEPARTMENT

Policy and Procedure Manual

POLICY 1.01 POLICY AND PROCEDURE MANUAL

Effective:
09/18/2020

Replaces:
12/23/2015

Approved:

1. PURPOSE AND SCOPE

1. The manual of the Goodyear Police Department is hereby established and shall be referred to as the "Policy Manual." The Policy Manual is a statement of the current policies, procedures, rules and guidelines of this department. All employees are to conform to the provisions of this manual. All prior and existing manuals, orders and regulations that are in conflict with this manual are revoked except to the extent that portions of existing manuals, orders and other regulations that have not been included herein shall remain in effect where they do not conflict with the provisions of this manual.
2. Except where otherwise expressly stated, the provisions of this manual shall be considered as guidelines. It is recognized that law enforcement is not always predictable and circumstances may arise which warrant departure from these guidelines. It is the intent of this manual to be viewed from an objective standard, taking into consideration the sound discretion entrusted to members of this department under the circumstances reasonably available at the time of any incident.

2. DEFINITIONS

1. The following words and terms shall have these assigned meanings, unless it is apparent from the content that they have a different meaning:
 - A. Acting - Serving temporarily in a position which the member is not ordinarily assigned, usually in a position of higher responsibilities. The acting member shall have all the authority, responsibility, and duties of the higher position as defined in City Administrative Regulations.
 - B. ADOT - Arizona Department of Transportation
 - C. Adult - Any person 18 years of age or older
 - D. AG - Attorney General's Office
 - E. ARS §- Arizona Revised Statute
 - F. AZPOST- Arizona Peace Officer Standards and Training Board
 - G. CGAG - City of Goodyear Administrative Guideline-Regulations
 - H. CGCC§ - City of Goodyear City Code
 - I. CALEA - Commission on Accreditation for Law Enforcement Agencies
 - J. CFR - Code of Federal Regulations
 - K. Chain of Command - The unbroken line of authority extending from the Chief of Police through a single subordinate at each level of command down to the level of execution.
 - L. Child - Any person under the age of 18 years.
 - M. CID - Criminal Investigations Division
 - N. City - City of Goodyear
 - O. DCS - Department of Child Services
 - P. Department/GPD - Goodyear Police Department
 - Q. Departmental Directives (Directives) - All written forms of direction that provide direction, guidance, or instruction issued by the Chief of Police or designee. Directives generally come in the form of a Special Order, Policy, Procedure, or other written document.
 - R. DPS - Arizona Department of Public Safety
 - S. Employee/personnel - Any person employed by the Department.

- T. Gender of Words - "Patrolman", "officer", and "he" shall include both sexes.
- U. Immediately As soon as practicable or possible.
- V. May - Indicates a permissive, discretionary or conditional action.
- W. MCSO - Maricopa County Sheriff's Office
- X. MCAO- Maricopa County Attorney's Office
- Y. MCDOT- Maricopa County Department of Transportation
- Z. Member - All persons who are employed or appointed by the Police Department, including sworn officers, reserve officers, non-sworn employees and volunteers.
- AA. Non-sworn - Applies to all employees and associates who are not sworn peace officers.
- BB. Officer - Those employees, regardless of rank, who are sworn peace officer employees of the Goodyear Police Department.
- CC. On-duty - Employee status during the period when he/she is actually engaged in the performance of his/her assigned duties.
- DD. Order - A written or verbal instruction issued by a superior.
- EE. Peace officer - An employee of the Department who is required to be certified by AZPOST pursuant to Arizona Revised Statutes. The term includes sworn full-time and part-time officers who perform the duties of a peace officer.
- FF. Policy - Written orders that provide direction or guidance on the goals and acceptable actions of the department.
- GG. Policy Manual - Goodyear Police Department Policy Manual
- HH. Procedure - written orders detailing the individual instructions or steps necessary to fulfill policy requirements or address the operations of a specific Bureau, Division, Unit or specialized area of responsibility.
- II. Rank - The title of the classification held by an officer.
- JJ. ROP- Repeat Offender Program, (within MCAO.)
- KK. SAU- Special Assignments Unit
- LL. Shall (or will) - Indicates a mandatory action.
- MM. Should - Indicates generally required or expected action, absent a rational basis for failing to conform.
- NN. SOP - Standard Operating Procedure/ manual
- OO. Special Orders mean written orders that establish, clarify, modify, or supersede Department policy or procedure.
- PP. Supervisor - A person in a position of authority regarding hiring, transfer, suspension, promotion, discharge, assignment, reward or discipline of other employees, directing the work of other employees, or adjustment of employee grievances. The supervisory exercise of authority may not be merely routine or clerical in nature but requires the use of independent judgment. The term "supervisor" may also include any supervisor, lead worker, unit leader or other person given responsibility for the direction of work without regard to a formal job title, rank or aspects of compensation established by a collective bargaining agreement, the Fair Labor Standards Act, the Public Employees Labor Relations Act or any similar statutes or ordinances related to employment compensation or benefits. On those occasions where a single employee is working, that employee may also be the supervisor, except when circumstances reasonably require the notification or involvement of the employee's off-duty supervisor or an on-call supervisor.
- QQ. IAU- Internal Affairs Unit
- RR. USC € -United States Code

3. DISCLAIMER

1. The provisions contained in this Policy Manual are not intended to create an employment contract, nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the Goodyear Police Department and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the City, its officials or employees. Violations of any provision of any policy contained within this manual shall only form the basis for departmental administrative action, training or discipline. The Goodyear Police Department reserves the right to revise any policy content, in whole or in part.

4. RESPONSIBILITIES

1. The ultimate responsibility for the content of the manual rests with the Chief of Police. The Chief of Police, as the appointing authority, shall be considered the ultimate authority for the provisions of this manual and shall ensure compliance with all applicable Arizona and Federal law. The Chief of Police is responsible for issuing Departmental Directives, which shall modify those provisions of the manual to which they pertain. Departmental Directive shall remain in effect until such time as they may be permanently incorporated into the manual.

5. DISTRIBUTION OF MANUAL

1. Availability
 - A. An electronic version of the Policy Manual will be made available to all employees via the Power DMS application. The electronic version will be limited to viewing and printing only. No changes shall be made to the electronic version without authorization from the Chief of Police or designee.
 - B. Non restricted policies in this Manual will be mirrored on a Public Facing Policy webpage published on the department web page.

6. ACKNOWLEDGEMENT

1. As a condition of employment, all employees are required to read and obtain necessary clarification of this department's policies.
2. All employees will acknowledge the receipt and review of any new directive or modification to this manual through an electronic signature in Power DMS.

7. REVISIONS TO POLICIES

1. All employees are responsible for keeping abreast of all Policy Manual revisions. All changes to the Policy Manual will be posted via Power DMS. Supervisors will ensure that employees under their command are aware of any Policy Manual revisions by ensuring employees routinely check their inbox in Power DMS.
2. Review and signature reports can be obtained from the Power DMS administrator.

8. PERIODIC REVIEW OF THE POLICY AND PROCEDURES MANUAL

1. Each policy contained in this Manual will be reviewed and updated as necessary to ensure the Policy Manual conforms to actual operation of the Department and complies with Arizona and Federal law.

9. POLICY FORMATTING

1. Policies shall be collected into the Department Policy and Procedure Manual. All policies must be approved by the Chief of Police.
 - A. Policy Number and Title
 1. All policies shall be issued a number and title.
 1. Policy numbers shall be issued by the Deputy Chief for Support or designee.

2. The title should be reflective of the contents of the policy, and should not include the words "Policy" or "Policy on".

B. Policy Template

1. All policies shall be formatted using the approved Department Policy Template. This template is maintained by the Deputy Chief for Support or designee, and is available as a template within Power DMS.

C. Policy Formatting

1. All approved policies will have a header at the top of the page with the following information:
 1. Policy number
 2. Title
 3. Effective date
 4. Date of the policy being replaced (if applicable)
 5. Authorized image of the signature of the Chief of Police. The first section of the policy should be a purpose statement and a policy statement when appropriate.
2. The second section should contain definitions relevant to the policy.
3. Additional sections will be added as necessary to complete the policy.

D. Policy Colors

1. Red: Policies that have restricted access limited to only employees of this Department or those specifically designated by the Chief of Police. These policies are NOT TO BE RELEASED TO THE GENERAL PUBLIC WITHOUT REDACTION AND APPROVAL FROM THE CHIEF OF POLICE OR DESIGNEE.
 1. Microsoft Word standard red
2. Policies that have been assigned a color shall have the wording below within the header.
 1. Red: Classified Topic / Do Not Distribute