



OPERATION OF DEPARTMENT VEHICLES

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1. GENERAL INFORMATION

- A. It is the policy of the Department to use reasonable force and driving tactics necessary to conduct lawful public safety activities.
- B. Employees will comply with vehicle laws contained in [Arizona Revised Statutes \(ARS\) Title 28](#) and [City Codes](#) at all times when operating a City-owned, rented, leased, or seized vehicle.
- C. Employees shall possess a valid Arizona driver license appropriate to the type of vehicle being driven.
- D. Employees will not use Department vehicles/trailers without the permission of a supervisor and for other than official police business.
- **Prior** to using any City off-road vehicle (side-by-side, all-terrain vehicle (ATV), etc.), four-wheel drive truck or sport utility vehicle (SUV), and/or trailer, employees will complete Department familiarization training on the use of the vehicle/trailer (contact the Tactical Driving Detail at 602-256-4210 for training information).
 - * Supervisors will ensure employees have completed the required Department familiarization training prior to authorizing the use of the above listed Department vehicles/trailers.
- E. Employees will use seat belts in all vehicles so equipped and will require all non-custodial passengers to do the same (refer to [Operations Order 7.7.02, Transporting Prisoners](#), for prisoner seat belting requirements).
- F. Employees will not utilize electronic devices in vehicles while driving unless it is necessary to perform a police function.
- Employees must exercise due regard for the safety of themselves and others in these situations.
- G. Employees will not drive off roadways unless absolutely necessary to perform a police function.
- Employees will enter off-road areas on foot, whenever practical.
- H. On duty employees will not leave the City limits, except when on official police business, and will advise radio of their destination/purpose.
- This may not apply to detectives or undercover officers who have been given authorization from their supervisor.
- I. Proper vehicle maintenance is the responsibility of all employees.
- J. Energy Conservation - In order to conserve energy, employees will comply with these guidelines, whenever possible:
- Drive at reduced speeds
 - Avoid fast starts and quick stops
 - Use vehicles manufactured or modified to run on alternative fuels, such as compressed natural gas (CNG), flex fuel, hybrid, or electric when applicable
 - Limit prolonged engine idling
 - Combine trips
 - Carpool
- NOTE:** Employees will not let the engine idle in an **unoccupied** City owned, rented, leased, or seized vehicle unless absolutely necessary to perform a police function.
- K. In order to allow consistent handling of vehicles, equipment coordinators will adhere to the Police Equipment Manager's guide provided and updated by the police fleet manager (PFM) with input from equipment coordinators and administrative personnel.



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1. L. The PFM will oversee the administration of all fleet issues including the implementation of management directives in reference to vehicle matters.
 - The PFM is authorized to manage the fleet as deemed necessary to realize the most efficient and cost-effective fleet operation, which may include vehicle rotation.
 - All bureaus/precincts will establish a liaison for fleet matters, such as, an equipment coordinator, who will report to the PFM regarding fleet management and effect any necessary changes as directed by the PFM.
 - All bureaus/precincts will establish a system to best assign vehicles including vehicles available for use by all bureau/precinct personnel.
 - The vetting, selection, and monthly review of vehicles will be the responsibility of the specific bureau/precinct/unit and its liaison: for example, Traffic Unit and motorcycles, Air Unit and aircraft, and Special Assignments Unit (SAU) and armored vehicles.
- M. A fully visible “Out of Service” cover **will be** placed over the red and blue emergency lights when a civilian employee other than a Downtown Operations Unit (DOU) police assistant (parking enforcement), is driving a marked patrol vehicle.

NOTE: Civilian employees, including DOU police assistants, are not allowed to drive under the provisions of the following sections of this policy:

 - Section 2 - Emergency Response Driving
 - Section 3 - Traffic Enforcement Driving
 - Section 4 - Establishing Unlawful Flight
 - Section 5 - Pursuit Guidelines and Driving Procedures

2. EMERGENCY RESPONSE DRIVING

A. Definitions

- (1) Emergency Response Driving - The operation of an authorized emergency vehicle with mandatory use of lights and siren by a law enforcement officer in response to a life-threatening situation or a violent crime in progress at a speed above the posted speed limit and/or in disregard of traffic control devices governing the movement of motor vehicles.
- (2) Authorized Emergency Vehicle - A police vehicle equipped with identifying decals, and a fully operational red and blue light bar (except motorcycles), and siren.

- B. The decision to drive under emergency conditions will be discretionary with each sworn employee.
 - Sworn employees will have sufficient information to justify the decision to drive or continue to drive under emergency conditions and will continuously evaluate the safety of doing so.
 - Safe arrival will always have priority over speed and unsafe maneuvers enroute to an emergency.
 - Sworn employees responding to an urgent 907, 906, 998, and 999 will keep in mind emergency response driving may be terminated at the discretion of any sworn supervisor.
- C. The following three conditions must simultaneously exist for sworn employees to exercise emergency response driving privileges as set forth in [ARS 28-624, Authorized Emergency Vehicles](#):
 - The vehicle driven must be an authorized emergency vehicle.
 - The unit must be responding to a life-threatening situation or violent crime in progress.
 - A siren must be sounded and emergency red and blue lights activated.
- D. When sworn employees engage in emergency response driving, they may:



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2. D. (1) Park or stand, irrespective of the provisions of [Title 28](#).
- (2) Proceed past a red light, stop signal, or stop sign **only** after coming to a complete stop, and **all** traffic has yielded the right-of-way or stopped in response to the emergency vehicle.
- (3) The maximum speed allowed will be 15 mph when sworn employees travel in center or oncoming traffic lanes.
- (4) When sworn employees use center or oncoming traffic lanes to approach controlled intersections (traffic lights, stop signs, etc.), they will come to a complete stop before entering the intersection, even with a green light.
- (5) Sworn employees **will not** exceed the posted speed limit when approaching a controlled intersection.
- E. Speed Limit and Vehicle Movement
 - (1) The speed limit may be exceeded only under favorable conditions:
 - Light to moderate traffic
 - Good roads
 - Good visibility
 - Dry pavement
 - (2) A maximum of 15 mph above the speed limit is authorized on surface streets.
 - (3) Excessive speeds as defined by [ARS 28-701.02, Excessive Speeds](#), will be the maximum allowed on the freeway.
 - (4) The posted speed limit is the maximum speed allowed under less-than-favorable conditions.
 - (5) Sworn employees may disregard regulations governing the direction of movement, only after stopping or slowing as necessary for safe operation.
 - (6) Sworn employees may pass on the right when necessary and only when passing on the left is not possible.
 - The **maximum** speed will be **20 mph** when passing on the right.
 - (7) When initiating or continuing to drive under emergency conditions, sworn employees will consider:
 - Traffic volume
 - Time of day
 - Type of crime in progress
 - Distance from event or incident
 - Potential hazards to employees and the public
- F. Use of Emergency Lights and Sirens
 - (1) When operating authorized emergency vehicles under emergency response driving conditions, sworn employees **will** use emergency lights and the siren.
 - (a) To avoid alerting suspects, employees may choose to deactivate the siren when approaching the emergency call location.
 - (b) However, the use of emergency lights alone is **not** emergency response driving and requires the observance of all speed limits and traffic control devices.



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2. F. (2) Sworn employees will take necessary steps to assist the Communications Bureau in understanding their transmissions, such as closing windows and turning up radio volume while operating the siren.

3. TRAFFIC ENFORCEMENT DRIVING

- A. Definition - Driving that involves the apprehension of traffic violators.
- B. Sworn patrol/motor employees are expected to make reasonable efforts to apprehend traffic violators.
 - Traffic enforcement driving will not put the employee or the public at undue risk.
- C. Sworn patrol/motor employees will weigh the necessity to apprehend the traffic violator against the level of risk presented to the employee and the public.
- D. Sworn patrol/motor employees may disregard regulations governing traffic movement, as listed in [ARS 28-624](#), only when it can be done safely.
 - (1) Sworn patrol/motor employees will not normally exceed 15 mph over the posted speed limit to apprehend traffic violators.
 - (2) Sworn patrol/motor employees may exceed the 15 mph restriction only to enforce serious moving violations that create an immediate danger to the public, such as excessive speed, aggressive driving, reckless driving, or DUI.
 - The level of risk to the employee and the public, as well as the need to pursue the violator, must be considered.
 - (3) Sworn patrol/motor employees will not follow or pace the speed of traffic violators for extended distances; if a traffic violator refuses to stop after a reasonable distance, employees will discontinue following and return to service.
 - If the elements of unlawful flight exist (see section 4 below), the Air Support Unit (if available) should be requested to provide active observation on the vehicle (see section 5.F of this order for more information).

4. ESTABLISHING UNLAWFUL FLIGHT

- A. [ARS 28-622.01, Unlawful Flight from Pursuing Law Enforcement Vehicle](#) - A driver of a motor vehicle who willfully flees or attempts to elude a pursuing official law enforcement vehicle that is being operated in the manner described in [ARS 28-624, subsection C](#) is guilty of a class 5 felony.
 - (1) Sworn personnel must adhere to [ARS 28-624, subsection C](#) when attempting to stop the suspect vehicle by the use of an authorized emergency vehicle operating emergency lights and the siren.
 - (2) If the operator of the suspect vehicle becomes aware of the attempt by an authorized emergency vehicle and willfully flees or attempts to elude the authorized emergency vehicle, the elements of Unlawful Flight are established.
 - (3) Sworn employees who decide to continue following the suspect vehicle and do not terminate emergency driving after the elements of the unlawful flight have been established must state "IN PURSUIT" and follow the provisions as outlined in section 5 of this order.

NOTE:

- Pursuits will not be initiated for traffic violations, stolen vehicles, misdemeanors, and non-violent felonies.



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4. A. (3) **NOTE:** (Continued)

- A pursuit packet will be completed by the supervisor of the unit that initiated the pursuit.
- * If the unit decides to not follow the vehicle (does not go into pursuit), a pursuit packet is generally not required (see the section 6 of this order for more information).

5. **PURSUIT GUIDELINES AND DRIVING PROCEDURES**

A. Guidelines

- (1) A primary responsibility of police service and the individual sworn employee is the protection of life and property; per Department policy, vehicle pursuits will not be initiated and/or will be terminated when the pursuit presents a greater risk to life and property than the immediate apprehension of the individual/s being pursued.
- (2) All sworn employees will refrain from initiating and continuing pursuits when the action of the fleeing vehicle exhibits reckless disregard for public safety, regardless of the offense (which may include violent felonies).
 - Sworn employees **will** weigh the necessity to apprehend the suspect, such as the need to take into immediate custody, against the level of risk presented to the employee and the public when deciding to initiate or continue a pursuit.
- (3) Pursuits **will not be initiated** for traffic violations, stolen vehicles, misdemeanors, and non-violent felonies.
- (4) At **all times** during the pursuit, the involved units will evaluate whether the risk created by the pursuit outweighs the necessity for immediate apprehension.
- (5) Preventing Pursuits
 - With a supervisor's authorization, sworn employees may box in a **stationary** vehicle or utilize tire deflating devices to prevent the vehicle from becoming mobile.
 - * Once a vehicle goes mobile, it may **NOT** be boxed in at any time (stopped for traffic signals, school zones, on private property, etc.).

EXCEPTION: Does not apply to the use of a street jump by authorized employees as outlined in TM15, Tactical Events Response Plan.
 - * Tire deflation devices **will not** be deployed on moving vehicles that do not meet the criteria for pursuing.

EXCEPTION: Tire deflation devices may be authorized by a TSB supervisor during the course of a tactical surveillance.

B. Definitions:

(1) Pursuit Driving	Any attempt by a law enforcement officer operating an authorized emergency vehicle to apprehend occupant/s of a moving vehicle when the driver is aware of that attempt and is resisting apprehension by using high speed driving or other evasive actions to intentionally disregard the law enforcement officer's command to stop.
(2) Use of a Pursuit	A pursuit is a tactic/tool which may be used to apprehend a subject whom the sworn employee has reasonable suspicion to believe has committed, is committing, or attempted to commit an offense involving the infliction or threat of serious physical injury or death or is likely to endanger human life or cause serious injury to another unless apprehended without delay.



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5. B. Definitions: (Continued)

(3) Pursuit Conclusion	<p>A <u>pursuit</u> is concluded in one of two ways:</p> <ul style="list-style-type: none"> Suspect/s and/or vehicles are in custody, and/or suspect/s bail out, suspect vehicle has ceased movement, accident, etc. <u>Termination</u> - All units, including the Air Support Unit, are available for radio traffic and not involved in the pursuit of the suspect/s and/or vehicle/s in any way.
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C. Pursuit Restrictions:

(1) Marked Emergency Units	<ul style="list-style-type: none"> No more than three marked units will be involved in the immediate pursuit without a supervisor's approval. Other police units will be support vehicles and will not become actively involved in the pursuit. When practical, all marked units will wait for the arrival of the Air Support Unit prior to initiating a traffic stop on vehicles suspected in a criminal offense.
(2) Marked Units with Civilian Occupants	<ul style="list-style-type: none"> These units will not participate in pursuits as primary, secondary, or support units when their unit is occupied by a prisoner, suspect, complainant, witness, civilian observer, or any other person not on duty as a police officer (this does not include police recruits).
(3) Motorcycles, Transport Wagons, and Sport Utility Vehicles	<ul style="list-style-type: none"> These units may become involved as the primary unit only when they initiate the pursuit. They will relinquish the pursuit to a marked police vehicle occupied only by sworn personnel as soon as practical <p>NOTE: Sport utility vehicles that are police pursuit rated such as the marked Chevrolet Tahoe patrol vehicles; do not fall under this restriction.</p>
(4) Unmarked Units without Identifying Decals, Lights, and Sirens, and Plain-Clothed Officers	<ul style="list-style-type: none"> These units will not at any time become involved in a pursuit in a primary or secondary unit capacity. Only with supervisor approval may employees deploy tire deflating devices and assist with traffic control. Unmarked units must at all times adhere to all Title 28 provisions.
(5) Uniformed Sworn Employees	<ul style="list-style-type: none"> Uniformed sworn employees are authorized at all times to direct traffic and/or deploy tire deflation devices during pursuits, as directed by the monitoring supervisor.
(6) Prohibited Actions	<p>Sworn employees will not:</p> <ul style="list-style-type: none"> Pursue suspects while they are traveling the wrong way on any freeway, freeway frontage road, divided highway, or one-way street. Overtake, drive next to, or force suspect vehicles off the roadway. Ram a suspect vehicle. Block the roadway. Box in or surround a moving vehicle. Deploy tire deflation devices on moving vehicles not meeting pursuit criteria. Continue at speeds above excessive speeds as defined in ARS 28-701.02 after the suspect has demonstrated non-compliance with an attempted traffic stop. <p>* Excessive speeds are defined as:</p> <ul style="list-style-type: none"> Exceed thirty-five miles per hour approaching a school crossing Exceed the posted speed limit in a business or residential district by more than twenty miles per hour, or if no speed limit is posted, exceed forty-five miles per hour Exceed eighty-five miles per hour in other locations <p>NOTE: Sworn supervisors may authorize the deviation from these prohibited actions if the failure to apprehend the suspect may result in immediate danger to life.</p>



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5. C. Pursuit Restrictions: (Continued)

(7) Exceptions	<ul style="list-style-type: none">• Airport Bureau personnel may deviate from the listed restrictions when the event:<ul style="list-style-type: none">* Enters onto any restricted air operations area (AOA).* Enters or occurs on Airport property (landside operations area) and the offense involves the infliction or threat of serious injury or death or is likely to endanger human life or cause serious injury to another and the event is actively managed by an Airport Bureau supervisor.• Tactical Support Bureau (TSB) personnel may deviate from the listed restrictions when the event is actively managed by a TSB supervisor.• The actions taken by Airport Bureau and TSB personnel must be consistent with current training and reasonable under the totality of the circumstances.
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D. Guidelines for Terminating Pursuits

(1) Sworn personnel will consider terminating a pursuit when:

- Environmental factors such as rain, fog, or darkness substantially increase the danger of the pursuit.
- The employee is unfamiliar with the area and is unable to accurately notify the Communications operator of the location and direction of travel.
- Road conditions are congested by traffic or pedestrians.
- The fleeing suspect does not pose any additional danger to the safety of the employee and the public other than the flight itself.
- The pursuit occurs during **rush hour**, in the area of a **school**, and/or other area congested by pedestrian or vehicular traffic.
- There is a greater risk to life and property than the immediate apprehension of the individual/s being pursued.
 - * A greater risk to life and property exists when speed dangerously exceeds the normal flow of traffic, when vehicular or pedestrian traffic necessitates erratic maneuvering that exceeds the performance capabilities of the vehicle or the driver, or the driver recklessly disregards traffic control devices, drives in opposing lanes of traffic, or does not have lights on during hours of darkness.

(2) Pursuits will be **immediately** terminated under the below conditions:

(a) A sworn supervisor orders the pursuit terminated.

- Supervisors who wish to terminate a pursuit will issue an order to terminate and return to service.
- **All** ground units will immediately deactivate their emergency lights and siren.
- If applicable, the Air Support Unit will only continue to follow the suspect vehicle in an active observation mode or tactical support surveillance if supervisory permission has been granted to do so.

(b) The suspect is known to the employee and does not pose an **immediate** threat to the public.

(c) The distance between the employee and the suspect is so great that excessive speeds as defined in [ARS 28-701.02](#), are required by the employee to catch up, placing the employee/s, the public, and the suspect in serious danger.



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5. D. (2) (d) The employee loses visual contact with the suspect for an extended period of time (approximately 15 seconds).
- This does not imply that employees must cease looking for the suspect; however, employees must slow to the posted speed limit if they lose visual contact with the suspect.
- (e) If equipment failure involving the police vehicle/s emergency lights, siren, radio, brakes, steering, or other essential mechanical equipment occurs.
- (f) The employee's speed becomes excessive as defined in [ARS 28-701.02](#).

EXCEPTION: Sworn supervisors may authorize the continuation of excessive speeds if the failure to apprehend the suspect may result in immediate danger to life.

E. Marked Ground Unit Pursuit Procedures

- (1) Primary Marked Ground Unit - The first marked unit to become involved in a vehicular pursuit will be designated the primary unit and will:
- (a) State they are "IN PURSUIT", immediately activate the vehicle's emergency lights and siren, and immediately notify and update the Communications operator regarding the following:
- Unit identifier
 - Location, direction of travel, and speed of vehicle (for the duration of the pursuit)
 - Offense for which suspect is wanted
 - Description of vehicle being pursued
 - Number of occupants and their descriptions
 - Request an air unit
 - Any hazards to employees
 - Vehicle and pedestrian traffic conditions (for the duration of the pursuit)
 - Traffic infraction/s committed by the suspect (for the duration of the pursuit)
- (b) Additional Radio Procedures:
- Close windows and turn up the radio volume while operating the siren.
 - Continue radio transmissions during the pursuit until relieved of this duty by the secondary unit.
- * When relieved of broadcasting by the secondary unit, the primary unit should only broadcast critical information.
- * The primary unit will resume radio transmissions if the secondary unit discontinues the pursuit for any reason.
- (2) Secondary Marked Ground Unit - The second marked unit in a pursuit will become the secondary unit and will:
- Operate the vehicle with emergency lights and siren at all times during the pursuit.
 - Advise the Communications operator the unit is participating in the pursuit as a secondary unit.
 - Follow the primary unit at a safe distance.
 - Assume the primary position when the primary unit discontinues the pursuit, unless unsafe conditions exist or the pursuit has been terminated.
 - Assume radio transmissions from the primary unit, to include the information in section 5.E.(1) above.



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5. E. (3) Supporting Marked Patrol Ground Units - Will be support only and will not become directly involved in the pursuit without sworn supervisory approval; responsibilities include:

- Covering escape routes while attempting to remain out of suspect's view
- Assuming a primary or a secondary role if needed
- Paralleling the pursuit
- Assuming bulls-eye positions
- Adhering to all traffic control devices and regular speed provisions
- Activating emergency lights and the siren only to warn uninvolved citizens of the impending pursuit
- Observing suspect vehicle for identification purposes, when feasible
- The support units **will not** attempt to intervene even if they inadvertently intercept the suspect vehicle.

(4) Tactics That May Be Deployed:

- Tire deflation devices
- Bulls-eye techniques
- Paralleling
- Traffic control
- Active observation mode - Provided by the Air Support Unit
- Tactical support surveillance - Provided by ground units from TSB and the Air Support Unit

F. Tactical Support Bureau (TSB)/Air Support Unit – TSB/Air Support Unit provides two means of support in pursuit/possible pursuit situations and non-violent incidents; the active observation mode and tactical support surveillance.

(1) Active Observation Mode	<p><u>Involves both the Air Support Unit and patrol units in the below situations:</u></p> <ul style="list-style-type: none"> • When pursuit driving is permitted by policy • When authorized by a duty lieutenant for non-pursuit situations/non-violent incidents (stolen vehicles, residential/commercial burglaries, strong armed robberies, etc.) <p><u>Air Support Unit:</u></p> <ul style="list-style-type: none"> • When directed by a sworn supervisor, the active observation mode will be used. • When the Air Support Unit advises the suspect vehicle is in view, all units will turn off their emergency lights/siren, make every effort to move to a position where they can no longer be seen by the suspect, slow to the posted speed limit, and allow the Air Support Unit to call the pursuit while following out of the suspect's sight. • Will notify ground units when it is safe to attempt apprehension of the suspect. <p><u>Patrol Units</u> - In non-pursuit/non-violent incidents, patrol units will only consider the below listed options when authorized by a duty lieutenant.</p> <ul style="list-style-type: none"> • Will not have emergency lights and the siren activated; however, they may employ emergency driving procedures when necessary for traffic control and/or any other safety reasons • Additional tactics deployed during this phase may include: <ul style="list-style-type: none"> * Tire deflation devices * Bull's-eye techniques (out of suspect view) * Paralleling * Traffic control • All activities conducted will be documented for reporting purposes.
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5. F. (Continued)

(2) Tactical Support Surveillance	<ul style="list-style-type: none">• Pursuits may be turned over to TSB when available for surveillance and when requested by on-scene supervisors for the below situations:<ul style="list-style-type: none">* When a pursuit of a violator is not authorized by policy* When the continuance of an authorized pursuit becomes too dangerous for employees and the public* When a pursuit crosses precinct boundaries* Incidents where there is reasonable likelihood of flight* In any event where a violator is unaware of police presence and use of this technique will enhance officer and public safety over the use of a traditional stop• Involves the Air Support Unit and ground units from TSB to operate within the guidelines of their bureau manual• A supervisor from TSB must assume command.<ul style="list-style-type: none">* Radio traffic will be directed to a separate frequency by a TSB supervisor.* The initiating unit/s will be directed by a TSB supervisor to assist as needed.* Tire deflation devices may be authorized by a TSB supervisor during the course of a tactical surveillance.• All other patrol participation will end and precinct traffic will resume.
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(3) Once the Air Support Unit arrives on the scene, they may:

- Assume radio transmissions.
- Advise ground units whether they are assuming an active observation mode or tactical support surveillance (as directed by the monitoring supervisor).
- Take reasonable steps to conceal their presence from the occupants of the fleeing vehicle.
- Direct ground units to stay out of sight of the suspect vehicle.
- Make further notifications when appropriate.
- Seek specific instructions from the ground supervisor.
- Provide the supervisor completing the pursuit investigations a supplement when requested.
- Assist ground units with establishing a perimeter, when needed.

G. Responding/Monitoring Supervisor Responsibilities

(1) The initial responding/monitoring supervisor will be responsible for the pursuit until its conclusion, to include:

- Determining the appropriate action during the pursuit, such as having the Air Support Unit assume the pursuit in an active observation mode, requesting tactical support surveillance, or making the decision to terminate.
- Evaluating and directing employees/resources as needed based on information advised by the unit/s involved in the pursuit.

(2) Additionally, the employee's supervisor or initial monitoring supervisor will:

- Order the termination of a pursuit if in the supervisor's judgment the level of danger outweighs the necessity of apprehension.
- Advise the Communications operator to notify the affected precincts and/or jurisdictions if a pursuit is terminated and the suspect continues to flee.
- Give the Air Support Unit specific instructions when needed.
- Ensure a complete and proper investigation of the incident occurs.
- Complete a pursuit packet (see section 6 of this order).



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5. H. Pursuits Crossing Precinct Boundaries

- (1) When pursuits cross precinct boundaries, a duty lieutenant from the initiating precinct will assume command of the incident until the pursuit is terminated or turned over to TSB.
- (2) The initiating precinct duty lieutenant's responsibilities will include the following:
 - Continually assessing the need for the pursuit
 - Coordinating all available resources
 - Determining the number of units needed
 - Direct un-needed units to return back to their assigned area/s
- (3) Units involved in pursuits outside of their assigned precinct **will** immediately terminate their participation when directed by a sworn supervisor and return to service in their assigned precincts.

I. Communications Responsibilities

- (1) The Communications operator will:
 - Notify units of the pursuit on the appropriate frequencies.
 - Notify a patrol supervisor in the precinct where the pursuit is located.
 - Request assistance from the Air Support Unit when available.
 - Advise the patrol supervisor of the Air Support Unit's availability and estimated time of arrival.
 - Allow units to communicate car to car when necessary
- (2) The Communications operator will notify neighboring jurisdictions when the pursuit approaches its boundaries.

J. Other Jurisdictions Involved in a Pursuit

- (1) When other law enforcement agencies enter the City, sworn personnel will act as support units only.
- (2) If only one unit from an outside agency is involved and it is a marked emergency vehicle, one Phoenix unit may act as a secondary unit or take over as the primary unit in a pursuit with the permission of a sworn supervisor.
- (3) If the Phoenix unit does, in fact, become the primary or secondary unit, all applicable Department pursuit policies apply.
- (4) Sworn Phoenix employees acting as support units for an outside agency's pursuit will not continue their support function beyond the Phoenix City limits unless authorized to do so by a sworn supervisor.
- (5) Before entering another jurisdiction, sworn employees will ask radio to advise that jurisdiction of the pursuit for informational purposes and possible assistance.
- (6) With **authorization** of a Department sworn supervisor, sworn Phoenix employees **may** participate as primary, secondary, or support units when the outside agency unit is an unmarked vehicle and clearly indicates they want Phoenix personnel to assume the pursuit.

K. Tire Deflation Devices

- (1) The use of tire deflation devices are an effective way to conclude and/or avoid pursuits while minimizing danger to the public and the employees involved.



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5. K. (1) (Continued)

- Tire deflation devices may also be deployed during barricade/static situations as a method of disabling a vehicle.
- Tire deflation devices **will not** be deployed on moving vehicles that do not meet the criteria for pursuing.

EXCEPTION: Tire deflation devices may be authorized by a TSB supervisor during the course of a tactical surveillance.

(2) Sworn employees will ensure their tire deflation devices are serviceable and ready for use at the start of each shift.

(3) Approval for Deployment

(a) The use of tire deflation devices is one of many factors to be considered when determining whether to terminate or continue a vehicle pursuit.

- Deployment of tire deflation devices requires the approval of a sworn supervisor.
- Tire deflation devices will not be used on any of the freeways without sworn supervisor approval and coordination with the Department of Public Safety.

(b) This policy is not meant to supersede the decision by an involved sworn employee or supervisor to terminate a pursuit prior to use of tire deflation devices.

(c) Only sworn employees who have received Department-approved training in the use of tire deflation devices are authorized to deploy them.

(d) Deployment Guidelines:

- When possible, sworn employees involved in a pursuit will be advised that “spikes” are being deployed and the location where they will be use
- Sworn employees involved in the pursuit should allow ample room between the suspect vehicle and their police vehicles to avoid damage to Department vehicles.
- Tire deflation devices will not be deployed when it is clear their use creates a danger to the public and/or employee that outweighs the benefit of its use

(e) When other law enforcement agencies involved in a pursuit enter the City, the following will apply:

- Deployment of tire deflation devices will only be used when a Phoenix unit has taken over as the primary unit.

* This is necessary because of potential damage to police cars and the difficulty in communicating with outside agencies.

(4) Documentation

(a) The use of a Stop Stick brand tire deflation device will be documented in the Incident Report (IR), and the [Stop Stick Deployment Report](#) (completed online at stopstick.com) will also be completed.

(b) The deploying employee is responsible for completing the Stop Stick Deployment Report and will print a copy of the completed report which will be given to the bureau/precinct administrative sergeant for filing.

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5. K. (4) (c) A Report of Property Damage/Injury will also be completed in BlueTeam, and photographs of the damage will be taken and processed/stored as outlined in [Operations Order 5.8.05, Photographs, Audio and Video](#).
- Link photographs of injuries/damaged property in the BlueTeam report using the URL from WebXtender.

- L. Precision Immobilization Technique (PIT) Maneuver - Sworn personnel trained in the performance of the PIT maneuver **and**:
- Assigned to the Airport Bureau are authorized to employ this tactic to terminate a pursuit within airport grounds.
 - Working as dignitary protection may employ this tactic when needed as a part of their duties.
 - Assigned to TSB are authorized to employ this tactic when reasonable under the totality of the circumstances and when the event is actively managed by a TSB supervisor.

6. **REPORTING PROCEDURES FOR PURSUITS AND TRAFFIC STOP DRIVING INCIDENTS**

- A. All vehicle pursuits initiated by Phoenix sworn personnel and all Phoenix initiated traffic stops in which a suspect flees or refuses to stop which ultimately results in property damage greater than \$5,000, injury, or death, will be properly investigated by the supervisor of the unit that initiated the pursuit/traffic stop, or if absent, an on-duty supervisor.
- In situations where the elements of a pursuit are uncertain, the bureau/precinct/duty commander will make the final determination whether an investigation is necessary.
- B. A command officer may order a review of the actions of Phoenix employees involved in a pursuit initiated by another agency.
- C. When property damage, injury, or death occurs, the Incident Review Unit (IRU) will be immediately notified by the investigating supervisor.
- D. The investigating supervisor will be responsible for completing a pursuit/traffic packet (see section 6.D.(3) below for packet requirements).
- (1) The Professional Standards Bureau (PSB) will be contacted during normal business hours to obtain the appropriate pursuit (PUR) or driving incident (TRF) control number.
 - (2) Before interviewing any employee (to include but not limited to, driver/s and, if applicable, passenger employee/s) involved in a pursuit/traffic stop driving incident or requiring them to prepare written documentation about the incident, the investigating supervisor will issue the employee/s a [Notice of Investigation Form 80-58DB \(NOI\)](#).

NOTE: This does not apply to the initial fact-finding stages of the investigation nor does it apply to employees who are witnesses.

- (3) The pursuit/traffic packet will include the following documentation:

PACKET REQUIREMENTS	SPECIAL INSTRUCTIONS/DETAILS TO INCLUDE
(a) Supervisor's Report to the Driving Analysis Committee (DAC) (Pursuit/Traffic Stop Driving Incident) Form 80-312D	<p>Detailed Synopsis/Supervisor Summary will include the following applicable information:</p> <ul style="list-style-type: none"> • A summary of the incident including information from the involved employees • A description of all streets traveled with speeds, traffic conditions, traffic violations (such as violations of traffic control devices and their condition), and suspect driving behavior • Whether or not the suspect was known, or could be known, with minimal follow-up by the employee prior to initiating the pursuit <p>(Continued on next page)</p>



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6. D. (3) The pursuit/traffic packet will include the following documentation: (continued)

PACKET REQUIREMENTS	SPECIAL INSTRUCTIONS/DETAILS TO INCLUDE
(a) Supervisor's Report to the Driving Analysis Committee (DAC) (Pursuit/Traffic Stop Driving Incident) Form 80-312D (continued)	(continued from previous page) <ul style="list-style-type: none"> If a citizen observer, prisoner, or non-sworn employee (excluding recruits), was with any of the sworn employees involved in the pursuit If the supervisor ordered more than three units to actively pursue the suspect If passenger sworn employees were in units involved in the pursuit, their actions should also be included If any unmarked units were involved in any aspect of the pursuit If the Air Unit gave updates regarding the suspect's driving behavior, traffic conditions, and traffic violations
(b) Original Memorandum	Required from each sworn employee involved, such as primary, secondary, and/or support, and passengers <ul style="list-style-type: none"> Air Support Unit employees are normally not required to submit memorandums unless they are the only witnesses to an incident and their statements are needed to complete the packet, or they are otherwise requested to do so. <u>Memorandums will include the below applicable information:</u> <ul style="list-style-type: none"> The location where the suspect took evasive action to ignore the employee or otherwise avoid apprehension The time and location where the employee made a conscious decision to chase/apprehend the suspect Statements regarding complying with policy requirements (such as advisement of emergency lights and siren, use and duration of lights and the siren, making it known the employee is in pursuit, and, for employee s wearing body-worn cameras, activating their body-worn cameras) or statements regarding non-compliance (with explanation) Minimum/maximum speed of the vehicles involved at locations and traffic control devices during the pursuit, such as speeding up or slowing down Presence of any citizens, bystanders, or other hazards throughout the pursuit Point at which the employee or supervisor terminated the pursuit and the reason/s why Information regarding the continuance of any unit in the pursuit after termination
(c) Related Reports/Paperwork	<ul style="list-style-type: none"> NOI and Investigative Review Control (IRC) Form 80-58DD, section I, issued/completed for each involved employee Copy of crash reports that occurred either directly or indirectly as a result of the pursuit/traffic stop Copies of any related criminal reports
(d) Witness Statements	<ul style="list-style-type: none"> When possible, audio-record all witness statements.
(e) Map	<ul style="list-style-type: none"> If applicable, a map of the area traveled during the pursuit
(f) Photographs	<ul style="list-style-type: none"> If applicable, photographic indexed prints (thumbnails) are sufficient (photographs of vehicles, damage, suspect, etc.)
(g) Body-Worn Camera Video	<ul style="list-style-type: none"> If applicable, compact disc/s (CD/s) of any/all body-worn camera video capturing the pursuit/traffic stop
(h) Radio Transmissions	<ul style="list-style-type: none"> A CD of the radio transmissions of the pursuit/traffic stop will be requested from the Communications Bureau; however, only channels recorded or monitored by a Communications operator are able to be provided.

(4) Once completed/compiled, the pursuit/traffic packet will be forwarded through the chain of command to the bureau/precinct commander/administrator within 15 days.

E. The bureau/precinct commander/administrator will ensure the pursuit/traffic packet is complete, conduct an Investigative Review Process (IRP), sign the Supervisors Report to the Driving Analysis Committee (DAC) (Pursuit/Traffic Stop) Form 80-312D, and forward the packet to PSB in a timely manner.



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6. F. PSB will review the pursuit/traffic packet to ensure all required information is included and will then forward the packet to the DAC for the final review process.

7. REPORTING PROCEDURES FOR POLICE VEHICLE COLLISIONS (PVC)s

A. All police vehicle accidents will be reported to the employee's supervisor, or if absent, an on-duty supervisor, who will ensure a proper investigation is completed.

(1) The reporting supervisor will create a PVC incident in BlueTeam as soon as practicable.

(a) At a minimum, the BlueTeam report will contain the involved employee/s, the 15-digit incident number (if known or applicable), and a brief synopsis of the incident.

(2) PSB will review newly created PVC incidents in BlueTeam and assign tracking numbers as appropriate within three business days, or sooner.

(3) The PVC incident will then be assigned to the reporting supervisor in BlueTeam with instructions included in the routing message.

B. If there is a possibility of police liability, the on-scene supervisor will immediately contact IRU.

C. Before interviewing an employee involved in an accident or requiring him/her to prepare written documentation about the incident, the investigating supervisor will issue the employee an NOI for the accident.

- This does not apply to the initial fact-finding stages of the investigation nor does it apply to employees who witness an accident (this includes a passenger employee unless the passenger employee's actions are a contributing factor to the accident).

NOTE: If a passenger employee is found to be in violation of policy (for example, not wearing a seat belt) the passenger employee will be issued an NOI for that policy violation.

D. The investigating supervisor will complete an accident packet containing the following documentation:

POLICE VEHICLE CRASH (PVC) PACKET REQUIREMENTS	SPECIAL INSTRUCTIONS/DETAILS TO INCLUDE
(1) Supervisor's Report to the Driving Analysis Committee (DAC) (Police Equipment Collision/ Photo Citation/Driving Incident) Form 80-312DA or the Supervisor's Minor Collision Report Form 80-603D	<ul style="list-style-type: none"> • See section 4.2.7.E when deciding which form to use • The report should summarize the memoranda and attachments concisely reporting the facts of the incident • Collisions with injuries or significant damage should be documented in a full Supervisor's Report to the DAC
(2) Arizona Crash Report State Form 01-2704 (ACR)	<ul style="list-style-type: none"> • Completed by an uninvolved employee
(3) Original Memorandum	<ul style="list-style-type: none"> • One from each employee involved describing their involvement, or if a witness, describing their observations
(4) Witness Statements	<ul style="list-style-type: none"> • When possible, audio-record all citizen witness statements
(5) Photographs	<ul style="list-style-type: none"> • Vehicles, damage, etc.; photographic indexed prints (thumbnails) are sufficient (photographs of vehicles, damage, suspect, etc.)
(6) Related Paperwork	<ul style="list-style-type: none"> • NOI and IRC form, section I, issued/completed for each involved employee



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7. E. With the precinct/bureau commander's approval, the reporting supervisor may complete the [Supervisor's Minor Collision Report Form 80-603D](#) in lieu of the Supervisor's Report to the Driving Analysis Committee (DAC) Form 80-312DA.
- (1) This report may be used when investigating clear-cut, minor "non-injury, at-fault" or "non-injury, not-at-fault" collisions.
- EXAMPLES:**
- Minor private property collisions, including collision involving multiple City vehicles or employees at City facilities
 - Minor single-vehicle collisions with minimal property damage
 - Minor roadway collisions where no party claims to be injured and the police employee is not listed as "vehicle 1" and/or is clearly not at fault for the collision
- (2) When determining which form to use, consideration should be given to the possibility of City liability, collision severity and the complexity of the collision.
- (3) These investigations will be uploaded to BlueTeam and will include the same attachments utilized for the Supervisor's Report to the DAC.
- (4) These investigations will be reviewed by a quorum of DAC members, prior to forwarding to the Professional Standards Bureau (PSB) for applicable discipline processing.
- F. Once completed/compiled, the investigating supervisor will forward the accident packet through the chain of command to the bureau/precinct commander/administrator within 15 days and ensure the collision is entered into BlueTeam as a Police Vehicle Crash (PVC) incident.
- G. The bureau/precinct commander/administrator will ensure the PVC packet is complete, conduct an IRP if requested by the involved employee, sign the Supervisor's Report to the Driving Analysis Committee (DAC) (Police Equipment Collision/Photo Citation/Driving Incident) Form 80-312DA or Supervisor's Minor Collision Report Form 80-603D, and forward the packet to PSB in a timely manner via BlueTeam.
- H. PSB will review the collision packet to ensure all required information is included and will then forward the packet to the DAC for the final review process.
8. **PHOTO TECHNOLOGY TRAFFIC VIOLATION NOTICES (TVNs)**
- A. All photo-technology TVNs issued to Department employees driving a City vehicle will be reviewed by the Traffic Unit lieutenant.
- B. After the Traffic Unit lieutenant's review, the TVN will be assigned a photo-technology (PIC) control number, and the TVN, a memorandum, and additional required paperwork will be forwarded to the vehicle's assigned precinct/bureau for initial fact-finding to determine the following:
- Identity of the driver
 - Driver's immediate supervisor
 - Reason for activation, such as police response or type of call
- C. The driver's immediate supervisor will complete the additional required paperwork and return it, the memorandum, and TVN to the Traffic Unit lieutenant who will review the circumstances and determine if a review by the DAC is necessary using the following criteria:
- (1) Photo Enforcement Speed Activations on Freeways:
- Any unmarked or marked Department vehicle **with** or **without** emergency lights activated driving at excessive speeds as defined by [ARS 28-701.02](#) will be sent to the DAC for review.



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8. C. (2) Photo Enforcement Red Light/Speed Activations Not On Freeways:

- These activations will also be tracked by the Traffic Unit lieutenant and reviewed on a case-by-case basis using current Department policy guidelines.

D. If a review by the DAC is recommended, the involved employee's supervisor will be notified, and they will then follow the reporting procedures listed below in section 8 of this order.

9. REPORTING PROCEDURES FOR DRIVING INCIDENTS OR PHOTO-TECHNOLOGY TVNs

A. All allegations of improper driving by Department employees operating a City-owned, leased, or seized vehicle will be properly investigated by the involved employee's supervisor.

- PSB will be contacted during normal business hours to obtain a driving incident (TRF) control number.

* For the purpose of a supervisor's investigation, a driving incident will be defined as any driving incident which is not an accident, pursuit, or involving a photo-technology TVN.

B. The only time a TVN or driving incident investigation/packet is completed is when it is the only violation.

EXAMPLES: ¹An employee cuts off a bus causing the bus driver to slam on the brakes resulting in multiple passengers falling to the floor of the bus: a driving incident packet would be completed.

²An employee is involved in an accident where a photo-enforcement camera is activated: only an accident packet would be completed.

C. Before interviewing an employee for an investigation of a driving incident or photo-technology TVN or requiring the employee to prepare written documentation about the incident, the investigating supervisor will issue the employee an NOI.

- For TVNS, the involved employee will be instructed to not take action on the TVN (traffic school, pay fine, court, etc.).

D. For all driving incidents other than specific traffic stop driving incidents (see section 6 of this order for procedures on specific traffic stop driving incidents), the investigating supervisor will complete a driving incident or TVN packet containing the following documentation:

PACKET REQUIREMENTS	SPECIAL INSTRUCTIONS/DETAILS TO INCLUDE
(1) Supervisor's Report to the DAC (Police Equipment Collision/Photo Citation/Driving Incident) Form 80-312DA	<ul style="list-style-type: none"> • The report should summarize the memorandum and attachments and concisely report the facts of the incident.
(2) Original Memorandum	<ul style="list-style-type: none"> • One from each employee involved describing their involvement, speeds, route, special conditions, etc.
(3) Photo-Technology TVN	<ul style="list-style-type: none"> • When applicable, the original photo-technology TVN will be attached.
(4) Other Attachments as Needed	<p>Not all items listed below need to be included, only pertinent information should be attached:</p> <ul style="list-style-type: none"> • Citizen letter • Any witness employee memoranda • IRs if appropriate • Computer Aided Dispatch (CAD) call information • CAD Unit history • Mobile Data Computer (MDC) Unit history • CD of any body-worn camera video capturing the incident • Other attachments as appropriate
(5) Related Paperwork	<ul style="list-style-type: none"> • NOI and IRC form, section I, issued/completed for each involved employee



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9. E. Once completed/compiled, the investigating supervisor will forward the driving incident/TVN packet to their bureau/precinct commander/administrator.
- F. The bureau/precinct commander/administrator will ensure the driving incident/TVN packet is complete, conduct an IRP, sign the [Supervisor's Report to the Driving Analysis Committee \(DAC\) \(Police Equipment Collision/Photo Citation/Driving Incident\) Form 80-312DA](#), and forward the packet to PSB.
- G. PSB will review the driving incident/TVN packet to ensure all required information is included and will then forward the packet to the DAC for the final review process.

10. REPORT TRACKING

- Bureau/precinct commanders/administrators will establish procedures to ensure all pursuit, accident, photo-technology TVN, and driving incident investigations are:
 - * Reported in a timely manner
 - * Forwarded to PSB for review and submittal to the DAC
 - * Properly closed by providing PSB with the requested follow-up documentation post DAC's findings for each involved employee, to include, but not limited to:
 - A completed and signed Notice of Findings (NOF) Form 80-58DC
 - Finalized IRC form signed by the commander/administrator and assistant chief
 - Action Taken Memorandum, if applicable
 - Copy of any discipline, if applicable

11. POLICE ESCORTS

- A. Patrol personnel will not provide police escorts.
- B. The Homeland Defense Bureau (HDB) is responsible for escorts of public officials and dignitaries.
- C. Police escorts for vehicles hauling hazardous or unusual cargo, oversized vehicles, or funeral processions will only be conducted when authorized by a supervisor.
- D. Medical escorts will not be conducted.
 - (1) If appropriate, fire paramedics will be called to assist.
 - (2) If immediate attention is imperative, the employee may transport the injured person to the nearest medical facility with a supervisor's permission.
 - The decision to transport does not automatically allow for emergency response driving conditions.
 - (3) If the above procedures are unacceptable to the involved party, they will be advised they must continue to the medical facility unassisted.

12. RENTAL AND LEASE VEHICLES

- A. Bureau/precinct commanders/administrators will notify the Fiscal Management Bureau (FMB) via memorandum whenever their employees rent or lease a vehicle to be used by on duty employees.
 - The memorandum will include the name of the rental/lease agency and number of vehicles rented.
- B. This same procedure will also be followed for seized vehicles retained for use by the Department prior to placing them into service.



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13. UTILIZATION OF SEIZED/FORFEITED VEHICLES

- A. Bureau/precinct commanders who need seized/forfeited vehicles will coordinate with the Investigations division administrative officer.
- (1) Priority for assignment of forfeited vehicles will be based on need.
 - (2) The bureau/precinct/unit's authorized vehicle limit will not be exceeded without written approval of the Investigations assistant chief, executive assistant chief, and the City Budget and Research Department.
- B. Each bureau/precinct/unit which uses forfeited vehicles will have the responsibility for operation, maintenance records, and reports regarding use of assigned vehicles in accordance with Department policy.
- C. Seized/forfeited vehicles which are no longer economical to repair will be identified for replacement or disposal through the Investigations division administrative officer.
- D. Operational Guidelines
- (1) Forfeited vehicles will be operated only with the approval of a supervisor.
 - (2) **All** Department policies contained in this order regarding operation of Department vehicles will apply to forfeited vehicles.
 - (3) Forfeited vehicles will not be taken home without the approval of the affected assistant chief.
 - Once approved, an [Annual Permit to Keep Vehicle Off Shift or In Alternate Location Form 150-83D](#) will be completed in accordance with [Administrative Regulations \(AR\) 2.97, Vehicle Permits and Motor Pools](#).
 - (4) Mileage, operation expenses, and required reports will be completed by operators of the forfeited vehicles to their supervisor and bureau/precinct commander.
 - (5) Detailed procedures regarding the forfeiture, acquisition, and disposition process will be contained in the Drug Enforcement Bureau (DEB) manual.

14. DAMAGE TO CITY VEHICLES

- A. A supervisor will be notified immediately when a City-issued vehicle is damaged in any way.
- B. When a police vehicle is the only vehicle to receive damage as a result of a traffic accident and the damage is minor (paint transfer, small scratches, or dents, etc.) and is not likely to be repaired, no ACR is necessary.
- (1) No report will be forwarded to the DAC.
 - (2) An entry will be made in the Vehicle Minor Damage Log.
 - (3) If there is a question in reference to the damage being minor, the bureau/precinct commander will make the decision whether an ACR will be completed.
- C. If the incident results in damage greater than listed above, damage to the property of another, or complaint of injury/possible injury, an ACR will be completed.
- D. A Risk Management Division [Equipment Management Vehicle Damage Report Form 125-40D](#) will be completed and forwarded to the bureau/precinct equipment coordinator.



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14. E. Administrative procedures for repairs for reportable employee-involved accidents and/or accidents involving vehicles rented, leased, and seized by the City:

(1) Rented or Leased Vehicles	<ul style="list-style-type: none"> The immediate supervisor will initiate a memorandum indicating the cause of the damage. The bureau/precinct administrative supervisor will contact the rental/lease contractor to request two damage repair quotations. The memorandum, copies of both repair quotations, vehicle rental invoice, and any related Department reports will be forwarded to FMB. FMB will directly pay the firm offering the lowest repair cost.
(2) Seized Vehicles	<ul style="list-style-type: none"> Each bureau/precinct which uses seized vehicles will have the responsibility for operation, maintenance, maintenance records, and reports regarding use. Each bureau/precinct will be responsible for maintenance costs of seized vehicles assigned to it. Detailed procedures regarding operation and maintenance will be established in each bureau's manual if utilizing seized vehicles.

15. **MAINTENANCE OF CITY-ISSUED VEHICLES**

- A. All police vehicles will be inspected at the beginning of each shift and employees will:

- Report any damage in writing prior to using the vehicle.
- Check red lights, siren, spotlight, and radio for proper operation.
- Visually inspect tire pressure for proper inflation.
- Search the vehicle at the start and end of each shift and as soon as practical after a prisoner has been transported in the vehicle.
- Insure vehicle has adequate gasoline, oil, and engine fluid supply during their assigned shift.
- Keep their vehicle clean and free of trash.
- Photograph any considerable damage.
- Replenish supplies for operational readiness.

- B. Refer to the following chart for equipment required to be carried in marked police vehicles:

(1) Marked Police Car	<ul style="list-style-type: none"> Fully charged fire extinguisher Minimum of 12 flares Blanket Crime scene tape
(2) Accident Investigator	<ul style="list-style-type: none"> Marking crayons Template ACR forms
(3) All Uniformed Employees	<ul style="list-style-type: none"> Helmet, traffic vest, whistle Ticket holder, print kit, flashlight Appropriate Department forms
(4) Supervisor's Vehicles	<ul style="list-style-type: none"> Extrication device and jumper cables Crime scene tape
NOTE: Employees are not required to carry first aid supplies due to the availability of Fire Department personnel to render aid.	

- C. Malfunctions observed during a shift will be immediately reported to a supervisor.

- Vehicles in an unsafe condition will not be driven.
- Breakdowns occurring on the street will be reported immediately to the Fleet Services Division supervisor either by telephone or through the Communications operator.



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16. FUELING POLICE VEHICLES

A. All police vehicles will routinely be fueled at precinct stations, City service centers, City fuel islands, or authorized contracted vendors except for the below situations:

- Police motorcycles which require premium fuel and cannot utilize fuels containing alcohol
- Authorized undercover vehicles
- Vehicles used for out-of-town travel
- When City fuel is not available (employees must have prior supervisor approval)

(1) When a fuel site does not require the vehicle's odometer reading to pump gasoline, the employee will call City Fleet Services at 602-534-3835 with the current odometer reading to assist with tracking vehicle maintenance (when fueling, employees will use the six-digit vehicle identifier at all times).

B. Purchase of Fuel for Police Vehicles

(1) When employees purchase fuel for police vehicles at a service station, they will:

- Utilize their assigned City credit card.
- Legibly sign their name and serial number on the credit card receipt after the quantity, price per gallon, and total cost of the purchase has been written on the receipt by the station attendant.
- Write the equipment number and license plate number on the receipt.
- Obtain a receipt from the pump if "pay-at-the-pump" is utilized.
- Submit all gasoline receipts to their supervisor.
- If it is necessary to charge more than one vehicle's fuel on a credit card transaction, the employee's supervisor should be notified, and a notation made on the receipt.

(2) Supervisors will review receipts and compare the employee's purchases with the gasoline bill to ensure accuracy and prevent improper use of gas credit cards.

- Billing discrepancies will be referred back to FMB who will resolve the matter with the credit card company.
- Supervisors will have five business days to review the receipts with the receipts attached to the bill and forwarded to FMB for payment.
- Supervisors should document review of gas receipts in the employee's monthly notes.
- Quarterly inspections will be conducted randomly by bureau/precinct lieutenants or administrative sergeants of selected fuel purchases with a written report submitted to their respective commander.
- Review of the inspection reports will be conducted by Professional Standards Bureau (PSB) during scheduled audits.

(3) If a receipt is lost, employees will submit a memorandum to their supervisor documenting the circumstances.

NOTE: The memorandum will include the date, time, location and number of gallons purchased.

(4) Employees on authorized out-of-town travel are required to:

- (a) Contact FMB to check out a fuel credit card if in a City vehicle.
- (b) Purchase gasoline on their own and apply for reimbursement through FMB, if in their personal vehicle.

(5) Undercover officers will refer to their bureau's manual for policies governing credit card fuel purchases.



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16. B. (6) Additional information reference fueling site locations is available through Inside Phoenix's web-site under Departments, Public Works, Public Works Intranet Site, Menu, Fleet Services, [Fuel Site List](#).

17. POLICE VEHICLE SECURITY

A. Personnel will lock police vehicles when leaving them unattended except when:

- (1) Parked at a City parking lot supervised by an on-duty parking lot attendant (ignition keys will be left with the attendant).
- (2) It would be unsafe to lock the vehicle while involved in a police incident when use of the vehicle radio or MDC appears likely, or when immediate access to the vehicle is possible.
- (3) The vehicle is parked at a secure police facility.
- (4) The vehicle is left at the mechanical maintenance shop.

NOTE: When any police vehicle is left for an extended period of time for repairs, all equipment will be removed from the vehicle and secured at a police facility.

18. PARKING REGULATIONS FOR EMPLOYEES

A. Employees who are on official business are required to obey all parking regulations whether they are parking a City or privately-owned vehicle, except as otherwise stated in this policy.

B. If a police vehicle is parked to provide protection at an accident scene or to provide illumination at night upon the traveled portion of a roadway, the vehicle's emergency lights will be activated, and it will be unoccupied.

C. When an employee attends court or is on official business and does not have sufficient time to arrange for non-metered parking, the employee will comply with the following procedures in order to avoid receiving a parking citation:

- (1) The employee will park at a meter which provides at least a minimum of one hour of parking.
- (2) The employee will place sufficient money in the meter to cover their expected time of absence.
- (3) The employee will not park at inoperative meters or meters designated for special use.
- (4) At the first opportunity before the meter expires, the employees will move the vehicle from a metered parking location to a free parking location or to any other non-metered parking location before the meter expires.

D. Police Headquarters

- (1) Employees working at the main station will park City-owned police or personally-owned vehicles in areas designated by their division/bureau commander/administrator.
- (2) Vehicles parked in designated areas, which do not display the appropriate permit or are otherwise in violation of policy, may be cited.
- (3) The employee who parked the City-owned or personally-owned vehicle will be responsible for any Notice of Violation (NOV), see the section on voiding NOVs in this order.

E. Command and Precinct Stations

- (1) A map indicating proper areas for parking will be posted at each command/precinct station.



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18. E. (2) Employees will comply with the posted map for parking both personal and police vehicles.
- (3) Out-of-service vehicles from any bureau which are parked at a command/precinct station will be subject to use by any on-duty employee (undercover vehicles and those designated as 24-hour call-out are exempt from this policy).
- Keys will be left at the command/precinct station.
 - Each key will have a tag listing the equipment number, the license number, and vehicle description.
 - A spare set of keys will be maintained by the vehicle's assigned precinct/bureau.
- F. Sky Harbor International Airport
- (1) When employees attend business related meetings with Police and/or Aviation Department staff during regular business hours, vehicle garage parking may be validated by Aviation.
- (2) To avoid parking garage fees, Department employees conducting an investigation at Sky Harbor International Airport who require parking must contact the Airport Bureau duty sergeant at 602-821-4425 prior to arrival at the airport for parking assistance.
- Employees will not request the duty sergeant or Airport Bureau personnel to respond to the exit booth to arrange for parking fees to be waived.
- (3) Employees on business travel using Sky Harbor International are encouraged to park in the long-term parking surface lots.
- [AR 3.41, Business, Conference, and Training Travel and Related Expenses](#) limits the amount of reimbursement for parking up to \$10 per day
- (4) At all other times such as personal travel, employees are responsible for personal parking fees.
19. **VOIDING A PARKING CITATION (NOV) FOR EMPLOYEES**
- A. If an employee receives a parking citation while on-duty or for a City-owned vehicle, the employee will notify their supervisor upon receipt of the NOV for the City-owned vehicle and of their intention to either pay the fine, attend court, or formally request the NOV be voided.
- Under no circumstances will the Parking Enforcement Detail or other Department personnel be requested to void the citation without following the procedures outlined below.
- B. If an employee is unavoidably detained while on official business and does receive a parking citation, the employee may request to have the citation voided.
- C. To request the voiding of a parking citation received while on-duty or for a City-owned vehicle, the employee will forward a memorandum with the original citation through their chain of command to the employee's assistant chief within five days of receipt.
- (1) The assistant chief will forward the memorandum and citation to the City's Treasury Division of the Finance Department, Banking and Cashiering Section.
- (2) The memorandum will include the following information:
- Court division number, if applicable
 - Time of court appearance, or official business
 - Approximate time and location where the vehicle was parked
 - Time the citation was issued
 - Reason why the vehicle was parked at a metered parking location
 - Reason why the vehicle was not moved within the first hour of metered parking to a non-metered location



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19. C. (3) Employees **will not** write VOID across the face of the citation and **will not** submit the parking citation directly to the City Prosecutor to have it voided.
- D. Parking citations will not be voided when:
- (1) The employee had advance notice of court or official business, unless extraordinary circumstances are present.
 - (2) Circumstances permitted the employee to move the vehicle to a non-metered location but the employee failed to do.

20. **OVERNIGHT VEHICLE PRIVILEGES**

- A. In accordance with [AR 2.97, Vehicle Permits and Motor Pools](#), City-owned motor vehicles **will only** be used for City business and are not permitted to be used for private purposes such as running personal errands, stops at banks, or any other personal business. In addition, there is no expectation of privacy in use of the permitted vehicle and the City retains the ability to examine and inspect the vehicle.

- Being on paid stand by does not authorize personal use of a City vehicle.

NOTE: The executive assistant police chief may authorize deviations from this policy when doing so is clearly in the best interest of the City and Department.

- B. Qualifying Criteria - Employees who are assigned City vehicles will fall into one (1) of four (4) categories/tiers described below:
- (1) Tier 1: Overnight vehicle privileges for take home vehicles will be authorized for employees assigned to specific units who respond to emergency situations while off duty where a timely response is critical.
 - (2) Tier 1.5: Overnight vehicle privileges will be authorized for employees who respond to emergency situations while off duty where a timely response is critical, based on the below criteria:
 - (a) Take home vehicles - The employee lives in the City or within ten (10) miles of the City limits
 - (b) Off-site Parking - The employee lives more than ten (10) miles outside the City limits (employee must park the City vehicle at an approved off-site location within the City)
 - (3) Tier 2: Overnight vehicle privileges for off-site parking will be authorized for employees when they are assigned a City vehicle as part of their duties and their work site cannot accommodate the vehicle for parking (off-site parking permits will allow for employees to park their assigned City vehicle at an approved off-site location within 15 miles of their worksite and within the City limits).
 - The Office of Administration (OOA) maintains the list of approved off-site locations and is the final approving authority for off-site parking.
 - (4) Tier 3: Employees who do not meet the criteria of tiers 1, 1.5, or 2 will park their assigned City vehicle at the site where they report to work.



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20. B. (5) OVERNIGHT VEHICLE PRIVILEGES

TIER LEVELS	QUALIFYING CRITERIA
(a) Tier 1 Take Home/Overnight Vehicle Parking	<ul style="list-style-type: none"> Employees assigned to enforcement/investigative details with emergency callout responsibilities where a timely response is critical <p>EXAMPLE: K-9s or Bomb Squad</p>
(b) Tier 1.5 Take Home/Overnight Vehicle Parking or Approved Off-site Parking within the City	<ul style="list-style-type: none"> Employees assigned to enforcement/investigative details with emergency callout responsibilities where a timely response is critical <ul style="list-style-type: none"> * <u>Take home</u> - The employee lives in the City or within ten miles of the City limits * <u>Off-site Parking</u> - The employee lives more than ten miles outside of the City limits.
(c) Tier 2 Approved Off-Site Parking	<ul style="list-style-type: none"> Employees assigned to enforcement/investigative details with callout responsibilities where parking is not available at their work site must park within 15 miles of the employee's worksite and within the City limits.
(d) Tier 3 NO Take Home or Off-Site Privileges Authorized. (Employee Must Park at Assigned Work Site)	<ul style="list-style-type: none"> All other employees <p>EXCEPTION: Motor officers meeting the criteria in section 20.D.(1) of this order</p>
NOTE: Employees granted overnight vehicle privileges must be able to arrive at the scene safely within one hour of being called out.	

C. The executive assistant police chief may authorize take home privileges for an employee who lives within fifteen miles of their worksite in lieu of Tier 2 parking authorization (authorization will be issued only when the employee falls within the criteria for overnight vehicle parking as set forth under Tier 2).

- (1) The mileage distance between the worksite and off-site parking location or the employee's residence will be determined by using MapQuest, Google Maps, Yahoo Maps, and will be computed as actual driving distance.
- (2) Employees **will not** use their assigned City vehicle (marked or unmarked) to travel to an off-duty, extra duty, or special event job.

EXCEPTION: At the approval of the affected division assistant chief, employees may use City vehicles while working extra-duty or special event jobs in which a City vehicle is requested to perform a specific job function.

- (3) Permits for locations outside two miles of City limits require a memorandum of explanation.

D. Motor Officers:

- (1) Motor officers who meet the below criteria may obtain approval for overnight vehicle privileges:
 - Live within Maricopa County
 - Obtain approval from their chain of command with final approval from the executive assistant police chief
 - Submit an Annual Permit to Keep Vehicle Off-Shift or in Alternate Location Form 150-83D
 - Surface streets should be utilized when commuting to and from work
- (2) Motor officers who do not meet the above criteria must park at their work site (off-site parking will not be authorized).



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20. E. Overnight Vehicle Permits

- (1) Eligible employees must complete an Annual Permit to Keep Vehicle Off-Shift or in Alternate Location form during the month of December every year.
 - This permit/form expires every December 31st.
 - A change of vehicle, assigned driver, or work assignment requires a permit/form submission for continued overnight parking of the vehicle away from the work site.
 - (a) Vehicle permits will clearly indicate if the vehicle is being kept at an employee's residence or at an approved off-site parking location.
 - (b) Annual Permit to Keep Vehicle Off-Shift or in Alternate Location form will be forwarded through the employee's chain of command to the executive assistant police chief for approval.
- (2) Vehicles which are approved for take home or off-site parking will have a valid permit issued by the OOA in the vehicle at all times.
- (3) Annual Permit to Keep Vehicle Off-Shift or in Alternate Location form information will be maintained in the OOA tracking databases.
- (4) Supervisors with employees who have take-home or off-site parking privileges will perform annual reviews of the need for the employees within their units to have these privileges.
 - If the need no longer exists, supervisors will notify the OOA which will revoke the permit.

F. City Vehicle/Equipment Security

- (1) Employees who are approved for an overnight vehicle permit must provide off-street parking for the City vehicle.
- (2) Employees must obtain approval, through their chain of command, from the Investigations commander if they desire to park a City vehicle on the street if off-street parking is unavailable.
- (3) Tier 1.5 and 2 parking must be at a parking location that provides proper security for the City vehicle.
 - The list of approved off-site parking is maintained by the OOA.
- (4) See [Operations Order 4.7.00, Rules and Regulations](#), for further information regarding care of Department/City property.

21. AUTOMATIC VEHICLE LOCATOR (AVL)

- A. The Department's AVL is a Global Positioning System (GPS) based system within the software for the MDC and CAD systems.
 - The AVL promotes employee safety, assists in tactical operations, and assists in improving response times to radio calls.
- B. The AVL system may be used as an aid in any criminal and/or administrative investigation.
- C. Employees will not make any attempt to disable the AVL system in any way.