



3700 SPECIALIZED DEPARTMENT EQUIPMENT

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

3710 MOTOR VEHICLES

All members shall wear seat belts when operating or as a passenger in any City vehicle. All passengers, including prisoners in screen units, will be made safe through the use of restraint devices.

3711 Marked Units

The Department marked fleet meets emergency vehicle standards and provisions as set forth in statute, and is the primary Department vehicle for first responders. Each Patrol Division will have a number of marked patrol units assigned to it. The Division Commander will be responsible for the assignment of such vehicles in concert with Bureau policies. Assignments of marked units assigned to other Divisions are the responsibility of the respective Division Commander.

Markings and emergency equipment on each Department marked unit will be consistent in design and shall not be altered except by direction of the Chief of Police through the Police Logistics Division.

3711.1 Standard Equipment

Apart from the required emergency lights, safety equipment and communications equipment, at a minimum, each marked Patrol unit will have the following equipment immediately available:

- Stocked First Aid Kit and Blanket
- Officer Trauma Kit
- Fire Extinguisher
- Road Flares
- Traffic Cones
- Serviceable Spare Tire and Equipment



Division Fleet Technicians will maintain replenishment supplies at each substation and at Headquarters. Drivers are responsible for ensuring that each vehicle they drive contains these mandatory equipment and supplies.

3712 Unmarked Units

The Department unmarked fleet is primarily for follow-up responders and administrative use. Division Commanders are responsible for the assignment of such vehicles in concert with Bureau policies. Assigned drivers are responsible to coordinate the routine maintenance and required inspections and repairs of their vehicles.

3712.1 Undercover Vehicles

Undercover vehicles may be assigned from seized vehicles, leased vehicles or the City (Department) fleet. The Division Commander will be responsible for the assignment of such vehicles. Individual unit policies will dictate rules governing usage of these vehicles, but, in general, these vehicles are to be utilized in the furtherance of the police objective and in support of the undercover operation. Members assigned such vehicles are responsible for their operation, maintenance and security.

3713 Off-Road Vehicles

The Department utilizes a number of 4 wheel-drive and off-road vehicles such as "quad-runners." Members authorized to operate these vehicles shall have completed the necessary training and qualification in their safe operation. These vehicles shall be used to access areas of the City that are not otherwise accessible.

3714 Vans and Trucks

The Department utilizes vans and trucks for a number of purposes including Identification, Evidence and Forensics, Mobile Field Force transport, Commercial Vehicle Enforcement, prisoner transportation, evidence transportation and transportation of oversized items. Drivers shall be responsible for their familiarization with the vehicles and may be required to attend orientation training offered through the City of Tucson.

3715 Mobile Command Center

The Mobile Command Center is available 24 hours a day for critical incident response and by appointment for community demonstrations. This is an extremely specialized vehicle that contains a significant amount of specialized equipment. The Mobile Command Center is the



responsibility of the Specialized Response Division, which maintains its operating procedures and a current list of certified operators. Command Center operators have received extensive specific training in the operation and maintenance of the Center, and they are the only members authorized to drive and deploy the Center. The Command Center may be requested through the Specialized Response Division, Specialty Vehicle Unit, during business hours or through the CAD system after hours.

Portable equipment such as awnings, tables, etc. assigned to the Command Center shall remain with it in order to be immediately available for call-out. Center operators are responsible for maintaining the inventory and condition of equipment and vehicle, and shall check vehicle and inventory before and after each call-out.

3716 SWAT Vehicles

The SWAT team is assigned a number of specialty vehicles including raid vehicles, equipment transports, and armored track vehicles. Only SWAT members trained in their operation shall operate such specialty vehicles. SWAT will be responsible for the training and qualification of its members in the safe operation of each specialty vehicle. The use of any of these vehicles will be governed by the tactical need within the scope of training and the capability of the vehicle.

SWAT will also be responsible for the inventory and maintenance of any specialty equipment associated with their specialty vehicles. SWAT vehicles may be made available for community demonstrations with coordination through the Specialized Response Division.

3717 Police Motorcycles

Police motorcycles shall be assigned through the Traffic Enforcement Section. Only members trained and qualified in their safe operation are authorized to ride them. Motorcycles will be deployed primarily for traffic-related purposes, but may be utilized for specialized functions such as parades or crowd-control. Their operation and maintenance is outlined in the *Traffic Enforcement Section Operations Manual*.

3718 Prisoner Transport Unit (PTU) Vans

The vans assigned to the PTU are used primarily for transporting prisoners. See *Prisoner Transport Unit/Transport Vehicles*.

3719 Gang Outreach Van

The van assigned to the Gang Outreach Unit is for crime prevention and youth activities.



3720 Other Specialized Equipment

3721 Light Trailers

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

3722 Bicycles

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

Members authorized to ride bicycles are selected for the position and must successfully complete the required training program. Riders are responsible for the maintenance and security of their assigned bicycles. Special equipment for the bicycles and bicycle officers is the responsibility of the Bike Officer Coordinator assigned to the Operations Bureau.

3723 Mobile Field Force Equipment

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

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

3724 Personal Protective Equipment (PPE), Level C

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



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

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

3725 Individual First Aid Kit (IFAK) Procedure

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

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



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

3725.1 Storage

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

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

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

3725.2 Training

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

3725.3 Reports

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

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

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

3725.4 Inspection and Inventory



Every IFAK will contain the following supplies:

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

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

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

3726 Portable Automated External Defibrillator (AED)

3726.1 General

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

- Sudden cardiac arrest (SCA) – SCA is a condition that occurs when the electrical impulses of the human heart malfunction, causing a disturbance in the heart's electrical rhythm. This erratic and ineffective electrical heart rhythm causes complete cessation of the heart's normal function of pumping blood. Unless treatment, (Chest Compressions and AED use), is delivered within minutes, brain death is certain.
- Automated External Defibrillator – AEDs are medical devices that can detect the presence or absence of heart rhythms indicative of SCA, and determine if an electrical shock should be administered to the patient. If the AED determines that a shock is necessary, it will charge to the appropriate voltage and advise the operator to deliver a shock to the patient. An AED should only be applied to a patient who is unconscious and unresponsive, and not breathing normally.



3726.2 **Scope**

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

The Tucson Police Department will not routinely dispatch police personnel as primary responders to calls for service involving only a medical emergency.

3726.3 **Program Coordination**

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

Overall coordination of the program will be handled by a designated Department AED Program Coordinator. Each FSB Division Commander will designate a divisional Site Inspector, who will be responsible for monthly inspections of the AEDs, and reporting of AED deployment and use. The Tucson Fire Department will provide training assistance, and replacement electrode pads, as needed.

The AED Program Coordinator's responsibilities include:

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



The FSB Site Inspectors' responsibilities include:

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

3726.4 Field Deployment

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

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

3726.5 Storage

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



3726.6 Inspection and Inventory

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

3726.7 Training

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

Training will be tracked for reporting by the Program Coordinator to the AZ DHS, as required by SHARE program guidelines.

3726.8 Deployment of an AED

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

1. Call for EMS response.
2. Start Continuous Chest Compressions CPR.



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3. If an AED is available, follow the directions on the device and quickly apply the electrode pads to the victim's bare chest as shown on the electrode pad diagrams. If someone is available to assist, initiate and continue CPR while preparing the AED for use.
4. Follow the voice prompts from the AED. If a heart rhythm is detected that requires a shock, the system will prompt the rescuer to deliver a shock. The AED will not deliver a shock to the victim unless the system determines that a shock is required.
5. Continue to follow the voice prompts from the AED until EMS personnel take over care.
6. Request replacement electrode pads from TFD personnel, if they have responded.

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

3726.9 Reports

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

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

Following any use of an AED, the member will ensure that the AED is taken out of service until it can be inspected and/or serviced by the Division Site Inspector.



The deploying member will provide the Site Inspector with relevant information regarding the use of the AED.

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

3727 NASAL NALOXONE

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

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

3727.1

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

3727.2 Definitions

- Paramedic / EMS: Trained and licensed medical personnel who provide pre-hospital emergency medical care; such practitioners provide out of hospital care for those with an illness or injury.



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

3727.3 Procedures

3727.4 General

Each FSB Division Commander shall appoint a commissioned member as a Naloxone Coordinator to administer the law enforcement program at the division level. The Naloxone Coordinator's responsibilities will include:

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



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3727.5

Each Naloxone kit shall include:

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

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

3727.6 Indications and Use

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

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



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

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

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

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

Communications will promptly notify responding Paramedics / EMS personnel.

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

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

3727.7 Documentation Requirements

Upon completion of a Naloxone administration, the officer shall submit a case report detailing the incident, to include the care the patient received (to include other life-saving measures applied



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by law enforcement), whether Naloxone was administered, and if so, how many doses and whether the Naloxone use was successful.

The division Naloxone Coordinator shall ensure that a copy of the case report is forwarded to the Administrative Medical Director. These records shall be completed for program integrity, statistical value and tracking of the Nasal Naloxone deployment.

3727.8 Maintenance / Replacement:

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

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

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

3730 MOBILE VIDEO RECORDER OPERATION (IN-CAR VIDEO SYSTEM)

3731 General

The Department will deploy mobile video recorders (MVRs) in marked patrol vehicles to gather video information that will support the Department's mission. The recordings will document contact with motorists and other encounters between officers and citizens, not to document contact between department members, though this may be unavoidable to a certain extent. The use of video will reinforce the transparency of the Department's operations.

The deployment of the MVR systems will not interfere with normal vehicle operations and patrol procedures. Each member who routinely operates a vehicle with an in-car camera shall be familiar with the operation and functions of the MVR system.



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Each audio-video file will be retained for a minimum interim period defined in The Mobile Video Recorder Operations Manual... Long-term audio-video file storage shall comply with existing state record retention law and evidence retention protocols. Audio-video files are encoded at the time of recording for continuity of authentication.

All audio-video files, images, and digital photographs obtained from any location, scene, or system accessed by authority or permission of the Department are the exclusive property of the Tucson Police Department. The use of personal image capturing, transferring, or storing devices (e.g. cameras or portable memory media) is prohibited. No member shall permit citizen observers or others granted access to locations, scenes, or systems not available to the general public to record video or otherwise capture images without Bureau Commander approval (or as authorized by another chapter of *General Orders*). No one shall keep, reproduce, or transfer the above except by established evidence and document release protocols.

3732 Mobile Video Recorder Operation Manual

All members operating a Tucson Police Department vehicle that is equipped with a mobile video recording device shall be familiar with the Mobile Video Recorder Operation Manual and follow the operational policies outlined in the manual.

3733 Vehicle Deadline

L3 Communications:

The L3 in-car system will run a self-diagnostic at start up. The operator shall notify a supervisor if a system fault or failure is indicated.

The vehicle will be deadlined at the substation for L3 MVR issues.

A supervisor must authorize the deployment of a vehicle with a system fault in order to prevent a fleet shortage or when operational conditions dictate the need to deploy the



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vehicle, provided any existing audio-video files on the vehicle have been uploaded at its assigned station.

L3 equipped vehicles involved in collisions or otherwise not able to be driven to the substation shall refer to the appropriate section of the Mobile Video Recorder Operation Manual to ensure audio/video evidence is not lost.

IRSA:

The IRSA in-car system functionality shall be checked by the operator at the initial start-up. The IRSA in-car system incorporates the operator's mobile laptop computer. Troubleshooting an IRSA in-car system, therefore, includes the evaluation of both hardware and software.

Spare IRSA compatible mobile laptop computers will be made available and may be used to test any IRSA equipped vehicle believed to have hardware functionality problems.

If the problem is specific to one computer, the system fault or failure may be a result of corrupt mobile computer software. As such, system faults or failures involving only a mobile computer may be handled simply by deadlining only the affected computer.

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The operator shall notify a supervisor and the mobile computer will be deadlined for an IRSA fault or failure. The operator shall indicate that the computer is being deadlined for an IRSA system fault or failure and indicate if any known audio-video files are presently stored on the computer. This is to prevent the unintentional deletion of audio-video files stored on the mobile laptop computer during computer imaging.

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If the IRSA equipped vehicle functions with a spare IRSA compatible mobile laptop computer, the vehicle may be used. In the event that the same system fault or failure is present during a test with multiple IRSA compatible computers, the operator shall notify a supervisor and the IRSA equipped vehicle will be deadlined.

A supervisor must authorize the deployment of a vehicle with a system fault in order to prevent a fleet shortage or when operational conditions dictate the need to deploy the vehicle.



IRSA equipped vehicles involved in collisions or otherwise unable to be driven to a substation shall adhere to the appropriate sections of the Mobile Video Recorder Operations Manual

3734 Duty to report malfunctions

A member shall not operate a mobile audio/video recording equipped vehicle, if the audio and video recording equipment is not fully functional, without a Supervisor's approval. If the Supervisor finds fleet shortages or operational conditions warrant deployment of the vehicle anyway, the member shall send a GroupWise explaining the following:

- a. When was the system discovered inoperable
- b. What is believed to be wrong with the system
- c. Where is the vehicle located
- d. Is there video on the system that could not be downloaded
- e. What supervisor authorized deployment of the vehicle

The vehicle shall be deadlined at the end of the members shift and the GroupWise sent to the following people.

- a. The member's Supervisor
- b. The member's Lieutenant
- c. The member's Administrative Sergeant
- d. The administrator for the system, see the TPD Wiki
- e. The ISDU Sergeant

Members shall not attempt to troubleshoot or repair any mobile video recording systems without the approval and/or assistance from the system administrator or the ISDU Sergeant.

3735 Documentation

L3 Communications:



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Operators shall categorize each audio-video file after stopping the recording. Operators shall select the appropriate label (traffic, search, evidence, DUI, other) from the menu. The label will determine the minimum length of retention. The default storage of audio-video files is 30 days. Storage may be extended to 45 days by a particular file label selected on the console or when a label is modified from a network computer. Operator notes and comments may be added to a video log after upload.

- Incident reports are generally not required for routine audio-video files.
- Audio-video files shall have a case number associated when retained as evidence, or to be "burned" to DVD. All DUI audio-video files must be saved and assigned a case number.
- Operators shall include the existence of audio-video evidence in the incident report for follow up investigations.

IRSA:

Operators shall tag any audio-video file of evidentiary value with the "DIMS Evidence Retention Label" to initiate processing for evidence retention. Routine (non-evidentiary) audio-video files shall be tagged with the "Mandatory Metadata Label". These videos will be uploaded to interim storage automatically, and retained for an interim period of 60 days. Operators may tag an audio-video file after it is uploaded for interim storage. As soon as practical, operators shall tag any audio-video file of evidentiary value. Tagging audio-video files must be done before the standard interim period of 60 days has expired; otherwise, the audio-video file is purged. Incident reports are generally not required for routine audio-video files. Audio-video files shall have a case number associated when tagged for evidence retention. All DUI audio-video files shall be tagged with the required information defined by this chapter. Operators shall include the existence of audio-video evidence in the incident report for follow-up investigations.

3736 Video Playback

L3 Communications:



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Viewing of audio-video files prior to uploading shall be permitted only for legitimate investigative purposes when necessary, or for training purposes with supervisory approval. Operators shall not view or permit others to view audio-video files on the vehicle console except as stated above.

Audio-video files may not be viewed by any member who reasonably believes that he or she may be interviewed as a focus officer or witness in a Board of Inquiry/serious incident prior to any interview or statement unless specifically approved by the investigating detail supervisor or a commander. Such situations include officer-involved shootings, in-custody deaths, or significant injury situations.

The uploaded audio-video file can only be viewed from a network terminal by the originating operator(s), the chain of command, or other authorized personnel. Each attempt to access the audio-video file is logged and tracked. Members shall not attempt to access audio-video files without a legitimate law enforcement purpose.

IRSA:

Audio-video files are available for viewing in the vehicle during the IRSA "shift", even after the file is wirelessly uploaded (An IRSA "shift" is the time from when the IRSA application has been opened until the time the IRSA application has closed. If the IRSA application is opened and closed throughout an operators work shift, the operator will only be able to view the audio-video files from the last start of the program, not the entire work shift).

Viewing of audio-video files during an IRSA shift shall be permitted only for legitimate investigative purposes when necessary, or for training purposes with supervisory approval. Operators shall not view or permit others to view audio-video files in the vehicle console expect as stated above.

Audio-video files may not be viewed by any member who reasonably believes that he or she may be interviewed as a focus officer or witness in a Board of Inquiry/serious incident prior to any interview or statement unless specifically approved by the investigating detail supervisor or a commander. Such situations



include officer-involved shootings, in-custody deaths, or significant injury situations.

The uploaded file can only be viewed from any a network terminal by the originating operator(s), the chain of command, or other authorized personnel. Each attempt to access the audio-video file is logged and tracked. Members shall not attempt to access audio-video files without a legitimate law enforcement purpose.

3737 Video File Uploading

L3 Communications:

Audio-video files are uploaded through an automated wireless process at the assigned division substation. The process will continue after logoff, until all audio-video files have been uploaded to the local server. Members shall not interfere with the file transfer process or attempt to power down the system. The system is designed to automatically shut down after the transfer process has been completed.

IRSA:

Audio-video files are uploaded through the available network connections of the mobile laptop computer (WIFI, LAN). The upload process will begin shortly after the recording has been stopped, depending on the available network connection of the mobile laptop computer. Members shall not interfere with the file transfer process or attempt to tamper with files during transfer.

3738 Investigator MVR Playback



Investigators may review any unrestricted audio-video files as necessary and appropriate. The reviewer's identification is tracked each time the audio-video file is reviewed for chain of custody and audit.

Operators shall not tag audio-video files to subvert routine purging other than for the purposes of evidence retention.

3739 Administration

Members designated as administrators and properly trained shall maintain the system. The Chief of Police may direct an administrator to deviate from the directions established in this *General Order* in the interest of the public transparency, effective operation of the agency, or education.

3750 FINGER IDENTIFICATION DEVICES

3751 General

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

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

Operation

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



Problems

Members shall report damage, loss, or theft of devices in accordance with Department General Orders. If software or hardware problems occur, members shall contact the Identification Section at 791-4698.

3752 DigiScan Web (DSW)

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

Users will logon to the system with a password specific to each unit. Directions for system use are contained in a binder stored next to the unit. The user will select "Identification" from the menu; the reference number for the record will be displayed and shall be recorded prior to scanning the subject's index fingers, left then right. The reference number of all records searched will be documented in the user's report. Instructions will be displayed if the finger needs to be adjusted on the scanner. Keep the finger in place on the scanner until the image of the finger is accepted. Options are provided for missing or bandaged index fingers. Launch the search by using the "submit" button. Select "Dossier List" from the menu to view the results. Locate the appropriate record by selecting the correct reference number from the list. The record should return with results in one minute; if status shows waiting, select "Refresh" to update the status. The results will show either "No Hit" or "Possible Hit."

-*No Hit*": indicates the subject's fingerprints are not in the AZAFIS database, or the quality of the fingerprints available is not sufficient for a comparison performed by the software.

-*Possible Hit*": indicates the computer software has obtained a score value high enough to consider the candidate information provided in the results, which was used by the subject in question on a previous AZAFIS record. The information provided does not constitute a definitive identification, as this can only be made by personnel trained in fingerprint comparison. A "*Possible Hit*" can be considered as a factor in making a determination of the subject's identification, and should only be used as an investigative tool. A mugshot will also be displayed.



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

3753 **MorphoIDent (MID)**

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

Specifications of MorphoIdent Devices

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

3754 **Lawful Use**

**TUCSON POLICE
DEPARTMENT
GENERAL ORDERS**



**VOLUME 3
GENERAL OPERATING
PROCEDURES**

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Use of the DSW/MID shall be for law enforcement investigation and enforcement purposes only and done in a manner consistent with local, state and federal law. See, General Orders Volume 2, 2200, *Constitutional Issues*. Lawful use will fall within one of the following categories:

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

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

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

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

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

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

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



3760 Body Worn Camera System

3761 General

The Department will deploy body worn cameras (BWC) on designated members. The BWC system is intended to gather video information that will support the Department's mission by providing an accurate and unbiased record of Department actions. The use of video will reinforce the transparency of the Department's patrol operations and other programs. The recordings will document contact with members of the public and enforcement action. The system is not intended to document contact between Department members, although some such recording may be unavoidable. All images, audio and information are the exclusive property of the Tucson Police Department.

3762 Authorized System

Members shall utilize only the BWC system authorized and issued by the Tucson Police Department. The authorized system may include head, epaulette or chest mounted units. A docking station will upload data to off-site servers and recharge the units

3763 General Operation

The BWC system will be assigned to and maintained by the individual member. Members shall inspect the BWC for any physical damage and ensure the device is in working order at the beginning of the member's shift. Any issues impacting the use of the BWC will be reported to the member's immediate supervisor and the appropriate deadline/replacement procedures shall be coordinated through the BWC coordinator. The BWC shall be utilized in accordance with training whenever an assigned member is performing duties on behalf of the Department. Members shall not deploy a BWC while engaged in special duty employment without supervisory authorization. System function and specific operations are addressed in the BWC Operation Manual.

3764 Operations

Department members assigned a BWC shall be trained in the system's operation by designated training staff. Members shall operate the BWC consistent with policies, system manuals, and training. The deployment of the BWC systems will not interfere with normal operations and patrol procedures. All police supervisors shall complete the department online training component for BWC operation.



3764.1 Required Use

The primary function of the BWC system is to document contact between Department members and members of the public. Users shall activate the BWC to record the following events:

- On calls for service (upon dispatch to priorities Level 1 and Level 2 calls for service; upon arrival to all other calls for service).
- Upon Code 3 activation.
- During contact with members of the public in an investigative or enforcement capacity (.e.g. traffic stops, detentions, arrests, Miranda advisement, use of force incidents, critical incidents, field interviews, or consensual contacts where the officer is attempting to develop reasonable suspicion).
- Anytime the user feels it is appropriate or necessary to create a video record.
- When ordered by a supervisor.
- During suspect/building searches.

Once activated, members will continue to record until the completion of the encounter or action, or until they have left the scene, except as provided in this order.

BWC users involved in an incident where serious injury or death occurs, or where a Critical Incident Review Board may be convened e.g. an officer-involved shooting) shall not stop the recording until directed to do so. In such circumstances, the recording shall only be stopped by the first supervisor on-scene or Incident Commander when the scene is secured. As soon as practical, the first supervisor on-scene or Incident Commander shall provide direction to stop the recording of any BWC worn by an involved member (Focus, Cover or Witness officer). The BWCs shall be secured by the investigative detail.

When recording a victim contact, consideration may be given if the victim asks not to be recorded. Alternative means of operating the BWC can be used to audio record but not video record victims (camera in pocket or lens blocked). The victim's request to not be recorded shall be recorded to document this if possible.



Members shall only view files created via the BWC to assist with an investigation, the completion of reports, or in preparation for hearings, depositions and trial. Members may use files created via the BWC for training purposes only upon approval of such use by a Bureau Chief. Members involved in critical incidents (e.g. police shootings, in-custody deaths, etc.) shall not view video or listen to BWC audio prior to authorization by an investigative supervisor in accordance with G.O. 2500.

3764.2 Documentation

When the BWC system is used to record any investigation or public contact, this fact will be documented on any citation and/or report prepared regarding the event. When preparing an Incident Report, Supplemental Report, Citation Report, or Field Interview, in connection with an investigation or police event, the assigned member shall indicate that a recording was made. Members shall document on any citation and/or report why a camera was not utilized in instances where a camera is required.

Video recordings are intended to supplement Departmental reports. Submitted reports are still required to comprehensively capture the totality of the event.

3764.3 Restrictions

In accordance with General Order 1330.20(D), members shall not surreptitiously record other Department members unless approved by the Chief of Police. Officers shall not activate the recording function during the following activities:

- While on employee breaks
- While writing a report
- When discussing a case with other Department members
- During other administrative functions



- During general discussions with Department members

The BWC system shall not be activated in places where privacy would be expected, such as locker/dressing rooms or restrooms, except in the official performance of a law enforcement function.

BWC users shall not intentionally record confidential informants or undercover officers.

BWC users are not required to notify members of the public of a BWC recording. However, upon inquiry, members shall inform the person that the contact is being recorded.

Department members shall not allow citizens to review the recordings, unless approved by a supervisor. Members of the public requesting to view a recording shall be directed to utilize the public records process to obtain video.

Members shall not alter, remove, dismantle, or tamper in any way with any BWC related hardware and or software. Members shall not delete or alter BWC recordings.

Accessing, viewing, copying, or releasing BWC recordings for other than the official law enforcement purposes set out in this *General Order* is strictly prohibited. Any deviation must be approved by a supervisor.

3765 BWC System Management

3765.1 Department Program Administrator

The Technology Section commander shall be the Program Administrator for the Department. The Program Administrator shall maintain all records and information related to the BWC program and shall act as liaison for any issues.

3765.2 Storage

All BWC recordings shall be retained and handled as evidence. Members assigned a BWC shall upload data from their cameras in accordance with BWC Operations Manual. Once the data is uploaded in the system in its entirety, officers will tag the files of evidentiary value with the case number when applicable.

3765.3 Record Retention and Public Record Requests

All BWC recordings and information captured as part of a Department member's duties shall be the property of the Tucson Police Department and be considered a record of the Tucson Police Department. The release of information requested through a public records request will be subject to the same statutory exemptions from disclosure as any



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other Departmental records. Prior to releasing any BWC recordings, the Department will ensure proper redaction is completed. Recordings not attached to a case or investigation will be purged after 180 days. Any questions relating to redaction shall be directed to the Legal Advisors' Office.

Members may request deletion of video that was inadvertently recorded, does not meet the recording requirements, and does not contain material of evidentiary value. Members requesting that a file be deleted will submit a memo of explanation to their Bureau Commander. The affected Bureau Commander will make a determination and forward the memo to the Program Administrator for appropriate action. All memos will be retained by the Program Administrator.

Each audio-video file will be retained for a minimum of 180 days. Long-term video file storage shall comply with existing state record retention law and evidence retention protocols.

3766 Inspection and Audit

Supervisors shall conduct monthly audits to ensure proper operation of equipment and compliance. Supervisors will view a random sampling of videos to ensure officer compliance with required BWC recording requirements. Supervisors will notify the BWC coordinator when video with training value is identified. Use of a video for training will be approved by a Bureau Commander and the legal advisor. Supervisors shall review all camera video footage of incidents involving use of force, citizen complaints, internal investigations, and administrative investigations. Supervisors may also view videos to assist in conducting a performance review. An inspection or audit of BWC video and equipment shall be done in accordance with Departmental and City policies and protocols.