



Peoria Police Department Policy and Procedure Manual

Policy 1.01

Law Enforcement Agency Role



I. POLICY

It is the policy of the Peoria Police Department to manage its employees and resources in a manner that maximizes operational efficiency and service to our citizens within the constraints set forth by federal and state laws and municipal ordinances. This philosophy is set forth in the Peoria Police Department's Mission Statement.

II. PEORIA POLICE DEPARTMENT MISSION STATEMENT

The Peoria Police Department is committed to working in partnership with our community to improve the quality of life in our city. We are dedicated to solving community problems, the reduction of crime, the protection of life and property, preservation of laws, ordinances and the constitutional rights of all persons within our jurisdiction.

III. VALUE STATEMENT

- A. The members of the Peoria Police Department are committed to a set of values that guide the work of the organization and thus, help contribute to the quality of life for all citizens of the community. These include:
 - 1. Dedication to achieving the Peoria Police Department's Mission.
 - 2. Positive contributions and innovations are supported and encouraged in the achievement of organizational goals.
 - 3. Empowering employees to make decisions to solve community problems.
 - 4. Organizational pride and respect for oneself and others will ensure professional growth and teamwork.
 - 5. Strive for excellence through appropriate training and planning, and utilization of available resources.
 - 6. Professional development of each member of the organization.
- B. The adherence to and belief in these values and the promotion of professional law enforcement will distinguish the Peoria Police Department as a truly exceptional police organization.

IV. PROCEDURE

- A. Role and Responsibility
 - 1. Goals and Objectives. The Peoria Police Department shall establish goals and objectives, and provide quarterly updates, to ensure that the direction of the Peoria Police Department is consistent with its Mission Statement.
 - a. Along with their annual budget request submittal each organizational component of the Peoria Police Department shall formulate written goal and objectives with the Administration Management Analyst.
 - b. Once the goals and objectives are established for each year they will be made available to all affected personnel via the City's Intranet. (11.5.1)
 - c. The goals and objectives shall tie into the respective budget request submissions, with impact statements outlining the consequences on the level of customer service. (17.2.2)
 - d. Personnel at all levels of the Peoria Police Department shall be consulted to provide input during the development stage of the goals and objectives and shall be advised of the final selection of goals and objectives which will be posted on the City's Intranet. (11.5.1)

“Our Community...Our Commitment”

- e. Bureau goals and objectives shall be submitted to the Chief of Police in conjunction with their respective annual budget requests.
 - (1) Additionally, a status of the current fiscal year's goals and objectives shall precede this submission, outlining the progress made on each, and the proposed goals for the annual operating budget.
 - (2) This will be completed by the Administration Management Analyst. (11.5.2)
 - f. Once approved, each Bureau shall make their individual goals and objectives available within their work area and on the City of Peoria's Intranet. (11.5.1)
2. Recruitment and Certification of Sworn Personnel: The Staff Services Bureau shall maintain a copy of the current Arizona Peace Officer Standards and Training (AZPOST) standards for certification of sworn personnel.
- a. During the initial recruiting process, Staff Services Bureau shall review each candidate's documentation to determine if it reveals anything that is contrary to the minimum AZPOST certification standards.
 - b. Staff Services Bureau shall ensure that all required forms and paperwork are submitted to AZPOST within the required time frames.
 - c. Prior to assuming sworn status, all Peoria Police Department personnel shall take an Oath of Office to enforce the laws and uphold the constitution of the United States and the State of Arizona. The Oath of Office is administered during the academy or orientation period. (1.1.1)
 - d. Code of Ethics. All sworn officers shall abide by the following Code of Ethics for the duration of their certification: (1.1.2)

"I will exercise self-restraint and be constantly mindful of the welfare of others. I will be exemplary in obeying the laws of the land and loyal to the State of Arizona, my agency and its objectives and regulations. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept secure unless revelation is necessary in the performance of my duty."

"I will never take selfish advantage of my position and will not allow my personal feelings, animosities or friendships to influence my actions or decisions. I will exercise the authority of my office to the best of my ability, with courtesy and vigilance, without favor, malice or ill will, and without compromise. I am a servant of the people and I recognize my position as a symbol of public faith. I accept it as a public trust to be held so long as I am true to the law and serve the people of Arizona."
 - e. The Staff Services Bureau Manager shall notify the Chief of Police, in writing, of any violation of AZPOST standards as soon as it becomes known.

B. Authority and Responsibility of Sworn Personnel (1.2.1)

- 1. In accordance with the laws of the State of Arizona and Peoria City Code Section 21-16, 21-17, 21-18 and 21-20, the City of Peoria is empowered to establish a Police Department consisting of a Chief of Police and such other personnel as may be required.
- 2. Under the direction of the Chief of Police, the Peoria Police Department's sworn personnel have the following responsibilities:
 - a. To enforce the Peoria City Code and the statutes of the State of Arizona within jurisdictional limits as conferred by law and to arrest and charge the violators thereof.
 - b. To take charge of all prisoners delivered to the Chief of Police by order of any court.
 - c. To deliver any persons who may be confined upon conviction of a crime committed under the jurisdiction of the court to any community service program authorized by the City Manager.

- d. To render such account of the Peoria Police Department, its duties, and receipts as may be required by the City Manager and keep records of the office, except those exempted by law, open to inspection by the City Manager at any time.
 - e. To direct traffic and ensure the orderly flow thereof and investigate and make reports on traffic accidents within the jurisdiction of the City.
 - f. To perform such additional duties as may be required by City Council.
3. Use of Discretion
- a. Peoria Police Department policies and procedures are based on the requirements imposed by city, state, and federal governments and other law enforcement facts of law, as well as the time tested experiences of Peoria Police Department employees and the Commission on Accreditation for Law Enforcement Agencies (CALEA) standards.
 - b. It is the responsibility of supervisors to direct subordinates to perform their job duties within the parameters of established policies and procedures and to use proper judgment and discretion in situations not specifically covered in manuals. (1.2.7)
 - c. Orders that deviate from existing written policies/procedures, etc., may be issued by a supervisor in an emergency situation. However, all such instances will be justified and reported in writing as soon as the emergency has been brought under control.
4. Arrest by an Officer Without a Warrant (1.2.5) – See Policy 4.23 Arrest Procedures.
5. Warrant Arrest (74.3.1) – See Policy 4.23 Arrest Procedures.
6. Alternatives to Arrest (1.2.6) (74.3.1) – See Policy 4.23 Arrest Procedures.
7. Immunity from Arrest (74.3.1) – See Policy 4.23 Arrest Procedures.
8. Consular Notification & Access for Foreign Nationals (61.1.3.d.) – See Policy 4.23 Arrest Procedures.
9. Deaths of Foreign Nationals
- a. If during a call for service, a sworn officer becomes aware of the death of a foreign national in the United States, they must ensure that the nearest consulate of the foreign national's country is notified of the death.
 - b. It is the responsibility of the officer or detective taking disposition of the original Incident Report to notify the nearest consulate. The telephone for the foreign embassies and consulates in the United States are contained within the Consular Notification and Access manual retained in Communications.
 - c. The notification must be documented in the Incident Report indicating the time, date, and who was notified.
 - (1) If the disposition officer is unsuccessful in making contact with the appropriate consulate, the officer will document this information in the Incident Report.
 - (2) The Incident report will be left pending and the Crimes Against Persons Unit (CAP) will be responsible for with making notification.
10. Appointment of Guardians or Trustees for Foreign Nationals.
- a. If as a result of a call for service a legal authority appoints a guardian or trustee with respect to a foreign national who is a minor or an adult lacking full capacity, the nearest consular authorities for that foreign national's country must be informed without delay. An example of a guardian or trustee would include Child Protective Services or Adult Protective Services.

- b. It is the responsibility of the officer or detective taking disposition of the original Incident Report to notify the nearest consulate. The telephone for the foreign embassies and consulates in the United States are contained within the Consular Notification and Access manual retained in Communications.
- c. The notification must be documented in the Incident Report indicating the time, date, and who was notified.
 - (1) If the disposition officer is unsuccessful in making contact with the appropriate consulate, the officer will document this information in the Incident Report.
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Original Issue Date: 01/01/03
Last Revision Date: 03/12/07
Next Review Date: 01/31/08
Office of Primary Responsibility: SSB
Editor: D. Marcum
Reviewed By: S. Lekan

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