



**CHANDLER POLICE
DEPARTMENT
GENERAL ORDERS**
Serving with Courage, Pride, and Dedication

Order

POLICIES AND PROCEDURES

Subject:

100 Table of Contents

Effective:

03/17/2008

Section A - Administration

- 0 General Orders
 - [100 Preface](#)
 - [200 Definitions and Usage Conventions](#)
- 1 [Department Philosophy: Overview](#)
[Organizational Chart](#)
- 2 Organization and Management
 - [100 Department Components](#)
 - [200 Command Protocol](#)
 - [300 Authority and Responsibilities](#)
 - [400 Obeying Orders](#)
 - [500 Written and Electronic Communications](#)
- 3 Written Orders
 - [100 Authority and Responsibility](#)
 - [200 Format](#)
 - [300 Revisions](#)
- 4 [Department Forms: Control System](#)
- 5 [Planning and Research: Administration](#)
- 6 Fiscal Management
 - [100 Budget and Accounting](#)
 - [200 Purchasing](#)
- 7 Reporting and Inspections
 - [100 Administrative Reporting](#)
 - [200 Inspections](#)
- 8 [Employee Travel: Authorization and Funding](#)
- 9 [Biased-Based Policing \(Profiling\): Procedures](#)
- 10 [Legal Unit: Functions](#)
- 11 [Professional Standards Section: Organization and Responsibilities](#)
- 12 [Release of Public Information / PIO](#)
- 13 [Police Community Liaison: Position Guidelines](#)

Section B - Personnel Issues

- 1 Employee Benefits
 - [100 Overview](#)
 - [200 Meet and Confer](#)
- 2 Awards and Commendations
 - [100 Guidelines](#)
 - [200 Ribbon Placement Chart](#)
- 3 [Specialty Assignments: Administration](#)
- 4 [Promotions: Administration](#)
- 5 Uniform and Dress
 - [100 General Appearance Requirements](#)
 - [200 Equipment and Uniforms](#)
 - [300 Non-Uniformed Employee Dress Code](#)
- 6 [Drug Testing of Employees: Procedures](#)
- 7 [Line-of-Duty Death](#)
- 8 Critical Incident Stress Management Program (CISM) /Chaplaincy Program
 - [100 CISM Program](#)
 - [200 Chaplaincy Program](#)
- 9 [Outside \(Off-Duty\) Employment: Regulations](#)

10	Overtime
	100 Compensatory and Overtime Policy
	200 Extra-Duty Assignments
11	Sick and Injured Employees: Procedures
12	Code of Conduct: Conduct Guidelines
13	Processing Complaints
	100 Guidelines
	200 Forms
14	Employees Subject to Judicial/Administrative Orders: Procedures
15	Employee Training
	100 Management and Administration
	200 Training Guidelines
	300 Academy
	400 Recruit / FTO Program
	500 Officer Training
	600 Shadowing Program
16	Physical Fitness: Program Description
17	Department Vehicles: Use and Care
18	Department Equipment and Facilities
	100 Equipment
	200 Building Security
	300 Miscellaneous Facilities issues
	400 Citizen Firearm Locker
19	Department Phones
	100 Telephone Usage
	200 Cell Phones
20	Job Classifications: Task Analysis and Classification Guidelines
21	Recruitment and Selection
	100 Administration and EEO
	200 Recruitment
	300 Selection
22	Information and Electronic Communications Security
23	Employee Suggestion Program: Guidelines
24	Performance Evaluations: Procedures
25	Personnel Files: Guidelines
26	Early Intervention Program
27	Employee Speech Rights and Obligations: Guidelines

Section C - Community / Neighborhood Services Sections

1	Community Services Section
	100 Administration
	200 Youth Programs
	300 Volunteers
	301 Motorist Assist Program
2	Chandler Community Policing Advisory Board: Procedures
3	Bicycle Licensing Program
4	Intern and COE Student Programs
5	Translator Services
	100 Employee Program
	200 Volunteer Program
11	Neighborhood Services Section
	100 Administration
	200 Neighborhood Services Unit
	300 Crime Prevention Unit
	301 Housing Officer Program: Administration
	302 TrackWise Program: Administration

Section D - Criminal Investigations Section (CIS)

1	Criminal Investigations Section Organization
	100 Criminal Investigations Section Organization
	200 General Operation Procedures
	300 Case Management
	Criminal Investigations Section Units
11	Narcotics Unit: Procedures
12	Property Crimes Unit
13	Family Crimes Unit
14	Criminal Intelligence Unit
	100 Unit Organization
	200 Files
15	Financial Crimes Unit: Procedures
16	Sex Crimes/Abuse Unit
	100 Assigned Crimes
	200 Sex Offender Notification Guidelines
	300 Child Victims
	400 Adult Victims
17	Robbery/Homicide Unit
	100 Assigned Crimes
	200 Homicide
	300 Robbery
	400 Assaults, Domestic Violence
18	Auto Theft / ROP Unit: Procedures
19	Criminal Apprehension Unit: Policies and Procedures
	Criminal Investigations Section Programs and Functions
31	Vice, Drugs, Organized Crime Complaints: Procedures
32	CIS Investigations: Guidelines
33	Use of Informants: Procedures
34	Search Warrants
	100 Planning and Writing
	200 Executing Search Warrants
35	Covert Operations: Planning and Notifications
36	Crime Control Funds: Procedures
37	Computer Voice Stress Analyzer (CVSA): Procedures
38	Use of Field Drug Testing Program: Procedures
39	Clandestine Laboratories
	100 Responsibilities
	200 Evidence Handling
	300 Searches
40	Repeat Offender Program: Procedures
41	Asset Forfeiture
	100 Administration
	200 Procedures
42	Guns First Program: Procedures
43	Environmental Crimes Investigations: Operations

Section E - Enforcement

1	Use of Force
	100 Overview
	200 Options
	300 Investigating Officer-Involved Shootings/Serious Injuries
	400 Reporting and Review
2	Firearms
	100 Authorization, Carrying, and Accountability
	200 Handguns
	300 General Purpose Rifle
	400 Shotguns / Specialty Impact Munitions
	500 Ammunition
	600 Qualification
3	Vehicle Operations
	100 Emergency Driving (Code 3)
	200 Pursuits
	300 Pursuit and Accident Review
4	Mutual Aid:
	100 Inter-Jurisdictional Coordination
	200 Regional Agencies
	300 Adult Probation
5	Hazardous Body Fluid Exposure Control Plan
	100 Prevention
	200 Post-Exposure Procedures
	300 Exposure Guidelines Chart
6	Radio Communications
	100 Management / Administration
	200 ACJIS
	300 Dispatching Protocol
	400 Transmitting on Radios/MDC/MDT
	500 System Failure Procedures
	600 Interagency Communications
7	Reserved
8	Animal Control: Guidelines
9	Searches
	100 Policy and Definitions
	200 Warrantless Searches
	300 Warrant Required
10	Arrests: Policy and Procedures
11	Juvenile Operations
	100 Philosophy / Definitions
	200 Investigations
	300 Taking Into Custody
	400 Crimes Against Juveniles
	500 Child Abduction (Endangered Missing Person) Plan
	600 Arizona Missing / Abducted Child (Amber) Alert Plan
12	Prisoner Processing
	100 Handcuffs and Restraints
	200 Transport/Escape
	300 Police Facilities
	400 Booking Procedures
	500 Sick and Injured Prisoners
13	Property and Evidence
	100 Administration
	200 Impounding Procedures
	300 Evidence for Scientific Examination
	400 Removal, Return, and Release
14	Teleserve Program: Procedures
15	Forensic Services Section: Operations

16	Planned Special Events: Procedures
17	Undocumented Persons and Foreign Nationals: Procedures
18	Mobile Video Program (MVP)
19	Victims
	100 Victim Rights
	200 Notification Requirements
	300 Victim Services
	Critical Incidents Procedures
31	Critical Incidents
	100 Overview and Definitions
	200 Incident Command System
	300 City Emergency Operations Plan
	400 Mobile Field Force (MFF)
	500 Mass Arrest Procedures
	600 Citizen Evacuation Protocol
	700 Guidelines for Specific Incidents
32	Homeland Security Plan
	100 Response Guidelines
33	Special Assignment Unit (SAU)
	100 Operations
	200 Administration and Training

Section F - Field Operations Policies and Procedures

1	Field Operations Division
	100 Organization
	200 Operations
	300 Maps
2	Park Ranger Unit
3	Bicycle Team: Administration/Equipment
4	Honor Guard / Flag Protocol: Administration/Equipment
5	Reporting and Case Management
	100 Initiating, Writing, and Submittal
	200 Arrest and Booking
	300 Furthers and Turndowns
	400 NCIC/ACIC
	500 Records Maintenance
6	Reserved
7	Field Investigations
	100 Assignments
	200 Physical Evidence
	300 Interviews and Interrogations
8	Field Operations Persons Crimes
	100 Overview
	200 Death Investigations
	300 Robbery
	400 Operation Bull's Eye
	500 Other Persons Crimes
9	Field Operations Property Crimes: Procedures
10	Field Operations Vehicle Crimes
	100 Enforcement
	200 Towing and Storage
11	Civil and Family Disputes
	100 Civil Disputes
	200 Domestic Violence
12	Gang Liaison Program: Guidelines

13	Reserved
14	Legal Process Management: Procedures
15	Judicial System Responsibilities
	100 Court Appearances
	200 Depositions and Interviews
16	Police Explorer Program
17	Canine Unit: Procedures
18	Reserved
19	Mentally Impaired Persons: Procedures
20	Reserve Officer Program: Rules and Regulations
21	Community Patrol Program
22	Citizen Observers: Program Description

Section G - Traffic Policies and Procedures

1	Traffic Enforcement
	100 General Guidelines
	200 Citations
	300 ARS Violations
	400 City Codes Violations
	500 DUI
	600 Commercial Carriers Enforcement
	700 Traffic Control Procedures
	800 Aggressive Driving Vehicle
	900 Drug Recognition Program
	1000 Field Operations Radar Trailers
	1100 Photo Enforcement Processing
2	Accident Investigation
	100 General Procedures
	200 Special Situations
3	Traffic Unit
	100 Traffic Unit Policies and Procedures
4	Phlebotomy
	100 Phlebotomy Program