

**CITY OF SIERRA VISTA, ARIZONA**

**POLICE OFFICER STUDY GUIDE**

PREPARED BY

RESOURCE ASSESSMENT SERVICES

SVP01-94

# IMPORTANT NOTICE

The information in this study guide may or may not reflect current laws, rules, and regulations. Approximately half the written examination will be based on this study guide. Answers to the test questions derived from this study guide **MUST** be based on the information contained in this study guide. Responses based on knowledge of law enforcement, administration of justice, criminology courses, or any other sources, even though technically correct, **WILL NOT BE ACCEPTED** as correct, **IF** they differ from this study guide.

**DO NOT** bring this study guide with you to the examination site.

**The following are excerpts from Sierra Vista Police Department documents.**

MISSION

The purpose of the Sierra Vista Police Department is to protect and serve the citizens of the City of Sierra Vista by being mindful of and responsive to the community's perception of efficient and effective law enforcement, thereby having a positive impact on reducing and minimizing that conduct or those circumstances deemed undesirable by the citizens of the community.

PHILOSOPHY

- A. The responsibility of the Sierra Vista Police Department is to protect lives and property, prevent crime, and provide professional police services to the citizens, our customers, of Sierra Vista. To accomplish this task, all employees must understand that we are part of the community and will strive to follow the tenets of this organization:
  - 1. The individual must be respected.
  - 2. The citizen, our customer, must be given the best possible service.
  - 3. Excellence and superior performance must be pursued.

REVERENCE FOR THE LAW

- A. The primary duty of a police officer is to uphold and enforce the law. The application and enforcement of the law must be accomplished in the spirit set forth by the framers of the United States Constitution. The rights of each citizen are equal with those of the state, which might accuse him. The Constitution provides for fundamental enforcement of the law with fairness and equity.
- B. The laws of the State of Arizona allow for their application to be made fairly, and with the spirit of the law, rather than blind adherence to the strict construction of a statute. Officers shall direct their efforts to the impartial application of the spirit of the law, for the purpose set forth in the statutes.
  - 1. Prior to accepting the status of a peace officer, a person must take an oath of office as defined in A.R.S. 38-231, to enforce the law and uphold the Constitution of the United States and the Constitution of the State of Arizona.
  - 2. In the application of the law, officers shall exercise mature judgment and discretion within the limits of statutory authority and Department policy.
  - 3. Enforcement action should not be taken in grudging adherence to the rights of the accused, but in the spirit of ensuring that the rights of accused persons are protected by the police.
  - 4. In the enforcement of criminal statutes, any conduct that would violate the law must be avoided. The commission of any crime cannot be justified to effect the expedient enforcement of the law.

5. Officers should display a reverence for the legal rights of all citizens and a reverence for the law itself.

#### CODE OF APPEARANCE

- A. All uniform employees shall present a professional appearance while on duty, recognizing the fact that their appearance greatly enhances the image of the Police Department. These uniform regulations are furnished for all Police Department personnel. Employees will wear only those articles of uniform, clothing, and accessories authorized in this order. Uniform employees will adhere to the following regulations:
  1. All personnel shall practice good grooming habits when on duty. Uniforms, equipment and clothing shall be maintained in a clean, serviceable condition.
  2. When in public view, uniformed employees will wear the full uniform. No part of a uniform that would identify them as a police employee will be worn separately.
  3. Uniforms will be neatly pressed, with leather, badge, and brass items shined.
    - a. A white crew neck T-shirt will be worn with the uniform shirt at all times.
  4. When in uniform the regulation badge will be worn as directed in this order and the commission card will be carried.
  5. All buttons on approved uniform items will be buttoned except the collar button on the regular uniform shirt, or optional winter shirt.
  6. Patched uniforms will not be worn unless the patch or repair is small and inconspicuous.
  7. All leather items, including belt, holster, cartridge case and handcuff case will be of the same material, leather or corfam.
  8. Sunglasses will be conservative in style, and must conform to either prescription style with plain frames, or military style with gold or silver colored metal frames. Mirror, wrap-around, continental, or multi-colored sunglasses are prohibited. When not being worn, sunglasses may be hung from the pen/pencil opening of the uniform shirt but may not be hung from the epaulet, collar opening or other part of the shirt.
  9. Only conservative watches, rings and earrings will be worn while in uniform. No other jewelry is authorized.
    - a. Earrings will be small with a post or clip on back. Only one earring will be worn in each ear. Hoop and dangling styles are prohibited. Male officers in uniform are prohibited from wearing earrings.
  10. Supervisors are responsible for ensuring that employees under their command maintain a neat and professional appearance.

- a. Subject to change by the Chief of Police, the date for change from summer to winter uniforms, and vice versa will November 15 and February 15 annually.
  - b. The winter uniform will consist of a long or short sleeve shirt worn with either a black necktie, black turtleneck shirt or black dickey.
  - c. The summer uniform is either a long or short sleeve shirt worn with the collar open.
- B. All employees are expected to practice personal hygiene and grooming to conform with the following standards of appearance:
1. Hands will be clean and fingernails will be kept clean and trimmed.
  2. All make-up shall be applied neatly and thinly, and will harmonize with hair color and the color of the uniform or plain-clothes.
  3. Hair regulations of all employees will conform to the following:
    - a. Males' hair will be worn in conservative styles no lower than the top of the shirt collar at the back of the neck when standing, with the head in a normal posture. Hair must be neat, combed, clean and not extend more than two inches from the sides of the head. Hair will not be combed in such a manner as to cover any portion of the ear. Mohawks, braids, ponytails, multi-colored dyes applied to the hair or other hairstyles not conducive to uniformity are prohibited.
      - (1) Sideburns will be no more than one and one-half inches wide, will not extend below the bottom of the earlobes, will be cut straight horizontally and will be neatly trimmed.
      - (2) Mustaches will not extend beyond or below the corner of the mouth, will not extend below the upper lip and will be neatly trimmed. Mustaches will not be waxed and twisted.
      - (3) Facial hair will be clean shaven other than the optional mustache or sideburns. Beards or goatees are prohibited, except that the City doctor may grant a waiver for medical reasons with the approval of the Chief of Police.
    - b. Females' (uniform) hair regulations is considered flexible within the limits of the above justifications. In order to promote fairness, it is required that female officers trim their hair in a fashion that satisfies these requirements.
      - (1) Hair may cover the ears of female officers, but shall be trimmed in such a manner to present a neat overall appearance.
      - (2) If longer hair is desired, it shall be pinned up in a manner to conform with the above regulations or a wig meeting these specifications may be worn.
      - (3) Wearing braids, ponytails or other similar style is prohibited.

- (4) Administrative Services Division female personnel are exempt from this regulation.
- c. Officers assigned to special details may deviate from these regulations at the direction of the Division Commander.

### CODE THREE DRIVING

- A. Officers will adhere to the following guidelines when operating a police vehicle under emergency conditions (Code 3 – emergency lighting equipment and siren activated).
  1. Officers responding under “Code 3” conditions to an emergency call or in pursuit of suspected violator of the law will do so only when it can be done safely.
  2. All officers shall be aware of the inherent danger to the public and to themselves in high speed driving. If an imminent injury or property damage becomes apparent during any high speed driving, the police vehicle shall be slowed to a safer speed.
  3. When operating a police vehicle Code 3, the emergency lights and the siren will be activated in compliance with Arizona Revised Statute Title 28.624.
    - a. This does not apply to pacing the speed of a vehicle for a traffic violation where no pursuit situation exists.

### VEHICLE PURSUIT

- A. The nature of police enforcement operations will occasionally result in pursuit situations. High speed vehicle pursuits are potentially dangerous to the violator, the officer and members of the general public. The action taken in a pursuit should be based upon the various factors which will affect the pursuit.
- B. General Provisions:
  1. A pursuit is normally initiated when, in the officer’s judgement, an individual clearly exhibits an intent to avoid being stopped by using a vehicle to flee.
  2. The objective of a pursuit is to apprehend the violator who refuses to voluntarily comply with the law requiring him to stop.
  3. The intent of a pursuit is that the subject(s) will be apprehended and brought to trial for the offense(s) committed.
  4. Officers responding under “Code 3” conditions to an emergency call or in pursuit of a violator of the law will do so only when it can be done safely.
  5. Officers will evaluate and consider traffic volume, time of day, and the type of violation(s) committed before becoming involved in a pursuit.
  6. All officers shall be aware of the inherent danger to the public and to themselves in high speed chases. If an imminent injury or property damage becomes

- apparent during any high speed chase, the police vehicle shall be slowed to a safer speed.
7. When operating a police vehicle Code 3, the emergency lights and the siren will be activated in compliance with Arizona Revised Statute Title 28.624.
  8. Nothing in this policy is intended to suppress the intelligent exercise of initiative by any officer, nor does it eliminate the duty of all officers to pursue and arrest violators of the law.
  9. Nothing in this policy shall prevent officers from pursuing fleeing criminals or violators at reasonable, safe speeds and using the Police radio to transmit descriptions and request assistance.
  10. Officers will not engage in high speed pursuits when the police vehicle is occupied by a prisoner, civilian observer, or any other person not on-duty as a police officer.
  11. Patrol vehicle windows should be closed when possible, in order to enhance radio communications.
  12. Officers involved in pursuits will maintain continuous and coherent communications with the telecommunicator.

### TERMINATING PURSUITS

- A. While not necessarily dictating immediate action, strong and continuing consideration should be given to termination of the pursuit under the following conditions:
  1. In the officer's opinion, a serious hazard to the general public exists.
  2. The pursued vehicle's location is no longer definitely known.
  3. Environmental factors such as rain, fog, or darkness substantially increases the danger of the pursuit.
  4. An officer's unfamiliarity with the area and inability to accurately notify communications of the location and direction of the pursuit.
  5. Road conditions area congested by traffic or pedestrians; i.e. During rush hour or in the area of a school.
  6. When the violator proceeds the wrong way on any interstate highway, divided highway or one-way street.
  7. When the pursuing officer knows, or has reason to believe, that the fleeing vehicle is being operated by a juvenile who has committed a traffic infraction, misdemeanor or non-violent felony and is driving in such an unsafe manner that it is obvious he does not have the maturity to deal with the danger involved.

### WEAPONS

- A. The Sierra Vista Police Department does not issue service weapons to its officers. All officers are responsible for purchasing their own weapons to be carried on-duty, with the exception of a shotgun or a specialty weapon. Personal weapons will meet Department specifications and will not be carried on-duty or off-duty until the weapon is inspected by a Department firearms instructor and the officer has qualified on a Department approved firearms course.

B. Authorized Firearms – Specifications – On-duty uniformed officers shall have the option to carry either a revolver (referred to as “Service Revolver”) or a semi-automatic pistol (referred to as a “Service Auto”) when in uniform.

1. Service Revolvers shall be limited to the following specifications:

- a. Smith & Wesson or Colt in manufacture.
- b. Barrel Length not less than 3 ½ inches nor more than four (4) inches.
- c. Capable of firing single or double action.
- d. Cylinder capacity of six (6) rounds of ammunition.
- e. Capable of firing Department issue .38 SPL ammunition.
- f. Rear sight adjustable for elevation and windage.
- g. Must have a safety mechanism which prevents the weapon from firing when dropped.

2. Service Autos

a. Authorized for uniform duty use fall into one of two general categories:

- (1) Double action autoloaders with external hammers.
- (2) Double action autoloaders which do not have external hammers (e.g. Glock 17, 19, H&K P7).

b. Service Autos shall be limited to the following specifications:

- (1) Barrel length not less than 3 inches nor more than 5 inches.
- (2) Magazine capacity of not less than 8 rounds of ammunition.
- (3) Capable of firing Department issue 9 mm ammunition.
- (4) May have adjustable or fixed rear sight. Fixed rear sight must be capable of adjustment by a qualified gunsmith or armor if sighting problems are noted.
- (5) Must have safety mechanism which prevents the weapon from firing when dropped.
- (6) For double action pistol with external hammer; must have a decocking lever which will safely drop a cocked hammer without use of the trigger and without the weapon firing.
- (7) For pistols without external hammers; must have a built-in safety system (e.g. Glock trigger safety system, H&K squeeze-cocking system) which prevents the weapon from being fired until the safety system has been deactivated in normal firing.

## BODY ARMOR

A. The Department will issue every sworn officer a ballistic vest and the employee will be responsible for the proper care and maintenance of the vest.

- B. Sworn officers shall have their vest replaced:
  - 1. Five years from the date of issue.
  - 2. If vest has sustained damage as a result of a firearms discharge.
  - 3. When a vest which is less than five years old is damaged on duty (except thru negligence) to an extent that it is no longer safe.
- C. The wearing of the ballistic vest is recommended during general duty assignments, but its use during general duty assignments is optional.
- D. If the vest is not worn during general duty assignments, it shall be carried in the police vehicle to insure its immediate availability.
- E. In certain specific situations, supervising officer may issue a direct order that the vest be worn. Upon receipt of such an order, wearing of the vest shall be mandatory.

**DRIVING RULES**

**REVOCAION AND SUSPENSION:**

Revocation is a mandatory action by law; suspension is discretionary action that may be taken by the Driver’s License Service.

Eight points within any twelve month period means an individual’s driver’s license is subject to suspension.

Violation.....	Points
Driving under the influence of liquor.....	8
Reckless driving while under the influence of liquor.....	8
Reckless driving.....	8
Drag racing.....	8
Hit and run; leaving the scene of an accident.....	6
Speeding.....	3
All other moving violations.....	2

**MANDATORY REVOCATION OF LICENSE:**

The department shall in addition to the grounds for mandatory revocation provided for in the uniform act regulating traffic on highways, forthwith revoke the license of an operator upon receiving a record of the operator’s conviction of any of the following offenses, when the conviction becomes final:

- 1. Any homicide resulting from the operation of a motor vehicle.
- 2. Driving a motor vehicle while under the influence of a narcotic drug.
- 3. Any felony in the commission of which a motor vehicle is used.

4. Failure to stop and render aid as required under the laws of the State in the event of a motor vehicle accident resulting in the death or personal injury of another person.
5. Perjury or making false affidavit or statement under oath to the department under this chapter or other law relating to the ownership or operation of motor vehicles.
6. Conviction or forfeiture of bail not vacated, upon a second or subsequent charge of driving or being in actual physical control of a vehicle while under the influence of intoxicating liquor, reckless driving, racing on highways, or any combination thereof not arising out of the same event, committed within a period of 36 months.

## DRIVING UNDER THE INFLUENCE

It is unlawful to drive or be in physical control of any vehicle while (1) under the influence of an alcoholic beverage, (2) under the influence of any controlled drug or substance to a degree which renders you incapable of safely driving, or (3) there is .10% or more by weight of alcohol in the blood.

## PRESUMPTION OF INTOXICATION

If the person driving had a blood alcohol level of .10% or more, it shall be presumed that the person was under the influence of intoxicating liquor.

If the person's blood alcohol level was between .05% and .10% the fact may be considered with other competent evidence that the person was under the influence of intoxicating liquor.

## PENALTIES

Upon a first conviction, a person shall be jailed for not less than 24 consecutive hours, shall be fined not less than \$250.00, may receive not less than eight nor more than 24 hours of community service and a 90 day suspension of his/her driver's license. On recommendation of the prosecutor for a first conviction, the suspension shall be for 30 days so long as the blood alcohol level was below .20%.

Upon a second conviction within 36 months, a person shall be jailed for six months and a three year revocation of his/her driver's license.

## IMPLIED CONSENT LAW

The penalty for refusing to take the breathalyzer test is one year suspension of the driving privilege.

A fact very often misunderstood is that the Implied Consent Suspension and the suspension or revocation that results from a conviction for driving while intoxicated are two wholly separate actions. The one year implied consent suspension will still be required even if the DWI citation is dismissed and vice versa.

## REARVIEW MIRROR NEEDED

Every motor vehicle must have a rearview mirror which gives the driver a clear view of the roadway to the rear which makes it possible for the driver to see any car approaching from the rear within not less than 200 feet on a straight road. No motor vehicle shall be loaded as to affect proper use of the rearview mirror.

## HORNS AND WARNING DEVICES

Every motor vehicle when operating off a highway shall be equipped with a horn in good working order and capable of emitting sound audible under normal conditions from distances of not less than 200 feet. Only authorized emergency vehicles may be equipped with a siren, whistle or bell, capable of emitting sound audible under normal conditions from a distance of not less than 500 feet and of a type approved by the department.

## WHEN LIGHTS MUST BE USED

Lights on vehicles must be turned on from sunset to sunrise. They also must be turned on any other time when there is not enough light for a driver to see clearly for a distance of 500 feet.

## NUMBER OF LIGHTS

Two headlights, at least one red tail light and a white license plate light, must be burning on every motor vehicle operating during the aforementioned hours. Motorcycles are expected in that only one headlight is required.

## RIGHT-OF-WAY

Right-of-way problems arise when a driver wants to drive a vehicle across the path of another vehicle approaching from a different direction.

Generally, the right-of-way is regulated by law. But, in every case, the person who has the privilege of the right-of-way is obliged to give full consideration to the safety of her/himself and other drivers and any pedestrian who may be on the roadway at the same time.

A good rule is this, NEVER INSIST ON TAKING THE RIGHT-OF-WAY, EVEN WHEN YOU ARE SURE THAT IT IS YOURS. This rule is a common courtesy, which also suggests that you yield the right-of-way when it eases a traffic situation to do so. Courtesy and cooperation among drivers helps prevent accidents, makes driving more pleasant and saves lives.

The general right-of-way laws in Arizona are:

1. Intersection without STOP or YIELD signs or traffic signals: The first vehicle in the intersection should be allowed to go ahead. When two vehicles reach an intersection at

approximately the same time, the driver of the vehicle on the left shall yield the right-of-way to the vehicle on the right.

At an uncontrolled “T” intersection when the vehicle on the left is on the continuing street or highway and the vehicle on the right is on the terminating street or highway, the vehicle on the terminating street or highway shall yield the right-of-way to the vehicle on the continuing street or highway.

2. Left turn: The driver of a vehicle within an intersection intending to turn left shall yield the right-of-way to any vehicle approaching from the opposite direction which is within the intersection or so close thereto as to constitute an immediate hazard.
3. STOP and YIELD signs: After you have stopped for a STOP sign, let any cars that are within the intersection, or approaching so closely that they may hit you, pass before entering through the highway. On a divided highway, consider the danger of approaching cars on the further roadway before crossing it.

When approaching a YIELD sign, slow down to a speed reasonable for the existing conditions and yield the right-of-way to any vehicle in the intersection or approaching on another highway so closely as to constitute an immediate hazard.

4. Emerging from an alley or private driveway: The driver of a vehicle within a business or residence district emerging from an alley, driveway, or building shall stop the vehicle immediately before driving onto a sidewalk or onto a sidewalk area extending across any alleyway or private driveway, and shall yield the right-of-way to any pedestrian and upon entering the roadway shall yield the right-of-way to all closely approaching vehicles on the roadway.
5. Emergency vehicles: Upon the immediate approach of an authorized emergency vehicle equipped with at least one red light, you must yield the right-of-way. Drive to a position parallel to, as closely as possible to, the right hand edge of the roadway clear of any intersection and stop. Remain stopped until the emergency vehicle has passed.
6. Funeral: Pedestrians and the operators of all vehicles, except emergency vehicles, shall yield the right-of-way to each vehicle which is part of a funeral procession being led by a funeral escort vehicle.
7. Pedestrians: Persons who are walking across streets have the right-of-way over motor vehicles if they are walking lawfully within the crosswalks **WHETHER THE CROSSWALKS ARE MARKED OR NOT.**

The driver of a vehicle approaching a legally blind pedestrian who is carrying a cane predominantly white or metallic in color, or is using a guide dog, or is assisted by a sighted person shall yield the right-of-way and take reasonable precautions to avoid injury to such pedestrians.

## SPELLING

As a Police Officer, you will be responsible for the preparation of numerous written reports. These reports may be narratives of criminal acts, descriptions of stolen property, or memorandum explaining your actions. It is, therefore, important that your reports be legible, grammatically correct and that the words used are spelled correctly.

Below is a list of some of the most frequently misspelled words in police reports:

Accessory	Dilapidated
Accident	Disheveled
Acquainted	Disorderly
Adjacent	Disperse
Affidavit	Disturbance
Aggravate	Drowned
Alibi	Embezzlement
Alleged	Epilepsy
Ambulance	Erratic
Analysis	Exceed
Angle	Exhaust
Apparently	Exhibit
Approached	Farthest
Arraigned	Felonious
Arrests	Fictitious
Asphalt	Fondle
Autopsy	Forcible
Barbiturate	Fugitive
Battery	Handicapped
Belligerent	Harassed
Bicycle	Height
Burglary	Heroin
Caliber	Hindrance
Caucasian	Homicide
Cocaine	Hypodermic
Collision	Hysterical
Concealed	Illicit
Conscientious	Illiterate
Continuing	Imaginary
Controlling	Incidentally
Contusions	Incoherent
Coroner	Indictment
Corroborate	Inhabited
Counterfeit	Innocence
Culprit	Interfering
Curfew	Interrogation
Defamation	Irrational

Delinquent	Laboratory
Desperate	Laceration
Deterrent	Maintain
Maintenance	Schedule
Malicious	Seconal
Marijuana	Seizure
Mischievous	Separate
Miscellaneous	Separated
Mischief	Sergeant
Misdemeanor	Siege
Notified	Significance
Obscene	Silhouette
Obstructing	Simultaneous
Obvious	Siphon
Occasion	Specimen
Occurrence	Straighten
Omission	Strength
Opinion	Subpoena
Opium	Subsidiary
Pamphlet	Suicide
Paralyze	Superstitious
Perseverance	Surprised
Prescription	Surveillance
Prevalent	Suspicious
Probable	Swerved
Prosecute	Syringe
Protruding	Tetanus
Puncture	Thieves
Pursuit	Thirtieth
Quarreled	Transient
Recollection	Traumatic
Reconciliation	Unconscious
Recurrence	Vandalize
Referred	Vehicular
Refrigerator	Vicinity
Registration	Visible
Rendezvous	Warrant
Resisting	
Respiration	
Restaurant	
Restitution	
Resuscitation	
Ridiculous	
Scarcely	

## **DEFINITIONS**

The Police are only one part of the Criminal Justice System. The entire system is comprised of the Police, Prosecutors, Courts and Corrections. Because all segments of the Criminal Justice System work together, it is important that a Police Officer be familiar with the terms used in the other Criminal Justice segments. Listed below are some terms common to the overall Criminal Justice System.

**BEAT** - An area of responsibility assigned to a police officer, within finite borders.

**COMPLAINT** - A formal written accusation made by any person, and filed in court, alleging that a specified person(s) has committed a specified offense(s).

**CRIME** - A misdemeanor or a felony.

**CRIMINAL JUSTICE SYSTEM** - All agencies related to the administration of criminal and traffic laws of a City, County, State or Federal Government, e.g., police, courts, prosecutors, corrections, etc.

**DEADLY WEAPON** - Anything designed for lethal use. This term includes a firearm.

**DISMISSAL** - Decision by a judicial officer to terminate a case without a determination of guilt or innocence.

**EMPLOYEE** - Sworn police officers and civilian personnel of the Sierra Vista Police Department.

**ENTERPRISE** - Any corporation, association, labor union or other legal entity.

**FELONY** - An offense for which a sentence to a term of imprisonment in the custody of the Department of Corrections, is authorized by any law of this state.

**IMMEDIATE FAMILY** - "Members of an employee's immediate family" means the mother, father, husband, wife, son, daughter, brother, sister or stepchild of the employee. A relative who, because of family circumstances, has been a parent substitute to the employee may be considered a substitute for mother or father in this definition.

**INDICTMENT** - A formal, written accusation made by a grand jury and filed in a court alleging that a specified person(s) has committed a specified offense(s).

**INTOXICATION** - Any mental or physical incapacity resulting from the use of drugs, toxic vapors, or intoxicating liquors.

**LINE FUNCTION** - Those activities and functions which deal with the initial response or contact with the public in performing the mission of the Department.

**MISDEMEANOR** - An offense for which a sentence to a term of incarceration other than the custody of the Department of Corrections is authorized by any law of this state.

**MUST** - Indicated that a requirement has to be completed to validate a particular procedure or to comply with a particular legal requirement.

**NORMAL BUSINESS HOURS** - Indicated the hours from 8:00 A.M. to 5:00 P.M., Monday through Friday, except holidays.

**OFF-DUTY** - Any time an employee is not on-duty.

**OFFENSE** - Conduct for which a sentence to a term of imprisonment or of a fine is provided by any law of this state or any law, regulation or ordinance of a political subdivision of this state.

**OFFICER** - Any sworn police officer of the Sierra Vista Police Department, to include persons of all ranks.

**ON DUTY** - Any time an employee is actively engaged as an officer in the performance of regularly assigned duties or when in performance of a special mission for the Sierra Vista Police Department.

**OMISSION** - The failure to perform an act as to which a duty of performance is imposed by law.

**ORDER** - A written or verbal instruction by a supervisor.

**PEACE OFFICER** - Any person vested by law with a duty to maintain public order and make arrests.

**PETITION** - A document filed in juvenile court alleging that a juvenile is a delinquent, a status offender, or a dependent, and asking that the court assume jurisdiction over the juvenile, or asking that the juvenile be transferred to a criminal court for prosecution as an adult.

**PETTY OFFENSE** - An offense for which a sentence of a fine only is authorized by law.

**PLEA** - A defendant's formal answer in court to the charges brought against his/her in a complaint, information, or indictment.

**POLICE INCIDENT** - An occurrence or incident suggesting or requiring police action or service.

**PROPERTY** - Anything of value, tangible or intangible.

**PURGED RECORDS** - The complete removal of arrest, criminal or juvenile record information from a given records system.

**RELEASED ON OWN RECOGNIZANCE** - The release, by a judicial officer, of an accused person who has been taken into custody, upon his/her promise to appear in court as required for criminal proceedings.

**SENIOR OFFICER** - In situations where two or more officers of the same rank are involved, the officer appointed to the position of senior officer, will assume charge in the absence of a supervisor.

In situations where two or more officers of the same rank are involved, and the supervisor and the senior officer are not present, the officer with the longer service in that rank will assume charge.

**SHALL, WILL, & MAY** - “shall” AND “will” are mandatory; “may” is permissive.

**SHIFT** - A designated tour of duty.

**SHOULD** - Indicates that certain procedure or policy is preferred to obtain a desired result.

**STATUS OFFENSE** - An act or conduct which is declared by a statute to be an offense, but only when committed or engaged in by a juvenile, and which can be adjudicated only in juvenile court.

**SUPERVISOR** - Any employee who has obtained supervisory classification, or an employee assigned by the Police Chief to supervise the work of others.

**UNLAWFUL** - Contrary to law or, where the contest so requires, not permitted by law.

**VEHICLE** - A device in, upon or by which a person or property is or may be transported or drawn upon a highway, waterway or airway, excepting devices moved by human power or used exclusively upon rails or tracks.

**VOLUNTARY ACT** - A bodily movement performed consciously and as a result of effort and determination.

**EXCERPTS FROM**  
**ARIZONA REVISED STATUES – TITLE 13**

13-801. FINES FOR FELONIES

- A. A sentence to pay a fine for a felony shall be a sentence to pay an amount fixed by the court not more than one hundred fifty thousand dollars.
- B. A judgment that the defendant shall pay a fine, with or without the alternative of imprisonment, shall constitute a lien in like manner as a judgment for money rendered in a civil action.
- C. This section does not apply to an enterprise.

13-802. FINES FOR MISDEMEANORS

- A. A sentence to pay a fine for a class 1 misdemeanor shall be a sentence to pay an amount, fixed by court, not more than one thousand dollars.
- B. A sentence to pay a fine for a class 2 misdemeanor shall be a sentence to pay an amount, fixed by court, not more than seven hundred and fifty dollars.
- C. A sentence to pay a fine for a class 3 misdemeanor shall be a sentence to pay an amount, fixed by court, not more than five hundred dollars.
- D. A sentence to pay a fine for a petty offense shall be a sentence to pay an amount, fixed by court, not more than three hundred dollars.
- E. A judgment that the defendant shall pay a fine, with or without the alternative of imprisonment, shall constitute a lien in like manner as a judgment for money rendered in a civil action.
- F. This section does not apply to an enterprise.

13-804. FINES AGAINST ENTERPRISES

- A. A sentence to pay a fine, imposed on an enterprise for an offense defines in this title or for an offense defined outside this title for which no special enterprise fine is specified, shall be a sentence to pay an amount, fixed by the court, of not more than:
  - 1. For a felony, one million dollars.
  - 2. For a class misdemeanor, twenty thousand dollars.
  - 3. For a class 2 misdemeanor, ten thousand dollars.
  - 4. For a class 3 misdemeanor, two thousand dollars.
  - 5. For a petty offense, one thousand dollars.

- B. A judgment the enterprise shall pay a fine shall constitute a lien in like manner as a judgment for money rendered in a civil action.

#### 13-901. PROBATION

- A. If a person who has been convicted of an offense is eligible for probation, that court may suspend the imposition and execution of sentence and, if so, shall without delay place such person on supervised or unsupervised probation upon such terms and conditions as the court deems appropriate. When granting probation to an adult the superior court shall, as a condition of probation, assess a monthly fee of not less than thirty dollars, after determining the inability of the probationer to pay the fee, the court assesses a lesser fee. The fee shall be paid to the clerk of the superior court. The clerk of the court shall pay all monies collected to the county treasurer for deposit in the probation services fund.
- B. The period of probation shall be determined according to section 13-902.
- C. The court may in its discretion issue a warrant for the rearrest of the defendant and may modify or add to the conditions or, if the defendant commits an additional offense or violates a condition, revoke probation in accordance with the rules of criminal procedures at any time prior to the expiration or termination of the period of probation.
- D. At any time during the probation term of the person released on probation, any probation officer may, without warrant or other process, at any time until the final disposition of the case, rearrest any person and bring him before the court.
- E. The court on its own initiative or upon application of the probationer may terminate the period of probation and discharge the defendant at a time earlier than originally imposed if in the court's opinion the ends of justice will be served thereby and if the conduct of the defendant on probation warrants it.
- F. When granting probation, the court shall set forth at the time of sentencing and on the record the factual and legal reasons in support of each sentence.

#### 13.902. PERIODS OF PROBATION

- A. Unless terminated sooner, probation may continue for the following periods:
  - 1. For a class 2, 3, or 4 felony, the term authorized by 13-701, subsection B.
  - 2. For a class 5 or 6 felony, three years.
  - 3. For a class 1 misdemeanor, three years.
  - 4. For a class 2 misdemeanor, two years.
  - 5. For a class 3 misdemeanor, one year.

- B. When the court has required, as a condition of probation, that the defendant make restitution for any economic loss related to his offense and that condition has not been satisfied, the court may at any time prior to the termination or expiration of probation may extend the period within the following limits.
1. For a felony, not more than three years.
  2. For a misdemeanor, one year.
- C. Notwithstanding any other provision of law, justice courts and magistrate courts may impose the probation periods specified in subsection A, paragraphs 3, 4 and 5 of this section.

#### 13-1101. DEFINITIONS

In this chapter, unless the context otherwise requires:

1. "Premeditation" means that the defendant acts with either the intention or the knowledge that he will kill another human being, when such intention or knowledge preceded the killing by a length of time to permit reflection. An act is not done with premeditation if it is the instant effect of a sudden quarrel or heat of passion.
2. "Homicide" means first degree murder, second degree murder, manslaughter, or negligent homicide.
3. "Person" means human being.
4. "Adequate provocation" means conduct or circumstances sufficient to deprive a reasonable person of self-control.

#### 13-1102. NEGLIGENT HOMICIDE

- A. A person commits negligent homicide if with criminal negligence such person causes the death of another person.
- B. Negligent homicide is a class 4 felony.

#### 13-1103. MANSLAUGHTER

- A. A person commits manslaughter by:
1. Recklessly causing the death of another person; or
  2. Committing a second degree murder as defined in section 13-1104, subsection A, upon a sudden quarrel or heat of passion resulting from adequate provocation by the victim; or
  3. Intentionally aiding another to commit suicide; or
  4. Committing second degree murder as defined in section 13-1104, subsection A, paragraph 3, while being coerced to do so by the use or threatened immediate use of unlawful deadly physical force upon such person or a third

person which a reasonable person in his situation would have been unable to resist.

B. Manslaughter is a class 3 felony.

#### 13-1104. SECOND DEGREE MURDER

A. A person commits second degree murder if without premeditation:

1. Such person intentionally causes the death of another person; or
2. Knowing that his conduct will cause death or serious physical injury, such person causes the death of another person; or
3. Under circumstances manifesting extreme indifference to human life, such person recklessly engages in conduct which creates a grave risk of death and thereby causes the death of another person.

B. Second degree murder is a class 1 felony and is punishable as provided by section 13-710.

#### 13-1105. FIRST DEGREE MURDER

A. A person commits first degree murder if:

1. Intending or knowing that his conduct will cause death, such person causes the death of another person with premeditation; or
2. Acting either alone or with one or more other persons such person commits or attempts to commit sexual conduct with a minor under section 13-1405, sexual assault under section 13-1406, child molestation under section 13-1410, narcotics offenses under section 13-3406, kidnapping under section 13-1304, burglary under section 13-1501, 13-1507, or 13-1508, arson of an occupied structure under section 13-1704, robbery under section 13-1902, 13-1903, or 13-1904, escape under section 13-2503 or 13-2504, and in the course of and in furtherance of such offense or immediate flight from such offense, such person or another person causes the death of any person.

B. Homicide, as defined in subsection A, paragraph 2 of this section requires no specific mental state other than what is required for the commission of any of the enumerated felonies.

C. First degree murder is a class 1 felony and is punishable by death or life imprisonment as provided by section 13-703.

## FORM COMPLETION

In police work, an Officer is frequently required to complete a variety of forms or reports. The completeness and accuracy of these forms are critical to successful investigation and prosecution. This section contains a sample form and direction on how to complete the form. Study the direction carefully. The test will include a number of completed forms and you will be asked to identify the **INCORRECT** information. These directions will NOT be provided at the test. There may be more than one error on each form, but there will be ONLY ONE error per test item.

### DIRECTIONS

The GENERAL INVESTIGATION FORM is to be completed by the officer for incidents such as burglary, missing persons, stolen vehicle, armed robbery, etc. All information on the form MUST BE PRINTED.

#### BOX

#### NUMBER

#### INFORMATION

1. Name of the officer conducting the investigation, last name first, followed by first name and badge number.
2. Assigned shift. Indicate 1, 2, or 3. Shift 1 is 7:30 am to 3:30 pm, shift 2 is 3:30 pm to 11:30 pm, shift 3 is 11:30 pm to 7:30 am.
3. Patrol beat number.
4. Date of investigation – day of week, month/day/year (i.e., Monday, March 19, 19XX).
5. Time that the officer arrived on the scene, indicate am or pm (Do NOT use military time).
6. Name of the victim – first name, middle initial, last name. If any information is not known or not available, indicate “Not Known.” A missing person is considered the victim.
7. Sex of the victim – code “M” for male and “F” for female.
8. Ethnic group of the victim – code 1 = Anglo (white), 2 = African American/Black, 3 = Hispanic, and 4 = Other.
9. Age of victim as of last birthday, if age is approximate, indicate “APPROX”; if unknown or not available, indicate “Not Known.”
10. Height in feet and inches (if approximate, indicate “APPROX”).

11. Weight in pounds (if approximate, indicate "APPROX").
12. Home address of victim (if not known, indicate "Not Known").
13. For missing person, any scars, etc.
14. For missing person, indicate last known location, time, date, etc.
15. Name of person reporting the incident to the Police, last name first, first name, middle initial. If any information is unknown, indicate "Not Known." If person making the report is other than the victim, indicate relationship to the victim.
16. Actual amount of cash stolen, if any.
17. Estimated value of any jewelry or precious metals stolen.
18. For stolen vehicles, "make" means Ford, Honda, etc., "type" refers to pickup truck, station wagon, etc.
19. Describe any other property stolen, if any and estimated value.
20. Indicated the number of suspects and any other information available, (if unknown, enter "none").
21. Indicate burglary, missing persons, etc.
22. Complete address of the offense (except missing persons), also code type of premises as A = apartment, B = business, PR = private residence, O = other.
23. If a weapon was used indicate and describe; if not print "None."
24. Describe any damage to premise or vehicle (i.e., bedroom, window broken). If no damage, print "None."
25. Include the time of day, day of the week, month, day, year that the offense occurred. If exact time is not known, indicate a range. For example, in a burglary, the victim may only know that the break-in occurred between 8 am and 2 pm.

## EXAMPLE

Officer Peter Mallory, badge #89, beat 7, answers a call at the apartment of Rudy S. David at 10:30 am on Thursday, April 7, 19XX.

Mr. David is white, 6 feet tall and weighs 185 lbs. And is 40 years old. He lives at 1801 East Polk, Apartment 9. Mr. David reports that he left about 9 am to have breakfast and returned around 10:15 am. He saw that the front door had been kicked in and that his \$1,300 stereo set was missing. A jar of change containing about \$25.00 was also missing.

The GENERAL INVESTIGATION FORM on the next page has been filled out using the above information. At least one area of the form was filled out incorrectly, that is, the Form Completion Directions were not followed.

## SAMPLE QUESTION

Of the following, the box filled out INCORRECTLY is the box number

- A. 1
- B. 6
- C. 15
- D. 24

Box number 15 is filled out incorrectly because the last name should be first.

GENERAL INVESTIGATION FORM		
1. OFFICER <i>Mallory, Peter #89</i>	2. SHIFT <i>1</i>	3. PATROL <i>7</i>
4. DATE <i>Thursday, April 7, 19XX</i>	5. TIME <i>10:30 am</i>	
VICTIM		
6. NAME <i>Rudy S. David</i>	7. SEX <i>M</i>	8. ETHNIC <i>1</i>
9. AGE <i>40</i>	10. HEIGHT <i>6 ft</i>	11. WEIGHT <i>185 lbs</i>
12. ADDRESS <i>1801 East Polk, Apt 9</i>		
13. DISTINGUISHING FEATURES		
14. LAST SEEN		
15. REPORTED BY <i>Rudy S. David</i>		
PROPERTY		
16. CASH <i>Approx \$25</i>	17. JEWELRY, ETC.	
18. VEHICLE YR. - LICENSE NO.	MAKE - STATE	TYPE
19. OTHER PROPERTY <i>Stereo - \$1,300</i>		
SUSPECT(S)		
20. DESCRIPTION <i>None</i>		
OFFENSE		
21. NATURE <i>Burglary</i>		
22. LOCATION <i>1801 East Polk, Apt 9 A</i>		
23. WEAPON <i>None</i>		
24. DAMAGE <i>Front Door Kicked in</i>		
25. TIME <i>between 9-10:15 am, Thursday, April 7, 19XX</i>		