

	<b>MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES</b>	
	<b>Subject</b>  <b>SHERIFF'S POSSE PROGRAM</b>	<b>Policy Number</b> <b>GJ-27</b> <b>Effective Date</b> <b>01-19-24</b>
<b>Related Information</b> ARS 11-441 CP-1, <i>Use of Force</i> CP- 2, <i>Code of Conduct</i> CP-11, <i>Anti-Retaliation</i> GC-17, <i>Employee Disciplinary Procedures</i> GC-20, <i>Uniform Specifications</i> GE-4, <i>Use, Assignment, and Operation of Vehicles</i> GF-1, <i>Criminal Justice Data Systems</i> GF-3, <i>Criminal History Record Information and Public Records</i> GH-2, <i>Internal Investigations</i> GH-5, <i>Early Identification System</i> GJ-23, <i>Firearms</i> GJ-28, <i>Prison Rape Elimination Act (PREA)</i> GJ-36, <i>Use of Digital Recording Devices (Non Body-Worn Cameras)</i>	<b>Supersedes</b>  GJ-27 (05-19-23)	

## PURPOSE

The purpose of this Office Policy is to establish guidelines and procedures for the Sheriff's Posse Program of the Maricopa County Sheriff's Office. The Enforcement Support Division is responsible for ensuring that all posse members are advised of the provisions contained in this Office Policy.

## POLICY

Arizona Revised Statutes (ARS) 11-441 gives the Sheriff the authority to summon qualified Maricopa County community members who are members of the Sheriff's Posse Program. The principal purpose of the program is to provide the Sheriff with volunteers to assist in carrying out the duties of the Office.

It is the policy of the Office to ensure that posse members are subject to the rules and regulations set forth in their individual branch's by-laws and that the by-laws conform to Office Policy and state law.

**Posse members have no law enforcement authority.** Since the Sheriff must summon the individual or posse branch for assistance, the posse carries no law enforcement authority until an individual is qualified to assist with law enforcement functions and is activated. Once activated, the authority is limited to the conditions of the call out. A posse member is only vested with law enforcement powers of arrest when an Office deputy directs the posse member to make an arrest.

## DEFINITIONS

**Branch:** A subdivision of a posse which has a mission statement outlining its specific services and activities, and which differs from other branches by geographical area served or services rendered.

**Deputy:** Any sworn law enforcement officer employed by the Office, and reserve deputy.

**Early Identification System (EIS):** A system of electronic databases that captures and stores threshold events to help support and improve employee performance through early intervention and/or to identify problematic operating procedures, improving employee performance, identifying detrimental behavior, recognizing outstanding accomplishments, and to improve the Office's supervisory response. The computerized relational database shall collect, maintain, integrate, and retrieve information gathered in order to highlight tendencies in performance, complaints, and other activities. The database allows the Office to document appropriate identifying information for involved employees, (and members of the public when applicable), and the actions taken to address the tendencies identified. Blue Team, IAPro, and EIPro are applications of EIS.

**Misconduct:** Includes any violation of Office Policy or procedure, federal, state, or local criminal or civil law, constitutional violations, whether criminal or civil, including, but not limited to, the Maricopa County Merit System Rules, or Office regulations.

**Criminal Misconduct:** Misconduct by an employee that a reasonable and trained supervisor or internal affairs investigator would conclude could result in criminal charges due to the apparent circumstances of the misconduct.

**Minor Misconduct:** Misconduct that, if sustained, would result in discipline or corrective action less severe than a suspension.

Minor misconduct, while a violation of Office Policy, can often be addressed with supervisor initiated intervention intended to improve a situation, or prevent a potential negative work performance situation from progressing into a misconduct investigation. To address these employee behaviors, supervisors may initiate an intervention method, as specified in Office Policy GH-5, *Early Identification System*, to include; Squad briefing; meeting with supervisor; employee services; supervisor ride-along/work along; training; supervisor evaluation period; action plan; meeting with the commander; re-assignment; and coaching. The use of intervention shall only be used to address employee minor misconduct or behavior that does not, per the Office Disciplinary Matrix, exceed a Category 1, First or Second Offense or a Category 2, First Offense, and which has not been received by the Office as an External Complaint or has not already been assigned to the Professional Standards Bureau (PSB).

**Serious Misconduct:** Misconduct that, if sustained, would result in discipline of a suspension, demotion, or dismissal.

**Posse:** The organized body of volunteers available to be summoned by the Sheriff to assist in civil defense, crime prevention, search and rescue, community service activities, law enforcement, or any other situation that requires manpower or equipment to maintain peace and order.

**Posse Member:** An at-will volunteer who has, at a minimum, completed the Basic Posse Training Level.

**Basic Posse Member:** A posse member who has successfully completed the designated course of instruction for the Basic Posse Training Level such as, but not limited to, posse fundamentals, Terminal Operators Certification (TOC) Practitioner, CPR/First Aid, County Vehicle Use Permit (VUP), and the review of Office Policies within TheHUB. A Basic Posse Member can perform administrative duties, provide resources to the community, or assist in a search and rescue or training mission. Assistance in a search and rescue mission can only occur if the posse member's search and rescue and medical services and trauma requirements have been successfully completed and are current, while under the direction of the Office Search and Rescue Coordinator.

**Intermediate Posse Member:** A posse member who has successfully completed the Basic Posse Training Level, and the designated courses for the Intermediate Posse Training Level. This training level requires all courses to be successfully completed, such as, but not limited to: Stress Management, Stop the Bleed, Traffic A and B (Traffic Control), Radio Procedures; Body-Worn Camera (BWC) procedures, TraCS; Use of Force

– Intermediate, Defensive Tactics – Intermediate, Complaint Reception and Processing; and the acknowledgement and understanding of Prison Rape Elimination Act (PREA) standards. These posse members are authorized to assist a division or district in an Office related function under the direction of a deputy. These duties include, but are not limited to: administrative duties; directing traffic; operating an Office approved vehicle upon successful receipt of a County Vehicle Use Permit (VUP); crime prevention programs; and assisting qualified armed posse personnel with prisoner transports.

**Qualified Armed Posse (QAP):** A posse member who has successfully completed the Basic and Intermediate Posse Training Levels, and the designated courses for Qualified Armed Posse. This training level requires all courses to be successfully completed, such as, but not limited to: Prisoner Transport and Search; Pre-booking; Use of Force; Defensive Tactics - Advanced; Mechanical Restraints; chemical agents Oleoresin Capsicum (OC); Baton; Weapon Retention; and the designated firearms course of instruction. These posse members are authorized to assist under the direction of a deputy. QAP Members may perform the same duties as Basic and Intermediate Posse Members and may also transport prisoners upon direction of a deputy. QAP Members may carry an approved handgun if they are current in their firearms training while volunteering for the Office.

**Posse Recruit:** A volunteer who has passed the posse application process and is in the process of completing the Basic Posse Training Level.

**Suspended Status:** The temporary suspension of a volunteer from their position, pending the outcome of an administrative investigation.

**TheHUB:** The learning management system by which employees, reserve deputies, and posse members are provided access to all Office Policies; and where the acknowledgment of all Office Policy updates and revisions, indicating that they have been reviewed and understood by the viewer, are recorded. TheHUB shall also be used by employees, reserve deputies, and posse members to complete training requirements, and to register for in-person courses.

**Volunteer:** A person who performs hours of service for civic, charitable, or humanitarian reasons without the promise, expectation, or receipt of compensation for services rendered. An employee may not volunteer to perform the same, similar, or related duties for the Office that the employee is normally paid to perform.

## PROCEDURES

1. **Command Structure:** The posse is under the administrative supervision and control of the Enforcement Support Division.
  - A. The Sheriff's Posse Program is divided into four separate functions which benefit the Office and the community. The four functions include the following:
    1. **Community Partnership:** Basic Posse Members who volunteer in an administrative role or provide resources to the community. Community Partnership Posse Members are **prohibited** from participating in any patrol assistance function and would not be considered part of the span of control.
    2. **Search and Medical Rescue:** Basic Posse Members who volunteer in a search and medical rescue role only. These Basic Posse Members have completed certifications and standards as set forth through the Arizona Search and Rescue Coordinator's Association or have completed certifications established by the Bureau of Emergency Medical Services and Trauma System of the Arizona Department of Health Services. Search and Medical Rescue Posse Members are **prohibited** from participating in any patrol assistance function and would not be considered part of the span of control.

3. Community Based Assistance: Intermediate Posse Members only, who volunteer in a non-patrol environment and provide services, such as, reporting irrigation leaks to HOAs, reporting streetlight outages to utility companies, providing neighborhood patrol for open garage doors, vacation watch duties to includes removing flyers and junk mail from homeowner's porches, etc. These volunteer services are non-law enforcement activities and are not directly assisting a patrol district or investigative division. Community Based Assistance Posse Members would not be considered part of the span of control.
  4. Patrol Assistance: Intermediate and QAP Posse Members who volunteer in a patrol environment such as driving a fully marked vehicle, directing traffic, or provide assistance within a patrol district or investigative division. Posse members working in this capacity shall be under the supervision and span of control of a sworn supervisor. Posse members utilized to provide Patrol Assistance shall be indicated on the Shift Rosters and the Patrol Activity logs. Posse members assisting in Patrol Assistance functions shall be assigned and utilize a Posse Body-Worn Camera (BWC), as specified in Attachment A of this Office Policy. **No Intermediate and QAP posse members shall be authorized to assist in a patrol assistance function without a BWC.**
- B. All violations of Office Policy, complaints from members of the public, or incidents of unsatisfactory work performance, which occur while the posse member is volunteering their service, shall be addressed, as specified in Office Policy GH-2, *Internal Investigations*.
2. **Requirements for Forming a Posse:** Any Maricopa County community member or group of community members desiring to organize a posse branch shall contact the Enforcement Support Division Commander stating their intent and purpose. A meeting shall be arranged with the community member or group of community members, the Enforcement Support Division Commander or designee, and if applicable the involved district commander or designee. Upon determination that the formation of a posse branch is feasible, within 60 days, the involved community members shall submit a draft of by-laws and a mission statement for the proposed branch to the Enforcement Support Division Commander. The Enforcement Support Division Commander or designee shall review the draft by-laws for consistency with Office Policies and procedures. After written approval by the Sheriff, the group will become a recognized posse branch. The criteria for determining the feasibility of a branch shall consist of the following:
    - A. The branch shall be in the best interests of Maricopa County, the Office, and members of the public served by the Maricopa County Sheriff's Office (MCSO).
    - B. The branch shall not duplicate or overlap the services of existing branches within the same geographical area.
    - C. The branch shall have a specific service capability compatible with the duties and responsibilities of the Office. The mission statement will specify the services and activities of the branch.
  3. **Maintaining Posse By-Laws:**
    - A. All posse branches shall provide their by-laws to the Enforcement Support Division Commander or designee. It is the responsibility of each posse branch to ensure its by-laws are consistent with and in compliance with Office Policies and procedures. It is the responsibility of the Enforcement Support Division to review each posse branch's by-laws for compliance with Office Policies and procedures and update, as necessary. Any updates to the by-laws shall require approval by the Enforcement Support Division Commander.
    - B. Any revisions to a posse branch's by-laws shall be reviewed for approval by the Enforcement Support Division Commander.

1. Any deficiencies noted by the Enforcement Support Division shall be brought into compliance by the posse branch. Failure to address recommendations of deficiencies within 90 days will result in dissolution of the posse branch.
  2. In the event a posse branch dissolves, all County issued equipment must be returned to the Enforcement Support Division immediately.
  3. If a posse branch were to dissolve, the members must remove any Sheriff's Office insignia from any branch owned equipment and cannot display any such insignia or otherwise make any representation that they are a member of the Sheriff's Posse Program.
4. **Standards and Application Process:** A posse member's continued service with the Office as a volunteer shall be at the discretion of the Sheriff. Posse members are subject to, and shall comply with all Office Policies, rules, and regulations. Violations of Office Policies, rules, and regulation shall be addressed, as specified in Office Policies GH-2, *Internal Investigations* and GC-17, *Employee Disciplinary Procedures*.
- A. The **application process** begins when a branch recommends a candidate for acceptance, or a candidate attends a posse orientation. The candidate must submit a completed background application to the Pre-Employment Services Division. The entire background process is completed through the Pre-Employment Services Division, to include the following:
    1. The background check shall include a background interview conducted by the Pre-Employment Services Division, a criminal history check, and submission of fingerprints.
    2. Upon successful completion of the background process, the Pre-Employment Services Division will notify the Enforcement Support Division Commander or designee and the approved applicant will be designated as a volunteer posse recruit.
    3. After acceptance into the program, the posse recruit will be issued a serial number that begins with a 'T' and a MCSO ID card that shall be carried at all times when involved in any training function. The serial number will allow the posse recruit to complete the mandated training on TheHUB, and to sign up for additional training courses.
    4. Posse recruits shall successfully complete the basic training program to become a Basic Posse Member. Upon successful completion of the Basic Posse Training Level, the Pre-Employment Services Division will issue a new serial number that begins with a 'P' and issue a new MCSO ID card, which shall be carried at all times when involved in any Office organized posse function.
  - B. Posse members who seek Intermediate Posse status and have successfully completed the Basic Posse Training Level shall submit their request to the Enforcement Support Division Commander or designee. Upon approval, the posse member shall be required to pass a polygraph examination scheduled through the Pre-Employment Services Division.
  - C. Posse members who seek QAP status and have successfully completed the Intermediate Posse Training Level shall be required to obtain approval from the Enforcement Support Division Commander or designee. If approved, the posse member must pass a psychological examination and a medical screen which will be scheduled through the Pre-Employment Services Division.
  - D. The Pre-Employment Services Division shall notify the Enforcement Support Division Commander or designee of all polygraphs, psychological, and medical screens for pass/fail results for posse members seeking Intermediate and/or QAP posse status.

- E. A posse member's disciplinary history with the Office shall be considered in all hiring, promotion, and transfer decisions, and this consideration shall be documented. Posse member's disciplinary history that demonstrates three or more sustained allegations of misconduct, or one sustained allegation of a Category 6 or Category 7 offense from the Office's disciplinary matrices, shall be presumptively ineligible for all volunteer services.
- F. The posse applicant background files shall be maintained by the Pre-Employment Services Division and contain the following:
  - 1. The background application with a signed and notarized *Authorization to Release Information* form;
  - 2. Investigation results obtained during the background check;
  - 3. Criminal History Report(s) check, conducted at a minimum every five years;
  - 4. A fingerprint card;
  - 5. Information such as but not limited to, driver's license, passport, and birth certificate, not to include sensitive medical information;
  - 6. Checks of the applicant's social media accounts, to be considered for the last two calendar years, at a minimum;
  - 7. Polygraph results, if applicable; and
  - 8. Medical screen pass/fail results, if applicable.
- 5. **Classification and Participation Requirements:** The different classifications and participation requirements for posse members are as follows:
  - A. Active Member: Volunteers must meet the following minimum requirements annually or they may be terminated as a posse member.
    - 1. Volunteer a set number of hours per month, as designated by their branch commander;
    - 2. Attend a set number of posse meetings, as designated by their branch commander; and
    - 3. Successfully complete all mandated training. Those who fail to complete all mandated training, as specified in this Office Policy, will be subject to discipline, up to and including dismissal from the Sheriff's Posse Program.
  - B. Inactive Member: With the approval of the Enforcement Support Division Commander, posse members may be placed on an inactive status. Inactive status updates must be provided to the Enforcement Support Division by their posse branch commander. Posse members who are on inactive status are prohibited from carrying or displaying their MCSO ID card. Upon return to active duty, posse members must complete all required training within 60 days. Posse members may be placed on an inactive status for reasons that include, but are not limited to:
    - 1. Personal or family medical leave;
    - 2. Long term absence due to career or personal issues; or

3. Military Reserve and National Guard members activated for duty.
- C. Suspended Member:
  1. A posse member may be placed on Suspended Status by their MCSO assigned division commander or the Enforcement Support Division Commander or designee, pending the outcome of an administrative investigation. If the allegation involves serious misconduct, the posse member shall be immediately placed on Suspended Status.
  2. Suspended Status shall prohibit the posse member from participating in any Office related functions, with the exception of mandatory training or court appearances at the direction of their MCSO assigned division commander or the Enforcement Support Division Commander or designee.
  3. Upon return to active duty, posse members must complete all required training within 60 days.
- D. The Enforcement Support Division is responsible for maintaining current posse personal data, posse classification, and posse participation information for each posse member. Posse members shall forward personal information changes to the Enforcement Support Division.
- E. Individual posse branches may utilize non-posse members to assist in administrative functions within the posse branch. These administrative volunteers will not be issued Office credentials, cannot wear any Office uniform or insignia, vote in any posse business, or participate in any Office related function.
6. **Training:** Posse members shall complete the necessary required courses for their respective training level and complete all mandated annual training, to include the Annual Combined Training (ACT) as specified in this Office Policy, the Enforcement Support Division's Operations Manual, or as mandated by the Office. The Training Division will provide all training for posse members. The training course requirements for posse members are as follows:
  - A. **Basic Posse Training Level:** The Basic Training Level for a posse recruit accepted into the Sheriff's Posse Program, includes courses regarding subjects such as, but not limited to, Posse Fundamentals, TOC Practitioner, County Vehicle Use Permit (VUP) Training, CPR/First Aid, and a review of Office Policies within TheHUB. A posse recruit who is designated as a Basic Posse Member and has passed all tests, and successfully completed all the approved training courses, to include six hours of training related to the Fourth Amendment and shall attend 12 hours of training on bias-free policing, shall receive a Certificate of Completion. The Basic Posse Member shall be issued an MCSO ID card stating Basic. Community Partnership, Search and Medical Rescue Posse functions are only required to receive the Basic Training Level.
  - B. **Intermediate Posse Training Level:** The Intermediate Training Level for a posse member requires the Certificate of Completion of the Basic Posse Training Level. Posse members shall attend the following courses, such as, but not limited to, Stress Management, Stop the Bleed, Traffic A and B (Traffic Control), Radio Procedures, BWC procedures, TraCS; Use of Force - Intermediate; Defensive Tactics - Intermediate; Complaint Reception and Processing; and acknowledge an understanding of PREA Standards. Once a posse member successfully completes the Intermediate Posse Training Level, they are permitted to assist a deputy with patrol assistance functions. The posse member shall be issued an ID card stating Intermediate.

1. Intermediate Posse Members shall have attended comprehensive and interdisciplinary training related to bias-free policing and shall attend 12 hours of training on bias-free policing prior to becoming an Intermediate Posse Member, and successfully complete annual bias-free policing training thereafter.
2. Intermediate Posse Members shall have attended training related to the Fourth Amendment, including detentions, arrests, and the enforcement of immigration-related laws. Intermediate Posse Members shall have attended six hours of training on the Fourth Amendment prior to becoming an Intermediate Posse Member, and successfully complete annual Fourth Amendment training thereafter.
- C. QAP Training Level: Only after completing the Basic and Intermediate Posse Training Level requirements may a posse member take the QAP Training. The QAP Training includes the following courses, such as, but not limited to, Prisoner Search and Transport; Pre-Booking; Use of Force; Defensive Tactics - Advanced; Mechanical Restraints; Baton; Weapons Retention; chemical agents Oleoresin Capsicum (OC); and the designated firearms course of instruction.
  1. A posse member who has passed all tests and successfully completed all approved QAP Training courses shall receive a Certificate of Completion. The posse member shall be issued an Office ID card indicating QAP which shall be shown to a deputy upon request, prior to the posse member assisting in any patrol assistance function.
  2. Even though a posse member is QAP, they have no authority to take law enforcement action unless called upon by a deputy to assist and if volunteering in a patrol assist function, shall have a functioning BWC.
- D. Annual Training: Basic, Intermediate and QAP Posse Members are required to complete the following annual training:
  1. Six hours of training on bias-free policing;
  2. Four hours of training on the Fourth Amendment;
  3. Logging into TheHUB at least once a month to ensure they are aware of and complete any *Briefing Boards*, revised Office Policies, and/or new Office Policies. The Enforcement Support Division shall review training compliance reports which are produced within TheHUB;
  4. Any training specified by the Office; and
  5. QAP Posse Members shall qualify annually with their handgun, as specified in Office Policy GJ-23, *Firearms*.
- E. Any other additional training requirements not indicated in this Office Policy to include the Attachment A shall be completed as specified by the Enforcement Support Division Commander or designee and/or as specified in the Enforcement Support Division's Operations Manual.
7. **Uniforms and Equipment:** Posse members' uniforms shall be compatible with the function and role of the individual posse member. Posse members shall not wear or display any insignia, patches, badges, or clothing with the words "Deputy Sheriff," "Deputy," or just the word "Sheriff." The one exception is the Office-issued reflective traffic vest which shall display the word "Sheriff."

- A. Community Partnership: Basic Posse Members who are designated as Community Partnership are authorized to wear a polo shirt, which shall have the ONE1MCSO logo embroidered on the left front pocket area of the shirt, a MCSO Memorial Fund polo shirt, or a polo shirt designating the assigned posse branch.
  - 1. Other than a Basic Posse Member's MCSO ID card, posse members designated as Community Partnership are **prohibited** from displaying any insignia, patches, or badges that include a Sheriff's Star, which could give the impression that they are working as a detention officer or as a deputy sheriff. Basic Posse Members' MCSO ID card shall not be carried and/or displayed with a non-issued Office badge.
  - 2. While on duty, Community Partnership Posse Members are **prohibited** from carrying a firearm. At any other time, Community Partnership Posse Members are afforded the same rights and obligations as any member of the public regarding firearms.
- B. Search and Medical Rescue: Search and Medical Rescue designated posse branches may adopt a uniform to fit the needs and objectives of their posse members. Final approval of the proposed uniform to be adopted by any Search and Medical Rescue posse branch shall be approved through the Enforcement Support Division Commander. Clothing items shall be conservative in nature, limiting brand logos, and be considered standard wear for the search and rescue community. Search and Medical Rescue posse members are **prohibited** from displaying any insignia, patches, or badges that includes a Sheriff's Star, which could give the impression that they are working as a detention officer or as a deputy sheriff.
- C. Community Based Assistance: Certified Intermediate Posse Members are approved to wear the Class "A," Class "B," or Class "C" uniform.
  - 1. Intermediate Posse Members are approved to wear the Class "A," Class "B," or Class "C" uniform.
  - 2. Community Based Assistance Posse Members in uniform shall wear an embroidered six-point breast patch containing the words "SHERIFF'S POSSE."
  - 3. The shoulder patches for Community Based Assistance Posse Members shall contain the words "MARICOPA COUNTY" and "SHERIFF'S POSSE."
  - 4. The word "SHERIFF'S POSSE" shall be displayed on the PointBlank Endeavor FX Outer Duty Carrier (ODC) vest, on the front flap for the plate pocket of the ODC and back designated area. The patch shall be in silver tan with black lettering. The word "SHERIFF'S" shall be above the word "POSSE" and the lettering of the word "POSSE" shall be twice the size of the lettering of the word "SHERIFF's."
- D. Patrol Assistance: Only certified Intermediate or QAP Posse Members are approved to wear the Class "A," Class "B," or Class "C" uniform.
  - 1. Intermediate Trained Posse Members and QAP Posse Members are authorized to wear the Class "A," Class "B," or Class "C" uniform. Patrol Assistance Posse Members are **not** authorized to wear any special duty uniforms, with the exception of physicians assisting the Tactical Operations Unit and those assisting the Lake Patrol Division. Posse members volunteering in these divisions are authorized to wear variations of the class B and C uniform, as specified in Office Policy GC-20, *Uniform Specification*. Any other variations of the uniform must have the approval of the Sheriff or designee.

2. Patrol Assistance Posse Members in uniform shall wear an embroidered six-point breast patch containing the words "SHERIFF'S POSSE."
  3. The shoulder patches for Patrol Assistance Posse Members shall contain the words "MARICOPA COUNTY" and "SHERIFF'S POSSE."
  4. QAP Posse Members shall wear a bottom rocker 1/2- inch under the right and left shoulder patches. The rocker shall be blue, with gold outline. The bottom rocker shall contain the words "FIREARM CERTIFIED."
  5. The word "SHERIFF'S POSSE" shall be displayed on the PointBlank Endeavor FX Outer Duty Carrier (ODC) vest, on the front flap for the plate pocket of the ODC and back designated area. The patch shall be in silver tan with black lettering. The word "SHERIFF'S" shall be above the word "POSSE" and the lettering of the word "POSSE" shall be twice the size of the lettering of the word "SHERIFF's."
- E. Jackets: The only authorized jackets to be purchased and/or worn are specified in GC-20, *Uniform Specification* and shall be black in color. Each shoulder of the jacket shall contain patches with the words "MARICOPA COUNTY" and "SHERIFF'S POSSE."
  - F. Uniform items such as, but not limited, to belts and accessories for posse members authorized to wear the Class "A," Class "B," or Class "C" uniform shall conform to the provisions of Office Policy GC-20, *Uniform Specification*.
  - G. Posse members are **prohibited** from purchasing or carrying any flat or chest badges. Posse members will not publicly display badges, identification cards, or any other Office insignia unless volunteering as part of the Sheriff's Posse Program. Basic Posse Members' MCSO ID card shall not be carried and/or displayed with a non-issued Office badge.
  - H. Posse rank may only be worn inside a posse facility or during posse meetings on either a Class "A," Class "B," or Class "C" uniform.
  - I. Basic and Intermediate Posse Members are **prohibited** from carrying any weapons or equipment such as handcuffs, expandable batons, oleoresin capsicum (OC) spray, or a Conducted Electrical Weapon (CEW).
  - J. QAP Posse Members who have satisfactorily completed the QAP Training Level may carry equipment and weapons such as, handcuffs, expandable baton, oleoresin capsicum (OC) spray, or a Conducted Electrical Weapon (CEW). All QAP Posse Members must successfully complete approved training before employing any of the authorized weapons, equipment, or techniques approved by the Office. Guidelines for the use and application of weapons, equipment, and techniques are taught during training and shall be followed. All required certifications and re-certifications shall be obtained, as specified Office Policy CP-1, *Use of Force*.
  - K. Upon separation from the Sheriff's Posse Program, posse members shall turn in all Office-issued ID cards and equipment to the Enforcement Support Division. Any posse branch issued equipment shall be returned to the respective posse branch.
8. **Body-Worn Cameras and Digital Recording Devices:**

- A. Intermediate and QAP Posse members are authorized to use an Office-issued Posse BWC and shall be required to use a BWC when assisting in a patrol assistance function. BWC procedures for intermediate and QAP posse members are specified in Attachment A of this Office Policy.
  - B. All posse members are prohibited from using any other digital recording device, whether purchased by the posse member or their posse branch, as specified in Office Policy GJ-36, *Use of Digital Recording Devices (Non Body-Worn Cameras)*.
9. **Firearms:** As specified in Office Policy GJ-23, *Firearms*, only QAP Posse Members are authorized to carry a handgun, and they shall successfully re-qualify at least annually. QAP Posse Members shall only carry the handgun they qualified with and carry the ammunition which they are issued. Posse members are prohibited from carrying long guns.
- A. Posse members are **not** authorized to carry concealed firearms under any of the following circumstances:
    - 1. While they are in uniform;
    - 2. While attending or participating in any Office or posse activity; and
    - 3. While otherwise providing service to the Office or their branch organization.
  - B. At any other time, posse members are afforded the same rights and obligations as any member of the public regarding firearms.
10. **Personally Owned, Posse Branch Owned, and County-Owned Vehicles or Equipment:**
- A. Posse members shall not, under any circumstance, regardless of exigency, be authorized to do any of the following:
    - 1. Conduct or be directed to make traffic stops; or
    - 2. Engage or be directed to engage in emergency driving, pursuit driving, or operate any vehicle with emergency lights and sirens activated.
  - B. Vehicles owned by a posse member or posse branch, or County vehicles assigned to a branch, shall display emergency overhead lighting and appropriate Office decals while working Office assigned operations or assisting in patrol functions. Vehicles will only be used after receiving the approval of the Enforcement Support Division. No posse member will be authorized to operate County-owned vehicles or equipment on behalf of the County unless county and state licensing requirements are met, and they have completed the VUP Training on TheHUB.
  - C. Vehicles owned by a posse branch or individual posse member that are used for Office related operations shall be inspected annually by the Enforcement Support Division. A record of each annual inspection shall be maintained at the Enforcement Support Division for a period of three years.
  - D. The following guidelines apply to any personally owned vehicles used by a posse member during official Office business:
    - 1. As required by statute, the vehicle shall be registered and insured by the posse member, and the driver shall have a valid Arizona driver's license or certification.

- a. Copies of the current registration and insurance that meets Arizona statutory requirements shall be provided to and maintained by the Enforcement Support Division or designee. Immediately after renewal of registration and insurance, new copies shall be forwarded through the branch commander to the Enforcement Support Division.
  - b. Any time a licensed driver has their license or certification renewed, a copy of the license or certification shall be forwarded through the branch commander to the Enforcement Support Division.
  - c. A vehicle personally owned by a posse member or posse branch may be covered under the County's self-insured liability program per the terms and conditions of the Self-Insured Trust while performing duties at the direction of the Sheriff or designee.
  - d. No personally owned posse vehicles shall have government issued plates.
2. A posse member operating a personal vehicle for official Office business shall ensure that only authorized persons ride in the vehicle. Authorized persons include the following:
- a. Persons authorized by a sworn supervisor or the posse branch commander; or
  - b. Those persons transported in the performance of duty as authorized by the posse member's sworn supervisor.
3. The personal vehicles of posse members shall be equipped with emergency equipment and appropriate Office decals, while performing official Office business, with the approval of the Enforcement Support Division Commander or designee. This equipment shall only be displayed when performing official Office business. In all other instances, the appropriate Office decals shall not be displayed, and the emergency overhead or other lighting must be removed or covered.
- a. Prior to the posse member being granted permission to install emergency equipment, the personal vehicle of a posse member shall be inspected by Enforcement Support Division personnel to ensure that the vehicle meets Office standards. At the time of inspection, the posse member will be provided with information on the proper placement of appropriate Office decals and the type of emergency equipment authorized, which may include a radio with access to Office frequencies and emergency overhead lighting. After the posse member completes the installation, the vehicle will again be inspected by Enforcement Support Division personnel. All vehicles must meet the requirements set forth in Arizona Revised Statutes Title 28 to include window tint, splash guards, and other equipment requirements. If approved, the posse member will be provided a letter authorizing the equipment for the vehicle. Posse members are prohibited from displaying or affixing any other Office stickers, Office decals, or unit stickers, not authorized by the Enforcement Support Division, to any personally owned vehicles used during official Office business.
  - b. Appropriate Office decals for individual members' vehicles must be purchased by the branch from an Office-approved vendor. Upon termination of involvement with the Sheriff's Posse Program, a posse member in possession of appropriate Office decals must immediately return them to their branch commander.
  - c. The posse branch commander must maintain a record of the purchase and assignment of appropriate Office decals. This record shall be maintained for

inventory and accountability and shall be forwarded every six months to the Enforcement Support Division Commander for tracking purposes.

- E. Posse branch vehicles shall be equipped with emergency equipment and appropriate Office decals, with the approval of the Enforcement Support Division Commander. This equipment shall only be displayed when performing official Office business. The following guidelines apply to any posse branch vehicles used by a posse member during official Office business:
  - 1. The posse branch vehicles may be covered under the County's self-insured liability program per the terms and conditions of the Self-Insured Trust while performing duties at the direction of the Sheriff or designee. The driver shall have a valid Arizona driver's license or certification.
  - 2. Copies of the current registration and insurance shall be provided to and maintained by the Enforcement Support Division. Immediately after renewal of registration and insurance, new copies shall be forwarded through the branch commander to the Enforcement Support Division.
  - 3. Any time a licensed driver has their license or certification renewed, a copy of the license or certification will be forwarded through the branch commander to the Enforcement Support Division.
  - 4. Posse branch marked vehicles or equipment may have government issued plates. Posse branch unmarked vehicles shall not have government issued plates.
  - 5. In the event of an accident or damage to a posse branch owned vehicle while performing an authorized function of the Office, the posse member must notify an on-duty sworn supervisor. The posse member and the sworn supervisor in charge shall complete all procedures, as specified in Office Policy GE-4, *Use, Assignment, and Operation of Vehicles*.

**11. Office Policy and TheHUB:**

- A. All posse members have access to review Office Policies on TheHUB and it is their responsibility to review and understand them.
- B. Posse members are required to log into TheHUB at least once a month to ensure they are aware of any *Briefing Boards*, revised Office Policies, and/or new Office Policies.
- C. When any *Briefing Board* is published, the Enforcement Support Division shall forward the *Briefing Board* publication e-mail to all posse branch commanders and posse training officers who will in turn forward it to the posse members of that branch.
- D. All posse members are required to know and abide by all Office Policies with special attention given to Critical Policies.

**12. Individual Responsibility:** To ensure the credibility and integrity of the Office, it is the duty of all personnel associated with the Office to take appropriate action whenever they learn of a violation being committed, or having been committed, by any other person associated with the Office in any capacity, which by its very nature would tend to discredit an employee or the Office, as specified in Office Policy CP-2, *Code of Conduct*.

- A. A posse member who observes or becomes aware of any act of misconduct by Office personnel shall, as soon as practicable, report the incident to an Office supervisor, directly to the PSB, or to any outside entity authorized to take corrective action, without fear of retaliation, as specified in Office

Policy GH-2, *Internal Investigations*.

- B. Any form of retaliation for reporting misconduct is strictly prohibited and shall be considered a serious offense that shall result in disciplinary action, up to and including dismissal from the Sheriff's Posse Program, as specified in Office Policy CP-11, *Anti-Retaliation*.
13. **Disciplinary Matters:** A posse members service with the Office as a volunteer is at-will and shall be at the discretion of the Sheriff. Discipline shall be administered in compliance with the Volunteer Discipline Matrix, as specified in Office Policy GC-17, *Employee Disciplinary Procedures*. Serious violations of Office Policy by a posse member, to include felony arrests and convictions, shall result in a review by the PSB Commander to determine whether a Pre-Determination Hearing is held, or the services of the volunteer are to be immediately terminated. All disciplinary decisions concerning posse members are final. Posse members have no rights of appeal.
14. **Obtaining Records Information:** Posse members shall not contact the Records and AFIS Division for records information. A posse member may obtain a copy of an *Incident Report* (IR) for court purposes by presenting the subpoena to the Enforcement Support Division. The Enforcement Support Division will then obtain the IR, if warranted. Posse members requesting to obtain an IR for any other reason shall be required to obtain the document in the same manner as any other public request.
- A. Any Office information received by a posse member in the course of their service with the Office shall be used solely in the performance of their official duty.
    - 1. Posse members must obtain a Terminal Operators Certification (TOC) certificate prior to entering any information into the Mobile Data Computer (MDC).
    - 2. If a posse member has not received a TOC certificate, he shall refer all information to a deputy for entry into the MDC.
  - B. A posse member who obtains records in violation of this Office Policy shall be subject to immediate release and could face criminal prosecution for violations of federal and state privacy and security laws. Office Policies GF-1, *Criminal Justice Data Systems*, and GF-3, *Criminal History Record Information and Public Records*, specify further guidelines.
15. **Benefits and Liability:** When performing duties at the direction of the Sheriff, a posse member's benefits and/or liability includes the following:
- A. A posse member is covered under the County's Self-Insured Risk Trust Fund while performing their duties at the direction of the Sheriff per the terms and conditions of the Self-Insured Trust Fund.
  - B. Pursuant to Maricopa County Board of Supervisors' Resolution, a posse member is covered under the County's self-insured program for Workers' Compensation while performing duties at the direction of the Sheriff.
  - C. The basis for computing compensation and premium payments can be obtained by contacting the Office Occupational Safety and Health Administration (OSHA) Coordinator.
  - D. A posse member requesting to volunteer their services for donations for their posse branch from a third-party employer, are required to receive prior approval from the Enforcement Support Division and provide documentation showing the third-party employer will provide appropriate Workers' Compensation insurance coverage for the posse member. A copy of the certificate of insurance from the third-party employer verifying coverage must be included with the request.

16. **Compensated Employees:** Compensated employees may not volunteer as a Sheriff's Office Posse Member if their compensated position with the Office requires them to complete the same, similar, or closely related duties of those of a posse member. Duties that are similar or closely related include such tasks as: transferring or taking custody of prisoners; booking, fingerprinting, or restraining inmates; directing traffic; taking reports regarding crimes committed; collecting evidence; or taking crime scene photos. Compensated employees may volunteer for other law enforcement agencies' posse programs and shall notify their supervisor of such actions.
17. **Posse Activities Other Than Those at the Direction of the Sheriff:** Any fund-raising activity or event that uses a posse branch's name, Office affiliation, or any Office logo, must be approved in writing by the Enforcement Support Division Commander prior to the event taking place.
  - A. Posse members may be uniformed for an approved function or a project of their posse branch. A memorandum seeking approval for the activity shall be submitted to the branch commander and forwarded to the Enforcement Support Division Commander for final approval. The memorandum must be submitted prior to the activity or event indicating the name and address of the agency, organization, or group which has made the request, the type of business, the services requested, and the estimated number of hours the detail will involve.
  - B. Posse members may not accept on their own behalf uniformed or security capacity volunteer service or compensated work of any kind.
  - C. Posse members may not accept individual compensation from an employer for services provided while acting as posse members. However, a posse member may accept donations for their posse branch.

## GJ-27, Sheriff's Posse Program- Attachment A

### POSSE BODY-WORN CAMERAS

When referring to posse members and Office-issued Body-Worn Cameras (BWC) in this Attachment A, the term posse members shall indicate **only those Intermediate Posse and Qualified Armed Posse (QAP) members volunteering in a patrol assistance function and under the supervision and span of control of a sworn supervisor**. Completion of BWC training is required for these posse members prior to volunteering in a patrol assistant function. A QAP posse member shall be assigned a specific BWC by the BWC Unit for use during patrol assistant functions. A non-QAP intermediate posse member shall be assigned a Posse BWC by the district shift supervisor each time they volunteer for patrol assistant functions.

BWC used by posse members provides additional on scene video footage when assisting a deputy in a patrol assistant function. All Posse BWCs shall be returned for Evidence Transfer Manager (ETM) docking at the end of each shift. **No posse members shall be authorized to assist in a patrol assistance function without a BWC**. Posse members shall not wear or use a personally owned BWC or video recording device in place of or in conjunction with their Office-issued BWC.

Misconduct or deficiencies regarding procedures outlined in this Attachment A shall be addressed as specified in Office Policy GH-2, *Internal Investigations*. Blue Team entries shall be completed as required by the responsible supervisor.

#### 1. **Posse Members BWC Responsibilities:**

- A. At the beginning of their patrol assistance shift, a non-QAP intermediate posse member shall obtain a Posse BWC from the district for use and advise a supervisor for proper BWC assignment in the AXON application.
- B. At the beginning of each shift, posse members shall turn on and inspect the BWC for any physical damage and ensure the BWC is in working order. Any damaged or non-functioning equipment shall be reported to an on-duty supervisor and documented by the posse member on a *Body-Worn Camera Equipment Return* form and forwarded to the on-duty shift supervisor, the BWC Unit, and the Enforcement Support Division. All malfunctioning BWCs shall be returned to the BWC Unit with the *Body-Worn Camera Equipment Return* form. The on-duty supervisor shall be responsible for determining a BWC replacement for the posse member, as specified in this Attachment A.
- C. Posse members shall follow the activation and deactivation procedures, as specified in this Attachment A, or as directed by the responsible on-scene deputy in order to ensure proper tagging of the event.
- D. At the completion of each shift, posse members shall return their BWC to the district they are assigned for docking, unless exigent circumstances exist, then the BWC may be returned the next calendar day with supervisor approval.
- E. The BWC shall not be removed from the docking station until all recordings are uploaded and the battery is fully charged. This process clears the existing recordings from the BWCs memory.
- F. Posse members shall not erase, alter, or tamper with any BWC or collected recordings.

2. **BWC Placement:** Posse members shall wear the BWC with an Office-issued Axon magnetic mount or approved alternative mounting system facing forward, on the chest, above the navel area and below the neckline. The BWC shall be worn in a manner to easily access the various functions. The device shall be worn on the outermost clothing or gear (to include seatbelts) to ensure neither the camera nor microphone is blocked to prevent the distortion of playback of video or audio.

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3. **BWC Activation:** When a posse member provides patrol assistance, they shall advise the Communications Division when responding to assist on the call. Upon this notification, the posse member shall place their BWC in Event Mode. Once the BWC is activated, posse members shall continue to record until the completion of the patrol assistance. The patrol assistance will be considered complete when the posse member is relieved from the scene, contact with members of the public has concluded, or the event has ended. The posse member shall notify the Communication Division at this time. The Communications Division shall be advised regardless if the posse member is riding with a patrol deputy as a second person in the patrol vehicle or by themselves. Patrol assistance requiring BWC activation shall include all calls for service, voluntary contacts or encounters with members of the public, transports of prisoners or members of the public, assisting after traffic stops, contact with members of the public, detentions/arrests, accident scenes, searches, and securing/inventorying vehicles.
  - A. When a BWC is in Event Mode at a scene, all Office personnel on scene shall be advised as soon as practical that a BWC is activated.
  - B. Posse members are not obligated to inform members of the public on scene of the use of a BWC. If asked by a member of the public, the posse member shall state that a BWC is in use.
  - C. If exigent circumstances prevent a posse member from activating their BWC prior to responding to a patrol assistance function or interacting with a member of the public, they shall do so as soon as the exigency subsides.
  - D. Posse members who fail to activate and use their BWCs, as specified in this Attachment A, shall be subject to disciplinary actions, as specified in Office Policy GC-17, *Employee Disciplinary Procedures*.
  
4. **BWC Deactivation:** When assisting deputies in law enforcement functions, posse members shall deactivate their BWC under the following circumstances:
  - A. During discussions involving tactical briefings, including but not limited to, incidents by patrol units, Investigations Bureau detectives, the Special Investigations Division; to include the Tactical Operations Unit, and the Intelligence Information Division:
    1. Tactical briefings are limited to patrol, specialty, and investigative units where sensitive investigative operations or tactics are discussed;

Tactical briefings by patrol deputies and their supervisors include situations that may require the response of a specialty or investigative unit or if sensitive investigative operations or tactics are discussed. Tactical briefings may also include, but are not limited to, a barricade or hostage situation.
    2. Discussions by patrol deputies and their supervisors relevant to traffic stops or calls for service while on scene are not considered tactical briefings and should not be deactivated. When in doubt, continue to record. A request for redaction can be submitted if necessary.
  - B. When responding to a hospital, medical, or psychological setting, unless interacting with a suspect;
  - C. When securing or waiting on a scene for detectives, or other such events where contact with the public has ended. In the event a member of the public returns to the scene, the posse member shall place the BWC back into Event Mode;

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- D. When present during a deputy's discussions with juveniles, except during or as part of a law enforcement investigation, as specified in the Parents Bill of Rights, Arizona Revised Statutes (ARS) 1-602(9);
  - E. When in the presence of a deputy detaining an individual for questioning, such as during an impaired driver investigation, the individual has the right to consult with an attorney in private. When this request is made, the posse member shall deactivate their BWC, and they shall verbally record the reason for deactivation. Prior to deactivating the BWC, the posse member may state, "*I am deactivating my BWC due to attorney-client privilege.*"
    - 1. Deactivation of the BWC shall be documented by the posse member in any required IR Supplement.
    - 2. The confidential communications of the detained individual and their attorney shall not be monitored or recorded.
    - 3. Upon completion of the confidential communications the posse member shall place the BWC back in Event Mode.
    - 4. During a deactivation of a confidential communication event the posse member shall normally follow these specified procedures, or as otherwise directed by the detaining deputy.
  - F. When entering locker rooms, restrooms, or any other place where there is a reasonable expectation of privacy, unless in furtherance of a criminal investigation or call for service;
  - G. While inside a court facility including courtrooms, except during critical incidents;
  - H. When a crime scene is being processed by an investigative unit or the Scientific Analysts Division in which the scene is secured and absent of public contact. In the event a member of the public returns to the scene, the posse member shall place the BWC back into Event Mode;
  - I. During a tow truck standby where contact with the public has ended, and the person has been released and is no longer on scene. In the event a member of the public returns to the scene, the posse member shall place the BWC back into Event Mode;
  - J. When assisting deputies and supervisors who encounter or are summoned by a person claiming to be a victim of a sexual assault, and that person requests the BWC be turned off;
  - K. In extremely limited circumstances such as, but not limited to, entering a military base or criminal intelligence area that prohibits filming;
  - L. At the direction of a deputy or supervisor, where the request is consistent with Office Policy; and
  - M. Posse members who fail to deactivate their BWCs, as specified in this Attachment A shall be subject to disciplinary action, as specified in Office Policy GC-17, *Employee Disciplinary Procedures.*
5. **Recording of the BWC Deactivation:** Posse members shall verbally record the reason for deactivation prior to turning off the BWC. This shall also be documented in any IR Supplement they are required to complete. As an example, the posse member may state, "*I am entering a military base which prohibits filming*" or "*I am deactivating my camera due to attorney-client privilege.*" Posse members shall return the BWC back to Event Mode when the circumstances require such action.

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### 6. **BWC Use Restrictions:**

- A. Posse members shall not surreptitiously record conversations involving other employees, unless the creation of a BWC recording is in furtherance of an official investigation or prior approval for the creation of a recording has been obtained from a bureau chief or designee, as specified in Office Policy CP-2, *Code of Conduct*.
- B. Posse members shall not intentionally intercept a conversation or discussion at which they are not present or aid, authorize, employ, procure, or permit another to do so without the consent of a party to such conversation or discussion, in accordance with ARS 13-3005.
- C. Posse members are prohibited from using any digital recording device, whether purchased by the posse member or their posse branch, as specified in Office Policy GJ-36, *Use of Digital Recording Devices (Non-Body-Worn Cameras)*, with the exception of those posse members trained and authorized to use an Office-issued BWC during patrol assistance functions.
- D. Posse members shall not replace or attempt to replace evidence and reenact the discovery of evidence, for the sole purpose of recording the discovery location, in the event the BWC had not been placed in the Event Mode and the evidence has already been discovered and secured. In instances when the BWC was not placed into Event Mode, the BWC shall be placed in the Event Mode as soon as possible. Information regarding the discovery location of the evidence and the circumstances regarding the activation of the BWC should be documented in an IR Supplement.

### 7. **Lost or Stolen BWC:** Any lost or stolen BWC shall be reported immediately to an on-duty patrol supervisor. A BWC suspected of being lost or stolen shall also be documented in an IR by the on-duty patrol shift supervisor and a memorandum shall be completed by the posse member. The memorandum shall also be provided to the BWC Unit Program Administrator and the Enforcement Support Division Commander or designee. The patrol supervisor shall forward the memorandum and all additional documentation, through their chain of command to the division commander for review.

- A. BWCs that are found after being reported lost or stolen shall be documented on a follow-up memorandum by the posse member to the on-duty patrol shift supervisor. The on-duty patrol shift supervisor shall provide the BWC Unit Program Administrator a copy of the memorandum. A Blue Team entry regarding the incident shall be completed by the on-duty supervisor. An IR Supplement shall also be completed by the patrol supervisor.
- B. If upon review, the division commander determines the BWC was lost or stolen due to the posse member's own negligence or in an attempt to conceal video footage, procedures for addressing misconduct shall be followed, as specified in Office Policy GH-2, *Internal Investigations*.
- C. Posse members who fail to notify their patrol chain of command of lost, damaged, or non-functioning equipment shall be subject to disciplinary action, as specified in Office Policy GC-17, *Employee Disciplinary Procedures*.

### 8. **BWC Documentation Requirements:** Posse member shall document their BWC use when assisting deputies in patrol functions as follows:

- A. Posse members shall obtain hard copies of the *Assisting Employee and/or Volunteer* form from the district and maintain copies in their duty vehicles. In the event additional hard copies of the *Assisting Employee and/or Volunteer* forms are needed throughout the shift; posse members may request a hard copy form from a deputy on scene. Posse members shall:

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1. Complete the *Assisting Employee and/or Volunteer* form upon completion of assisting at a deputy's traffic stop. The form shall be provided to the reporting deputy on scene or on-duty patrol shift supervisor.
  2. Document their use of their BWC in any IR Supplement they submit.
  3. Document on the *Assisting Employee and/or Volunteer* form the reason for any non-use, interruptions, or deactivation in the recording period prior to the completion of an event.
- B. Posse members who fail to document the *Assisting Employee and/or Volunteer* form, or their use of the BWC in an IR Supplement as required, may be subject to disciplinary action, as specified in Office Policy GC-17, *Employee Disciplinary Procedures*.
9. **Patrol/District Supervisor Posse Member BWC Responsibilities:**
- A. Patrol/District supervisors shall assign district Posse BWCs through the Axon application to posse members volunteering in a patrol assistant function who have not otherwise been assigned a BWC by the BWC Unit. The supervisors shall unassign the Posse BWC upon completion of the posse member's shift.
  - B. Patrol/District supervisors shall be responsible for monitoring the posse member while assisting in patrol functions to include BWC issues or concerns.
  - C. Patrol/District supervisors may review a posse member's BWC recordings as an additional resource related to a patrol function incident. The supervisors may be required to review a posse member's BWC relevant to a complaint, an investigation, or a critical incident. Patrol/district supervisors shall review a posse member's BWC when they see conduct or actions that require further review; or in any situation as directed by the division commander. If misconduct or deficiencies are found during the review, the supervisor shall follow procedures as specified in Office Policy GH-2, *Internal Investigations*.
  - D. If made aware a posse members BWC is malfunctioning and a replacement is not available, the patrol/district supervisors shall ensure the posse member completes the *Body-Worn Camera Equipment Return* form to forward to the Enforcement Support Division and the BWC Unit for replacement. All malfunctioning BWCs shall be returned to the BWC Unit. The posse member shall **not** assist in a patrol function unless they have a functioning BWC but may assume administrative duties at the direction of a supervisor.
10. **Enforcement Support Division Responsibilities for Posse Member BWCs:**
- A. The Enforcement Support Division is responsible for maintaining a record of the active posse members approved to use a BWC and their assigned location.
  - B. The Enforcement Support Division shall inform the BWC Unit of any status changes or updates regarding a posse member's status.
  - C. The Enforcement Support Division shall provide weekly posse members schedule/rosters to the BWC Unit to identify posse members that have performed a patrol assistance shifts at each district for that timeframe. This will allow the BWC Unit to monitor BWC video uploads and ensure correct categorization of videos.

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11. **Training Division BWC Unit Responsibilities:**
  - A. The Training Division BWC Unit personnel are responsible for providing Intermediate Posse Member with BWC training. The BWC Unit shall not authorize a posse member to use a BWC unless the posse member successfully completes the classroom Posse BWC training course through the Training Division.
  - B. The BWC Unit shall assign each QAP member a BWC for the posse member's use during patrol assistant functions. A non-QAP intermediate posse member will be assigned a designated Posse BWC by the shift supervisor at the patrol district each time they volunteer in a patrol assistant function.
  - C. The BWC Unit shall utilize posse member's schedules/rosters from the Enforcement Support Division to further identify posse members that have performed a patrol assistance shifts at each district. This will allow the BWC Unit to monitor BWC video uploads and ensure correct categorization of videos.
  - D. The BWC Unit Program Administrator or designee shall ensure all uploaded BWC videos are reviewed, to include posse member's BWCs, to ensure each item's Identification (ID) is marked with a Maricopa County (MC) number, if applicable and is indicated correctly.
12. **Additional BWC Information:** Further guidelines and procedures for the use of BWCs can be found in Office Policy GJ-35, *Body-Worn Cameras*.