GREEN VALLEY
SHERIFF'S AUXILIARY VOLUNTEERS

Quick Reference Guide
June 2016

601 N. La Cañada
Green Valley AZ 85614

PIMA COUNTY SHERIFF'S DEPARTMENT

Community Services Section
- FAX — 351-4902
- Community Resources — 351-4615
- Ajo SAV — 351-8511
- Tucson SAV — 351-4903

Communications Section
- COMM Center (public) — 351-4900
- Dispatchers (law enforcement only) — 351-4911
  - FAX — 351-6031
- IST Help Desk – Password Reset — 351-4777
  - FAX — 351-4774
- Terminal Operations — 351-4625
  - FAX — 351-4652
- Green Valley District Office — 351-6711
  - FAX — 351-6737
- Green Valley SAV — 351-6744

Records Maintenance (public) — 351-4650
- Transcription — 351-4540
- Supervisors — 351-8441
- Dictation — 351-4545
  - FAX — 351-4665

GV SAV OFFICE PHONES

- Front Desk — 351-6744
- 10-100 Desk — 351-6743
- Cell phone for 10-100 — 561-1746
- Commander — 351-6716
- Dep. Commander — 351-6713
- Field Operations — 351-6718
- Dep. FOD — 351-6724
- Administration — 351-6748
- Community Services — 351-6749
- Vehicle Maintenance & ERT — 351-6714
- Scam Squad — 351-6715
- Report Room — 351-6706
- Training — 351-6745 & 6746

GV SAV OFFICE PHONES cont.

President	351-6747
Computer Room/Code 9s	351-6741
FAX	351-6707
Training Room	351-6719
Treasurer	351-6740
Kitchen	351-6708
HAM Office	351-6709 & 351-6710

UTILITY COMPANIES – Green Valley

Community Water – Red Hydrants	625-8409
After hours	625-9281
FICO – Silver Hydrants	879-7474
Green Valley Water – Yellow Hydrants	625-9112
TEP (Tucson Electric Power)	623-7711
Trico Electric	744-2944
Southwest Gas	1-877-860-6020
West Nile Task Force	243-7908

OTHERS

Green Valley Hospital 4455 S. I-19 Frontage Road	808-2382
Justice Court #7	648-0658
Sahuarita Police Department	344-7000
GVFD & Snake Removal (law enforcement only)	629-9200
Serr's Towing	625-3597
AAA	1-800-633-3222
Road Maintenance – Pot Holes	724-2634
Road Maintenance – Traffic Lights	724-2601

GV SAV CELL PHONES

G-10	561-1746	G-17	784-1879
G-11	237-4922	G-19	988-0901
G-12	237-5047	G-21	437-7020
G-13	260-0055	G-22	310-4153
G-14	260-0325	G-23	268-3188
G-15	260-0828	G-24	268-3293
G-16	260-1239	White Elephant	240-5132

INTERNATIONAL PHONETIC ALPHABET

A	Alpha	J	Juliet	S	Sierra
B	Bravo	K	Kilo	T	Tango
C	Charlie	L	Lima	U	Uniform
D	Delta	M	Mike	V	Victor
E	Echo	N	November	W	Whiskey
F	Foxtrot	O	Oscar	X	X-ray
G	Golf	P	Papa	Y	Yankee
H	Hotel	Q	Quebec	Z	Zulu
I	India	R	Romeo		

G11	AM patrol	G20	Bike Patrol
G12	AM patrol	G23	Extra patrol
G13	AM patrol	G24	Mall patrol
G21	AM patrol	G25	Extra C9s & SA
G14	PM patrol	G30	ERT manager
G15	PM patrol	G31-G37	ERT
G16	PM patrol	G51-59	Car transport
G22	PM patrol	G1	Commander
G17	Extra C9s & S/A	G2	Deputy Cmdr.
G18	Extra Patrol	G3	Unused
G19	Bike patrol	G4	FOD Director
		G5	FOD Deputy Dir.

RADIO DESIGNATORS

Sheriff	"Pima 1"	I.D. (Forensic Unit)	"India #"
Bureau Chiefs	"Pima #"	K-9 Units/Supervisor	"Sam #"
Captains	"Pima #"	CNA	"Metro #"
Lieutenants	"Lincoln #"	Motorcycle Enf Unit/Supv	"Motor #"
Patrol Sergeants	"Sierra #"	Railroad Agent	"R# "
Bicycle Officer	"Bike #"	SAV–Ajo	"Adam #"
CID/Supervisor	"Baker #"	SAV–Green Valley	"Golf #"
Civil/Court Enforce	"Charlie #"	SAV–Tucson	"Victor #"
Corrections	"Juliet #"	School Resource Officer	"SR"
DUI Squad/Supv	"Delta #"	Sahuarita Volunteer	"Alpha #"
Field Training	"Fox #"	SWAT	"SWAT"
Fugitive/Supervisor	"Frank #"	Traffic/Supervisor	"Tango #"
Helio-Courier	"Survey 1"	Two (2) Person Unit	"X-Ray #"

ABBREVIATION/CODES
RACE CODES

1. Hispanic
2. Native American (Incl. Aleuts & Eskimos)
3. Black/African-American
4. Asian/Pacific Islander
5. Caucasian
U Unknown

GENDER

F Female
M Male
U Unknown

INVOLVEMENT TO INCIDENT

PERSON	VEHICLE
Driver	Stolen
Missing or Found	Victim's
Reportee	Suspect's
Suspect	Driver's
Victim	Passenger's
Witness	

REPORTS – Get the information

Dispatch time
Incident Number
Incident type
Contact person (reportee/victim/witness)
(check driver's license for accurate information)

Full name	Driver's license #
Address	Height/Weight
Phone	Eye color
DOB	Hair color
Race/gender	

Details of incident

Who	Where
What	Why
When	How

TYPES OF REPORTS

1. Initial Incident
2. Patrol supplement

PRIORITY

3. Narrative Only
4. All other reports

Initial Reports are coded 1,4
Supplemental Reports are coded 2,3

SUPPLEMENTS

Use the original incident # in your report in the **Incident No**. (3 digits) & **Incident Number** (9 digits) fields

Use Trail 1 and Trail 8 only. Nothing should be documented under your new incident #.

New Incident Number is entered on Trail 1– Incident Info. in the **Connect Up No**. field

Remember to change Dictation type to 2
and Priority to 3

Put the **ORIGINIAL** incident number in the SUBJECT line when you email your report

Clear your new call # on the MDC (or radio) using 49.00 & O (Oscar)

OFFENSE CODES

UCR commonly used by SAV in **RED**. For all codes, see 10-100

01. Criminal Homicide

02. Sexual Assault

03. Robbery – *requires force or threat*

04. Aggravated Assault

05. Burglary – *enclosed space*
   01 Force, residence
   11 Force, non-residence
   02 No force, residence
   12 No force, non-residence
   03 Attempt, residence
   13 Attempt, non-residence

06. Larceny

01 Pocket picking
02 Purse snatching
03 Shoplifting
04 From motor vehicle
05 Auto parts/accessories
06 Bicycles
07 From building – *house/home*
08 From coin operated machine
09 All other – *gas skip*

07. Motor Vehicle Theft

08. Arson

09. Other Assaults

10. Forgery and Counterfeiting

11. Frauds – *Only when money is lost by victim & VRF issued*

01 Frauds
02 Bogus checks
03 Other – *non-sufficient funds*
04 Identity theft
05 Telecommunications

12. Embezzlement – *something entrusted to your care*

13. Stolen Property – *was theirs, then taken*

14. Criminal Damage

01 Malicious mischief - *vandalism, graffiti*
02 Intentional vandalism (directed) – *destruction of property*
12 Domestic violence – *directed revenge*

15. Weapons Violations

16. Commercialized Sex

17. Sex Offenses

18. Controlled Substances

19. Gambling

20. Offenses Against Family

21. Driving under the influence

22. Liquor laws

23. Public Intoxication

24. Disorderly Conduct

25. Vagrancy

26. Other Offenses
04 Other felonies (use for A.W.O.L.)
14 Other felonies – domestic violence
05 Other misdemeanor – *phone, obscene/harassment*
06 Other misdemeanor – domestic violence
12 Participating / Assist criminal syndicate
25 Trespassing

27. Arrest for Other Jurisdiction

28. Juvenile Violation

29. Runaway Juvenile

30. Fatal Motor Traffic Accident

30. Fatal Motor Traffic Accident cont.

31. Personal Injury Motor Vehicle Accident
Same secondary classification as #30

32. Personal Damage Motor Vehicle Accident
Same secondary classification as #30

33. Motor Vehicle Non-Traffic Accident
01 Fatal – *private property*
11 Fatal, leaving the scene
02 Injury
12 Injury, leaving the scene
03 Property damage
13 Property damage, leaving the scene – *hit-n-run*

34. Other Vehicle Accident
01 Railroad
02 Bicycle accident
03 Airplane accident
04 Other vehicle accident

35. Violation of Traffic and Motor Vehicle Laws
03 Other vehicle violations – *handicapped parking*
04 Abandoned vehicle

40. Death

41. Mental Cases

42. Sick Cared For

43. Animal Bites

44. Firearm Accident

45. Accident
   01 Residential - injury
   03 Public property
   04 Injury - other

46. Disaster

47. Public Hazard – *debris in roadway*

49.00   Supplement (O Oscar) – *to another call*

50. Fire

51. Lost
   01 Person
   02 Animal
   03 Property

52. Found
   01 Person
   02 Animal
   03 Property – *guns, ammo*

53. Public Assist
   01 Motorist
   02 Emergency message
   03 Check welfare
   04 Other – p*rivate property*

54. Civil Matter
   01 Court order enforces
   02 Preserve the peace
   03 Other – *golf ball damage*

55. False Alarm

56. Suspicious Activity – *telephone/email scam no money lost*
   01   Vehicle
   02   Person
   03   Other – *open door*
   04   Unable to locate

57. Disturbance – No Further Enforcement Action

58. Unfounded
01   No incident
02   No victim or witness
03   No such address

59. Misc. Administrative (Communications use only)

60. Assist Other Agency
01   Municipal agency
02   County agency
03   State agency
04   Federal agency
05   Other

61. Miscellaneous
01   Officer
02   Public – *broken glass in public/business door/window*
04   Point control

62. Court Order

63. Warrant

64. Miscellaneous Records Type
(Records use only)

65. Sex Offender Notification

WRITING THE REPORT

Fill in information, as applicable, on the computer.
   Trail 1 – Incident Information
   Trail 3 – Business name
   Trail 4 – All other names (must have DOB)
   Trail 7 – Vehicle table (must have VIN)
   Trail 8 – Narrative (compose in first person)

CLEARING THE CALL (only codes used by SAV)

Disposition is always **ACT** – (Active)

Observed URC code : **XX.XX** (e.g.56.03

Incidence Clearance code is: A

…Unless you are doing a supplement. Then you can use '**O**' to clear you newly assigned call provided your prepare the supplement report.

Narrative Grammar Guide

1. Write in the first person, e.g., "We (I) interviewed…" or "We (I) examined the broken door and discovered…"

2. Use the active voice, e.g., Ms. Brown discovered the rear kitchen window was broken. NOT: *The rear kitchen window was discovered to be broken by Ms. Brown.*

3. Avoid pronouns as much as possible, e.g., We (I) is OK. "Ms. Brown said…", NOT "*She said…*"

4. Spell out all abbreviations, e.g., Mr./Ms. are OK. Bank of America NOT *B of A.* – Department of Transportation NOT *DOT.* – Green Valley, NOT *GV.*

5. Do not use contractions. 'Do not' instead of 'don't' and 'Is not' instead of 'isn't'.

6. Do not capitalize the type of call, e.g., '*larceny' not* '*Larceny'*

Circumstances Codes

BIKE Bicycle
CCARD Credit card fraud
CHECK Check fraud
COMPU Computer fraud
CONST Construction theft
DDS Dial Dictation System (default in all reports)
EMBEZ Embezzlement
GRAF Graffiti
LARBM Larceny – building materials
LARCO Larceny – construction other
MHST Mental Health Support Team
METL Recyclable metal theft
NSLE No suspects, leads or evidence
PARKL Parking lot
PROP Property
RES Residential
SAV S.A.V. (default in all reports)
SCAMS Fraudulent schemes
SUSP Suspect info in narrative
SUSPV Suspect vehicle info in narrative
VICIN Victim rights information

TRAIL8– NARRATIVE SECTION
MUST USE THE FOLLOWING FORMAT
All abbreviations must be spelled out

Initial **C**ase **T**yped by SAV Name #badge on mm/dd/yy at hhmm hrs.

(Insert a line)

We were (I was) dispatched at hhmm hours on a type call.

(Insert a line)

Victim's rights form was issued. (if you issued one)

(Insert a line)

We interviewed (Mr/Ms)(Last Name) (DOB mm/dd/yy) at the Green Valley District Office.

–OR–

We interviewed (Mr/Ms)(Last Name) (DOB mm/dd/yy) by telephone.

–OR –

We interviewed (Mr./Ms.)(Last Name) (DOB mm/dd/yy) at (his/her) residence. (Mr./Ms.)(Last Name) said that (describe incident)

Email in PDF format to **Transcriptions**. Put incident **#** in subject line. Use "**Practice Report**" if applicable.

Typing shortcuts that can used in reports

Type: **ictb[spacebar]** =*text displayed:* Initial Case Typed by SAV
Type: **wwda[spacebar]** =*text displayed:* We were dispatched at
Type: **vrfi[spacebar]** =*text displayed:* Victim's Rights Form was issued.
Type: **gv[spacebar]** =*text displayed:* Green Valley

NOTE: When doing practice reports the incident # is always "YYMMDD000". Put **PRACTICE REPORT** in the first line in the narrative and the subject line of the email.

NOTES:

_____
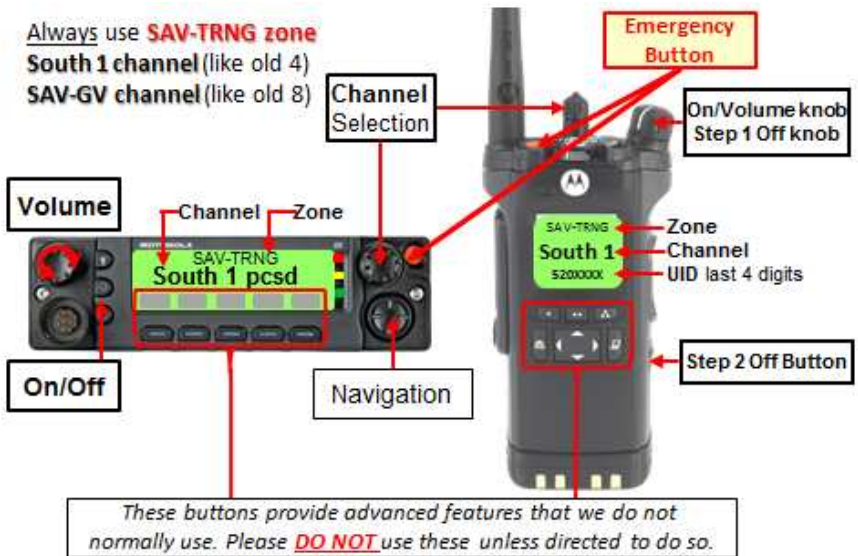
_____

_____

FOUND PROPERTY/EVIDENCE CHECKLIST

1. Packaging:
    a. Red evidence tape must be applied to all openings.
    b. Use black Sharpie pen to write your name, badge#, and date across the tape.

2. The Evidence Control Form and the evidence tag must agree.
    a. Incident number
    b. Item # and description
    c. Date and/or time
    d. Your name and badge#
    e. UCR code (5203 for found property) (do not use 4900)

3. **Evidence item numbers are your initials and a number, ex: MH1, MH2, MH3.**

4. Continue the item numbers on the evidence envelope/tag as needed.

5. **Cash, weapons, ammo, and knives must be packaged separately.**

6. Knives and sharp items are boxed/wrapped to make them safe. Guns are MADE SAFE and secured. Holsters, magazines and ammo must be packaged separately.

7. List the owner as **UNKNOWN**, if that is the case

8. Special Instructions section:
    a. If evidence is to be destroyed, use form 1330.
    b. Write SAFEKEEPING **only** if owner's name and address are known

9. Money is <u>itemized</u> by denomination and the <u>total listed</u> on the Evidence Control Form and on the evidence package.

10. **TYPE** – check one only: **Evidence, Found Property, Safekeeping (see 8b).**

11. Put the pink copy of the Evidence Control Form in the labeled container. Put the Evidence Control Form (white and blue copy) in locker 001. Do not put it in the same envelope as the evidence. Gold copy is attached to your report for our files.

12. The evidence can also go in locker 001 if it fits.

13. See the example in the Report Manual.

Radio Instructions

Green Valley SAV uses **SAV-TRNG** ZONE

Position	Name	Channel	Position	Name	Channel
1.	SAV- AJO	1	9.	West 1	9
2.	**SAV- GV**	**2**	10.	West 2	10
3.	SAV-TSN	3	11.	**South 1**	**11**
4.	Ajo PTRL (encrypt)	4	12.	South 2	12
5.	North 1	5	13.	TRNG 1	13
6.	North 2	6	14.	TRNG 2	14
7.	East 1	7	15.	TRNG 3	15
8.	East 2	8	16.	TRNG 4	16

Always use **SAV-TRNG zone**
South 1 channel (like old 4)
SAV-GV channel (like old 8)

Emergency Button

Channel Selection

On/Volume knob
Step 1 Off knob

Volume

Channel — Zone

SAV-TRNG
South 1 pcsd

SAV-TRNG — Zone
South 1 — Channel
520XXXX — UID last 4 digits

On/Off

Navigation

Step 2 Off Button

These buttons provide advanced features that we do not normally use. Please DO NOT use these unless directed to do so.

GVSAV Quick Reference

TO CHANGE ZONES

1. With radio ON

2. Push **green** [BUTTON] under ZONE

PATROL
South 1
520 XXXX

ZONE MS1 MS2

SELECT ZONE
PCSD JAIL
SAV-TRNG
TAC-OFF DUTY
mblDVRS-Direct
FILL-CONV & TG
SEL   EXIT

3. Use scroll pad, highlight **SAV-TRNG** then
4. Push **green** [BUTTON] under SEL

5. Turn channel selector knob to position 2 or 11
(your display should look like one of theseP

SAV-TRNG
SAV-GV
520 XXXX

ZONE MS1 MS2

SAV-TRNG
South 1
520 XXXX

ZONE MS1 MS2

TO PROGRAM MS1 & MS2 BUTTONS

1. Select channel you wish to program to two **green** dot button

2. Press two **green** dot [button] under MS1 until radio "beeps".

1. Select channel you wish to program to three **green** dot button

2. Press three **green** dot [button] under MS1 until radio "beeps".

Accidental EMERGENCY BUTTON activation

"Code 20 Echo" will be initiated by the dispatcher

Your radio will have an orange band with the word "EMERGENCY" across display

Answer " Code 4" if all is OK.

After the dispatcher has acknowledged your trip, you clear (exit) the emergency mode with a press and hold of the preprogrammed Emergency Button

NOTES

_____

_____

_____

_____

_____

TEN CODES

Code	Description
10-0	Use Caution
10-1	Unable to copy
10-2	Receiving well
10-3	Stop transmitting
10-4	Acknowledgement
10-5	Relay
10-6	Busy
10-7	Out of service
10-8	In Service
10-9	Repeat
10-10	Fight in progress
10-12	Stand by _____
10-13	Road/weather conditions
10-14	Prowler
10-16	Domestic Violence or Disturbance
10-17	Complainant
10-18	ASAP
10-19	Return to/or from _____
10-20	Location
10-21	Call by telephone
10-22	Disregard
10-23	Arrived at scene
10-24	Completed assignment
10-25	Do you have traffic?
10-26	Detaining subject
10-27	Driver's license info
10-28	Vehicle registration info
10-29	Check for wanted/stolen
10-30	Contrary to Rules/Regs
10-31	Crime in progress
10-32	Armed with (weapon)
10-35	Limit radio traffic - major crime
10-37	Suspicious vehicle
10-41	Beginning tour of duty
10-42	Ending tour of duty
10-43	Information
10-45	Meet with _____
10-46	Public assist
10-50	Traffic collision, unknown injury
10-51	Traffic collision, no injury
10-52	Traffic collision, personal injury
10-53	Traffic collision, fatal
10-55	DUI
10-56	Intoxicated person
10-57	Hit and run
10-58	Point control
10-59	Convoy, escort or passenger
~~10-60~~	~~Unit in vicinity~~
10-64	Emergency message for delivery
10-70	Fire
10-76	En route
10-78	Back-up
10-80	Chase in progress
10-81	Turn on Intoxilizer
10-82	No back-up available
10-85	Equipment failure
10-88	Records indicate an arrest warrant
10-89	Bomb threat
10-90	Alarm (silent/audible)
10-91	Prisoner transport
10-94	Vehicles disturbing
10-95	Prisoner in custody
10-96	Mental subject
10-98	Jail or prison escape
10-100	Supervisor

SUPPLEMENTAL CODES

Code	Description
Code 1	At your convenience
Code 2	Urgent, no emergency equipment
Code 3	Expedite, using emergency equip.
Code 4	No further assistance needed
Code 5	Stakeout in area
Code 6	Out for investigation
Code 7	Out for meal at _____
Code 8	Runaway juvenile
Code 9	Periodic check
Code 10	Within earshot - radio
Code 11	Homicide
Code 1103	Suicide
Code 12	Assault
Code 14	Rape
Code 1401	Abandoned vehicle
Code 1410	Child molesting
Code 15	Burglary
Code 16	Vandalism
Code 17	Arson
Code 18	Larceny
Code 1803	Stolen vehicle
Code 1803B	Bait vehicle theft
Code 19	Armed robbery
Code 20	Status/Welfare
Code 20 ECHO	Radio emergency activation
Code 21	DEA
Code 23	CNA
Code 35	Confidential Info
Code 81	Suspicious person
Code 101	Opposite sex in unit (mileage & location)
Code 102	Opposite sex out of unit (mileage & location)
Code 103	Sheriff's Admin Bldg
Code 104	Pima County Shops
Code 105	Communications
Code 106	Rincon District Office
Code 107	Green Valley District Office
Code 107A	Green Valley SAV Office
Code 108	Pima County Shops - Houghton Road
Code 109	Tucson Mountain District Office
Code 110	Pima County Juvenile Court Center
Code 111	Court Enforcement /Civil Section
Code 112	Ina Road Refueling
Code 113	Work Release Center
Code 114	Ajo District Office
Code 115	Pima County Corrections Complex
Code 116	Catalina substation
Code 117	Foothills District Office
Code 118	Richey Yard Refueling
Code 119	Mt. Lemmon deputy's residence
Code 120	San Xavier District
Code 121	Impound facility
Code 122	Pima Regional Training Center
Code 123	Corona de Tucson office
Code 124	Robles Ranch office
Code 125	Sahuarita Police Dept
Code 126	Sahuarita Town Hall
Code 181	Narcotics
Code 309	Illegal shooting
Code 693	Reckless driving
Code 900	Dead body
Code 901	Ambulance
Code 902	Hospital follow-up
Code 926	Wrecker
Code 950	Patrol car collision, –unknown injury
Code 951	Patrol car collision, no –injury
Code 952	Patrol car collision, –personal injury
Code 953	Patrol car collision, fatal
Code 998	Officer involved shooting
Code 999	Officer needs help URGENTLY

COMMON ACRONYMS (DO NOT use in Narrative of report)

AARP	American Assoc. of Retired People
ACIC	Arizona Criminal Information Center
ATL	Attempt to locate
ATV	All-terrain vehicle
AWDW	Assault with deadly weapon
BP	Border Patrol
CAD	Computer aided dispatch
CID	Criminal Investigation Division
CPR	Cardio Pulmonary Resuscitation
DDS	Digital dictation system
DOA	Dead on arrival
DOB	Date of birth
DOT	Dept. of Transportation
DTP	Disturbing the peace
DUI	Driving under the influence
DV	Domestic violence
DWI	Driving while intoxicated
EOD	Explosive ordinance disposal
eof	East of
ERT	Emergency response team
FOD	Field operations div of SAV
FORCE	-PCSD Computer Information Center
GOA	Gone on arrival
HAZMAT	-Hazardous material
HWM	Health, welfare, morals
ICS	Incident Command Sys.
ID	Identification
KTP	Keep the peace
LOI	Location of incident
LSW	Last seen wearing
MDC	Mobile data computer
MOP	Mission Oriented Policing
NA	Not applicable
NCIC	National Computer Information Center
NFI	No further information
NIMS	National Incident Management System
nof	North of
OJT	On the job training
OLN	Operator's license number
OME	Office of medical examiner
PAC	Pima animal control
PCSD	Pima County Sheriff's Department
PTT	Push to talk button
RFD	Rural Metro Fire Dept.
RFU	Rescue follow up
RO	Registered owner
sof	South of
TTY	Teletype
UCR	Uniform Crime Report number
UDA	Undocumented alien
UNK	Unknown
UTL	Unable to locate
VIN	Vehicle identification #
wof	West of
WHU	Wireless hang up
WNTF	West Nile Task Force

Remote Patrols
[EXCERPT FROM SOP – SEPTEMBER 2015]

F. The Remote Patrol will keep COMM and the District Deputies advised of their activities by using the following example radio procedure.

   Patrol: Golf 13 (or other designator)
   COMM: Golf 13
   Patrol: Code 9 at [GIVE THE AREA YOU ARE ENTERING],
   Negative code 20s
   COMM: (time)
   --------(at end of neighborhood patrol) --------
   Patrol: Golf 13
   COMM: Golf 13
   Patrol: 10-8
   COMM: (time)

Repeat the above for each neighborhood. You can use the MDC to indicate you are 10-8 after the last Remote Patrol.

G. If COMM asks for your 10-20:
   Sahuarita Highlands is Santa Rita Rd & Broadwater Way
   Entrada is Sahuarita Rd & Mann Ave.
   Curly Horn is Helmet Peak and Avenida Cinco
   Montana Vista is Calle Tres & Montana Vista