

NOTICES OF SUBSTANTIVE POLICY STATEMENTS

The Administrative Procedure Act requires the publication of substantive policy statements issued by agencies (A.R.S. § 41-1013(B)(14)). Substantive policy statements are written expressions which inform the general public of an agency's current approach to rule or regulation practice. Substantive policy statements are advisory only. A substantive policy statement does not include internal procedural documents that only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules made in accordance with the Arizona Administrative Procedure Act. If you believe that a substantive policy statement does impose additional requirements or penalties on regulated parties you may petition the agency under A.R.S. § 41-1033 for a review of the statement.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

INDUSTRIAL COMMISSION OF ARIZONA

[M06-404]

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

The Arizona Division of Occupational Safety and Health has adopted federal OSHA's compliance guideline directive for Commercial Diving Operations CPL 02-00-143.

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

August 11, 2006

3. Summary of the contents of the substantive policy statement:

This instruction provides ADOSH compliance officers, consultants, and industry parties with information to support interventions involving commercial diving operations and to minimize employee exposure to hazards. It also updates guidance and information for the main text of the directive related to application, background, inspection guidelines, and general inspection procedures. It consolidates previously issued interpretations of commercial diving operation standards, and answers to commonly asked questions related to commercial diving operations. It provides a checklist for commercial diving operations to improve the consistency and efficiency of inspections of diving equipment, systems, and operations.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

Revision

5. The name and address of the person to whom questions and comments about the substantive policy statement may be directed:

Name: William M. Wright, Assistant Director

Address: 800 W. Washington St.
Phoenix, AZ 85007

Telephone: (602) 542-1695

E-mail: wright.william.m@dol.gov

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Copies of the CPL 02-00-143 can be obtained at a cost of \$.25 per page, from the Division of Occupational Safety and Health, 800 W. Washington St., Suite 203, Phoenix, AZ 85007. Electronic copies of the CPL are also available at <http://www.osha.gov>

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF PUBLIC SAFETY

[M06-392]

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Accident Record Requests. This policy addresses requests for an Accident Report from the Department Records Unit as provided in A.R.S. § 39-121.01, A.R.S. § 39-121.03, A.R.S. § 28-667, and Arizona Department of Public Safety procedures.

Notices of Substantive Policy Statements

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

Issued: July 15, 1991

Effective date of current version May 23, 2006

3. Summary of the contents of the substantive policy statement:

This process allows an individual to request a copy of a vehicle accident report, and related photographs if available. A fee is charged for the report and photos. Reports are not available for commercial use. (As provided in A.R.S. § 39-121.01,.03, and A.R.S. § 28-667).

4. A statement as to whether the substantive policy statement is a new statement or a revision:

Document status: Revised

Form was revised effective August 1, 2003, to reflect current fees.

5. The name and address of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Lieutenant Ken Barton

Address: Arizona Department of Public Safety
2102 W. Encanto Blvd.
Phoenix, AZ 85009

Telephone: (602) 223-2226

Fax: (602) 223-2945

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

A free copy of this policy document may be obtained from the Department Records Unit at the address in item #5.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF PUBLIC SAFETY

[M06-393]

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Competitive Bidding for Goods and Services

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

Issued: January 1, 1985

Effective date of current version: May 22, 2006

3. Summary of the contents of the substantive policy statement:

This policy document outlines public competitive bidding requirements for acquisition of goods and services used by the Department. It is based on the Arizona Procurement Code.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

Document status: Revised

5. The name and address of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Ms. Lu Himmelstein

Address: Arizona Department of Public Safety
Agency Support Division
2102 W. Encanto Blvd.
Phoenix, AZ 85009

Telephone: (602) 223-2107

Fax: (602) 223-2916

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

A copy of this policy document may be examined in the Department's Finance Office at the address in item #5.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF PUBLIC SAFETY

[M06-394]

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Concealed Weapon Permits
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
Issued: January 12, 1996 Effective date of current version: May 23, 2006
3. **Summary of the contents of the substantive policy statement:**
The forms and application process posted as instruction on the internet site comply with the provisions of A.R.S. Title 13-3112, and A.R.S. § 41-1072 as well as rules outlined in 13 A.A.C. 9. They provide guidelines for Arizona residents seeking a state concealed weapons permit.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
Document status: Revised
5. **The name and address of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: Lt. Larry Burns
Address: Arizona Department of Public Safety
 Licensing and Regulatory Bureau
 2102 W. Encanto Blvd.
 Phoenix, AZ 85009
Telephone: (602) 223-2685
Fax: (602) 223-2928
6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
A free copy of this policy document may be obtained from the Department's Licensing Unit at the address in item #5.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF PUBLIC SAFETY

[M06-395]

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Criminal Information Services
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
Issued: July 11, 1994. Effective date of current version: May 23, 2006
3. **Summary of the contents of the substantive policy statement:**
Provides an explanation of the rules and the primary function of the Department's Criminal Information services. Explains that criminal records are confidential under A.R.S. § 41-1750. Describes fingerprint identification assistance. Outlines requirements for submission of records by law enforcement agencies. Establishes procedures and restrictions on dissemination of information to law enforcement agencies, to non-law enforcement agencies, and to licensing and regulatory agencies. Provides penalties for improper release of information. Allows for dissemination of information to certain licensing or regulatory agencies of the state or its political subdivisions. Permits audits and corrections of information if the subject of the record finds and substantiates that a record is inaccurate. Ensures the right to a hearing to any party or agency who is denied criminal history information. Specifies the conditions for hearings.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
Document status: Revised

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5. The name and address of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Lt. Larry Burns
Address: Arizona Department of Public Safety
Licensing and Regulatory Bureau
2102 W. Encanto Blvd.
Phoenix, AZ 85009
Telephone: (602) 223-2685
Fax: (602) 223-2928

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

A free copy of this policy document may be obtained from the Department's Licensing Unit at the address in item #5.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF PUBLIC SAFETY

[M06-396]

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Interaction with Tribal Governments

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

Issued: March 31, 2006

3. Summary of the contents of the substantive policy statement:

It is the Department's policy to promote public safety by developing cooperative relationships with tribal governments. In carrying out this policy, the Department relies on mutual aid, intergovernmental agreements, and memorandums of understanding.

While the Arizona Department of Public Safety is responsible for state level law enforcement, there are 22 tribal governments with sovereignty over approximately 28% of the state land. Issues such as jurisdiction and judicial authority cross political boundaries and require individual agreements customized for each sovereign entity. The costs of services provided by the Department for the exclusive benefit of residents under the sovereignty concept are recovered through direct charges or resources shared in multijurisdictional task forces.

The various agreements between the state and tribal governments are the basis for the Department's relations with the tribal communities and govern procedural issues, activities, and services provided under the Department's statutory mandate.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

Document status: New

5. The name and address of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Commander Larry Scarber
Address: Arizona Department of Public Safety, Highway Patrol Division
2102 W. Encanto Blvd.
Phoenix, AZ 85009
Telephone: (602) 223-2354
Fax: (602) 223-2358

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

A free copy of this policy document may be obtained from the Office of the Director at the address in item #5.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF PUBLIC SAFETY

[M06-397]

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Private Investigator Licensing

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

Issued: October 1, 1992

Effective date of current version: May 23, 2006

3. Summary of the contents of the substantive policy statement:

The forms and applications comply with the provisions of A.R.S. Title 32, Chapter 24, regarding private investigation services, and the complete text of the Department's administrative rules on private investigators from 13 A.A.C. 2. The unit policies and procedures ensure consistency in processing for forms and applications.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

Document status: Revised

5. The name and address of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Lt. Larry Burns

Address: Arizona Department of Public Safety
Licensing and Regulatory Bureau
2102 W. Encanto Blvd.
Phoenix, AZ 85009

Telephone: (602) 223-2685

Fax: (602) 223-2928

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

A free copy of this policy document may be obtained from the Department's Licensing Unit at the address in item #5.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF PUBLIC SAFETY

[M06-398]

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Public Records Requests. As provided in A.R.S. § 39-121.01,.02,.03, A.R.S. § 41-1750.K, this policy addresses requests for Arizona Department of Public Safety records under A.R.S. § 41-1713.C, and Department procedures.

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

Issued: May 1, 2000

Effective date of current version: May 22, 2006

3. Summary of the contents of the substantive policy statement:

This policy notifies a requestor of the names, forwarding address, and telephone numbers of the D.P.S. Custodian of Records, as authorized by A.R.S. § 39-121.01, 121.03, and § 41-1713C.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

Document status: Revised

5. The name and address of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Ms. Teresa Fuentes

Address: Arizona Department of Public Safety, Custodian of Records
2102 W. Encanto Blvd.
P.O. Box 6638, Mail Drop 1200
Phoenix, AZ 85005

Telephone: (602) 223-2702

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Telephone: (602) 223-2345

Fax: (602) 223-2945

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

A copy of this policy document may be obtained from the Department's Document Custodian at the address in item #5, for a fee of \$9.00 for 1-9 pages or \$1.00 a page over 9 pages.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF PUBLIC SAFETY

[M06-399]

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Security Guard Licensing

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

Issued: July 15, 1993

Effective date of current version: May 23, 2006

3. Summary of the contents of the substantive policy statement:

The forms and applications comply with the provisions of A.R.S. Title 32, Chapter 26, regarding security guards, as well as the complete text of the Department's administrative rules on security guards from 13 A.A.C. 6. The Licensing Unit policies and procedures ensure consistency in processing for forms and applications.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

Document status: Revised

5. The name and address of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Lt. Larry Burns

Address: Arizona Department of Public Safety
Licensing and Regulatory Bureau
2102 W. Encanto Blvd.
Phoenix, AZ 85009

Telephone: (602) 223-2685

Fax: (602) 223-2928

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

A free copy of this policy document may be obtained from the Department's Licensing Unit at the address in item #5.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF PUBLIC SAFETY

[M06-400]

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Soliciting in Department Facilities

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

Issued: January 12, 1984

Effective date of current version: May 22, 2006

3. Summary of the contents of the substantive policy statement:

This policy establishes guidelines for controlling solicitations, circulars, posters, or other forms of advertising on Department property. The Director has sole authority to approve or deny requests for solicitations.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

Document status: Revised

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5. The name and address of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Lieutenant Kelly Heape
Address: Arizona Department of Public Safety
2102 W. Encanto Blvd.
Phoenix, AZ 85009
Telephone: (602) 223-2356
Fax: (602) 223-2917

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

A free copy of this policy document may be obtained from the Department of Public Safety's Director's Office.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF PUBLIC SAFETY

[M06-401]

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Tow Truck Contracts and Rotation

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

Issued: October 30, 1998 Effective date of current version: May 23, 2006

3. Summary of the contents of the substantive policy statement:

The policy and accompanying manual provides guidelines to Highway Patrol district commanders on establishing contracts and rotations with tow truck companies for removal of wrecked, disabled, or abandoned vehicles from state and federal highways. Department of Public Safety General Order 4.3.80 is based on A.R.S. § 28-1108C, E and 13 A.A.C. 3.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

Document status: Revised

5. The name and address of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Lt. Terry DeBoer
Address: Arizona Department of Public Safety
Tow Truck Unit
2102 W. Encanto Blvd.
P.O. Box 6638, Mail Drop 3016
Phoenix, AZ 85509
Telephone: (602) 223-2522
Fax: (602) 223-2980

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

A free copy of this policy document may be obtained from the Department's Highway Patrol office at the address in item #5.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF PUBLIC SAFETY

[M06-402]

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Tow Truck Regulation, Inspections and Certification. Under the provisions of A.R.S. § 28-1108 and A.A.C. Title 13, Chapter 3, the Department of Public Safety is charged with adapting and enforcing rules governing regulation and operation of all Arizona tow trucks.

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

Issued: October 30, 1998

Effective date of current version: July 1, 2006

3. Summary of the contents of the substantive policy statement:

The forms and applications comply with the provisions of A.R.S. § 28-1108C,D as well as 13 A.A.C. 3. by providing inspection, certification, and enforcement guidelines for tow truck owners, operators, and company agents in Arizona. The applications and forms ensure consistency in the tow truck regulation process.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

Document status: Revised

5. The name and address of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Lt. Terry DeBoer
Address: Arizona Department of Public Safety
Tow Truck Unit
2102 W. Encanto Blvd.
P.O. Box 6638, Mail Drop 3016
Phoenix, AZ 85509
Telephone: (602) 223-2522
Fax: (602) 223-2980

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

A free copy of this policy document may be obtained from the Department's Highway Patrol office at the address in item #5.