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I. Purpose

This Directive provides employees with definitions of personnel and organizational terms/phrases commonly used within the Division's Operations Manual. Additionally, individual Directives, procedure manuals, S.O.P.'s, and other documents may contain other definitions specifically relating to that topic.

II. Policy

This Division's policy is to recognize the below terms/phrases as having the listed meanings within the context of the Division's Operations Manual and the applicable C.A.L.E.A. standards.

III. Definitions

**A**

**ACADEMY:** A facility at which agency training programs are conducted, usually housing classrooms, gymnasium, library, and offices for academy instructors and staff. Other facilities, such as a firing range and driver-training track, are usually considered to be part of the academy but may not necessarily be located at the same site. The academy may be located at or near headquarters, on the campus of an institution of higher education, or at some other location.

**ACCOUNTABILITY:** The state of being held responsible by higher authority for specified job-related results.

*ACTIVE ASSAILANT(S): means a person or group of persons actively engaged in killing or attempting to kill or cause serious bodily injury to a person or group of persons.*

**ACTIVITY:** See Function.

**ADA:** Americans with Disabilities Act.

**ADMINISTRATIVE REVIEW:** A documented review of an incident or occurrence prepared by or for the Chief or his/her designee. The review should indicate whether policy, training, equipment or disciplinary issues should be addressed.

**ADVERTISEMENT:** The direct or indirect contact between an agency and the general public by way of printed publications or broadcast announcements.

**AFFIRMATIVE ACTION PLAN:** A written plan for recruiting, hiring, training, and promoting minorities and women. An affirmative action plan assumes the agency is doing more than just fairly implementing their selection procedures and instruments, e.g. providing equal opportunity. Affirmative action requires additional recruitment steps, where necessary, to increase the likelihood of hiring members of protected groups that are insufficiently represented in the agency's sworn ranks.

**ANALYSIS:** A systematic, structured process for dissecting an event into its basic parts to identify any patterns or trends.

**APPROPRIATION:** Money that the agency is authorized to spend for a specific purpose, such as for personnel services, operating expenses, supplies, etc.

**AREA PATROL:** Patrol of a specific geographic area within territorial boundaries, such as roadways, railroads, or waterways, usually for the purpose of general assignments.

**ARRESTING OFFICER:** A sworn law enforcement officer who takes a person into custody, with or without a warrant

**ASSESSMENT CENTER:** A standardized evaluation of behavior based upon multiple sources of input and using trained observers and multiple techniques. Judgments about behavior are made from specially developed assessment exercises designed to measure the participant's performance in specific job-related tasks and situations.

*AUDIT: is the examination or inspection of various property/issued equipment by an auditor followed by physical checking of inventory to make sure that all personnel are following a documented system of recording said property/equipment.*

**AUTHORITY:** The right to act or exact action by others within a prescribed area; the power to decide and to require that decisions are acted on.

**AUXILIARY:** Unpaid citizens (See Volunteer).

**AVAILABLE WORK FORCE:** The largest potential group or number of individuals eligible, qualified, and capable of assuming specific activities and responsibilities.

## B

**BARRICADED PERSON:** An individual who resists being taken into custody by using, or threatening use of, firearms, other weapons, explosives, etc. Generally the barricaded person is behind cover. As used here, the barricaded person may or may not have taken a hostage or made a threat to his or her own life.

**BEAT:** A specific geographical area assigned to one or more officers to patrol. The term "beat" applies to the area patrolled by an officer on foot or in a vehicle.

*BIASED BASED PROFILING: The selection of an individual(s) based solely on a trait common to a group for enforcement action. This includes but is not limited to race, ethnic background, gender, sexual orientation, religion, economic status, age, cultural group or any other identifiable group.*

**BIMONTHLY:** Every other month; every second month.

**BODY ARMOR:** A vest or jacket whose material, such as Kevlar or nylon cloth, affords ballistic protection and whose construction may or may not accommodate metal or ceramic inserts.

**BOOKING:** A procedure for admitting to a holding facility a person charged with an offense; includes searching, fingerprinting, photographing, medical screening, collecting personal history data, and inventorying and storing a person's property.

**BRANCH:** One of the *four* main functional units of the Division; *patrol operations, support operations and special operations and investigations.*

## C

**CANDIDATES:** Persons seeking employment who have completed a formal application.

**CAREER COUNSELING:** The relationship (process) between trained counselor and employee that is designed to facilitate an employee's career choices, comprehension of career goals, and achievement of career goals through meaningful and well-informed choices.

**CAREER DEVELOPMENT ACTIVITIES:** An organized and supervised set of duties or functions designed to stimulate learning, e.g., counseling, training, job rotations.

**CELL:** Any area, space, or enclosure into which a detainee is placed and locked in, so as to prohibit freedom of movement.

**CHAIN OF COMMAND:** Formal lines of communication going downward or upward within the organizational hierarchy, each branch of the Division, and through each successive level of command.

**CHAIN OF EVIDENCE:** The continuity of custody of material and items collected as physical evidence. The connotation, under the law, is that the item or material introduced subsequently into the court must be proven to be the same as that obtained initially and delivered to the laboratory for examination.

**CHIEF:** means the head of a law enforcement agency, includes the officer designated by the head of a law enforcement agency.

**CITATION:** Any traffic enforcement action that involves a written notice to the accused to appear and that contemplates adjudication or disposition to determine the guilt or innocence of the person charged with a violation.

**CIVIL ARREST:** A civil arrest is made pursuant to a written order by a judge of a competent jurisdiction in a civil action or proceeding. Such written orders may be given by a supreme court, the family court, county court, district court, or the surrogate's court, depending upon the area of the country.

**CIVIL PROCESS:** Those writs, summonses, mandates, or other process issuing from a court of law or equity pertaining to a cause of action of a civil nature. The term includes original, intermediate, and final process to be served by the agency in any action involving civil litigants.

**CIVILIAN:** *See professional staff.*

**CLASS:** A grouping of jobs for which duties, responsibilities, qualifications, and conditions of employment are sufficiently alike to justify the same treatment with respect to personnel practices. (See Position for the differentiation among class, job, and position.)

**CLASS SPECIFICATION:** An official statement or guideline about the general duties, responsibilities, and qualifications involved in the kinds of jobs included in the same class.

**COMMAND:** To direct or control with the authority that an individual exercises over his/her subordinates because of his/her rank and/or assignment. It includes the authority to assign tasks, designate objectives and supervise their execution.

**COMMAND PROTOCOL:** The process identified to ensure a continuation of supervision at all levels of the chain of command when vacancies or absence from duty exists.

**COMMAND STAFF:** All members holding the rank of lieutenant and above.

**COMMANDING OFFICER:** A member regularly assigned to command a branch or unit, or a member temporarily in command of any branch/unit of the Division, regardless of rank.

**COMMENTARY:** The "commentary" is the second of the three parts of a "standard" (standard statement, commentary, and levels of compliance). The commentary supports the standard statement but is not binding. The commentary can serve as a prompt, as guidance to clarify the intent of the standard, or as an example of one possible way to comply with the standard.

**COMPONENT:** The subdivisions of the branches, units or sections that are established and staffed on a full-time basis to provide a specific function. (Also, see Organizational Component.)

**CONCURRENT JURISDICTION:** Having equal jurisdiction or authority.

**CONTRABAND:** Items that are not permitted within a holding facility because of their illegality or possible use to disrupt security measures within the facility.

**COUNSELING:** The giving of advice; advising. As used: discussions between the rated employee and rater leading to advice to the former concerning performance.

**COURT:** A judicial officer may also refer to the rooms, spaces, or interior and exterior areas of buildings where judicial officers conduct wills, hearings, or other judicial activities. (Synonymous terms: courthouse, courtroom.)

**CRIME SCENE:** The location where the crime occurred or where the indication of the crime exists.

**CRIME SCENE PROCESSING:** The specific actions taken at a crime or accident scene, consisting of the taking of photographs, preparing the crime or accident scene sketch, and the collecting and preserving of physical evidence.

**CRIMINAL INTELLIGENCE:** The end product of a process that converts individual items of information either into evidence or, more often, into insights, conclusions, or assessments, perhaps less solid than fact but always more helpful than raw information, that can form the basis for the development of law enforcement strategies, priorities, policies, or investigative tactics regarding a specific crime, suspect, criminal organization, etc. The intelligence process includes the systematic collection of raw information, which after collation, evaluation, and analysis, is disseminated to appropriate units of the agency.

**CRIMINAL PROCESS:** Those writs, summonses, mandates, warrants, or other process issuing from a court of law compelling a person to answer for a crime. The term also includes process issued to aid in crime detection or suppression, such as search warrants.

**CRISIS INTERVENTION:** Training that is designed to modify or enhance performance in specific crisis situations, such as family conflicts, spousal abuse, *mental health crisis*, disturbances, rape, and homicides.

**CRITICAL INCIDENT:** An occurrence or event, natural or human-caused, which requires an emergency response to protect life or property.

**CRITICAL MISSING:** A reported missing person who is missing and foul play may be a factor; or any child or any at risk person.

**CURRICULUM:** A series of courses related to a specific kind of training program.

CUSTODY: Legal or physical control of a person in an area or facility or while in transit; legal, supervisory, or physical responsibility for a person.

## D

DETAINEE: A person who, having been detained, is held in a holding facility usually for not more than 72 hours. Such persons are held in the holding facility pending arraignment, release, adjudication, or transfer to another facility. (See Holding Facility.)

*DEBRIEFING: is a simple, yet powerful tool that enables a team to self-correct, gel as a team, and enhance their performance. During debriefs, team members reflect upon a recent experience, discuss what went well and identify opportunities for improvement.*

DIRECTED PATROL: Patrol of specific locations within a given patrol area with a goal of meeting established objectives such as identifying or correcting problems, enforcing selected laws, or providing greater patrol visibility.

DISABLED PRISONER: A prisoner with an anatomical, physiological, or mental impairment that hinders mobility.

*DISCRIMINATION: is the act of making a distinction for a being based on the group, class, or category to which they are perceived to belong. People may discriminate on age, caste, criminal records, heights, disability, family status, gender identity, gender expression, generation, genetic characteristics, marital status, nationality, color, race and ethnicity, religion, sex and sex characteristics, sexual orientation, social class, personality, species, as well as other categories. Discrimination consists of treatment of an individual or group, based on their actual or perceived membership in a certain group or social category.*

DIVERSION: In the broadest sense, any procedure that (1) substitutes non-entry for official entry into the justice process, (2) substitutes the suspension of criminal or juvenile proceedings for the continuation of those proceedings, (3) substitutes lesser supervision or referral to a non-justice agency or no supervision for conventional supervision, or (4) substitutes any kind of non-confinement status for confinement.

DIVISION: The Montgomery County Division of the Maryland-National Capital Park Police.

## E

*EMERGENCY OPERATIONS CENTER (EOC): is a central command and control facility responsible for carrying out the principles of emergency preparedness and emergency management, or disaster management functions at a strategic level during an emergency, and ensuring the continuity of operation of a company, political subdivision or other organization.*

EMERGENCY SITUATION: An actual or potential condition that poses an immediate threat to life or property. In the context of mutual aid, it means a situation that exceeds the capability of a local agency to counteract successfully.

EMOTIONAL STABILITY/PSYCHOLOGICAL FITNESS EXAMINATION: Professional screening designed to identify candidate behavior patterns and/or personality traits that may prove either deleterious or advantageous to successful job performance.

EMPLOYEE: Police officers or *professional staff* appointed or assigned to the Division in any permanent or temporary position.

**EMPLOYEE ASSISTANCE PROGRAM:** A program designed to assist in the identification and resolution of concerns or problems (personal or job related), which may adversely affect an employee's personal or professional well-being or job performance. These personal concerns may include but are not limited to, health, marital status, family, financial, substance abuse, emotion/stress and other personal matters.

**EQUAL EMPLOYMENT OPPORTUNITY:** The provision of equitable opportunities for employment and conditions of employment to all employees regardless of race, creed, color, age, sex, religion, national origin, or physical impairment. Where affirmative action focuses on additional recruitment steps to be taken to increase the likelihood of hiring a member of an under-represented group, EEO focuses on ensuring that applicants are treated fairly in the selection process (and in other personnel activities) by giving them the same opportunities for employment. The role of equal opportunity is to create a "level playing field" for all applicants and employees. An equal employment opportunity plan is a document that is designed to state the steps the agency intends to take to ensure that there are no artificial barriers that would prevent members of a protected group from a fair and equitable opportunity to be hired, promoted, or to otherwise take advantage of employment opportunities.

**ESSENTIAL PERSONS:** Designated staff and detainees are essential persons. All other persons are considered to be nonessential persons.

**EXECUTION:** The performance of an act required by the writ, warrant, or other process commanding the seizure of a person or thing, as opposed to mere delivery of an instrument without any concomitant seizure.

**EXERCISE:** Gathering of individuals inclusive of government and private sector persons, to develop plans, practice simulated implementation and to discuss each agency's role in handling unusual occurrence incidents. This could include tabletop, functional and/or full field exercises.

## F

**FAMILY ABDUCTION:** A non-custodial family member flees with a child, usually in direct violation of a court ordered custody agreement

**FIELD INTERVIEW:** The stopping and questioning of a person by a law enforcement officer because the officer (1) has reasonable suspicion that the subject may have committed, may be committing, or may be about to commit a crime, (2) believes the subject may be a hazard, or (3) believes the interview may have a preventive effect.

**FIELD TRAINING:** A structured and closely supervised program provided to recruit officers to facilitate the application of skills and knowledge obtained in the academy/classroom to actual performance in on-the-job situations.

**FIELD TRAINING OFFICER (FTO):** An officer who has been carefully selected and trained to deliver the field training program to recruit officers.

**FIXED ROADBLOCK:** A full or partial roadblock established at a fixed point.

**FOLLOW-UP INVESTIGATION:** An extension of the preliminary investigation. The purpose is to provide additional investigation in order to close a case, arrest an offender, and/or recover stolen property.

**FORMAL APPLICATION:** A written form used to express interest in employment and to request information on a person's basic occupational qualifications, work experience, educational background, training, and special skills or abilities.

## G

**GANG:** A formal or informal ongoing organization, association, or group of three or more persons who; have a common name or common identifying signs, colors or symbols and have members or associates who, individually or collectively, engage in or have engaged in a pattern of criminal street gang activity.

**GENERAL ASSISTANCE:** Services of a non-emergency nature provided by agency personnel, such as providing information or directions and assisting stranded or disabled motorists.

**GENERAL ORDER:** A term used by some agencies to describe permanent Directives concerned with policy, rules, and procedures affecting more than one organizational component.

**GOAL:** A relatively broad statement of the end or result that one intends ultimately to achieve. A goal usually requires a relatively long-time span to achieve and, whenever possible, should be stated in a way that permits measurement of its achievement.

## H

**HARASSMENT:** *is unwelcome conduct that is based on race, color, religion, sex (including pregnancy, national origin, age (40 or older), disability or genetic information. Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.*

**HIGHWAY:** The entire width between the boundary lines of any way or thoroughfare of which any part is used by the public for vehicular travel, whether or not the way or thoroughfare has been dedicated to the public and accepted by any proper authority.

**HOLDING FACILITY:** A temporary confinement facility for which the custodial authority is usually less than 72 hours and where detainees are held pending release, arraignment, adjudication, or transfer to another facility. The term also refers to the area(s) within the agency devoted to holding detainees. (See Physical Plant.)

## I

**IDENTIFYING INFORMATION:** Any data included in personnel records and selection materials that directly or indirectly make a specific individual recognizable or known.

**IDENTITY THEFT:** The wrongful use of another person's identifying information, such as credit card, social security or driver's license number to commit financial or other crimes.

**IMMINENT:** Likely to happen without delay; impending; threatening.

**INCIDENT:** An event that requires law enforcement action or the dispatching of officers in response to citizen requests for law enforcement services. This includes any incident, whether criminal or noncriminal, for which there has been a response to the scene, an investigation, or the preparation of an oral or written report.

**INCIDENT COMMAND SYSTEM:** A system for command, control and coordination of a response that provides a means to coordinate the efforts of individual persons and agencies as they work toward the common goal of stabilizing an incident while protecting life, property and the environment. There are five major components: command, planning, operation, logistics and finance/administration.

**IN CUSTODY:** Being under the full control of a law enforcement officer.

**INFORMED CONSENT:** A voluntary agreement to participate in an activity and/or to allow an activity or procedure to be performed based upon the availability of all pertinent information and the ability to understand the consequences of the agreement decision.

**IN-SERVICE TRAINING:** Training in addition to recruit training, which may include periodic retraining or refresher training, specialized training, career development, promotional training, advanced training, and roll-call training.

**INSPECTION:** A careful and critical examination; a formal review of all components of a particular requirement and an examination of their application.

**INSTITUTION:** A facility that confines persons against their will and/or provides care for persons, e.g., mentally ill or adult or juvenile offenders.

**INSTRUMENT FOR DETECTION OF DECEPTION:** An apparatus designed for the detection of deception by measuring and recording changes in a person's voice characteristics or respiration and heart activity.

**INTAKE:** The point at which a juvenile offender enters the juvenile justice system. "Intake" may be initiated on request of the law enforcement agency, but the intake process is generally supervised by a probation agency, juvenile court, or special intake unit.

*INTELLECTUAL DISABILITY: is characterized by significant limitations both in intellectual functioning (reasoning, learning, problem solving) and in adaptive behavior, which covers a range of everyday social and practical skills. This disability originates before the age of 18.*

**ISSUED EQUIPMENT:** The apparatus or gear required by patrol officers and includes, at a minimum, badge, baton and holder, belts, cartridge carrier, departmental and rank insignia, flashlight, handcuffs and case, notebook, raincoat and cap cover, side arm and holster, tear gas canister, and whistle.

## J

**JOB:** One or more positions with duties and responsibilities that are identical in all significant respects so that a single descriptive title can be used to identify the work done by incumbents. (See Position below.)

**JOB DESCRIPTION:** An official written statement setting forth the duties and responsibilities of a job, and the skills, knowledge, and abilities necessary to perform it.

**JOB RELATED:** A procedure, test, or requirement either predictive of job performance or indicative of the work behavior expected or necessary in the position.

## L

**LATERAL ENTRY:** A personnel practice that permits employees from within or outside the agency to be selected for a position and be exempted from all or part of the agency's selection process for that position; if the employees meet the minimum qualifications of the employing agency, they are not necessarily subjected to the total selection process.

**LAW ENFORCEMENT SERVICES UNDER CONTRACT:** The provision of paid law enforcement services in accordance with a written contract. This does not encompass a situation in which an individual performs services for an agency under a personal services contract.

**LAWFUL ORDER:** Any written or verbal direct order issued by a superior officer to any subordinate or group of subordinates in the course of police duty which is not in violation of any law, ordinance, regulation or any Division rule or regulation.

**LEGAL PROCESS:** Any item of civil or criminal process, whether original, intermediate, or final that is valid on its face and is to be served or executed by the law enforcement agency.

**LESSON PLAN:** A detailed guide from which an instructor teaches. The plan includes the goals, specific subject matter, performance objectives, references, resources, and method of evaluating or testing students.

**LINE AUTHORITY:** Operating authority delegated by the Chief of Police down the line through each intermediate supervisor until the level of execution is reached. The line authority determines the need, time and place for action which is in accordance with established regulations, policies or procedures.

**LINE INSPECTION:** Inspection conducted by personnel in control of the persons, facilities, procedures, or other elements being inspected. Line inspection may be carried out by any supervisor within the chain of command and is often conducted by supervisory personnel who may also be responsible for ensuring that any sub-standard conditions revealed in the inspection are corrected.

## M

**MAY:** Indicates that an action is permissible.

**MEMBER:** Any person appointed to the Division as a full time, regularly salaried police officer.

**MEMORANDUM:** A written document that may or may not convey an order and is generally used to clarify, inform or inquire.

**MENTAL ILLNESS:** Any of various conditions characterized by impairment of an individual's normal cognitive, emotional or behavioral functioning and caused by social, psychological, biochemical, genetic or other factors, such as infection or head trauma.

**MOVING ROADBLOCK:** Use of one or more moving vehicles to block the roadway and prevent approaching vehicles from continuing.

**MUTUAL AID:** An exchange of services, personnel, and/or equipment between law enforcement agencies during times of emergency.

## N

**NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS):** A system for incident management that provides a consistent nationwide approach for federal, state, local and non-governmental organizations to work effectively and efficiently to prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity.

**NEIGHBORING JURISDICTION:** A law enforcement agency in an adjoining city or other unit of local government; in the case of a county, a city or other unit of local government within the county, or an adjoining county.

**NONFAMILY ABUDCTION:** A child is taken by an unknown individual, through force or persuasion, usually in furtherance of additional victimization.

## O

**OBJECTIVE:** An objective is an end or result that one intends to attain in order to achieve partial fulfillment of a goal. An objective is a sub-goal or an element of a goal, and, therefore, requires a shorter time to accomplish than does a goal.

**OFFICER IN CHARGE: (OIC)** Any employee assigned to command or supervise any function or component of the Division or any employee assigned to directly oversee the conduct of any specific operation or detail.

**ORGANIZATIONAL COMPONENT:** A subdivision of the agency, such as a bureau, Division, section, unit, or position that is established and staffed on a full-time basis to provide a specific function.

**OUTSIDE ACADEMY:** An academy not operated by the agency, such as a regional or state training academy providing recruit, in-service, or specialized training.

**OUTSIDE JURISDICTION:** Off park property, another municipality, county or state.

## P

**PARK CHECK:** The act of proactively patrolling the parks to ensure the safety of the park, park patrons and facilities. Officers will patrol the parking lots and trails by car, motorcycle, all terrain vehicle, bicycle, horse or on foot. Officers will check occupied and unoccupied facilities to ensure they are secured. Officers will report security concerns, criminal activity or violations of park rules and regulations and take law enforcement actions when necessary. When feasible officers will engage park patrons in an effort to ascertain information that may be useful in our efforts to patrol the parks and at the same time create an open line of communication with the park user.

**PATROL:** The deployment of officers to repress and prevent criminal activities, investigate offenses, apprehend offenders, and furnish day-to-day law enforcement services to the community.

*PEER SUPPORT: Peer support occurs when people provide knowledge, experience, emotional, social or practical help to each other. It commonly refers to an initiative consisting of trained supporters, and can take a number of forms such as peer mentoring, reflective listening, or counseling.*

**PERFORMANCE:** Something done or performed. As used: actions taken or omitted with regard to specific tasks or assignments.

*PERFORMANCE EVALUATION: a formal and productive procedure to measure an employee's work and results based on their job responsibilities.*

**PERFORMANCE OBJECTIVES:** Statements of operational behavior required for satisfactory performance of a task, the conditions under which the behavior is usually performed, and the criteria for satisfactory performance.

**PERMANENT STATUS:** The period of employment in a position following the completion of a probationary period.

**PERSONAL EQUIPMENT:** Equipment items issued and/or approved by the agency for employee use.

**PERSONNEL EARLY WARNING SYSTEM:** A system for the early identification of agency employees who may need some type of corrective action and a procedure for collecting and evaluating materials required for implementing such corrective actions.

**PERSONNEL ORDER:** An announcement of changes in the status of personnel, such as a transfer or promotion.

**PHYSICAL ARREST:** Any enforcement action that consists of taking persons into custody for the purpose of holding or detaining them to answer a charge of law violation before the court.

**PHYSICAL EVIDENCE:** Any substance or material found or recovered in connection with a criminal investigation.

**PLATOON:** An operational grouping of two (2) or more squads.

**POLICY:** A written Directive that is a broad statement of Division principles. Policy statements may be characterized by such words as "may" or "should" and usually do not establish fixed rules or set procedures for conduct of a particular activity but rather provide a framework for development of procedures and rules and regulations.

**POSITION:** The duties and responsibilities, or work, assignable to one employee. A position may be filled or vacant. For purposes of comparison, a patrol officer assigned as a court officer would occupy a "position." Patrol officer would be the "job." A position may have functional responsibility for a single task- e.g., court officer or patrol officer or crime prevention officer --- or over several tasks, e.g., administrative lieutenant responsible for planning, budget, staff inspections, and internal affairs, etc..

**PRELIMINARY INVESTIGATION:** Generally, the activity that begins when officers arrive at the scene of an incident. The activity should continue until such time as a postponement of the investigation or transfer of responsibility will not jeopardize the successful completion of the investigation.

**PRISONER:** A person who has been arrested and taken into custody. (See Detainee.)

**PROBATIONARY PERIOD/STATUS:** A phase of the selection or promotional process represented by some form of conditional employment.

**PROCEDURE:** A written Directive or Standard Operating Procedure that is a guideline for carrying out Division policy and activities. Procedures sometimes allow some latitude and discretion in carrying out an activity.

**PROCESSING:** Includes pre-booking activities involving detainees in custody, after which detainees may either be released from custody by one of several means or be escorted to a holding facility-at which time they would be booked.

**PROFESSIONAL STAFF:** *A non-sworn employee.*

**PROFICIENCY:** The additional skills, knowledge, and abilities that are needed to remain competent in performing the duties and responsibilities of a job.

**PURSUIT:** An active attempt by a law enforcement officer in a motor vehicle to apprehend one or more occupants of another moving motor vehicle, where the driver of the fleeing vehicle is aware of the attempt and is resisting apprehension.

## R

**RATED EMPLOYEE:** The employee whose performance is evaluated by a rater.

**RATER:** The supervisor who evaluates the performance of a subordinate employee.

**RATING:** The estimate of the value, worth, strength, capacity of, etc.; appraisal. As used: an indication of the quality of performance or attributes.

**REASONABLE BELIEF:** The facts or circumstances the officer knows, or should know, are such as to cause an ordinary and prudent person to act or think in a similar way under similar circumstances.

**RECRUIT/BASIC/ENTRY-LEVEL TRAINING:** The orientation of new officers to their jobs and the development of basic law enforcement skills.

**RECRUITMENT ACTIVITIES:** A systematic method of seeking potentially qualified job applicants.

**RECRUITMENT LITERATURE:** Written materials or brochures designed to attract qualified applicants for jobs.

**REGIONS:** The major areas within Montgomery County that contain beats and form the basis for operational assignments.

**REMEDIAL TRAINING:** Personalized training to correct a specific deficiency, which is usually identified by either testing or other evaluation during training or supervisory evaluation during routine job performance.

**RESERVE:** A part-time, sworn law enforcement officer, with or without compensation, who may possess the same powers and perform the same duties as full-time officers. Reserve officers have qualifications and training equivalent to full-time, sworn officers performing like functions and are utilized to supplement the agency's day-to-day delivery of law enforcement services.

**RESTRAINING DEVICES:** Equipment used to restrain the movement of the prisoner, such as handcuffs, flex-cuffs, waist chains, ankle chains, restraining straps, straight jackets, or tie-down stretchers.

**ROAD:** That portion of a highway that includes both the roadway and the shoulder.

**ROADBLOCK:** A temporary operation in which law enforcement or other authorized personnel stop some or all traffic to inspect individual vehicles or their contents or to interview drivers.

**ROADWAY:** That portion of a highway improved, designed, or ordinarily used for vehicular travel, exclusive of the shoulder.

**ROLL-CALL TRAINING:** See SHIFT BRIEFING

**RULES AND REGULATIONS:** A set of specific guidelines to which all employees must adhere.

RUNAWAY: Most often a teenager, who leaves home voluntarily for a variety of reasons.

## S

SALARY AUGMENTATION: Pay that is added to the base salary of the employee. Such augmentation may be considered as premium pay, merit pay, differential pay, or a temporary increase because of a temporary assignment to a position with higher base salary.

SEARCH AND RESCUE: Involves a coordinated effort to locate individuals missing in a wilderness area, in large bodies of water, or elsewhere.

SECONDARY EMPLOYMENT: Any outside employment, which is either extra-duty or off-duty. Extra-duty employment is any secondary employment that is conditioned on the actual or potential use of law enforcement powers by the officer-employee. Off-duty employment is any secondary employment that is not conditioned on the actual or potential use of law enforcement powers by the off-duty employee.

SECURITY HAZARD: Any threat to the security of the prisoner, to the facility in which he or she is held, or to others with whom the prisoner may come into contact. Estimations of the degree of security hazard will govern the means of transport, the kinds of restraining devices to be used, and other actions to be taken by the escort officer to provide proper protection for and security of the prisoner.

SECURITY SURVEY: An on-site examination and analysis of security needs that (1) determines the nature and degree of the threat, the exact kind and degree of protective measures used, and the precise kinds of security measures that are required and (2) recommends the appropriate policies, procedures, and equipment needed for the security function,

SELECTION CRITERIA: Rules, standards, procedures, or Directives upon which a judgment or decision concerning employment can be based.

SELECTION MATERIALS: All written tests, test scores, answer sheets, study materials, evaluations, ratings, questionnaires, reports, and forms used in the selection process that have a bearing upon the employment decision.

SELECTION PROCEDURE: Any established method or combination of methods used in any way as the basis for an employment decision.

SELECTION PROCESS: The combined effect of components and procedures leading to the final employment decision, including minimum qualifications---e.g., education, experience, physical attributes, citizenship, residency-written tests, performance tests, oral exams, interviews, background investigations, medical exams, polygraph tests, police academy ratings, probationary period ratings, personality inventories, interest inventories, psychiatric evaluations, veteran's preference, cutoff scores, and ranking procedures.

SELECTIVE TRAFFIC ENFORCEMENT: The assignment of personnel to traffic enforcement activities at times and locations where hazardous or congested conditions exist. Such assignments are usually based on such factors as traffic volume, accident experience, frequency of traffic violations, and emergency and service needs.

SENIORITY: Seniority is determined primarily by rank, and, in the case of equal rank, by the length of service in such rank. If the length of service in such rank is the same, the officer with the greatest length of service with the Maryland-National Capital Park Police will be considered the senior officer. If rank, length of service in rank, and length of service with the park police are **all** equal, the senior officer will be named by the supervisory officer having direct supervisory responsibility over the affected officer(s).

**SERIOUS PHYSICAL INJURY:** A bodily injury that creates a substantial risk of death; causes serious, permanent disfigurement; or results in long-term loss or impairment of the functioning of any bodily member or organ.

**SERVICE:** The delivery of any item of civil process that is complete with the act of delivery and does not require physical or legal seizure of a person or thing.

**SERVICE COMMUNITY:** Those persons living within the agency's jurisdiction.

**SEXUAL HARASSMENT:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

**SHIFT:** An established period of time that an employee works. Shifts may be determined in accordance with workload demands and/or collective bargaining contracts.

**SHIFT BRIEFING:** Training or informational sessions of short duration administered to law enforcement officers just prior to or after their tour of duty.

**SINGLE POINT OF CONTACT:** A specific person, position, organizational component, or phone number.

**SKILL:** A present, observable competence acquired or developed through experience and/or training.

**SKILLS, KNOWLEDGE, AND ABILITIES:** Skills are the proficiency with which an individual performs. Knowledge is a body of information or the understanding gained through learning, education, experience, or associations. Abilities are processes required to perform the various job responsibilities.

**SPAN OF CONTROL:** The number of persons reporting to any one supervisor.

**SPECIAL EVENT:** An activity, such as a parade, athletic contest, or public demonstration, that results in the need for control of traffic, crowds, or crimes.

**SPECIAL ORDER:** A Directive affecting only a specific segment of the organization or a statement of policy or procedure regarding a specific circumstance or event that is of a temporary nature.

**SPECIAL PURPOSE VEHICLE:** A vehicle used because of considerations of weather, terrain, or the need for inconspicuous appearance, quietness, storage requirements, special operational needs, etc. Includes SWAT trucks, bomb disposal vehicles, mobile command posts, all-terrain vehicles (ATVs), snowmobiles, boats, aircraft, and prisoner transport vehicles, motorcycles, bicycles, and animals.

**SPECIALIZED ASSIGNMENT:** An assignment often characterized by increased levels of responsibility and specialized training, but within a given position classification; a specialized assignment may involve higher pay or additional benefits.

**SPECIALIZED TRAINING:** Training to enhance skills, knowledge, and abilities taught in either recruit or other in-service programs. Specialized training may address supervisory, management, and/or executive development training, or it may include technical and job-specific subjects, e.g., homicide investigation,

fingerprint examination, juvenile investigation, etc.

**SQUAD:** A group of police officers performing related tasks and generally working the same hours and tours of duty.

**STAFF INSPECTION:** Inspection conducted by personnel who do not have control of the persons, facilities, or procedures being inspected. Staff inspectors in larger agencies are generally members of a specialized component responsible for conducting inspections throughout the agency. The results of staff inspections are usually reported to the agency's chief executive officer.

**STATEWIDE, REGIONAL, OR AREA LAW ENFORCEMENT RADIO SYSTEM:** A radio communications network that permits the law enforcement agencies' communication centers within a state, region, or area to communicate with each other.

**STATIONARY OBSERVATION:** Traffic observation at a selected place, usually one with an unfavorable accident experience or traffic flow problem, for traffic law enforcement purposes--especially to detect violations and deter possible violators.

**STATUS OFFENSE:** An act or conduct declared by statute to be an offense only when committed or engaged in by a juvenile and adjudicated only by a juvenile court.

**SUPERIOR OFFICER:** Any member of the Division with the rank of sergeant (including acting sergeant) or above as compared to any member of lesser rank, and any officer holding a higher supervisory or command rank or position or precedence of rank.

**SWORN OFFICER:** A commissioned law enforcement officer, subject to an oath of office and possessing those general peace officer powers prescribed by constitution, statute, or ordinance in the jurisdiction.

## T

**TACTICAL TEAM:** Usually refers to a group of five or more officers who are specially selected, trained, and equipped to handle high-risk incidents, such as those involving snipers, barricaded persons, hostage-takers, selected warrant services, and other situations or activities as deemed necessary by command leadership.

**TASK:** A unit of work performed by an individual to accomplish the goal of a job.

**TASK ANALYSIS:** A systematic, structured process for dissecting a job into its basic parts. A task analysis identifies the important or essential elements of a job, the key work behaviors, and the knowledge, skills, and abilities required for these work behaviors.

**TASK FORCE:** Any combination of resources assembled to support a specific mission or operational need.

**TEMPORARY DETENTION:** Detention of a person for the purpose of processing or testing. Temporary detention is measured in hours and does not involve housing or feeding detainees except in extenuating circumstances.

**TEMPORARY HOLDING AREA:** A room, space, or area for the processing, questioning or testing of detainees where they may not be subject to the continuous control or supervision of agency personnel in the same room, space, or area. The time period for which a detainee may be held under these circumstances may not exceed two hours. In rare circumstances, a detainee may be restrained to a fixed object designed and intended only for such use, for no longer than two hours.

**TERRORISM:** Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination or kidnapping.

**TRAFFIC COLLISION INVESTIGATION:** Collection of factual information identifying and describing people, roads, and vehicles involved in a *collision*; description of the results of the *collision* in terms of damage to vehicles and roadside objects, injuries to people, marks and residue on the road, and final positions of vehicles and bodies, interpretation of these facts in terms of behavior of road users involved; and, sometimes, an attempt to specify the peculiar combination of factors required to produce that particular *collision*.

**TRAFFIC COLLISION REPORTING:** Basic data collection to identify and classify a traffic *collision* and the persons, vehicles, time/location, planned movements involved, and possible contributing factors, such as traffic law violations.

**TRAFFIC CONTROL DEVICE:** All signs, signals, markings, and devices placed on, over, or adjacent to a street or highway by authority of a public body or official having jurisdiction to regulate, warn, or guide traffic.

**TRAFFIC ENGINEERING AUTHORITIES:** Persons responsible for traffic engineering in various local, regional, and state agencies, e.g., street or highway department, public works department, transportation department.

**TRAFFIC LAW ENFORCEMENT ACTION:** The part of traffic law enforcement involving arrest, citation, or warning of any person alleged to have violated a law, ordinance, or regulation pertaining to the use of trafficways when the person has knowledge of this action and when it is to (1) prevent such violation from endangering persons or property or inconveniencing other users of the trafficway, (2) prevent continued violation, or (3) discourage recurrences.

**TRAFFIC LAW VIOLATION:** Violation of any statute, ordinance, or legally authorized regulation relating to the use of streets and highways or the operation and ownership of motor vehicles and other road vehicles.

**TRAFFIC SURVEY:** An examination of traffic characteristics, such as volume, speed, delay, accidents, origin, destination, etc.

**TRAFFICWAY:** The entire width between property lines or other boundary lines of every way or place of which any part is open to the public for purposes of vehicular travel as a matter of right or custom. All highways are trafficways, but trafficways include also some areas on private property, such as shopping centers.

**TRANSPORT VEHICLE:** The vehicle used for transporting a prisoner from one point to another. The transport vehicle may be the patrol vehicle, such as in the case of transporting a prisoner after an arrest a vehicle of a corrections facility designated for prisoner transport but also used for other purposes; or a specially designed prisoner transport vehicle, such as a bus or van. This term does not refer to commercial vehicles, such as buses, trains, or airplanes, that may be used for prisoner transport.

**TRANSPORTING OFFICER:** A sworn law enforcement officer who is responsible for transporting a prisoner from one point to another. This may be the arresting officer or another officer who is assigned to the responsibility for transport.

## U

**UNITY OF COMMAND:** The concept that each individual in the organization has one, and only one, immediate supervisor.

**UNSATISFACTORY PERFORMANCE:** Employee behavior or work performance that is substandard and may lead to disciplinary action.

## V

**VALIDITY:** Proof through statistical data that a given component of the selection process is job related either by predicting a candidate's job performance or by detecting important aspects of the work behavior related to the position.

**VICTIM:** A person who suffers physical, financial, or emotional harm as the direct result of a specified crime committed upon his or her person or property.

**VICTIM ADVOCATE:** A person authorized by the agency to assist victims in specified ways. Such advocates may be sworn or non-sworn agency members or unpaid, citizen volunteers.

**VIP:** A "very important person," dignitary, famous personality, notorious person, or any other person in need of special security.

**VOLUNTEERS:** A civilian affiliated with the law enforcement agency in a part-time, non-sworn capacity, with or without compensation, because of his or her interest in contributing to the agency's role in a support capacity- e.g., volunteers, senior citizens, law enforcement explorers.

## W

**WILL:** Indicates that an action is mandatory.

**WITNESS:** A person who-as determined by the law enforcement agency-has information or evidence relevant to the investigation of a specified crime. Any of the following constitute "a specified crime": all felonies, all misdemeanor crimes against persons, and, upon the recommendation of the responding officer, other crimes. When the witness is a minor, the term "witness" includes an appropriate family member. "Witness" includes neither defense witnesses nor anyone involved in the crime as a perpetrator or accomplice. All victims are witnesses.

**WORKLOAD:** The sum total of cases and other measurable activities occurring within a given area or time period.

**WRITTEN DIRECTIVE:** Any written document used to guide or affect the performance or conduct of agency employees. The term includes policies, procedures, rules and regulations, general orders, special orders, memorandums, and instructional material.

NOTE: In addition, all definitions contained in the most recent editions of the Uniform Vehicle Code and Model Traffic Ordinance (National Committee on Uniform Traffic Laws and Ordinances) and the Manual on Classification of Motor Vehicle Traffic Crashes(*American National Standards Institute, Inc.*) are adopted by reference.

Issuing Authority:



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Chief Darryl W. McSwain  
Maryland-National Capital Park Police  
Montgomery County Division

End of Directive