

Waltham Police Department

GLOSSARY

There are a number of terms used throughout this manual to describe departmental operations. The following is a list of the common terms used and the definitions of those terms:

ACCOUNTABILITY: A responsibility or obligation resulting from one's position or status and subject to control and review by a higher authority.

APPOINTING AUTHORITY: The Chief of Police.

ASSIGNMENT: A combination of duties and responsibilities performed by a person acting within a position or job classification.

AUTHORITATIVE INSPECTION: A term, which is sometimes used for line inspection.

BARRICADED PERSON: An individual who resists arrest by using (or threatening the 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/her own life.

BOOKING: Both a law enforcement process and a holding facility procedure. As a law enforcement action, it is the official recording of an arrest and identification of the person, place, time, arresting authority, and reason for arrest. In the holding facility, it is a procedure for admission of a person charged with an offense and includes searching, fingerprinting, photographing, medical screening, and collecting personal history data. It also includes inventory and storage of the individual's personal property.

CAREER COUNSELING: The relationship (process) between trained counselor and employee that is designed to facilitate career choices; to clarify and understand career goals; and to learn to obtain career goals through meaningful, well-informed choices.

CHAIN OF COMMAND: The unbroken line of authority extending from the Chief of Police to the Deputy Chief of Police and through a single subordinate at each level of command down to the level of execution.

CHAIN OF EVIDENCE: This term refers to the continuity of custody of material and items collected as physical evidence, whether at the crime scene or not. The connotation, under the law, is that the item or material introduced subsequently into the court at the time of trial must be proven to be the same as that obtained initially by the crime scene specialist, the investigator, or some other person, delivered to the laboratory for examination, and subsequently introduced into court.

CITATION: Any traffic enforcement action that involves a written notice to the accused to appear and that contemplates trial adjudication or disposition to determine the guilt or innocence of the

person charged with a violation.

CIVILIAN: A non-sworn employee, who has no police powers.

COMMANDING OFFICER: A superior officer assigned to exercise command over a division, or unit.

CRIME SCENE: The point, and area surrounding it, where the crime occurred or where the indication of the crime exists (such as a body being found; but the crime occurring elsewhere).

CRIME SCENE PROCESSING: A term referring to specific actions taken at a crime or accident scene, consisting of the taking of photographs, preparation of the crime or accident scene sketch, and the collection and preservation of physical evidence. The term does not include those actions taken for obtaining information from persons involved in the offense.

DECOY OPERATION: Any one of various techniques for simulating a potential crime victim, with surveillance maintained by officers (usually in plain clothes) in a position to make arrests.

DEPORTMENT: The manner in which an individual behaves and conducts himself/herself.

DETAIL: A police assignment.

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.

HANDICAPPED PRISONER: A prisoner with an anatomical, physiological, or mental deficiency that prevents or restricts his or her normal transportation.

INCOMPETENCE: Incapable of the satisfactory performance of police duties.

INSUBORDINATION: The willful disobedience of any order lawfully issued by a superior officer, or any disrespectful, mutinous, insolent or abusive language toward a superior officer.

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 may be responsible for ensuring that any substandard conditions revealed in the inspection are corrected.

MAY: Indicates permissive action, as opposed to mandatory action.

MEMBER: The word “member” as used in these regulations shall mean sworn police officers.

MISSION: Goal, objective or specified work.

NEGLECT OF DUTY: Failure to give suitable attention to the performance of a duty.

NEWS MEDIA: A general term referring to all terms of news collection and dissemination, such as radio, TV, newspapers, and magazines. Those associated with organizations having these purposes are news media representatives. Others, such as novelists and freelance writers who are not associated with recognized new organizations, are not included.

OFFICER: A sworn member of the police department who has arrest powers; the term is applied without regard to rank, division, or duty.

OFFICER-IN-CHARGE: Any officer who shall be in command of any unit or situation at any given time.

OFFICIAL CHANNELS: Through the hands of the superior officer in the chain of command.

ORGANIZATION: The organic structure of the department's separate parts.

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

PHYSICAL EVIDENCE: This refers to any substance or material found or recovered in connection with a criminal investigation.

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

POST: A fixed point, location or area to which a member is assigned for duty.

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.

PROCEDURE: A written derivative, which is a guideline for carrying out department activities. A procedure may be made mandatory in tone through the use of "shall" rather than "should", or "must" rather than "may". Procedures sometimes allow some latitude and discretion in carrying out an activity.

PROMULGATION: The act of making officially known.

PROPER AUTHORITY: The right or power to decide and command, when such right is specifically delegated.

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 by maintaining or increasing his or her speed or by ignoring the law officer's attempt to stop him or her.

RANK: The various levels of members of the police department.

RANKING OFFICER: The officer having the highest rank.

RATED EMPLOYEE: The employee whose performance is evaluated by a rater, including both sworn officers and civilian employees.

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

REGULATION: A mandate promulgated by the Chief of Police, applicable to all members of the department, and having the force of law.

RESTRAINING DEVICES: Equipment that is used to restrain the movement of an individual, such as handcuffs; waist chains; ankle chains; modified prosthetic devices, such as a leg brace; straight jackets; and tie-down stretchers.

REVIEWING OFFICER: The person completing the reviewing officer's portion of the evaluation report and who is normally the rater's supervisor and responsible for assuring its completeness and for the fairness, objectivity, and lack of bias on the part of the rater in measuring performance of the employee.

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 function of any bodily member or organ.

SHALL: Indicates mandatory action as opposed to permissive action.

SHIFT: A time division of the day for purposes of assignment.

SICK LEAVE: The period of time during which a member is excused from active duty by reason of illness or injury, which is not job related.

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

SPECIAL DUTY OR ASSIGNMENT: The performance of an assignment, the nature of which requires that the member be excused from his regular duties.

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.

STAFF INSPECTION: Inspection conducted by personnel who do not have control of the persons, facilities, or procedures being inspected. The results of staff inspections are reported to the Chief of Police.

SUPERIOR OFFICER: A member above the rank of patrolman.

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

TRAFFIC ACCIDENT INVESTIGATION: Collection of factual information identifying and describing people, roads, and vehicles involved; describing the results of the accident 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 accident.

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

TRAFFIC LAW ENFORCEMENT: Law enforcement as it applies to statutes, ordinances, and legally authorized regulations relating to the use of streets and highways and ownership and operation of motor vehicles and other road vehicles.

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 traffic ways when the person has knowledge of this action.

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

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; or a specially designed prisoner transport vehicle, vehicles, such as buses, trains, or airplanes that may be used for prisoner transport.

TOUR OF DUTY: An established work period.

UNDERCOVER SURVEILLANCE / STAKEOUTS: Activities that include plain clothes officers assigned, for example, as clerks in stores targeted for robberies, or officers stationed on the inside or outside of an unoccupied residence or business premise to apprehend burglars, etc.

UNIFORM OF THE DAY: The police uniform specifically designated by the Chief of Police to

be worn by uniformed members of the department at any given time.

UNITY OF COMMAND: The idea that each individual in the department has one, and only one, immediate supervisor.

UNSATISFACTORY PERFORMANCE: Employee behavior or work competence that can lead to termination of employment.

VERBAL ORDER: An oral derivative by a superior officer to a subordinate.