

**CRAIG POLICE DEPARTMENT
Office of Chief of Police
General Order**

Date Issued: January 15, 1997

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Subject: Grammatical Construction/Definition of Terms

Reference:

TO: ALL PERSONNEL

I. GRAMMATICAL CONSTRUCTION

The following rules of grammar shall apply throughout the Department Operations/Policy Manual:

Construction of Tenses: Words used in the present tense include the future.

Construction of Gender: Every reasonable effort will be made to construct this manual in gender-neutral language. If for any reason it is impossible or impracticable to draft any part of this manual in gender-neutral language, the reference to any particular gender means both male and female.

Construction of Singular and Plural: The singular includes the plural; and the plural includes the singular. (i.e. officer/officers)

Mandatory and Permissive Verbs: "Shall" and "Will" are mandatory, "May" is permissive and "Should" is advisory.

II. DEFINITION OF TERMS

The following words and terms shall have the meanings herein assigned.

ADULT: Any person 18 years of age or older, or any legally emancipated juvenile.

AUTHORITY: Legal or rightful power. A right to command or act.

BEAT: A geographic sub-division of an area.

BOOKING: The processing of arrested persons into a detention facility.

CALL FOR SERVICE: A call for service is a single unit of work; a request for police assistance from a varied number of sources, requesting a varied number of services, demanding a varied number of responses.

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

CHARTER: The charter of the City of Craig, Colorado.

CHILD: Any person under 10 years of age.

CITY: The City of Craig, Colorado.

CIVIL DISPUTE: Dispute or disagreement between two or more persons regarding private rights.

CMC: Craig Municipal Code.

COMMAND OFFICER: Shall mean officers holding the rank of Captain or above.

COMMUNITY POLICING: Community Policing is a philosophy, management style, and organizational strategy that promotes pro-active problem-solving and police-community partnerships to address the causes of crime, disorder and fear as well as other issues of community concern.

COUNTY: The County of Moffat.

DEPARTMENT: The Craig Police Department.

DEPARTMENT PROPERTY: Any city owned property controlled by the Department.

DETAIL: Personnel assigned for the purpose of a specific mission.

DISCRETION: Judgment exercised by an officer in a reasonable manner and within the limits of his authority as defined by law, judicial interpretation and Department orders.

DIVISION COMMANDER: Is an officer with the rank of Captain who is assigned to the position of Division Commander over an operational division.

DOMESTIC: Civil conflict or disturbance among family members, including cohabitating and ex-husbands and wives.

DOMESTIC VIOLENCE: means an act or threatened act of violence upon a person with whom the actor is or has been involved in an intimate relationship.

DUI: Driving under the Influence of alcohol or a controlled substance.

EMPLOYEE: All sworn officers and civilian employees of the department. May also be referred to as Personnel, Member or Affiliate.

FTO: Field Training Officer.

INTIMATE RELATIONSHIP: A relationship between spouses, former spouses, past or present unmarried couples, or persons who are both the parents of the same child regardless of whether the persons have been married or have lived together at any time.

INVENTORY: The process of registering in the City records the custody of property.

INVESTIGATOR: Non-uniformed officer primarily assigned investigative duties.

JUVENILE: any person, not emancipated, who is 10 years of age or older and under 18 years of age.

LAWFUL ORDER: Any written or oral directive issued by a ranking officer to any subordinate or group of subordinates in the course of police duty which is not in violation of any law, ordinance, or any departmental rules or regulations.

MISSION: The department mission statement is a concise, brief statement of the reason the department exists. It is from our mission statement that all plans, goals and critical issues flow.

NOTICE: A memorandum posted containing necessary information; generally in effect for not more than 30 days unless otherwise noted.

OFF DUTY: The status of a member during the time the member is free from the performance of specified duties.

OFFICER: All sworn employees of the Department, whether they are full time, part time or reserve status, who have taken an oath of office. May also be called commissioned personnel.

ON DUTY: The status of a member when he/she is engaged in the performance of his/her specified duties.

POLICY: Consists of principles and values, which guide the performance of the Department in a particular situation, taking into consideration police ethics and experience and the desires of the community and the mandate of the law. Policy does not provide fixed rules and procedures. However, it does provide the framework within which more detailed procedures can be drafted.

PROBLEM: A problem is a basic unit of police work rather than a crime, a case, a call, or an incident. A problem is a group or pattern of crimes, cases, calls or incidents of a like or similar nature.

PROBLEM SOLVING: Problem solving is a process for analyzing a problem from several perspectives in order to seek the most thoughtful approaches possible, which should also be the methods most likely to succeed.

PROCEDURE: A method of performing an operation or a manner of proceeding on a course of action. It differs from policy in that it directs action in a particular situation to perform a specific task within the guidelines of policy.

PROMOTION: A change in the employment status of a member to a position of greater responsibility and classification.

RANK: The title of classification held by an employee.

RULES AND REGULATIONS: A specific prohibition or requirement that is stated to cover conduct in which no deviations or exceptions are permitted.

SERGEANT: Officer who is normally a uniformed supervisor.

SHIFT: Designates time units for assignment of personnel.

SUPERVISOR: Shall be used to describe an employee assigned supervisory responsibilities.

VALUES: Values are those over arching principles that all department members believe in and adhere to. Values are what guide the department in the accomplishment of its mission.

Approved by:



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Chief of Police