

GLOSSARY

ACCIDENT LEAVE: Leave with two-thirds of employees' regular pay that is granted as the result of injuries: (1) that are determined to be compensable according to the Maryland Workers' Compensation Act; (2) that are determined by the institution to have arisen from and / or occurred in the actual performance of official job duties; and (3) when certified medical providers examine employees and certify that employees are disabled because of injuries.

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

AGENCY: The Towson University Police Department.

ALCOHOL IN BLOOD: If at the time of testing there was in a person's blood 0.02% or more by weight of alcohol, as determined by an analysis of the person's blood or breath.

ALL HAZARD PLAN: See Emergency Operation Plan.

ANALYSIS: Systematic, structured processes for dissecting events into their basic parts to identify any patterns or trends. Analyses should reveal patterns or trends that could be predictive or could indicate program effectiveness, training needs, equipment upgrade needs and/or directive modification needs.

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:

- A. Sampling and review of financial records and practices that conform to legislation or to generally accepted accounting procedures; or
- B. A documented accounting of high-risk items and other evidence and non-agency property to establish that all property is accounted for and records can reasonably be assumed correct.

AUTHORIZED FIREARM: Any firearm possessed, used or worn by officers that they are currently qualified to use, and which is authorized by the agency to use while performing acts as police officers.

BUSINESS DAY: Monday through Friday, 0800 – 1630 hours, except holidays.

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

CERTIFIED MEDICAL PROVIDER: Physician, physical therapist, clinical psychologist, dentist, optometrist, oral surgeon, chiropractor, podiatrist, nurse practitioner, nurse midwife, physician's assistant, or an accredited Christian Science practitioner.

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

CHIEF: The Chief of Police for the Towson University Police Department. The Chief is the CEO of the agency.

CITIZEN: Any person not employed by the Towson University Police Department.

CIVIL PROCESS: Those writs, summonses, mandates, or other processes issuing from a court of law or equity pertaining to a cause of action of a civil nature.

COLD CASE: A cold case is generally any felony or crime of violence that has not been solved after at least one year, has not passed its statute of limitation, and has been suspended from further regular investigation.

COLLISION: (Motor Vehicle Collision) Any event that results in unintended injury or property damage attributable directly or indirectly to the motion of a motor vehicle or its load.

COMMANDER: Any police officer ranked lieutenant or above.

COMPLAINT: An allegation that an agency employee has violated an applicable directive. Applicable directives include, but are not limited to agency or university rules, regulations, policies, or procedures, or county, state, or federal laws.

CONSTANT SUPERVISION: The direct, personal supervision and control of a detainee by an attending police officer who can immediately intervene on behalf of the agency or the detainee.

CRIMINAL INTELLIGENCE: The end product of a process that converts individual items of information either into evidence or, more often, into insights, conclusions, or assignments, 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 information which, after collation, evaluation, and analysis, is disseminated to appropriate units of the agency.

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

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.

DEADLY FORCE: That force which is likely to cause death or serious physical injury.

DETAINEE: A person in the custody of agency personnel and whose freedom of movement is at the will of the agency.

DIRECTIVE: Any document that is intended to affect or guide the action of agency personnel. Written directives include agency policies, procedures, rules and regulations, special orders, personnel orders, training orders, memorandums, instructional material, and Towson University, and University System of Maryland issued policies.

DISABILITY: With respect to individuals, physical or mental impairments that substantially limit one or more of the major life activities of individuals; a record of such impairment; or being regarded as having such impairment.

DNA (Deoxyribonucleic acid): DNA is the genetic material present in the nucleus of cells which is inherited half from each biological parent. DNA is a chemical substance contained in cells, which determines each person's individual characteristics. An individual's DNA is unique except in case of identical twins.

EMERGENCY: As utilized in limited extra jurisdictional authority for police officers, an emergency is a sudden or unexpected happening or an unforeseen combination of circumstances that calls for immediate action to protect the health, safety, welfare or property of an individual from actual or threatened harm or from an unlawful act.

EMERGENCY OPERATIONS PLAN (EOP): Commonly referred to as an “All Hazards Plan,” an EOP is a written plan containing general objectives reflecting the overall strategy for responding to and managing critical incidents. The plan defines the scope of preparedness and incident management activity required of the agency, and is flexible enough for use in all emergencies.

EMPLOYEE: Any person working for the agency in a permanent or temporary paid position.

EVALUATIONS: Careful appraisals and studies to determine the significance and/or worth or condition, and to draw conclusions pertaining to items, projects, undertakings, or performance.

EXCESSIVE FORCE: Intentional, malicious, unjustified use of force.

FALSE STATEMENT: Reporting or causing a report or statement of false information to be made with intent to deceive.

FIELD INTERVIEW: The stopping and questioning of a person by a police 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 preventative effect.

FORM: A form is a document with a standard format for the systematic and repetitive collection, maintenance, or transmission of information.

FRESH PURSUIT: This includes fresh pursuit as defined by common law. It is also the pursuit of a person who has committed a felony or who is reasonably suspected of having committed a felony. It also includes the pursuit of a person suspected of having committed a supposed felony, though no felony has actually been committed, if there is reasonable ground for believing that a felony has been committed. Fresh pursuit does not necessarily imply instant pursuit, but pursuit without unreasonable delay.

FRESH PURSUIT - POLICE AUTHORITY: Any member of a duly organized state, county or municipal peace unit of another state of the United States who enters this State in fresh pursuit, and continues within this State in such fresh pursuit, of a person in order to arrest him on the grounds that he is believed to have committed a felony in such other state, shall have the same authority to arrest and hold such person in custody, as has any member of any duly organized state, county or municipal peace unit of this State, to arrest and hold in custody a person on the ground that he is believed to have committed a felony in this State.

FUNCTION: A general term for the required or expected activity of a person or an organizational component, such as patrol function, communications function, the planning function, the crime analysis function.

GARRITY WARNING: A warning given to an employee by an employer during an employment investigation that requires the employee to either provide information or be disciplined or discharged for refusing to provide information. If such a warning is given, the employee may object to the use of such information in a subsequent criminal proceeding on the basis that a self-incriminating statement was made under duress.

GREAT BODILY HARM: See **SERIOUS PHYSICAL INJURY**.

GRIEVANCE: Any cause of complaint arising between employee and employer on a matter concerning discipline, alleged discrimination, promotion, assignment, or interpretation or application of university rules or agency procedures over which the university management has control. Complaints pertaining to the general level of wages, wage patterns, fringe benefits, or to other broad areas of financial management and staffing are not grievable issues.

IDENTITY THEFT: Identity theft is when someone else uses another’s name, Social Security number, bank account number, credit card number or other personal identifying information to commit fraud.

IMPAIRMENT BY ALCOHOL: If at the time of testing there was in a person's blood 0.07 percent or more by weight of alcohol, as determined by the analysis of the person's blood or breath.

INCIDENT COMMAND SYSTEM (ICS): 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.

INSPECTIONS: Careful and critical examinations; formal reviews of all components of a particular requirement and examinations of their applications.

INTOXICATION BY ALCOHOL: If at the time of testing there was in a person's blood 0.10 percent or more by weight of alcohol, as determined by an analysis of the person's blood or breath.

INVENTORY: A detailed, itemized list, report, or record of items in one's possession or the process of making such a list, report, or record. A detailed itemized list of agency owned or controlled property in possession of the agency, which includes a definition or value of what is to be itemized, and a written certification by the person conducting the listing.

INVESTIGATOR: As used in disciplinary procedures, an investigator is any employee who conducts an internal investigation and makes recommendations under authority of the Chief.

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

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 agency officers.

LIMITED DUTY: See **MODIFIED DUTY**.

LINE INSPECTION: Inspections 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, but is often conducted by supervisory personnel who may also be responsible for ensuring that any substandard conditions revealed in the inspection are corrected.

MANUAL DIRECTIVES: A written directive contained in an agency manual that is permanent and can only be canceled by the Chief. Manual directives deal with policies, rules, and procedures that affect more than one organizational component of the agency.

MINIMUM AMOUNT OF FORCE: That amount of force that will permit officers to subdue or arrest a subject, while still maintaining a high degree of safety for themselves and others.

MISREPRESENT FACTS: Submission of reports or statements containing improper or inaccurate information made without intent to deceive.

MODIFIED DUTY STATUS: A temporary assignment of job tasks which is compatible with an employee's medical restrictions and supports the prompt return to full duty.

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.

NON-CONTACT ASSIGNMENT: Any assignment where an officer has minimal face-to-face interaction with the public. Such duties include those where the probability of taking enforcement action is remote.

NON-DEADLY FORCE: That degree of force which, in the circumstances used is neither likely nor intended to cause great bodily harm.

OFFICER: Any police officer employed by the University Police, Towson University; an officer is an employee, but not all employees are officers.

OFFICER IN CHARGE: Any officer designated by rank or assignment as being responsible for the conduct of activities of a unit or detail. Each OIC is directly commanded by only one superior.

ORGANIZATIONAL COMPONENT: A subdivision of the agency, such as a bureau, section, unit, or position that is established and staffed on a full-time basis to conduct a specific function or multiple functions. (See also UNIT)

PATROL SUPERVISOR: The highest ranking, on-duty officer assigned to a patrol shift.

POLICY: A written directive that is a broad statement of agency principles.

PRISONER: See **DETAINEE**.

PRIORITY RESPONSE: A police call that requires an immediate and expedited response by officers to protect life or property, to make apprehensions, or to ensure that a crime scene is adequately protected so as not to reduce the possibility of a successful investigation. Officers are allowed to use lights and siren under statutory authority of the Transportation Articles.

PROCEDURE: A written directive that is a guideline for carrying out agency activities. Procedures sometimes allow some latitude and discretion in carrying out activities.

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

QUALIFIED INDIVIDUAL WITH A DISABILITY: Individuals who, with or without reasonable modifications to rules; policies or practices; removal of architectural, communication or transportation barriers; or, the provision or auxiliary aids and services, meet the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by a public entity.

REASONABLE ACCOMMODATION: Includes the modification of existing facilities to facilities that are readily accessible to and usable by individuals with disabilities; job restructuring, part-time, or modified work schedules; reassignment of an employee with a disability to a vacant position; acquisition or modification of equipment; and appropriate alteration of examinations, training materials, or directives.

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

REASONABLE SUSPICION: Suspicion that is more than a mere hunch, but is based on a set of circumstances that would warrant a person of reasonable caution in believing that an infraction of the law has been committed, is about to be committed, or is in the process of being committed, by the person or persons under suspicion. This can be based on the observation of police officers combined with their training and experience, and/or reliable information received from credible outside sources.

REPORTS: Statements describing in detail events, situations, or the like, usually as the result of observations, inquiries, etc.

RESPONDENT:

1. Any employee who is the subject on an internal investigation.
2. Any Towson University student who has been referred to the Office of Student Conduct and Civility Education for violations of the Code of Student Conduct.

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

REVIEWS: Examinations or studies that are less formal than analyses that do not require developing patterns, trends, etc., but may result in the development of recommendations or action plans.

ROADBLOCK: A restriction, obstruction or device used or intended for the purpose of preventing free passage of motor vehicles on a roadway in order to effect the apprehension of a suspect.

ROAD SIDE SAFETY CHECK: 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.

ROUTINE RESPONSE: A call for service which requires the presence of a police officer, but which does not require immediate officer presence. Lights and siren will not be used.

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

SECONDARY EMPLOYMENT: Any outside, off-duty employment that is not conditioned on the actual or potential use of law enforcement powers by the off-duty employee.

SENIORITY: Seniority is determined first by rank, and second by time in rank or grade whether on a regular or temporary basis.

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.

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.

SPAN OF CONTROL: The number of subordinates under the immediate control of a supervisor. The exact span of control may be adjusted by a commander for operational purposes.

SPECIALIZED ASSIGNMENT: An assignment often characterized by increased levels of responsibility and specialized training, but within a given position classification.

SPECIALIZED TRAINING: Training to enhance skills, knowledge, and abilities taught in either recruit or other in-service programs. It 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.

SPOT INSPECTION: A limited or narrowly focused inspection conducted without advanced notification for the purpose of validating submitted inspection reports or closely examining performance standards.

STAFF INSPECTION: Inspections conducted by persons who do not have control of the persons, facilities, or procedures being inspected.

STANDARD OPERATING PROCEDURE: A written directive that is narrowly focused and only affects a specified organizational component. Standard operating procedures may be self-canceling or may be canceled at the direction of the Chief.

SUPERIOR OFFICER: Employees assigned to positions requiring the exercise of immediate supervision over the activities of other employees.

SUPERVISOR: Officers holding the rank of corporal, sergeant, or serving in an OIC capacity.

TARGETED VIOLENCE: Situations in which identifiable or potentially identifiable perpetrators pose, or may pose, threats of property damage or violence to particular individuals or groups.

TEMPORARY DETENTION: An area under control of the agency used for the purpose of processing, testing, or temporary detention. The length of time a detainee is held in temporary detention is measured in hours, not days and does not involve overnight housing or the provision of meals except in extenuating circumstances.

THREAT ASSESSMENT: The set of investigative and operational techniques that can be used by police personnel to identify, assess, and manage the risks of targeted violence and its potential perpetrators.

TRANSPORTING OFFICER: A police officer who is responsible for transporting a detainee from one point to another. This may be the arresting officer or another officer who is assigned the responsibility for transport.

UNIT: A discrete organizational component of an organization. Functional responsibilities for several activities may be assigned to a single position or organizational component as needed. (See also **ORGANIZATIONAL COMPONENT**)

UNIT SUPERVISOR: Any administrative or supervisory ranked officer in charge of a discrete organizational component, or unit, of the agency. Each unit is directly commanded by only one superior.

UNIFIED COMMAND: This process allows agencies with different legal, geographic, and functional authorities and responsibilities to work together effectively without affecting individual agency authority, responsibility, or accountability.

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

UNNECESSARY FORCE: Force inappropriate to effect arrests or control situations; use of force when none necessary.

UTILITY VEHICLES: Special purpose vehicles used because of considerations of weather, terrain, or the need for inconspicuous appearance, quietness, storage requirements, special operational needs, etc.

“WHREN” STOP: The temporary detention of motorists upon probable cause to believe drivers have violated traffic laws does not violate the Fourth Amendment’s prohibition against unreasonable seizures, even if reasonable officers would not have stopped the motorists absent some additional law enforcement objective.

ABBREVIATIONS: {Revised: 12-11/14}
Listed abbreviations are used throughout the Manual. They should be used as needed in agency directives.

<u>ACRS</u>	<u>AUTOMATED CRASH REPORTING SYSTEM</u>
ADA	Americans with Disabilities Act
AWOL	Absent Without Leave
BAC	Blood Alcohol Content
BCPD	Baltimore County Police Department
BPD	Baltimore (City) Police Department
CAD	Computer Aided Dispatch
CALEA	Commission on Accreditation for Law Enforcement Agencies
CDS	Controlled Dangerous Substances
CEO	Chief Executive Officer
CHRI	Criminal History Record Information
CIU	Criminal Investigation Unit
CJ	Courts and Judicial Proceedings Article, Annotated Code of Maryland
CJIS	Criminal Justice Information System
CL	Commercial Law Article, Annotated Code of Maryland
COMAR	Code of Maryland Regulations
CP	Criminal Procedures Article, Annotated Code of Maryland
CS	Correctional Services Article, Annotated Code of Maryland
DJS	Department of Juvenile Services
DRE	Drug Recognition Expert

ED	Education Article, Annotated Code of Maryland	MVA	Motor Vehicle Administration, Maryland State
EN	Environmental Article, Annotated Code of Maryland	NCIC	National Crime Information Center
EPRD	Employee Performance Review and Development	NSA	National Security Agency
ET	Estates & Trust Article, Annotated Code of Maryland	OAG	Office of the Attorney General
ERO	Equipment Repair Order (Maryland Safety Equipment Repair Order)	OHR	Office of Human Resources
ET	Estates and Trust Article, Annotated Code of Maryland	OIC	Officer-In-Charge
FBI	Federal Bureau of Investigation	OSA	Office of the State's Attorney for Baltimore County
FIR	Field Interview Report	OSBC	Office of the Sheriff for Baltimore County
FL	Family Law Article, Annotated Code of Maryland	PBT	Preliminary Breath Test
FLSA	Fair Labor Standards Act (Federal Law)	PCO	Police Communications Operator
FM	Facilities Management	PCS	Police Communications Supervisor
FOP	Fraternal Order of Police, Lodge #82, Inc.	PIO	Public Information Officer (This abbreviation refers not only to the public information function of the agency, but also those appointed by the Chief to fulfill the function.)
FTA	Failure to Appear	PPE	Personal Protective Equipment
FTO	Field Training Officer	PVN	Parking Violation Notice
HAZMAT	Hazardous Material	RMS	Records Management System
HG	Health-General Article, Annotated Code of Maryland	ROI	Report of Investigation
IA	Internal Affairs	SG	State Government Article, Annotated Code of Maryland
ICS	Incident Command System	SERO	Safety Equipment Repair Order (Also ERO)
K-9	Canine	SOP	Standard Operating Procedure
LEOBR	Law Enforcement Officer's Bill of Rights	SPP	State Personnel and Pensions Article, Annotated Code of Maryland
LEOSA	Law Enforcement Officer Safety Act (Federal Law)	TDY	Temporary Duty Assignment
METERS	Maryland Electronic Telecommunications Enforcement Resource System	TR	Transportation Article, Annotated Code of Maryland
MO	Modus Operandi	TU	Towson University
MPTC	Maryland Police Training Commission	UCR	Uniform Crime Report (FBI)
MSP	Maryland State Police	UPO	University Police Officer
		USM	University System of Maryland
		VIN	Vehicle Identification Number