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 RANKED OFFICER: Officers holding the rank of lieutenant or higher.

AGENCY: The University of Maryland, College Park Department of Public Safety.

AGGRESSIVE FORCE: Force unreasonable in scope, duration, or severity under circumstances; continued use of force when resistance has ceased.

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

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.

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.

BRIDGING DOCUMENTS: Bridging documents ensure that all agency policies remain in effect during leadership changes. This document shall indicate all policies and procedures of the organization will remain in effect until otherwise revised.

BUREAU COMMANDER: An officer having the rank major or higher who is directly responsible to the chief and commands one of the bureaus of the agency.

BUSINESS DAY: Monday through Friday, 0800 - 1630 hours, excepting holidays.

CASH FUNDS: Cash funds include currency, debit cards, gift cards, checks, money orders and any other negotiable form.

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/Director of Public Safety at the University of Maryland, College Park. The chief is the CEO of the agency.

CHOKEHOLD: Any use of force application intended to gain control of a subject by restricting blood flow to the brain for the purpose of incapacitation. (also called Vascular Neck Restriction)

CITIZEN: Any person not employed by the University of Maryland Police.

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 any criminal investigation by a law enforcement agency that has not been solved for (generally) at least one year and, as a result, has been closed from further regular investigations. A cold case may be closed for various reasons such as: previously available technology was not able to adequately analyze the evidence in order to form a conclusion; witnesses were hostile and uncooperative; various time constraints hindered the investigation; the originally assigned detectives had a heavy workload; a lack of worthwhile leads stalled the case.

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.

COMMAND INFORMATION SUMMARY: An e-mail synopsis of an incident involving agency personnel or service area. The CIS should contain sufficient information so that anyone reading the summary can answer most basic questions about the incident.

COMPLAINT: Any allegation which indicates a violation of any rules, regulations, policies or procedures of the University of Maryland Police at College Park or any allegation which indicates a violation of any federal, state or local law.

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 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.

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.
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.

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

**EXCESSIVE FORCE**: Intentional, malicious, unjustified use of force resulting in injuries or potential for injuries.

**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.

**FIELD SUPERVISOR**: Subordinate to a shift commander, but none-the-less, a supervisor of patrol officers assigned to a patrol shift.

**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, e.g., 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, work patterns, fringe benefits, or to other broad areas of financial management and staffing are not grievable issues.

**HOLDING FACILITY**: The agency's temporary confinement facility utilized to detain prisoners pending arrest processing or release to other agencies. Excluded from the holding facility are rooms, areas, or space provided for processing, questioning or testing when prisoners are under continuous supervision and control of agency personnel within the room, area, or space and for a period of time not to exceed two hours.

**IDENTITY THEFT**: Identity theft is when someone else uses your 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 0.05 percent or more by weight of alcohol, as determined by the analysis of the person's blood or breath.

**INSTRUCTIONAL MATERIAL**: Written directives that are issued by an organizational component to announce new information, explain existing procedures, and disseminate information on an informal basis. Instructional material may be issued as a training bulletin.

**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.

**MEMORANDUM**: A written directive that passes on information or that changes policy or procedure. Informational memoranda relate messages and informal material of agency-wide interest or relevance. Memoranda also provide timely dissemination of policy and proce-
dural changes.

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.

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.

NON-WATCH: Sworn personnel assigned to Administrative positions and/or Patrol officers who are:
1. Temporarily assigned to administrative positions;
2. Those who are attending training; or
3. Other assignment as defined by their respective Bureau Commander.

NON-SWORN: A person having no arrest authority as defined in "sworn officer" and "full-custody arrest." Non-sworn personnel may be employed or affiliated with a law enforcement agency in a variety of supporting roles and may be uniformed, but lack the authority to make a full-custody arrest.

OFFICER: Any University of Maryland Police Officer or an officer from an outside agency. In this Manual, references to officers will, where applicable, may also apply to civilian employees performing similar duties.

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, division, 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)

PERSONNEL: Any agency employee.

PERSONNEL ORDER: Written directives that are issued by the Office of the Chief concerning appointment of new personnel, assignment or transfer of employees from one organizational component to another, promotion or demotion of members, suspension, dismissal, or restoration to duty, termination by resignation or retirement.

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

PRIOR PRIORITY RESPONSE: A police call that requires an immediate and expedited response by officers to protect life or property, to effect 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 sirens 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 pre-booking activities involving prisoners in custody, after which prisoners 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. Processing areas provide continuous supervision and control of prisoners by agency personnel within the area for a period of time not exceeding two hours.

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.

RESPONDENT: 1. Any employee who is the subject on an internal investigation.
2. Any University of Maryland student who has been referred to the Office of Student Conduct 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, straight jackets, or tie-down stretchers.

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 sirens will not be used.

SECONDARY EMPLOYMENT: Secondary employment is the rendering of any service or the sale of anything for pay or remuneration from any source other than the agency or participation in any activity for which such payment or remuneration is received. This includes entrance and/or reenlistment into military reserve components as well as any form of self-employment, but generally, does not include engaging in investments in real estate, securities, or sales on isolated occasions of the employee's home, vehicle, or other personal property.

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 or creating an intimidating, hostile, or offensive working environment; (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 COMMANDER: The highest ranking officer assigned to a patrol shift; also known as patrol squad commander.

SPAN OF CONTROL: The number of subordinates under the immediate control of a supervisor. An OIC of a unit, holding the rank of sergeant or below is limited to the full-time supervision of a maximum of seven employees. The exact span of control may be adjusted by a bureau 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.

SPECIAL ORDER: A written directive that is temporary. Special orders may announce policies or procedures directed to a specific circumstance or event or directed to specific segments of the agency. Special orders may be self-canceling or canceled at the direction of the chief.

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

STAFF INSPECTION: Inspections conducted by personnel who do not have control of the persons, facilities, or procedures being inspected. Staff inspectors are members of the Inspectional Services Unit and are responsible for conducting inspections throughout the agency. The results of staff inspections are usually reported to the chief.

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.

STRIP SEARCH: The removal or rearrangement of clothing to permit visual inspection of a person’s: undergarments, buttocks, anus, genital, and/or breasts.

The following does not constitute a strip search:

1. Removal or rearranging clothing reasonably required to render medical treatment or assistance;
2. Removal of articles of outer clothing such as coats, ties, belts, or shoelaces; and/or
3. Other exigent circumstances (i.e. checking a suspected suicide bomber).

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

SUPERVISOR: Employees assigned by superiors to positions authorizing the exercise of immediate supervision over other employees. Supervisors are accountable for the performance of employees under their immediate control. Supervisors are:

1. Employees in an acting or TDY capacity;
2. Specific employees granted a supervisory role for purposes not otherwise contrary to written directives; or
3. Specified employees exercising direct supervision over a component during the absence of the unit commander.

SUPERVISORY RANKED OFFICER: Officers holding the rank of corporal or sergeant.

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 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.

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.

TRAINING ORDER: A written directive issued by the SSBC or designate that assigns employees to training courses.

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

UNDER THE INFLUENCE OF ALCOHOL: If at the time of testing there was in a person's blood 0.08 percent or more by weight of alcohol, as determined by an analysis of the person’s blood or breath.

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

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 ap-
peformance, quietness, storage requirements, special operational needs, etc.

**VASCULAR NECK RESTRICTION**: Any use of force application intended to gain control of a subject by restricting blood flow to the brain for the purpose of incapacitation.

**WRITTEN 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 University of Maryland issued policies.

**ACRONYMS**: Listed acronyms are used throughout the Manual. They should be used as needed in agency directives.

ACRS  Automated Crash Reporting System
ADA  Americans With Disabilities Act
AED  Automated External Defibrillator
AFSCME  American Federation of State, County, and Municipal Employees
ALI  Automated Locator Index
ANI  Automated Number Index
AWOL  Absent Without Leave
BAC  Blood Alcohol Content
CAD  Computer Aided Dispatch
CALEA  Commission on Accreditation for Law Enforcement Agencies
CCN  Central Complaint Number
CDS  Controlled Dangerous Substances
CEO  Chief Executive Officer
CHRI  Criminal History Record Information
CIU  Criminal Investigation Unit
CIS  Command Information Summary
CJ  Courts and Judicial Proceedings Article of the Annotated Code of Maryland
CL  Commercial Law Article of the Annotated Code of Maryland
CO  Commanding Officer
COMAR  Code of Maryland Regulations
COG  Metropolitan Washington Council of Governments
CP  Criminal Procedures Article of the Annotated Code of Maryland
CRR  Criminal Records Central Repository
CS  Correctional Services Article of the Annotated Code of Maryland
CSD  Customer Service Desk (formerly “Duty Officer”)
CVSA  Computer Voice Stress Analyzer
DCA  Department of Campus Parking
DJJ  Department of Juvenile Justice
DOC  Department of Corrections, PG County
DPS  Department of Public Safety
DNA  Deoxyribonucleic Acid
DRC  Discipline Review Committee
DRE  Drug Recognition Expert
DSS  Department of Social Services
DUI  Driving Under the Influence
DVI  Driving While Impaired
ED  Education Article of the Annotated Code of Maryland
EMS  Emergency Medical Services
EN  Environmental Article of the Annotated Code of Maryland
EOM  Emergency Operations Manual
ET  Estates & Trust Article of the Annotated Code of Maryland
ERO  Equipment Repair Order (Maryland Safety Equipment Repair Order)
ET  Estates and Trust Article of the Annotated Code of Maryland
FBI  Federal Bureau of Investigation
FIR  Field Interview Report
FL  Family Law Article of the Annotated Code of Maryland
FLSA  Fair Labor Standards Act (Federal Law)
FM  Facilities Management (Former Physical Plant)
FOP  Fraternal Order of Police, University of Maryland, Lodge #23, Inc.
FSAP  Faculty Staff Assistance Program
FTA  Failure to Appear
FTO  Field Training Officer
HAZMAT  Hazardous Material
HG  Health-General Article of the Annotated Code of Maryland
IA  Internal Affairs
ICS  Incident Command System
IS  Inspectional Services
JIS  Judicial Information System
K-9  Canine Unit
LEOBR  Law Enforcement Officer's Bill of Rights
MILES  Maryland Inter-Agency Law Enforcement System
MO  Modus Operandi
MPO  Master Police Officer
MPTC  Maryland Police Training Commission
MSP  Maryland State Police
MTF  Motor Transportation Facility (UM Motor Pool)
MVA  Motor Vehicle Administration, Maryland State
NCIC  National Crime Information Center
NOVARIS  Northern Va. Regional Identification System
SOP  Standard Operating Procedure
SSBC  Support Services Bureau Commander
VA  Virginia Article of the Annotated Code of Virginia
WIC  Women's Issues Committee
WHA  Women's Health Article of the Annotated Code of Maryland
WIP  Women's Issues Program
WIP  Women's Issues Program
WTR  Women's Trauma Registry
WTR  Women's Trauma Registry
TDD  Temporary Duty Assignment
TEMP  Temporary Duty Assignment
TR  Transportation Article of the Annotated Code of Maryland
TRU  Telephone Reporting Unit
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<tr>
<th>Abbreviation</th>
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<tr>
<td>UCR</td>
<td>Uniform Crime Report (FBI)</td>
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<td>UPO</td>
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<td>University System of Maryland</td>
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