

100 DEFINITION OF TERMS

All members shall be governed by the following definitions of terms employed in the Policy of the Department.

1. Grammatical Construction

- A. The words “shall” and “will” as used herein shall indicate that the action is mandatory.
- B. “May” is permissive. “Should” is advisory. Where used it is intended that, while the procedure is not mandatory, it should be followed in the interest of the Department.
- C. Words used in the present tense include the future.
- D. The singular includes the plural and the plural included the singular.
- E. The term ”immediately”: is to be construed to mean “as soon as possible and practicable”.
- F. Use of the masculine gender herein shall also include, where applicable, the female gender.

2. Units

- A. Department - The Police Department of the City of Breckenridge.
- B. Office - The Police Department Administrative Building and dispatching facilities.
- C. Shift - A shift is ordinarily one of three units eight (8) hours in length.
- D. Post - A fixed point or location to which and officer is assigned on duty.
- E. Beat - An area assigned for patrol purposes.
- F. LEC - Law Enforcement Center, Sheriff’s Office, Police Station.

2. Command

- A. Order - An instruction of directive, either written or oral, issued by a superior officer to a subordinate or group of subordinates in the course of police duty.

- B. General Order - A permanent, written order, issued by the Chief of Police, which prescribes administrative instructions establishing policies, procedures, rules and regulations which have Department wide application.
- C. Special Order - A written notice, issued by the Chief of Police relaying information of a temporary nature not related to the permanent establishment of departmental policy, procedure, rule, or regulation.
- D. Departmental Policy - A written series of administrative policies, operational procedures, rules, and regulations authorized by general orders.
- E. Chain of Command - The unbroken line of authority extending from the Chief of Police through to the level of execution.

3. Personnel

- A. Classified Position - All positions and their classifications which are under Civil Service.
- ~~B. Civil Service Commission - The Civil Service Commission of the City of Breckenridge.~~
- C. Chief of Police - The Chief administrator of the Police Department of the City of Breckenridge.
- D. Officer - A generic term to include members of the Department who have taken the oath of office and are authorized to execute police powers, or are charged with law enforcement responsibilities. The term is applied without regard to sex, rank, division, or duty.
- E. Civilian Employee - A generic term to include members of the Department who do not have police powers and who have not taken the oath of an officer.
- F. Employee - When used alone shall mean both officer and civilian employees of the Department.
- G. Superior Officer - Any officer having supervisory responsibilities, either temporarily or permanently, over officers of lower rank.
- H. Dispatcher - An employee assigned the duty in the dispatch office, who is responsible for operation of the radio transmitter, for receiving calls by telephone, and for making assignment of officers.

- I. Rank - Each class of members of the Department is a rank, excepting members classified as civilian employees.
- J. Acting - Serving temporarily in a position to which the member is not ordinarily assigned, usually in a position of higher rank. May be with or without compensation for that position or classification.
- K. Member - Same as employee.

4. Personnel Administration

- A. Code of Ethics - A policy guide establishing principles and standards for the proper conduct of each member of the Department.
- B. Oath of Office - The oath sworn to by each officer at the time of his commissioning into the service of the Department.
- C. Personal History File - The current record of each member's history during this tenure of services with the Department.
- D. Appointment - The designation of a person by the Chief of Police to any position within the Department.
- E. Probationary Period - The one-year interval starting from the date of initial appointment served by new appointees.
- F. Agreement - The contract between the employees and the City of Breckenridge setting forth wages, benefits, and other compensation during employment.
- G. Suspension - Action taken in denying a member consequence of dereliction of duty, or breach of discipline, or misconduct, or violation of regulations. Suspension is either the first step in the disciplinary process or the penalty assessed.
- H. Dismissal - The act of dispensing with or terminating the service of a member.
- I. Resignation - The act taken by a member in voluntarily terminating his service with the Department. A resignation must be accepted by the Chief of Police to be effective.
- J. Appeal - The right of a member under the law to apply for review from any order of dismissal or suspension by the Chief of Police.

- K. 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.
- L. Neglect of Duty - Failure to give proper attention to the performance of duty.
- M. Incompetence - Incapable of the satisfactory performance of police duties.
- N. On Duty - A member is on duty during the period when he is actively engaged in the performance of his duties.
- O. Tour of Duty - The shift of hours during which a member is on duty.
- P. Off Duty - The state of a member during his day off, or an authorized leave when he is free of the responsibility of performing his usual routing duties. Technically, a police officer is on duty at all times subject to call.
- Q. Special Duty - Police service the nature of which requires that the member be excused from the performance of his regular duties.
- R. Special Off Duty Assignment (extra jobs) - Police services rendered by off duty officers not connected with the performance of regular duties, and for which they may receive a prescribed fee.
- S. Days Off - Indicated on scheduling as days free from duty without loss of pay.
- T. Schedule - Employees written notice of days and hours of day that he is to be on duty or off duty.

5. Miscellaneous Terminology

- A. Procedure - The official method of dealing with any given situation prescribed by General Order.
- B. Report - A written communication, unless otherwise specified, relating to police matters. Verbal reports should be confirmed by written communications before officers rendering them report off duty.
- C. Uniformed Officer - Denoting an officer who wears a recognizable police officer's uniform.
- D. Plain-clothes Officer - Generally refers to officers of Detective grade, but may

refer to any officer whose duties require him to wear civilian dress during his tour of duty.

- E. Patrol Car - A car used by an officer in the performance of his duties, generally, a recognizable police vehicle. A “marked car”.
- F. Unmarked Car - A patrol car used by the uniformed or detective personnel with no recognizable police decals, lights, or siren exposed.
- G. Absent Without Leave-AWOL - Failure to report for duty without proper and sufficient reason, and without securing proper approval in advance.
- H. Impound - A designated area where automobiles are stored and other vehicles impounded for being in a tow-away zone.
- I. County (Wilkin County) - The physical area which encompasses the incorporated cities. For police purposes the area outside the incorporated limits, but within the county boundary is regulated by the Sheriff’s Department.
- J. City Limits - That physical area inside the corporate City limits. For police purposes, this area is regulated by the Police Department of the City of Breckenridge.
- K. Police Identification - Written identification upon which is the officer’s name and identifying picture. This identification, when valid, is signed by the Chief of Police.
- L. Disaster Plan - The plan of organization and disposition of personnel of the Department in coping with a major disaster or catastrophe.
- M. Director of Civil Defense - The executive head of the Civil Defense Department.
- N. Injury on Duty - Means those injuries received “in the course of his employment” or injuries sustained while the officer is performing some emergency action while off duty.
- O. Relieved of Duty - Not required or permitted to perform police duty assignments, yet retaining pay status. Usually invoked when the officer is under investigation.