



Las Cruces Police Department

GENERAL ORDERS

DEFINITIONS

(Critical)

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DEFINITIONS	
14 CFR Part 107	The small UAS rule to allow for routine civil operation, to include public safety, of sUAS in the National Airspace System (NAS) and provides safety rules for those operations. The rule defines sUAS as unmanned aircraft weighing less than 55 pounds. (Ref. GO250)
Acting	Serving temporarily in a higher rank or position with all the authority, responsibilities and duties of the higher rank or position. (Ref. GO208)
Actively Engaged or Active Pursuit	This includes the primary and secondary unit in a pursuit as well as any other unit authorized by a supervisor to actively pursue the eluding vehicle within a reasonable distance and within sight. (Ref. GO208)
Active Shooter	Any armed person who uses or has used deadly force on other persons and continues to do so while having unrestricted access to additional victims. (Ref. GO248)
Administrative Leave	Leave, other than vacation, sick, comp time or emergency with or without pay.
Administrative Orders	A component part of the Departmental General Orders. This manual provides guidance in administrative matters.
Adjusted Work Schedule	Time off within a pay week mandated by a supervisor for a period of time equal to the amount time worked that would have been payable as overtime. (Ref. GO154)
Analysis	The systematic analysis of reliable and valid data collected on crimes, crashes, and other events to prevent and suppress future occurrences by trying to determine the frequency with which events occur, where they occur, and the extent to which they are associated with other events. (Ref. GO 115)
Arrest	To seize, keep or detain in custody by authority of law.
Arrest:	An arrest occurs when a person is taken into custody and is not free to leave, for the purpose of criminal prosecution or interrogation. (Ref. GO290)
Arrest	To take or hold a person suspected criminal with legal authority. (Ref. GO231)
Arrest Warrant	A written order issued by a judge, magistrate, or other proper authority that commands a law enforcement officer to place a person under arrest. (Ref. GO231)
ATL	attempt to locate. (Ref. GO157)
Audit	is a methodical, extensive and detailed examination or analysis. An audit is more general in nature than an inspection and may involve reviewing a previous inspection or conducting a new one. (Ref. GO116)
Audit Trail	A digital record and printout of the changes that have been made to a database or file. (Ref. GO151)
AWOL	Absent Without Leave (Synonymous with the military term U/A – Unauthorized Absence) (Ref. GO236)
Avenue of Escape	A gap in a roadblock, which requires the violator to decrease the vehicle's speed to permit the violator to bypass the roadblock. (Ref. GO208)



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Ballistic Vest	An article of protective clothing composed of individual layers of material designed to catch the bullet and spread its momentum over a larger portion of the body to minimize injury from being hit by a fired bullet. Some types of vests may be augmented with metal (steel or titanium), ceramic or polyethylene plates that provide extra protection to vital areas. (Ref GO110)
Beat	Geographical area within a district.
Bias-based Profiling	Means one or more of the following: To select a person for or subject a person to any routine or spontaneous investigatory activity, including an interview, detention, traffic stop, pedestrian stop, frisk or other type of bodily search or a search of personal or real property, or to determine the scope, substance or duration of the routine or spontaneous investigatory activity, based on the person's age, race, ethnicity, color, national origin, language, gender, gender identity, sexual orientation, political affiliation, religion, physical or mental disability or serious medical condition, economic status, residential status (homelessness), or similar personal characteristic. To provide a differing level of law enforcement services, including non-enforcement contacts by commissioned or support employees, based upon any combination of the above characteristics. (Ref. GO165)
Biological Weapons	Items or devices containing disease causing microorganisms or toxins derived from or produced by living organisms. (Ref. GO403)
Blocking Vehicle	Any vehicle placed perpendicular to a roadway or angled in such a way as to create a roadblock. (Ref. GO208)
Blood	Human blood, human blood components, and products made from human blood. (Ref. GO120)
Bloodborne Pathogens	Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV). (Ref. GO120)
Blood Related	Are those persons related by blood such as father, mother, son, daughter, brother, sister, grandfather, grandmother, half siblings or step relationships. (Ref. GO134)
BOLO	be on the lookout for. (Ref. GO157)
Booking	The process of entering an official charge against an arrested person on a police register, completing paperwork for the detention of an arrested person, and fingerprinting and photographing the arrested person. (Ref. GO233)
Booking Room	A secure room containing holding cells used for booking arrestees. (Ref. GO234)
Boxing In	Blocking a pursued vehicle with emergency police vehicles on three or four sides, in order to force the vehicle to slow to a stop. (Ref. GO208)
Business Hours	8:00 A.M. to 5:00 P.M. Monday through Friday, excluding holidays observed by the City of Las Cruces. (Ref GO128)
BWC	Body Worn Camera. The Taser Axon Cameras or other similar devices that are issued by the department. (Ref. GO151)



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Cadet	Full-time temporary personnel assigned to the Police Academy for the purpose of law enforcement training prior to commissioning as a sworn officer. Synonymous with Recruit.
Caravanning	More than two police vehicles in close proximity having visual contact with each other and pursuing the same vehicle over the same route. (Ref. GO208)
Career Development Program	Employee program to enhance their abilities and knowledge for future assignments/promotions. (Ref. GO130)
Casualty Collection Point (CCP)	An area within the warm zone that has cover, concealment, and law enforcement security. The CCP will function as the drop-off point between the warm zone and the cold zone and will be used as a temporary location to triage and treat victims until they can be moved to a triage/treatment area. (Ref. GO248)
Certificate of Evaluation	A document completed by a qualified mental health provider that certifies a person, as a result of mental disorder, presents a likelihood of harm to him/herself or others, and that immediate detention is necessary to prevent such harm. (Ref. GO245)
Chain of command	The up and down unbroken line of communication. The authority from the Chief of Police down to the lowest ranking positions.
Chemical Agents	Chemical agents designed and manufactured for law enforcement purposes, as approved and issued by the Las Cruces Police Department. (Ref. GO255)
Child	A child is an individual under the age of eighteen (18) years who is not emancipated. (Ref. GO200)
Child	A person under eighteen (18) years of age. The word “juvenile” is commonly used in place of child. (Ref. GO243)
Child	A person who is less than eighteen (18) years of age. (Ref. GO231)
Citizen Contact	Any activity involving communication between a citizen and a police officer. (Ref. GO231)
Chemical Weapons	Items or devices containing toxic chemicals designed to kill victims by attacking systems of the human body. Chemical agents include, Nerve Agents, Blood Agents, Choking Agents, and Blister Agents. (Ref. GO403)
Closely Related	Related by marriage as husband and wife, or adoptive siblings, or foster children and parents. (Ref. GO134)
Cold Zone-	An area where little or no threat exists, due to distance, cover, or because the threat has been removed or neutralized. (Ref. GO248)
Commanding officer	An officer with the rank of lieutenant or above who is assigned by the Chief of Police to a particular command.
Commissioned and/or Sworn Personnel	Departmental personnel who have taken the Oath of Office and have full police powers (Ref. GO126, GO128)
Common Workday	The one day each week when all commissioned officers are scheduled to work. (Ref. GO161)



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Compensatory time off (comp time)	hours granted, by agreement or understanding between the employer and employee, prior to the work in question being performed, to non-exempt employees covered by FLSA in lieu of overtime. Compensated on the basis of one and one-half (1- ½) hours compensatory time for each hour actually worked beyond forty (40) in a pay week, or for work hours designated as eligible for premium overtime pay. (Ref. GO154)
Concealment	Anything that hides you from suspect's observations. Does not protect you from bullets, fragment, or fire. (Ref. GO248)
Conducted Electrical Weapon (CEW)	A less-lethal device that uses electricity to override voluntary motor responses or apply pain in order to gain compliance or overcome resistance. (Ref. GO256)
Confidential Informant (CI)	An informant who wishes to keep his/her identity protected from others. (Ref. GO129)
Consensual Contact	An encounter between a police officer and a citizen that may be initiated by either party, but one where the citizen is free to leave at any time. (Ref. GO231)
Consular Officer	Is a citizen of a foreign country employed by a foreign government and authorized to provide assistance on behalf of that government to that government's citizens in a foreign country. Consular officers are generally assigned to the consular section of a foreign government's embassy in Washington D. C., or to consular offices maintained by the foreign government in locations in the United States outside of Washington D. C. (Ref. GO235, GO242)
Contingency funds	The account that provides employees with contingency money. (Ref. GO124)
Contingency money	Monies disbursed from the contingency fund that are to be used solely for the purchase of confidential information, services related to confidential informants, evidence, or other uses as prescribed in this policy. (Ref. GO124)
Continuing Personal Relationship	A dating or intimate relationship. (Ref. GO203)
Control	Maintaining and supervising a prisoner through the use of restraints, guarding, or escorting a prisoner. (Ref. GO233)
Court	Any criminal, civil or administrative hearing officer purporting to have jurisdiction over the criminal, civil, or administrative matter at hand. (Ref. GO142)
Cover	An area that provides some level of protection from bullets, fragments, and flame. Could be a large tree, a building, a concrete wall, or a fire engine. (Ref. GO248)
CPR	Cardiopulmonary resuscitation is an emergency procedure performed in an effort to manually preserve intact brain function until further measures are taken to restore spontaneous blood circulation and breathing in a person who is in cardiac arrest. CPR involves chest compressions to create artificial



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	circulation by manually pumping blood through the heart and thus the body. The rescuer may also provide Rescue Breathing, by either exhaling into the subject's mouth or nose or using a device that pushes air into the subject's lungs. (Ref. GO240)
Criminal Intelligence Investigations	The information on identifiable subjects compiled in an effort to anticipate, prevent, or monitor criminal activity. This includes a coordinated series of interrelated functions to collect, evaluate, collate, analyze, disseminate and re-evaluate criminal information. (Ref. GO147)
Criminal Investigations	The information on identifiable subjects compiled in an effort to collect evidence for the purpose of prosecution. Crime Stoppers tips, because they identify a specific person, persons or group, and because they identify a specific crime or allegation of a crime, are considered informational elements of a criminal investigation. (Ref. GO147)
Custodian	a parent, guardian, or other person who exercises legal physical control, care or custody of a child. (Ref. GO200)
Deadly Force	Any force likely to cause death or great bodily injury. (Ref. GO255)
Deaf/Speech Impaired Person	A deaf person is one who because of a hearing impairment, cannot readily understand an oral or written language or who cannot readily communicate in an oral or written language. A speech impaired person is one who because of a hearing impairment and/or a lack of ability to distinguish sounds or words regardless of cause or manifestation, is unable to produce words and cannot readily communicate in an oral or written language. (Ref GO207)
Delegate	A person acting for another. To assign responsibility or authority.
Delinquent Act	Any act committed by a child that would be designated as a crime under the law if committed by an adult, as further defined in 32A-2-3 Children's Code NMSA 1978. (Ref. GO243)
Demotion	An action which lowers the rank, grade and/or the rate of pay of personnel.
Department memoranda	Notices containing information, advisories, or announcements of general or specific interest.
Department-operated vehicles	any motor vehicle operated by an employee in the course of his/her official duties, regardless of ownership (e.g. rental vehicles, vehicles owned by another City department, vehicles loaned to the department for an investigation, etc.). (Ref. GO 118, 119)
Department personnel orders -	Orders issued whenever personnel are transferred from one activity to another or are promoted.
Department property	City owned property controlled by the Las Cruces Police Department.
Department special orders	Written directives issued at the Department level to govern particular situations.
Deployment	any operational use of a K-9. (Ref. GO226)
Desertion	A member of the U.S. military has committed the crime of Desertion if he/she is AWOL and intends to remain away from the military permanently. Desertion is a major crime in the US Military, punishable under Article 85 of



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	the Uniform Code of Military Justice (UCMJ). A member of the U.S. military accused of Desertion will be entered into NCIC with an arrest warrant after being AWOL for 30 days or more. (Ref. GO236)
Detail	A functional designation for personnel assigned to perform a specialized task.
Detention	VCCR provides detention as an arrest, committed to a prison, in custody pending trial, or is detained in any other manner. Traffic stops in which citations are issued followed by release are not a detention under VCCR. (Ref. GO235)
Detention	Detention in the meaning of this General Order does not include temporary detentions such as the short period of time of a traffic stop, and the short period of time in which it takes to find someone to care for a Diplomat unable to care for him / her self. (Ref GO242)
DFSA	Drug Facilitated Sexual Assault
Digital Information Management System (DIMS)	A data entry system that collects and manages digital audio and photo evidence to simplify the acquisition and archiving of field and lab gathered digital evidence. (Ref. GO151)
Diplomatic / Consular Immunity	Diplomatic / Consular immunity is broadly defined as the freedom from local jurisdiction accorded to duly accredited Diplomatic Officials, their families and servants. (Ref. GO242)
Diplomatic Officers	Are officers of a foreign government assigned to an embassy in Washington D. C. and may be authorized by their governments to perform consular functions and thus act as a consular officer. (Ref. GO235, GO242)
Directives	Order or direction given by supervisory personnel and may be either verbal or written to subordinates. A memorandum or "Chief's Memo" is a written directive approved by the chief or his designee. Directives will be evaluated for inclusion with General Orders as soon as practical by the Research and Development Unit. (Ref. GO163)
Disability	The term "disability," with respect to an individual, is defined as meeting one of three (3) conditions: A physical or mental impairment that substantially limits one or more of the major life activities of such individual. A record of such impairment. Being regarded as having such impairment. (Ref. GO207)
Disciplinary Action	Any loss of pay or action that is applied by a supervisor to a subordinate in order to correct misbehavior as stated in: Federal, State and City laws, statutes, and ordinances. Personnel Rules and Regulations, Department Standard Operating Procedures, Section or Unit Standard Operating Procedures.
Dismissal	Disciplinary action which terminates personnel from City service.
District	Geographical area within city and comprised of beats.
Division	An element of Department commanded by a Deputy Chief.
Domestic Abuse	(1) An incident of stalking or sexual assault whether committed by a household member or not. (2) An incident by a household member against another household member consisting of or resulting in any of the following:



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	Physical harm, Severe emotional distress, Bodily injury or assault, Threat causing imminent fear of bodily injury, Criminal trespass, Criminal damage to property, Repeatedly driving by a residence or workplace, Telephone harassment, Harassment, Harm or threatened harm to children. (Ref. GO203)
Driving Unit (DU)	The DU is comprised of instructors specially trained in emergency vehicle operations. The DU reviews pursuits for potential training needs or policy recommendations. (Ref. GO208)
Due Process	An opportunity to be heard before any adverse action is taken. Includes written notice of the reasons for the action.

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Duty - Obligatory tasks, conduct, service or functions that arise from one's position.

Duty Day – Number of regular hours worked not including overtime earned. Either an 8-hour day or a 10-hour day. (Ref. GO133)

Emergency Equipment – Is prominently mounted overhead lights, red and blue in color, and a siren audible for up to 250 feet from the emergency police vehicle. (Ref. GO208)

Emergency Police Vehicle – A Police Vehicle used by departmental sworn law enforcement officers for answering emergency calls for service or to pursue a fleeing law violator. Emergency police vehicles have markings clearly identifying it as a police vehicle and have Emergency Equipment. (Ref. GO208)

Employee Assistance Program (EAP) – The CLC program responsible for providing confidential and professional assistance to any employee who may wish to consult with a professional counselor



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regarding a personal or family problem (See Personnel Manual (PM) 1205 Employee Assistance Program). (Ref. GO159)

Essential Employee- An employee whose job duties are essential during the holiday. Those employees below the rank of Lieutenant that are usually scheduled to work weekend days that are call driven. Essential Employees are to be determined by the Chief of Police. (Ref. GO161)

ETM – Evidence Transfer Manager. The ETM is the docking station used to upload data and recharge BWC's. (Ref. GO151)

Exempt Employee – Employees whose duties, responsibilities, and compensation render them exempt from overtime requirements of the FLSA. (Ref. GO154)

Exigent Circumstances – Articulable conditions, facts, or circumstances that call for immediate aid or action. (Ref. GO231)

Express Permission - Permission granted that is clear, definite, explicit, plain, direct, not dubious or ambiguous, declared in terms set forth in words.

Explosive/Incendiary Weapons – Items or devices that contain explosive or incendiary material and are designed to inflict injury and property damage. (Ref. GO403)

Exposure – A specific eye, mouth, mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duty. (Ref. GO120)

Extra-Duty Employment: Employment obtained by a department member where there is a potential for use of law enforcement powers, is of a police nature and provides law enforcement services, such as traffic control, crowd control and special events. The employment is temporary, and the employee is compensated by the Las Cruces Police Department and/or the City of Las Cruces; in most cases, some type of MOU or agreement is in place. All rules and regulations of the LCPD are followed and will be adhered to as in the normal course of business. (Ref. GO155)

Family in need of court-ordered services (FINS) – A family in need of court-ordered services means the child or the family has refused family services and available family services and court intervention is necessary to provide family services to the child or family and the following circumstances exist: It is a family whose child, subject to compulsory school attendance, is absent from school without an authorized excuse for more than ten (10) days during a school year. It is a family whose child is absent from the child's place of residence for a time period of twelve (12) hours or more without the consent of the parent, guardian or custodian. It is a family whose child refuses to return home and there is good cause to believe that the child will run away from home if forced to return to the parent, guardian or custodian. It is a family in which the child's parent, guardian or custodian refuses to allow the child to return home and a petition alleging neglect of the child is not in the child's best interest. (Ref. GO243)



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Field Manual - A component part of the Departmental General Orders that outlines policy, rules and procedures used by departmental personnel.

Field Training Officer - A Field Operations patrol officer certified as an FTO by the Department and assigned an officer trainee to supervise, guide and orient to patrol activities.

Findings - Any error, exception, deviation or deficiency noted as a result of an inspection and/or audit. Findings generally relate to non-compliance with policies, procedures and legal requirements, adequacy and effectiveness of controls, and/or efficiency and effectiveness of administration. (Ref. GO116)

First Responder - Any commissioned personnel that may be responsible for responding to an incident where life threatening injuries may be present. Any non-commissioned personnel that are responsible for working in the field with commissioned personnel (transport officers, PSAs) (Ref. GO248)

Flash money - Money used by undercover officers to demonstrate the intent and ability to purchase information or illegal goods or services from criminal suspects or informants. (Ref GO124)

Fleet crash – The unintended collision of a department-operated motor vehicle with another vehicle, an animal, object, or person. (Ref. GO118)

Follow – Maneuvering an emergency police vehicle behind a suspect’s vehicle to alert the suspect of the officer’s intention to stop the suspect’s vehicle. Following is also the action of traveling in the same direction as the suspect’s vehicle after the termination of a pursuit. (Ref. GO208)

Foreign National – For the purposes of consular notifications, a foreign national is any person of any age who is not a U. S. citizen. (Ref. GO235)

Formal – requires documentation with written reports submitted to the chain of command with the inspection and/or audit findings. (Ref. GO116)

Fugitive from Justice – Any person charged in a state other than New Mexico with treason, felony or other crime that has fled from justice and is found in New Mexico. (Ref. GO221)

General Orders Manual - A component part of the Department which establishes policy, rules, and procedures for all Department personnel.

Gender - The classification by which words are grouped as masculine or feminine. Use of the masculine gender in this manual also includes, where applicable, the female gender.



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Great Bodily Injury (GBI) – An injury to a person which creates a high probability of death; or which causes serious disfigurement; or which results in permanent or protracted loss or impairment of the function of any member or organ of the body. (Ref. GO274)

Grave Passive Neglect- Failure to provide for one’s basic personal needs, medical needs, or for one’s own safety to such an extent that it is likely to result in bodily harm. (Ref. GO245)

Grievance - A dispute pertaining to a claim which alleges a violation of Departmental General Orders or Standard Operating Procedures.

Hazardous Materials (HAZMAT) - Any waste, substance or other material, alone, mixed with, or in combination with other wastes or materials, which because of its quantity, concentration, or physical or chemical characteristics: 1) Causes, or significantly contributes to, an increase in mortality or an increase in serious irreversible, or incapacitating reversible, illness; or 2) Poses a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, or disposed of or otherwise improperly managed. Hazardous Material also means any waste, substance, or other material defined as a hazardous waste in the rules and regulations proclaimed pursuant to the federal “Solid Waste Disposal Act” (42 United States Code 3251), or as otherwise specified in Colorado Revised Statutes under Title 18, Article 13. (Ref. GO260)

Heading Off - Pulling out in front of a vehicle being pursued and creating a barrier for which the pursued vehicle must avoid collision. (Ref. GO208)

High Speed Pursuit – An attempt by a law enforcement officer in an authorized emergency vehicle to apprehend an occupant of a motor vehicle, the driver of which is actively attempting to avoid apprehension by exceeding the speed limit (29-20-2 NMSA 1978). (Ref. GO208)

Hobble – A strap used to restrain the legs of a prisoner by attaching to the leg shackles and then being controlled by the transporting officer to restrain movement of the prisoner’s legs. (Ref. GO233)

Hog-Tying – A form of restraint where the prisoner is handcuffed behind the back, the ankles are shackled together, and then the handcuffs and shackles are lashed together rendering the person immobile, on their stomach, with the hands and feet bound together. Hog-tying is considered dangerous due to the awkward position of the person restrained and the high risk of positional asphyxia. (Ref. GO233)

Holding Cell – A caged area used to confine arrestees during the booking process. (Ref. GO234)

Honorary Consul – Is a citizen or lawful permanent resident of the United States who has been authorized by a foreign government to perform official functions on its behalf in the United States and should be treated as a consular officer. (Ref. GO235, GO242)



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Hot Zone- An area where there is a known hazard or threat that is direct and immediate. (Ref. GO248)

Household Member - A spouse, former spouse, parent, present or former stepparent, present or former parent-in-law, grandparent, grandparent-in-law, co-parent of a child or a person with whom there has been a continuing personal relationship. Cohabitation is not necessary to be deemed a household member. (Ref. GO203)

Illegal Profiling - A prohibited activity that consists of targeting individuals for enforcement action or other police activity based solely upon race, ethnicity, gender, sexual orientation, religious affiliation or economic status.

Immediately – The bilateral agreements which provide for mandatory notifications use “without delay” and “immediately”. Some provide that notification should occur immediately and not later than within two, three, or four days. Thus, there should be no deliberate delay and notification should occur as soon as reasonably possible considering the circumstances. (Ref. GO235)

Imminent - An event, absent intervention, that is likely to occur at some point in the near future. Used synonymous with immediate. (Ref. GO255)

Impromptu Roadblock – A restriction or obstruction used or intended for the purpose of preventing free passage of motor vehicles on a roadway in order to effect the apprehension of a violator that does not employ barricades or signage as outlined by the Manual of Uniform Traffic Control Devices (MUTCD). Impromptu roadblocks are primarily used to stop a fleeing vehicle involved in a pursuit. Impromptu roadblocks are considered a use of force due to the high possibility for great bodily injury or death. (Ref. GO208, GO255)

Incompetent - Incapable of performing assigned duties satisfactorily.

Informal – no written report is required but written notations may be made regarding findings. (Ref. GO116)

Informant - A person who provides information or services to the department in return for money, other benefit, or consideration from the department, a prosecutor, court, or other government agency at the request or with the involvement of the department. (Ref. GO129)

Injury in the Line of Duty - Injury received in the course of personnel’s performance of duty.

Inspection - is an examination that focuses on a specific task, activity, or event in order to ensure compliance with the law, policies, procedures, rules, or directives. (Ref. GO116)

Inspection - Examination to ensure that employee’s appearance, uniforms, equipment, facilities, duties and operations conform to established Departmental standards.



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Insubordination - A specific act by an employee that demonstrates a resistance, a failure, or a refusal to comply or obey a lawful order given by a commander or supervisor, or the willful violation of the rules and regulations promulgated by the Department. Also included is any disrespectful or discourteous conduct or verbal statements directed toward a commander or supervisor.

Internet – An electronic communications network that connects computer networks and organizational computer facilities around the world. (Ref. GO158)

Interpreter – A person capable of interpreting and translating criminal, civil, and administrative proceedings for deaf / speech impaired or non-English speaking persons. The interpreter must be certified by the National Registry of Interpreters and be able to interpret effectively, accurately and impartially, both receptively and expressively, using any necessary specialized vocabulary. (Ref. GO207)

Interview Room – A secure room used for custodial or non-custodial interviews. The interview room is not as secure as a holding cell. (Ref. GO234)

Intoxicated Person - means a person, whose mental or physical functioning is so substantially impaired as a result of alcohol use that he has become disorderly or has become unable to care for his own safety. (Ref. GO239)

Involved Units – Any authorized Emergency Police Vehicle assisting with an active pursuit by engaging all emergency equipment to do any of the following: set up spike strips, position unit in specific locations to divert traffic, anticipate final destination of pursued vehicle, and any other approved method to assist in apprehension of pursued vehicle or termination of pursuit. (Ref. GO208)

Juvenile Assessment and Reporting Center (JARC) – The JARC is a centralized point of entry for comprehensive assessment and case management services for juveniles: Arrested for a delinquent act that does not meet the criteria for secure detention and whose custodian is not available to take immediate custody. At risk of receiving a delinquency referral. (Ref. GO243)

K-9 Team – the partnership of a dog handler and a K-9. (Ref. GO226)

Las Cruces Officer Involved Incident Task Force (OITF) – The OITF is comprised of representatives from the New Mexico State Police (NMSP), Dona Ana County Sheriff's Office (DASO), New Mexico State University Police Department (NMSUPD), LCPD, and the Third Judicial District Attorney's Office (DA). Established by the 2009 Joint Powers Agreement, Investigation of Officer Involved Incidents, the OITF is a resource which may be used to investigate incidents resulting from a pursuit. (Ref. GO208)

Las Cruces Officer Involved Incident Task Force (OITF) – The OITF is comprised of representatives from the New Mexico State Police (NMSP), Dona Ana County Sheriff's Office (DASO), New Mexico State University Police Department (NMSUPD), and the Las Cruces Police Department



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(LCPD). Established by the 2009 Joint Powers Agreement, investigation of Officer Involved Criminal Incidents, the OITF is the main investigatory body for officer involved shootings. (Ref GO156, GO255)

Law Enforcement Officer – Any person sanctioned by local, state, or national government to enforce laws and apprehend those who break them. (Ref. GO208)

Lawful Order - Any written or verbal directive issued by a commander or supervisor to any subordinate or group of subordinates which is not in violation of any law, ordinance, department policy, rule or procedure.

Leave of Absence - Period of time where personnel are excused from active duty with or without Pay.

Leave with Pay - Authorized absence from scheduled work with pay.

Leave Without Pay - Absence from scheduled work without pay.

Legal Holiday - A holiday approved by the City Council of Las Cruces and does not include the employee's personal leave day(s). Legal holidays may be identified through calendars distributed by City of Las Cruces. The actual dates of observance shall be announced by City Council and distributed by the City Clerk at the beginning of each calendar year. (Ref. GO161)

Legislative Immunity – Legislative immunity is broadly defined as the immunity from arrest afforded members of the Legislature who are enroute to or returning from an official session of the Legislature. Ref. GO242)

Less-Lethal Force - Measures or equipment such as bean-bag rounds or other propelled impact devices designed to incapacitate without causing death or serious physical injury. However, these measures, even when deployed properly, still possess the potential to cause death or serious physical injury. (Ref. GO255)

Less-Lethal Munitions - Munitions designed to incapacitate hostile individuals without causing death or great bodily harm, but that possibility always exists even though the munitions are deployed properly. Department approved less-lethal munitions are: Electronic Control Device, Bean Bag Rounds, Rubber Pellet Rounds, Foam Projectile Rounds, Wooden Baton Rounds, and Pepper ball, and, Department approved chemical agents. (Ref. GO255)

LGRRDS – Local Government Records Retention and Disposition Schedule for New Mexico Municipalities. 1.19.8 NMAC (Ref. GO151)

Line-up – The presentation of a number of individuals, including the suspect, simultaneously before an eyewitness, either by photographs or actual persons. (Ref. GO217)



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Malfeasance - An act or instance of wrongdoing that is legally unjustified or contrary to law.

May - May is permissive, contrary to shall or will which is not permissive.

Mental Illness- A substantial disorder of a person's emotional, thought or cognitive process that grossly impairs judgement, behavior or the capacity to recognize reality. A person may suffer from mental illness when he or she displays an inability to think rationally and / or exercise adequate control over behavior or impulses (for example, aggressive, suicidal, homicidal or sexual). This may include the inability to take reasonable care of his / her welfare with regard to basic provisions for clothing, food, shelter or safety. (Ref. GO245)

Mesilla Valley Regional Dispatch Authority (MVRDA) – the emergency call center for Dona Ana County responsible for dispatching appropriate departments and resources to emergency calls for service. (Ref. GO157)

Misfeasance - The performance of a lawful action in an illegal or improper manner.

Missing Person – Any person whose whereabouts are unknown to the person's custodian or immediate family member and the circumstances of whose absence indicate that: The person did not leave the care and control of the custodian or immediate family member voluntarily and the taking of the person was not authorized by law. The person voluntarily left the care and control of the custodian without the custodian's consent and without intent to return. (Ref. GO200)

Mobile – software system installed on the police vehicle MDC. (Ref. GO157)

Mobile Data Computer (MDC) - computer located in a police vehicle that permits the user to communicate directly with MVRDA and crime information databases and to communicate vehicle to-vehicle without using a police radio. (Ref. GO157)

Naloxone - A prescription medication that can be used to reverse the effects of an opiate overdose. Specifically, it displaces opioids from the receptors in the brain that control the central nervous system and respiratory system. It is marketed under various trademarks, including NARCAN®. (Ref. GO240)

NARCAN® (naloxone HCl) Nasal Spray - a prescription medicine used for the treatment of an opioid emergency. Specifically, it displaces opioids from the receptors in the brain that control the central nervous system and respiratory system. It is marketed under various trademarks, including NARCAN®. NARCAN® (naloxone HCl) Nasal Spray does not take the place of emergency medical care and is safe and effective in children for known or suspected opioid overdose. (Ref. GO240)

NARCAN® (naloxone HCl) Nasal Spray Kit - Will include the following: NARCAN® (naloxone HCl) Nasal Spray 4 mg/0.1 mL Nasal Spray; 1 box containing two 4 mg/0.1 mL doses. Personal Protective Equipment: Gloves, and CPR Resuscitation Mask. Written instructions on overdose



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response and NARCAN® (naloxone HCl) Nasal Spray administration as provided by law enforcement training. (Ref. GO240)

NARCAN® Program Coordinator - The position shall be appointed by the Chief of Police and/or their designee. The Coordinator shall maintain the NARCAN® program which will include but is not limited to: training, records maintenance, case review, supply, and all other duties deemed necessary by the Las Cruces Chief of Police and the New Mexico Department of Public Safety. (Ref. GO240)

National Crime Information Center (NCIC) - A computerized index of criminal justice information (i.e.- criminal record history information, fugitives, stolen properties, missing persons). It is available to Federal, state, and local law enforcement and other criminal justice agencies and is operational 24 hours a day, 365 days a year. (ref. GO114)

National Crime Information Center (NCIC) – A database managed by the FBI comprised of nineteen files containing Wanted Person, Missing Person, Stolen Property, and Intelligence information. (Ref GO149)

National Law Enforcement Telecommunications Systems (NLETS) – A Nationwide computer network managed by a nonprofit organization to provide interstate teletype communications and access to other states Motor Vehicle Division records, weather information, and criminal history information. NLETS also provides access to similar files in Canada. (Ref. GO149)

Need to Know - The requested information is pertinent and necessary to the requesting law enforcement representative in initiating, furthering or completing an official investigation. (Ref. GO147)

Need to Know – refers to an individual or group's need to know or possess certain information or knowledge. (Ref GO149)

Neglect of Duty - A knowledgeable failure to perform assigned duties or to respond to a situation requiring police action.

New Mexico Crime Information Center (NMCIC) – A database managed by the New Mexico Department of Public Safety (NMDPS) containing the state's Wanted Person(s) File. (Ref. GO149)

New Mexico Law Enforcement Telecommunications System (NMLETS) A statewide network managed by NMDPS that provides in state teletype communications between New Mexico criminal justice agencies. NMLETS provides access to New Mexico Motor Vehicle Division records, weather information and other files. (Ref GO149)

NM Missing Persons Clearinghouse (NMMPC) – The NMMPC is a central repository of information on missing persons and must be notified of all missing persons reported to the department. (Ref. GO200)



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NM Statute § 32A-2-32.1 - Information not to be disclosed on a public access web site. A state agency or a political subdivision of the state, including a school district, county, municipality or home-rule municipality, shall not disclose on a public access web site maintained by it any information concerning the arrest or detention of a child; delinquency proceedings for a child; an adjudication of a child; an adult sentence imposed on a child, except information required to be disclosed pursuant to the Sex Offender Registration and Notification Act [29-11A-1 NMSA 1978]; or social records pertaining to a child as provided in Section 32A-2-32 NMSA 1978. (Ref. GO158)

Nonfeasance - Omission to do that which should be done.

Non-Commissioned and/or Civilian Personnel - Departmental personnel who have not taken the Oath of Office and have no police powers. (Ref. GO126, GO128)

Non-Essential Employee- An employee whose job duties are not essential during the holiday. Those employees usually are not scheduled to work weekend days. Non-essential employees are to be determined by the Chief of Police. (Ref. GO161)

Non-Exempt Employee – An employee whose duties, responsibilities, and compensation cause them to not be exempt from overtime requirements of FLSA. (Ref. GO154)

Non-preventable crash – A crash ruled to have been unavoidable regardless of any reasonable evasive action that could have been taken by the employee. (Ref. GO118)

Non-Reported SAEK - A non-reported SAEK is from a sexual assault victim who at the time of the examination did not want to file a police report. The SANE Program informs the sexual assault victim of the non-reported process, noting that if a victim does not file a police report within a year, the non-reported SAEK will be disposed after one year and the victim will not be notified of this action; the SANE obtains the victim signature and keeps this form as part of the SANE Medical Record. A sample form is attached. Please note for adolescents, the requested storage of a non-reported SAEK is one year after their 18th birthday. It is the responsibility of the victim to contact either/both SANE and the Las Cruces Police Department. If they convert the SAEK to reported, SANE may assist the victim in converting the non-reported to reported.

Nuclear Weapons – Items or devices containing radioactive nuclear material with the ability to cause widespread catastrophic explosive damage and wide release of radioactive material. (Ref. GO403)

Objectively Reasonable – This term means that in determining the necessity for force and the appropriate level of force, officers shall evaluate each situation in light of the known circumstances, including, but not limited to, the seriousness of the crime, the level of the threat or resistance presented by the subject, and the level of threat to the community. (Ref. GO255)

Off Duty - That period of time when not scheduled for duty.



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Off-Duty Employment: Employment obtained by a departmental member where the actual and potential use of law enforcement services is anticipated, is of a police nature and provides law enforcement services. The employment may be long term in nature, the employee receives compensation by an entity that is not associated with the Las Cruces Police Department and/or the City of Las Cruces to include a self-owned business. It is LCPD policy that a contract between LCPD and the requesting entity is generated whenever a law enforcement service is rendered. Employees are not to accept or solicit assignments directly from an employer or company. (Ref. GO155)

Off Duty Police Conduct - That conduct off-duty which involves the use of department equipment (e.g. gun, badge, police vehicle etc.), police powers or is an action that would be a violation of law if committed by a non-sworn person.

Officer - Personnel of the Department who have police powers and have taken the oath of office.

Officer Involved Shooting – An officer involved shooting occurs when a commissioned officer discharges a firearm during the lawful discharge of his/her duty, whether or not the intended target was hit. An officer involved shooting may occur while an officer is off duty depending on the circumstances and whether or not the officer was acting under color of law. An officer involved shooting is not when an officer negligently discharges a firearm or discharges a firearm while committing a crime. (Ref. GO156)

On Duty - That period of time when scheduled to perform official duties or when required to act in an official capacity while off duty.

Opioid - A medication or drug that is derived from the opium poppy or that mimics the effect of an opiate. Opiate drugs are narcotic sedatives that depress the activity of the central nervous system; these will reduce pain, induce sleep, and in overdose, will cause people to stop breathing. First responders often encounter opioids and opiates in the form of morphine, methadone, codeine, heroin, fentanyl, oxycodone (OxyContin®, Percocet®), and hydrocodone (Vicodin®). (Ref. GO240)

Opioid Antagonist - A drug that nullifies in whole or in part the administration of an opioid. The opioid antagonist is limited to naloxone or other medications approved by the New Mexico Department of Health. (Ref. GO240)

Order - A verbal or written instruction issued by a commander or supervisor.

Outside Employment - Employment obtained by a departmental member which has no potential for use of law enforcement powers, is of a non-police nature or is not related to law enforcement services to include a self-owned business. (Ref. GO155)

Overtime - Time an employee is directed and authorized to work in excess of forty (40) hours per week. (Ref. GO154)



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Page - The specific portion of a social media website where content is displayed and managed by an individual or individuals with administrator rights. (Ref. GO158)

Passive Resistance - A refusal by a person known to be unarmed to comply with an officer's verbal commands or physical control techniques that does not involve the use of physical force, control, or resistance of any kind. (Ref. GO256)

Pay Period - A 14-day period comprised of two (2) pay weeks in which an employee works his/her normal work schedule. There are twenty-six (26) pay periods in a year. Employees receive compensation for hours worked within a pay period. (Ref. GO154)

Pay Week - A seven (7) day period starting on Sunday at 0000 hours and ending on the following Saturday at 2359 hours in which an employee works his/her normal schedule or additional time as authorized. (Ref. GO154)

Performance Appraisals - A partnership between the supervisor and the employee in measuring the appropriate skills, abilities, and knowledge of the job position. As part of this partnership, performance appraisals are a necessary and beneficial process which provides an opportunity for supervisors to provide feedback to employees regarding job performance and career development. The performance appraisal is intended to be a fair and balanced assessment of an employee's actual performance during the review period. (Ref. GO130)

Personnel - Any Departmental employee including volunteers.

Planning - Planning is the development and utilization of available personnel, equipment, and resources in ways that will favorably affect future public welfare. (Ref. GO115)

Photo Array - The showing of several photographs to an eyewitness for the purpose of obtaining an identification. (Ref. GO217)

Physical Injury - Any injury to a person that is not likely to cause death or great bodily injury to the person, but does cause painful temporary disfigurement or temporary loss or impairment of the functions of any member or organ of the person's body. (Ref. GO255)

Physician Medical Director - A physician who is responsible for medical oversight of an opioid antagonist administration program, including providing for or ensuring the medical control of trained targeted responders; developing, implementing, and evaluating medical protocols; overseeing quality assurance activities, and ensuring compliance with the New Mexico board of pharmacy requirements. (Ref. GO240)

Pilot-in-Command (PIC) - The person who is qualified and designated by the agency who is directly responsible for and is the final authority as to the operation of the sUAS (as described by Federal Aviation Regulations (14 CFR ~Part 91.3); and holds the appropriate FAA sUAS airman certificate (if applicable) for the conduct of the flight. (Ref. GO250)



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Police Officer(s) – See NMSA 1978 Revised 3-13-2, Police officers. (Ref. GO231)

Police Vehicle – Any vehicle owned by the department. (Ref. GO208)

Policy - A general statement which guides the organization and its personnel in the direction of organizational goals.

Polygraph – a deception detection instrument that records certain physiological changes in a person undergoing questioning in an effort to verify truth or deception. A polygraph simultaneously records at a minimum respiratory, electrodermal, and cardiovascular activity. (Ref. GO125)

Post - Content an individual shares on a social media site or the act of publishing content on a site. (Ref. GO158)

Pressure Dressings - Pressure dressings are adequate to stop most cases of hemorrhage, whether it occurs from the extremities or other parts of the body. Commercially available bandages or other compression dressings improvised with large amounts of gauze and an elastic bandage that is wrapped around the wounded limb may be used. (Ref. GO249)

Predominate Aggressor – The person who poses the most serious ongoing threat. (Ref. GO203)

Premium Overtime Rate – Calculated at one and one half (1– ½) times the regular rate, multiplied by the number of hours in excess of forty (40) hours worked per pay week. (Ref GO154)

Preventable crash – A crash ruled to have been avoidable had the employee taken reasonable action to prevent the collision. (Ref. GO118)

Primary Unit - Any authorized emergency vehicle initiating a pursuit or assuming control of a pursuit as the lead vehicle (the first police vehicle immediately behind the fleeing suspect). (Ref. GO208)

Priority 1 call for service – A priority 1 call for service is any life-threatening call which involves the possibility of death or serious injury, or any confrontation between two or more people that could threaten the life or safety of any person. (Ref. GO157)

Priority 2 call for service – In progress or just occurred calls for service that do not pose an immediate threat to a person's life, safety, or property but any delay in dispatch may compromise the immediate apprehension of a suspect. (Ref. GO157)

Prisoner Transport – Moving a prisoner from one location to another by use of a transport vehicle. (Ref. GO233)



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Pro-arrest Response – The expectation that officers shall arrest a person committing domestic abuse unless there is a clear and compelling reason not to arrest, such as a self-defense determination or lack of probable cause. (Ref. GO203)

Probable Cause - Facts and circumstances within the officer's knowledge sufficient enough to warrant a prudent person to believe a suspect committed, is committing or is about to commit a crime. (Ref. GO231)

Probable Cause: Facts and circumstances that would lead a reasonable person to believe a crime is being, has been or will be committed and that the person to be arrested is committing, has committed or will commit that crime. (Ref. GO290)

Procedure - Officially approved method of handling, responding to or dealing with a given situation.

Profile - Information that a user provides about himself or herself on a social networking site. (Ref. GO158)

Prolonged Period of Time – Is a period of time longer than three days (a typical weekend). (Ref. GO134)

Promotion – The assignment of an employee from one class to another, which has a higher maximum rate of pay, and greater responsibility. Promotion requires that an employee be upgraded and reclassified. (Ref. GO133)

Promotional Process -Assessment center process designed to select the most knowledgeable candidate for the specific section, duty assignment, or supervisory position. (Ref. GO130)

PSA – Police Service Aide (Ref. GO269)

Pursuit – A motor vehicle pursuit is an attempt by a law enforcement officer, operating an emergency police vehicle and utilizing simultaneously all emergency equipment, to apprehend one or more occupants of another moving vehicle; when the driver of the fleeing vehicle is resisting apprehension by ignoring the officer, or attempting to elude the officer. (Ref. GO208)

Pursuit Intervention Technique (PIT) - A trained technique whereby a police officer intentionally uses his or her emergency police vehicle to push the fleeing vehicle at an angle from the rear, which causes the pursued vehicle to spin in as controlled a manner as possible, so that the pursuit is ended. (Ref. GO208)

Pursuit Supervisor – An employee holding and/or acting in the rank of sergeant, or above, who assumes control of a vehicle pursuit. The pursuit supervisor shall not be engaged in the pursuit as a primary or secondary unit unless exigent circumstances exist. (Ref. GO208)



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Qualified Individual with a Disability - An individual with a disability who, with or without reasonable accommodations to rules, policies, or practices, the removal of architectural, communication or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by a public entity. (Ref. GO207)

Quarterly Counseling Sessions - Supervisory counseling sessions or meetings with the employees intended to provide mentorship and development over a one-year time period. (Ref. GO130)

Radiological Weapons – Items or devices that contain and emit radiation, causing immediate and long-term human tissue damage and health effects. (Ref. GO403)

Ramming - The intentional collision of an emergency police vehicle and suspect vehicle which is not within PIT maneuver guidelines. Ramming is considered a use of force due to the high probability of great bodily injury or death. (Ref. GO208, GO255)

Reasonable Accommodation - As set forth in Section 101 (9) of the ADA: Making existing facilities readily accessible to and usable by individuals with disabilities. Job restructuring, part-time or modified work schedules reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies; the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities. As set forth under EEOC regulations: Modifications or adjustments to a job application process that enable a qualified applicant with a disability to be considered for the position he/she desires. Modifications or adjustments to the work environment, or to the manner or circumstances under which the position held or desired is customarily performed, that enable a qualified individual with a disability to perform the essential functions of that position. Modification or adjustments that enable a covered entity's employee with a disability to enjoy equal benefits and privileges of employment as are enjoyed by its other similarly situated employees without disabilities. (Ref. GO207)

Reasonable Belief – Facts and circumstances known to the officer at the time, which would cause another reasonable and prudent officer to act or think in a similar way under similar circumstances. (Ref. GO255)

Reasonable Suspicion: More than a hunch and less than probable cause; articulable reasons to suspect that criminal activity is ongoing, and that the person stopped is involved in that criminal activity. (Ref. GO290)

Recurring Basis – Is a period of time not to exceed three consecutive days or three days each quarter. (Ref. GO134)

Recording Device – Any device capable of creating and storing audio and/or video recordings. (Ref. GO151)



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Relieved of Duty - Not required or permitted to perform any official duty.

Remedial Services – Assistance provided to the employee that may include, but is not limited to, training, counseling, and medical/psychological referral. Remedial service may also be provided through the City’s Employee Assistance Program (EAP). (Ref. GO159)

Reprimand - A formal verbal or written disciplinary action which does not result in any loss of pay or seniority.

Represented Employees – Regular non-probationary employees in the following job titles: Animal Control Officers, Police Detectives, Police Officers, Code Enforcement Officers, Evidence Technicians, NCIC Coordinators, ID Technician and Transport Officers. (Ref. GO133)

Research and Development Unit – The unit is usually commanded by a sergeant or other individual appointed to that position by the chief. The Research and Development Unit is responsible for the coordination of policy development. This includes enhancement, dissemination, maintenance and retention of Departmental General Orders. The individual in charge of the unit also acts as the agency’s Accreditation Manager and ensures accreditation compliance through the New Mexico Municipal League. (Ref. GO163)

Reasonable Suspicion – Specific and articulable facts for suspecting a person of criminal activity; the degree of suspicion of criminal activity that justifies investigative detention but not an arrest. (Ref. GO231)

Recovery Position - The recovery position refers to one of a series of variations on a lateral recumbent or three-quarters prone position of the body, into which an unconscious but breathing casualty can be placed as part of first aid treatment. Putting someone in the recovery position will keep their airway clear and open. It also ensures that any vomit or fluid won't cause them to choke. (Ref. GO240)

Rescue Breathing - A technique used to resuscitate a person who has stopped breathing, in which the rescuer forces air into the victim's lungs at intervals of several seconds, usually by exhaling into the victim's mouth or nose or into a barrier or mask fitted over the victim's mouth and nose. (Ref. GO240)

Rescue Task Force (RTF)- A team that normally consists of two law enforcement officers (providing security) and two to four fire personnel (providing emergency care) that enters the warm zone with the objective of providing triage with lifesaving treatments to victims as they are encountered, or to extract victims to a cold zone. The RTF will continue through the warm zone to provide treatment to the maximum number of victims allowed by the situation. (Ref. GO248)

Restorative Justice: Restorative justice is an approach to justice in which a response to crime is to organize a mediation between the victim and the offender, and sometimes with representatives of a



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wider community as well. The goal is to negotiate for a resolution to the satisfaction of all participants. (Ref. GO165)

Reviewers – Personnel assigned to review draft policies for the department. This generally includes subject matter experts and the chain of command. (Ref. GO163)

Right to Know - The requesting law enforcement agency representative has an official capacity and statutory authority to receive the information being requested. (Ref. GO147)

Right to Know – refers to an individual or a group’s legal or procedural right to know or possess certain information. (Ref. GO149)

Risk Management – includes programs to address loss prevention, risk finance, claims administration, safety, workers’ compensation, drug and alcohol policy, and general management of these programs. Risk management does not include risks incurred due to tactical engagements commonly encountered by police. These risks are addressed in individual operations plans and training. (Ref. GO117)

Rolling year - A consecutive twelve (12) month period measured backward from the date the employee last performed an action or behavior measured by the Early Intervention System. (Ref. GO159)

Rules and Regulations - Department directives, standard operating procedures or other orders designed to cover situations in which no deviation or exception is permitted.

SAEK - Sexual Assault Evidence Kits

Safety Officer: The Safety Officer is responsible for assisting the PIC with safety-related issues and providing support to the PIC during sUAS operations. The Safety Officer will act as the liaison officer for coordination with the incident commander, on-scene commander or special response personnel on behalf of the PIC. An Observer can fulfill the responsibilities of the Safety Officer. (Ref. GO250)

Search: Law enforcement examination of an area or item in which a person has a reasonable expectation of privacy. (Ref. GO290)

Search Warrant: An order in writing issued in the name of the State of New Mexico, signed by a Municipal, Magistrate, or a District Court judge directed to a peace officer, commanding the peace officer to search for personal property, persons or items described within the warrant. (Ref. GO290)

Secondary Unit - Any authorized emergency vehicle; becoming involved as a back up to the primary unit, following the primary unit at a safe distance, and communicating with dispatch during a pursuit. (Ref. GO208)



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Section - An element of a division, usually commanded by a lieutenant, administrative manager or sergeant.

Seizure: When an officer, by words or conduct, interferes with a person's right to continue on with their private business. (Ref. GO290)

Self-Appraisal Form - Self-analysis form intended to identify future goals, strengths, weaknesses, and current management/leadership issues concerning the employee. (Ref. GO130)

Self Defense – Certain legal circumstances under which persons may use a reasonable amount of force to protect themselves or another based on their actual belief that they are, or another is, in imminent danger coupled with reasonable grounds. If force has been legally used in self-defense under the law, there is a forgiveness of guilt or fault. (Ref. GO203)

Sensitive Population Groups - Sensitive population groups include those who reasonably appear to be, or are known to be, children, elderly, medically infirm, pregnant, or users of a cardiac pacemaker. (Ref. GO256)

Serious Physical Injury - Any 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. (Ref. GO255)

Shall - Used to express an order, command or to direct what is mandatory.

Shift - The daily designated working period of personnel.

Should - Highly recommended course of action but not mandatory.

Show-up – The presentation of one suspect to an eyewitness in a short time frame following the commission of a crime. (Ref. GO217)

Slick Top – Is a police vehicle that does not have externally mounted lights and may or may not have conspicuous markings clearly identifying it as a police vehicle to a reasonable person. (Ref. GO208)

Social Media - A category of internet or cellular network resources that integrate user-generated content and user participation. This includes, but is not limited to, social networking sites (i.e., Facebook, MySpace), micro-blogging sites (i.e., Twitter, Nixle), photo- and video-sharing sites (i.e., Flickr, YouTube), wikis (i.e., Wikipedia), blogs, and news sites (i.e., Digg, Reddit). (Ref. GO158)

Social Networks - Online platforms where users can create profiles, share information, and socialize with others using a range of technologies. (Ref. GO158)



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Source - Any person who provides information without the expectation of compensation for the information provided and will not take an active role in the investigation. (Ref GO129)

Small Unmanned Aircraft: A small unmanned aircraft with a maximum takeoff weight (aircraft and payload) less than 55 lb. (25 kg). (Ref. GO250)

Small Unmanned Aircraft System (sUAS): A small unmanned aircraft and all of its associated elements, accessories, etc. (i.e., telemetry links, payload elements and control interfaces (Ground Control Station, antennas, avionics equipment, etc.) that are required for the safe and efficient operation of the small unmanned aircraft in the national airspace system. (Ref. GO250)

Speech - Expression or communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism, photographs, videotape, or related forms of communication. (Ref. GO158)

Squad - An element of a section.

Standard Operating Procedures (SOP) - Written orders of a Section or Unit which detail Guidelines for how that Section or Unit will perform certain functions in accordance with the Departmental General Orders.

Stop: A temporary detention of a person for investigation. A stop occurs when an officer uses police authority either to compel a person to halt, to remain in a certain place, or to perform some act (such as walking to a nearby location where the officer can use a radio or telephone). When a reasonable person would believe he or she is not free to leave, a stop has occurred. (Ref. GO290)

Student - Any person enrolled in high school or an accredited university. (ref. GO112)

Superior Officer - Personnel with the rank of sergeant or above.

Supervisor - An officer or civilian employee who has obtained supervisory classification. Personnel assigned by the Chief of Police to supervise the work of others.

Supervisor - Any employee who by virtue of his/her rank or assignment is responsible for the direction or supervision of police officer activities. (Ref. GO208)

Supervisor - An employee who devotes a substantial amount of work time in supervisory duties, who customarily directs the work of two or more employees and who has authority to recommend the hiring, retaining, promoting, disciplining, adjustment of grievances, or evaluation of other employees. Does not include an individual who occasionally assumes a supervisory role or whose duties are substantially similar to those of subordinates, and does not include lead employees, employees who participate in peer review or occasional employee evaluation programs. These positions include, but are not limited to Sergeant, Lieutenant, Commander, Deputy Chief, Chief of



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Police, or any employee assigned to a supervisory position on a temporary or interim basis. (Ref. GO133)

Supervisory Matter – Documented employee work performance problem(s) submitted by a supervisor into Blue Team. (Ref. GO159)

Supervisor Training Program – Standardized training program for supervision to maintain consistency and uniformity when completing employee performance appraisals. (Ref. GO130)

Suspension - Disciplinary action placing personnel on non-pay, non-duty status for a specified period of time.

Suspicious Package/Device – Any package or device that is reported to be unusual in nature due to any of the following factors: location, size, shape, odor, wrapping, markings, no known origin, etc. (Ref. GO403)

Suspicious Substance – Any substance that is emitted from or contained within a suspicious package. These substances may be liquid, solid or gas in nature. (Ref. GO403)

Subpoena – A formal order of a court or body having subpoena power which requires an appearance and compliance at a specified time, date, and place. Subpoenas may be issued for formal court proceedings and also for other court-related actions such as depositions. (Ref. GO142)

Subpoena Duces Tecum – A subpoena which requires one to appear and produce evidence/materials for surrender to the court. Such materials may be specified or may be stated generally. (Ref. GO142)

Sworn Employee - Departmental personnel who have taken the Oath of Office and have full police powers.

Take Home Vehicle – Any city owned vehicle assigned to an employee that the employee is allowed use to commute to and from his/her work assignment. (Ref. GO 122)

Temporary Operators Permit for uninsured vehicle – a sticker affixed to the vehicle as a temporary operation permit valid for 30 days. It does not permit the operator to drive uninsured for 30 days, however, does permit the operator to drive the vehicle without a license plate(s) for 30 days. (Ref. GO279)

Terminal Agency Coordinator (TAC) - A qualified individual charged with overseeing all matters pertaining to NCIC, for a specific agency. The TAC is responsible for compliance with NCIC policies and all applicable laws. The TAC is synonymous with NCIC Coordinator. (ref. GO114)

Terminate - All units discontinue emergency vehicle operation, resume the posted speed limit, and cease following or pursuing the fleeing vehicle. (Ref. GO208)



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Terry Stop - A brief detention of a person by police on reasonable suspicion of involvement in criminal activity but short of probable cause to arrest. *Terry v. Ohio*, 392 U.S. 1 (1968), in which the Supreme Court of the United States held that police may briefly detain a person; the Court also held that police may do a limited search of the suspect's outer garments for weapons if they have a reasonable and articulable suspicion that the person detained may be "armed and dangerous." (Ref. GO151)

T.H.R.E.A.T. - T - Threat Suppression H - Hemorrhage control RE - Rapid Extrication to safety A - Assessment by medical providers T - Transport to definitive care. (Ref. GO249)

Totality of Circumstances – The facts and circumstances of an incident, including the severity of the crime at issue, and whether the suspect posed an immediate threat to the safety of the officers, or others, by actively resisting arrest or by flight. (Ref. GO255)

Trained Targeted Responder (TTR) - A department employee who has completed a Department of Public Safety authorized opioid antagonist administration training program and who administers an opioid antagonist such as NARCAN® (naloxone HCl) Nasal Spray. (Ref. GO240)

Transport Vehicle – Any vehicle used to transport a prisoner (i.e. police car, transport van, ambulance, etc. (Ref. GO233)

Transfer (also defined as reassignment) - The voluntary transfer of an employee from one job assignment or classification to another, which does not have a higher maximum rate of pay but may require specialized skills, examination(s), or assessment in order to be eligible for transfer. (Ref. GO133)

Triage/Treatment Area- An area established for the triage and treatment of patients. The triage/treatment area will be located in a cold zone as defined above. (Ref. GO248)

Topical Hemostatic Agents - These products act to arrest bleeding or hemorrhage. Topical hemostatic agents including commercially available products such as QuikClot Combat Gauze or Celox Gauze can be carried by first responders. The type carried should correspond to the officer's training and the tactical situation encountered. Although they may be useful adjuncts, these agents do not have the same simplicity and effectiveness of pressure dressings or tourniquets. These issues serve to limit these agents to being useful adjuncts, rather than primary treatments, for extremity hemorrhage. (Ref. GO249)

Tourniquet - any limb constrictive device, whether improvised or commercially manufactured, used in an attempt to stop extremity bleeding. (Ref. GO249)

Undercover Vehicles - Any vehicle that lacks either emergency pursuit lights or a siren in combination. (Ref. GO208)



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Unified Command- A unified team effort which allows all agencies with responsibilities for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. (Ref. GO248)

Unit - An element of a section.

Unmarked Police Vehicle – A police vehicle equipped with both lights and siren on an inside portion of the vehicle, so they are not prominently displayed and does not have markings clearly identifying it as a police vehicle to a reasonable person. (Ref. GO208)

Use of Force – The amount of effort required to compel compliance by an unwilling subject resulting in a potential for injury, excluding compliance holds that require no more than a firm grip. (Ref. GO255)

Vehicle - every device in, upon, or by which any person or property is or may be transported or drawn upon a street, including any frame, chassis or body of any vehicle or motor vehicle, except devices moved by human power or used exclusively upon stationary rails or tracks. (Ref. GO279)

Vehicle accident - an accident occurring on the highway, street or private property involving death, personal injury or total property damage to an apparent extent of \$500. (Ref GO279)

Vehicle Contact Action - Any action, including PIT or ramming, undertaken by the pursuing officer intended to result in contact between the moving police vehicle and the pursued vehicle. (Ref. GO208)

Vehicle Paralleling - Driving an Emergency Police Vehicle along roads that are parallel to the active pursuit in an attempt to position an Emergency Police Vehicle in specific locations to set up spike strips, to divert traffic, anticipate final destination of pursued vehicle, and any other approved method to assist in apprehension of pursued vehicle or termination of pursuit. Driving an Emergency Police Vehicle alongside a fleeing vehicle in close proximity within the same roadway, which could cause a collision between an Emergency Police Vehicle and other vehicles is not authorized unless directed by the Pursuit Supervisor. (Ref. GO208)

Victim – An individual against whom a criminal offense is committed. Victim also means a family member or a victim's representative when the individual against whom a criminal offense was committed is a minor, is incompetent, or is a homicide victim. (Ref. GO169)

Violator - Any person who a police officer reasonably believes exhibits intent to avoid arrest by using a vehicle to flee apprehension; or poses an immediate threat to the safety of the public or other police officers. (Ref. GO208)

Voluntary Contact: Face-to-face communication between an officer and a citizen when the citizen is free to leave. A voluntary contact may be made for any reason. (Ref. GO290)



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Walk and Talk – The ability of an intoxicated person to walk with limited assistance and verbalize their name. (Ref. GO239)

Warm Zone- Areas that law enforcement has cleared where there is minimal or mitigated risk. These areas are considered clear but not secure. (Ref. GO248)

Weapons of Mass Destruction – Any destructive item/device that incorporates explosives, toxic chemicals, biological materials, radiological materials, or nuclear materials, and is designed to inflict mass casualties and destruction of human life and/or property. (Ref. GO403)

Web 2.0 - The second generation of the World Wide Web focused on shareable, user-generated content, rather than static web pages. Some use this term interchangeably with social media. (Ref. GO158)

Web log (blog) – A self-published internet diary or commentary on any topic that may allow visitors to the blog to view, post responses, reactions, or comments. (Ref. GO158)

Website (site) - A set of interconnected web pages, usually including a homepage, generally located on the same server, and prepared and maintained as a collection of information by a person, group, or organization. (Ref. GO158)

Wiki - Web page(s) that can be edited collaboratively. (Ref. GO158)

Will - Used to express an order, command or to direct what is mandatory.

Witness – An individual who has, purports to have, or is believed to have knowledge relevant to an event or other matter of interest. A witness voluntarily or under compulsion provides testimonial evidence of what he/she knows or claims to know about the matter before some official authorized to take such testimony. (Ref. GO169)

WMD Incident – When a weapon of mass destruction has been used and/or a known chemical, biological, or radiological substance is present. (Ref. GO403)

WMD Threat – Any threat received whether verbal, nonverbal, or written that indicates the potential use of chemical, biological, radiological, explosive/incendiary or nuclear weapons of mass destruction. (Ref. GO403)