



General Order Definitions and Terms

Office of the Sheriff

Effective: August 8, 2012

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All employees shall be governed by the following definitions of terms utilized in the General Orders Manual of the Office of Sheriff of Durham County.

Readers must note that there is more than one definition for some words.

For definitions not covered in this section of the manual, members are to refer to a Standard English dictionary, or Black's Law Dictionary.

AAA

Absenteeism:

Failure to report for duty without proper and sufficient reason or without securing proper approval in advance.

Abuse of Sick Leave:

Defined as but limited to making a false report of sickness; or a false report in the use of sick leave; or social or other inappropriate activity engaged in during the time sick leave was used; or using sick leave as fast as it is accrued without building up of time or much time based on the employee's tenure with this Office and reason for use.

Academy:

A facility at which training programs are conducted, such as the North Satellite Station.
An actual training program, such as BLET or BDOT.

Accountability:

The state of being held responsible by a higher authority for specified job related results.

Acting:

Serving temporarily in a position to which the member is not ordinarily assigned, usually in a position of higher rank.

ADA:

Americans with Disabilities Act, law.

Administrative:

Usually refers to non-field work; as in office matters, paperwork, non-operational issues.

Adverse Condition:

Any condition in which the County of Durham cancels or temporarily limits its normal operations and services due to weather condition or other hazardous conditions.

Adverse Road Conditions:

Any condition which adversely affects safe driving. Adverse conditions are, but not limited to excessive fog or rain, snow or sleet, flooding, tornados, hurricanes, construction conditions.



510 South Dillard Street | P.O. Box 170 | Durham, North Carolina 27702

(919) 560-0858 | Fax (919) 560-0891 | <http://www.dconcc.gov/sheriff>

Equal Employment/Affirmative Action Employer

Applicant:

A person who applies for employment or appointment as an employee with the Office of Sheriff of Durham County.

Appropriate:

Acceptableness; belonging to acceptable standards of the surrounding circumstances or people.

Approved or Qualified:

Refers to meeting all applicable North Carolina State regulations and applicable policies within this agency.

Arresting Officer:

A sworn law enforcement who takes person into custody, within this agency.

Auxiliary:

A civilian affiliated with this agency, in a part-time non-sworn capacity, with or without compensation, because of his or her interest in contributing to this agency's role in a support capacity, such as volunteers, or law enforcement explorers.

BBB

Bailiff:

A court officer who attends to matters under the courts direction. A bailiff may be a deputy sheriff, or a civilian. A bailiff has charge of court sessions in the matter of keeping order custody of the jury, custody of prisoners while in court.

Barricaded Person:

An individual who resists being taken into custody by using or threatening use of weapons, explosives, etc. Generally, the barricaded person is behind cover. As used here, the barricaded person may or may not have taken a hostage or made a threat to his or her own life.

Bi-annual:

Every two years; every other year.
Twice a year; every six months.

Bi-monthly:

Every other month; every second month.
Every-other month.

Bi-weekly:

Every other week; every second week.
Twice a month.

Bodily Injury:

Physical pain, illness or any impairment or physical or mental condition.

Body Armor:

A vest or jacket whose material - such as a Kevlar or nylon cloth - - affords ballistic protection and whose construction may or may not accommodate metal or ceramic inserts.



Booking:

A procedure for admitting to a holding facility a person charged with an offense; includes searching, fingerprinting, photographing, medical screening, collecting personal history data, and inventorying and storing a person's property.

CCC

Candidates:

Persons seeking employment who have completed a formal application.

Captain:

Generally refers to a rank, above lieutenant and below major.
Also refers to a member of any rank, supervising a team, such as the office pistol team.

Cell:

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

Chain of Command:

The unbroken line of authority extending from the Sheriff through a single subordinate at each level of command down to the level of execution.

Chain of Evidence:

The continuity of custody of material and items collected as physical proof.

Chief Deputy:

Also known as "Chief", is the top ranking officer directly below the Sheriff. This also includes ranks appointed by the Sheriff in an acting position in the absence of the Sheriff.

Citation:

Any traffic enforcement action involving written notice to the accused to appear and that contemplates adjudication or disposition to determine the guilt or innocence of the person charged with a violation.

Citizen:

Normally refers to a person who is not a member of the Office of Sheriff of Durham County; may also refer to an individual who is living within the County of Durham; may also refer to an individual who is not a member of the Office of Sheriff and one who is not employed by the County of Durham.

Civil Arrest:

An arrest made pursuant to a written order by a judge of competent jurisdiction in a civil action or proceeding.

Civil Process:

Those writs, summons, mandates, or other process issuing from a court of law or equity pertaining to a cause of action of a civil nature. The term includes original, intermediate, and final process to be served in any action involving civil litigants.

Civilian Employee:

A general term to include employees of the Office of Sheriff who do not have the powers of arrest, but are included in the organizational service.



Also includes anything other than a law enforcement position, such as clerical or detention position; also see “sworn personnel”.

In G.O. 4.04 on Vehicle and Pursuit Driving specifically refers to non-law enforcement personnel.

Command Post:

Refers to central command area; may be designated for general use during an operation or a specific use in an operation, such as a media command post, or an operations command post, or an administrative command post.

Also refers to S-40, the Mobile Command Post, S-85, the Mobile Command Vehicle or S-71, the Search and Recovery Van.

Command Protocol:

The process identified to ensure a continuation of supervision at all levels of the chain of command when vacancies or absence from duty exist.

Commendation:

A recognition of outstanding performance; may be either oral or written; may be given by any supervisor to any member. Commendations from the Office to a citizen is usually given by the Sheriff.

Concurrent Jurisdiction:

Having equal jurisdiction or authority.

Contraband:

Items not permitted within a holding facility because of their illegality or possible use to disrupt security measures within the facility.

Counseling:

Discussions between the rated employee and the rater leading to advise to the former concerning performance.

Course of Fire (approved course):

A course meeting state regulations and performed normally by this agency.

Crime Scene:

The location where a crime occurred or where the indication of a crime exists.

Criminal Intelligence:

(Also see “Public Records” NCGS 132-1.4). The end product of a process that converts individual items of information either into evidence, or more often, into insights, conclusions, or assessments, 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 raw information which after collation, evaluation, and analysis, is disseminated to appropriate units.

Criminal Process:

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



Crisis Intervention:

Training designed to modify or enhance performance in specific crisis situations, such as family conflicts, spousal abuse, disturbances, rape, and homicide.

Critical Incident:

Any incident or action requiring more than a normal response; any incident overly threatened officer or public safety; or where the use of force is more than verbal commands and/or overt weapon presence.

Cruiser Safe (shotgun):

A position of shotgun nomenclature of: "safety" on, "slide" forward, four shells in the magazine tube, "chamber" empty.

Curriculum:

A series of courses related to a specific kind of training program.

Custody:

Legal or physical control of a person in an area or facility while in transit, legal supervisory or physical responsibility for a person.

DDD

Deadly Force:

Force likely to cause serious physical injury or death.

Deputy:

Usually refers to members below the rank of sergeant.

Any sworn law enforcement officer or reserve, of the Office of Sheriff, below the rank of High Sheriff.

Detail:

Any number of members of the Office of Sheriff grouped together for the accomplishment of a special mission.

Detainee:

A person who, having been detained, is held in a holding facility pending arraignment, release, adjudication, or transfer to another facility.

Directed Patrol:

Patrol of specific locations within a given patrol area with a goal of meeting established objectives such as identifying or correcting problems, enforcing specific laws or providing greater patrol visibility.

Dismissal:

The act of terminating the employment or appointment of any member of the Office of the Sheriff without his consent.

District:

May be referred to as a zone or area. The geographical areas and boundaries into which the county has been divided for the purpose of patrol deployment, enforcement and administration.



Donor:

The individual who submits to drug testing of bodily fluids, such as urine or blood.

Drug Test:

The compulsory production and submission of urine or blood by an applicant, lateral transferee, or employee in accordance with agency procedures, for chemical analysis to detect the use of illegal drugs.

This is a process undertaken by medical and laboratory personnel to identify evidence or drug use.

EEE

Emergency Response:

In this content, operations occur when a law enforcement vehicle is being driven while using the blue light and siren.

Emergency Situation:

An actual or potential condition posing an immediate threat to life or property.

In the context of mutual aid, it means a situation exceeding the capability of a local agency to counteract successfully.

Emotional Stability/Psychological Fitness Examination:

Professional screening designed to identify behavior patterns and/or personality traits providing either deleterious or advantageous to successful job performance.

Employee:

When used alone shall mean any deputy, member or civilian employee of the Office of the Sheriff of Durham County. A member of the Office of the Sheriff who is on payroll.

Equal Employment Opportunity:

The provision of equitable opportunities for employment and conditions of employment for all employees regardless of race, creed, color, age, gender, religion, national origin, or physical impairment. Where affirmative action focuses on additional recruitment steps to be taken to increase the likelihood of hiring a member of an underrepresented group, EEO focuses on enduring that applicants are treated fairly in the selection process (and other personnel activities) by giving them the same opportunities for employment.

ERT:

Emergency Response Team, tactical response. Law enforcement services have a team and detention services have a team.

Execution:

The performance of an act required by writ, warrant, or other process commanding the seizure of a person or thing, as opposed to mere delivery of an instrument without any concomitant seizure. Execution is a process in action to carry into effect the directions in a decree or judgment.

Exonerated:

Usually refers to the determination of an internal investigation or inquiry where the incident complained of occurred but was lawful and proper.



FFF

Field Interview:

The stopping and questioning of a person by a law enforcement officer because the officer has reasonable suspicion that the subject may have committed, may be committing, or may be about to commit.

Field Training:

A structured and closely supervised program provided to recruit officers to facilitate the application of skills and knowledge obtained in the academy/classroom to actual performance in on-the-job situations.

Field Training Officer (FTO):

An officer who has been carefully selected and trained to deliver the field training program to recruit officers.

Firearms:

Refers to any type of firearms weapons, including handguns, rifles, and shotguns.

Follow-up Investigations:

An extension of the preliminary investigation. The purpose is to provide additional investigation in order to close a case, arrest an offender an/or to recover stolen property. The investigation may include the following activities 1) identifying and apprehending the offender; 2) collecting, preserving and analyzing, and evaluating evidence; 3) recovering stolen property; 4) interviewing victims and witnesses; 5) interrogating suspects; 6) determining in detail the exact circumstances of the offense; 7) determining if other crimes may have been committed by the suspect; 8) reporting information obtained; and 9) preparing cases for court.

Formal Application:

An official written form used to express interest in employment and to request information on a person's basic occupational qualifications, work experience, educational background, training, and special skills and abilities.

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.

GGG

General Assistance:

Services of a non-emergency nature provided by agency personnel, such as providing information or directions and assisting stranded or disabled motorist.

General Order:

Permanent written orders issued by the Sheriff prescribing Office policies governing the internal and external affairs of the Office of the Sheriff. The term "general" refers to the scope of normal duty and under normal circumstances. The term includes policies, procedures, rules and regulations, instructional material and other information in this manual or other policy and procedure manuals.



Goal:

A relatively broad statement of the end or result that one intends ultimately to achieve. A goal usually requires a long time span to achieve and, whenever possible, should be stated in away that permits measurement of its achievement.

Good Faith:

As defined in Black's Law Dictionary; "good faith" is an intangible and abstract quality with no technical meaning or statutory definition, and it encompasses, among other things, an honest belief, the absence of malice and the absence of design to defraud or to seek an unconscionable advantage...". "Honesty of intention and freedom from knowledge or circumstances which ought to put the holder upon inquiry. An honest intention to abstain from taking an unconscientious advantage of another even though technicalities of law, together with absence of all information, notice, benefit or belief of facts which render transaction unconscientious".

HHH

High Risk (Passenger):

Also known as "security risks", "combative", "dangerous", "violent", "special management inmates", or "close custody", are persons who pose a serious threat to life, or property, or themselves, or personnel, or citizens, or others, or are an escape risk; these elements either being current or demonstrated past history.

Highway:

The entire width between the boundary lines of every way publicly maintained when any part thereof is open to the use of the public for purposes of vehicle traffic; a street; or a publicly maintained traffic way.

Holding Facility:

A temporary confinement facility where detainees are held pending release, arraignment, adjudication, or transfer to another facility.

III

Identifying Information:

Any data included in personnel records and selection materials directly or indirectly that makes a specific individual recognizable or known.

Immediately:

Without delay.

Incident:

An event requiring law enforcement action or the dispatching of officers in response to citizen requests for law enforcement services. This includes any occurrence, whether criminal or non-criminal, for which there has been a response to the scene, an investigation, or the preparation of an oral or written report.

In-Custody:

Under full control of a law enforcement officer.



Informed Consent:

A voluntary agreement to participate in an activity and/or to allow an activity or procedure to be performed based upon the availability of all pertinent information and the ability to understand the consequences of the agreement decision.

Inquiry:

An official, non-formal, process for gathering information.
Asking for information.

In-Service Training:

Training in addition to recruit training, which may include periodic retraining or refresher training, specialized training, career development, promotional training, advanced training, and roll call training.

Inspection:

The regular or periodic examination of personnel as to appearance, uniforms, equipment, duties and operations.

Instructor:

A teacher. A person, certified by the state to give directions to others for the purpose of others to learn; may be a general instructor or a specialized instructor, such as in firearms or self-defense.

Insubordination:

The willful disobedience of any order lawfully issued by a superior officer; or any disrespectful, mutinous, insolent or abusive outward behavior or language to a superior officer or supervisor. The refusal to accept a reasonable and proper assignment from an authorized supervisor. This shall include personnel of like rank or reversed rank where one has been appointed an acting supervisor over another, (such as sergeant range officer qualifying a captain or major).

Inter-Agency Memo:

See "Memorandum". A "note" generally used to send a message from one person to another; normally on letterhead.

Internal Affairs:

Refers to a function of Professional Standards.
May also refer to a specific classification of information within the Office of the Sheriff.

Interrogation:

A formal process of verbally, aggressively gathering information usually during an investigation.

Interview:

A non-custody conversation to gather information, usually non-compelling to the one being interviewed; sometimes for an investigation or may be for an employment interview.

Informed Consent:

A voluntary agreement to participate in an activity and/or allow an activity or procedure to be performed based on the availability of all pertinent information and the ability to understand the consequences of the agreement decision.



Institution:

A facility confining persons and providing care for persons such as the mentally ill or adult or juvenile offenders. The confinement may or may not be against the person's will.

Intake:

The point at which a juvenile offender enters the juvenile justice system. "Intake" may be initiated on request of the law enforcement agency, but the intake process is generally supervised by a detention facility or jail, probation agency, juvenile court, or special intake unit.

JJJ

Job:

One or more positions with duties and responsibilities identical in all significant respects so a single descriptive title can be used to identify the work done by incumbents.

Job Related:

Predictive of job performance or indicative of the work expected in the position.

Juvenile:

Any person who hasn't reached his 18th birthday and who is not married, emancipated or a member of the US armed forces.

Delinquent/Undisciplined:

A person who is 15 years old or less (not reached his 16th birthday) and who is not married, emancipated or a member of the US armed forces.

LLL

Lateral Entry:

A personnel practice permitting employees from within or outside this agency to be selected for a position and be exempted from all or part of the agency's selection process for that position; if the employees met the minimum qualifications of the employing agency, they are not necessarily subjected to the total selection process.

Lateral Transferee:

An officer who applies for employment or appointment where the officer previously held general or grand-fathered certification, as a law enforcement officer or detention officer from this or another state, and has been separated from the position for no more than one year.

Legal Intervention:

The use of law enforcement vehicles to physically and forcibly stop a suspect or moving suspect vehicle or to keep a suspect vehicle stationary.

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 this agency.

Letter:

A formal codification of information used to communicate in formal situations to other agencies or persons outside this agency. When used internally, they are for formal letters of commendation or reprimand.



Lesson Plan:

A detailed guide from which an instructor teaches. The plan includes the goals, specific subject matter, performance objectives, references, resources and method of evaluating or testing students.

Line Inspection:

Inspection 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 and is often conducted by supervisory personnel who may be responsible for ensuring any substandard condition revealed in the inspection are corrected.

Lock-up:

See Holding Facility.

Long term Transports:

Are any transports over 100 miles in radius, or 5 hours of driving time or over.

MMM

Manual:

A hard-copy collection of written directives in a book, notebook, or other similar format. This includes specialty manuals such as Search and Recovery Team, Jail Manual, Training Manual, etc., developed and issued to personnel in specialty functions to identify accountability and to establish performance guidelines and requirements.

Media Officer (liaison):

Also known as a "PIO", public relations officer; the authorized person, below the rank of Chief Deputy designated the responsibility to conduct press releases, press conferences, media interviews, or other media contacts. Refer to G.O. 5.06 Public Information.

Medical (Review) Officer:

A licensed physician used to review medical issues on behalf of the Office of the Sheriff.

Member:

Any person employed or appointed by the Sheriff. This term includes, but is not limited to officers, clerical and support staff, reserves and interns. Members also include personnel of other agencies who are under the direction, control, supervision or assignment through training or special assignment activities.

Memorandum:

An informal, written document which may or may not convey an order; it is generally used to clarify, inform, or inquire; and generally exchanged only internally.

Mutual Aid:

An exchange of services, personnel and/or equipment between law enforcement agencies during times of emergencies.

NNN

Neighboring Jurisdiction:

A law enforcement agency in an adjoining city or other unit of local government, or adjoining county.



Non-Sworn:

Those personnel who are civilian members and do not have law enforcement powers, (everyone other than law enforcement).

Normal Business Hours:

Monday through Friday; usually from around 0800 to 1700.

Not Sustained:

Usually refers to the determination of an internal investigation or inquiry where there is insufficient evidence to either prove or disprove an allegation.

NRT:

Negotiations Response Team, negotiators; both law enforcement and detention services on the same team.

000

Objective:

An objective is an end or result one intends to attain in order to achieve partial fulfillment of a goal. An objective is a sub-goal or an element of a goal, and, therefore, requires a shorter time to accomplish than does a goal.

Off-Duty:

The state of an employee during his day off or an authorized leave when he is free of the responsibility of performing his usual duties; anything other than scheduled work or approved overtime.

Off-Duty Employment:

See Secondary Employment.

Office:

The Office of the Sheriff of Durham County.

Officer:

A sworn law enforcement officer or a detention officer. This includes deputy sheriffs of every rank and assignment; detention officers of every rank and assignment.

In G.O. 4.04 on Vehicle and Pursuit Driving, specifically refers to law enforcement personnel with police powers.

On-Duty:

That period when an employee is actively engaged in the performance of Office assignments.

Operational:

Field-work; non-office matters; hands-on with interaction with the public; performance.

Order:

An instruction or directive, either written or oral, issued by a superior officer to a subordinate.



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 provide a specific function.

Outside Academy:

An academy not operated by this agency, such as a regional or state training academy providing recruit, in-service, or specialized training.

Outside Jurisdiction:

Another municipality, county, state, or nation, outside Durham County.

PPP

Passenger:

Is one who is riding in a vehicle or being taken from one location to another by an officer. This could be a prisoner, mental commitment, citizen, suspect or arrestee.

Patrol:

The deployment of officers to repress and prevent criminal activities, to investigate offenses, apprehend offenders, and furnish day-to-day law enforcement services to the community.

Patrol (Car) Vehicle (Also called "County Cars"):

Any vehicle owned by the county used by an employee in the performance of his duties.

Performance:

Something done or performed; actions taken or omitted with regard to specific tasks or assignments.

Performance Objectives:

Statements of operational behavior required for satisfactory completion of a task, the conditions under which the behavior is usually demonstrated and the criteria for satisfactory demonstration.

Permanent Status:

The condition of employment in a position following the completion of a probationary period. Permanent status refers to the condition of employment that the member is no longer in the selection process.

Personnel:

Any member of the Office of the Sheriff.

Personnel File(s):

The official files of members of the Office of the Sheriff are those records kept in the Office of the Sheriff's Secretary, and designated as such.

Personnel Order:

An announcement of changes in the status of personnel, such as a transfer or promotion.

Physical Arrest:

Any enforcement action consisting of taking persons into custody for the purpose of holding or detaining them to answer a charge or law violation before the court.



PIO (Public Information Officer):

See Media Officer.

Physical Evidence:

Any substance or material found or recovered in connection with a criminal investigation.

Policy:

A written directive being a broad based statement of agency principles. Policy statements may be characterized by such words as “may” or “should” and if so, usually do not established fixed rules or set procedures for conduct of a particular activity but rather provide a framework for development of procedures and rules and regulations.

Polygraph Examination:

The act/method of using an apparatus designed for the detection of deception by measuring and recording changes in a person’s respiration and heart activity.

Position:

The duties and responsibilities, or work, assigned to one employee. A position may be filled or vacant. For purposes of comparison, a patrol officer assigned as a court officer would occupy a “position”.

Preliminary Investigation:

Generally, the activity beginning when officers arrive at the scene of an incident. The activity should continue until such time as a postponement of the investigation or transfer of responsibility will not jeopardize the successful completion of the investigation. The investigation usually includes the following tasks; 1) providing aid to the injured; 2) protecting the crime scene to ensuring evidence is not lost or contaminated; 3) determining whether an offense has actually been committed and if so, the exact nature of the offense; 4) determining the identity of the offender through immediate pursuit; 5) furnishing other field units, through the communications system, descriptions, methods, and direction of flight; and other relevant information concerning wanted persons or vehicles; 6) obtaining complete identification of all witnesses; 7) determining what information is known by the victims and witnesses; 8) arranging for collection of the evidence; 9) determining in detail the exact circumstances of the offense; 10) obtaining written statements from victims, witnesses, and if legally possible from the suspect; and 11) accurately and completely recording all pertinent information on prescribed report forms.

Primary Pursuit Vehicle:

The unit initiating the pursuit or any unit assuming operational responsibility for the pursuit. (Also, see Secondary Pursuit Vehicle.)

Prisoner:

A person who has been arrested and taken into custody.

Probable Cause:

That amount of information that would cause a cautious and prudent person to believe that certain allegations are correct; it must be more than mere suspicion but may fall short of actual proof.

Probationary Period/Status:

A phase of the selection or promotional process represented by some form of conditional employment.



Procedure:

A written directive used as a guideline for carrying out agency activities. A procedure may be made mandatory through the use of “shall” rather than “should” or “must” rather than “may”. Procedures sometimes allow some latitude and discretion in carrying out an activity.

Processing:

Includes pre-booking activities involving detainees in custody, after which detainees may either be released from custody by one of several means or be escorted to a holding facility – at which time they would be booked.

Proficiency:

The skills, knowledge, and abilities needed to remain competent in performing the duties and responsibilities of a job.

In General Order 6.08, Firearms, refers to a score of 70% to pass, in shooting demonstrated ability.

Provider Agency:

An agency that provides services, equipment or supplies to another agency, usually in the context of mutual aid.

Pursuit:

An active attempt by a law enforcement officer in a motor vehicle to apprehend one or more occupants of another moving motor vehicle, where the driver of the fleeing vehicle is aware of the attempt and is resisting apprehension. (As this is a limited definition, refer to G.O. 4.04)

QQQ

Qualified or Approved:

Refers to meeting all applicable North Carolina State regulations and applicable policies within this agency.

Questioning:

A formal non-aggressive process to gather information between two or more people, usually during a criminal or internal investigation.

RRR

Radio:

Refers to the two-way communications system used by agency personnel. (Normally, the AM/FM systems in vehicles are referred to as “AM/FM radios” in the general orders.)

Ramming:

The deliberate act of hitting a suspect’s vehicle with a pursuit vehicle for the purpose of incapacitating further movement of the suspect vehicle. **This act is considered deadly force.**

Range Officer (Firearms Officer):

Refers to a firearms officer of this agency; or the on-site firearms officer in charge of the range.

Rated Employee:

The member whose performance is evaluated by a rater.



Rater:

The supervisor who evaluated the performance of a subordinate employee.

Rating:

An indication of the quality of performance or attributes.

Reasonable Belief:

Facts causing a reasonable person to conclude a point in issue is probably true.

The facts or circumstances an officer knows, or should know, such as would cause an ordinary and prudent person to act or think in a similar way under similar circumstances.

Reasonable Suspicion:

Articulable information based on incomplete facts (s), and less than probable cause; objective standard in considering an officer's information.

Information, facts or circumstances which would justify an officer in stopping a person in a public place if the quantum of knowledge is sufficient to induce an ordinarily prudent and cautious man under particular circumstances to believe criminal activity is at hand.

As in General Order 8.08, Drug Testing: An articulable belief that a member used or is using drugs drawn from specific and particularized facts and reasonable inferences from those facts.

Recruit/Basic/Entry-Level Training:

The orientation of new officers to their jobs and the development of basic law enforcement skills.

Recruitment Activities:

A systematic method for seeking potentially qualified applicants.

Remedial Training:

Personalized training to correct a specific deficiency, which is usually identified by either 1) testing or other evaluation during training or; 2) supervisory evaluation during routine job performance.

Report:

A written communication, unless otherwise specified, relating to office matters.

Reprimand:

A rebuke given by a responsible supervisor or member to a subordinate for an action or deed contrary to expectations; may be oral or written and may be at different ranks and levels of corrective action or discipline.

Reserve:

A part-time sworn law enforcement officer who works without compensation for law enforcement duties during on-duty assignments. Reserve officers have qualifications and training equivalent to full-time, sworn officers performing like functions and are utilized to supplement the agency's day-to-day delivery of law enforcement services.

Resignation:

The act taken by an employee, voluntarily terminating his service with the Office of the Sheriff.

Restraining Devices:

Equipment used to limit the movements of a prisoner, such as handcuffs, flexcuffs, waist chains, restraining straps, straight jackets, or tie-down stretchers.



Ribbons:

Awards; metal insignias worn by uniformed personnel to signify an accomplishment or completion of a task.

Road:

That portion of a highway that includes both the roadway and the shoulder.

Roadblock:

A barricade or other obstruction across the path of an oncoming vehicle, set up to apprehend or prevent the escape of a fleeing vehicle.

Roadway:

That portion of the highway improved, designed or ordinarily used for vehicle travel, exclusive of the shoulder.

Roll-Call Training:

Training or informational sessions of short duration administered to law enforcement officers just prior to or after their tour of duty.

Rules and Regulations:

Specified directives from which no deviation or exception will be permitted.

SSS

SAR:

Search and Recovery, scuba team, law enforcement members only.

Secondary Employment:

Any outside employment which is either extra-duty or off-duty.

Extra-duty employment is any secondary employment conditioned on the actual or potential use of law enforcement powers by the officer-employee;

Off-duty employment is any secondary not conditioned on the actual or potential use law enforcement powers by the off-duty employee;

The employee will be compensated for the employment.

Secondary Employment Record Form:

A work permit (approved through the member's chain of command).

Secondary Pursuit Vehicle:

A vehicle in the general area of the suspect vehicle and the primary pursuit vehicle; to backup the primary pursuit vehicle. (Also see Primary Pursuit Vehicle.)

Security Risk (Passengers):

See High Risk (Passengers)

Selection Criteria:

Rules, standards, procedures, or directives upon which a judgment or decision concerning employment can be based.



Selection Process:

The combined effect of components and procedures leading to the final employment decision, including minimum qualifications such as education, experience, physical attributes, citizenship, residency—written tests, oral exams, interviews, background investigations, medical exams, polygraph tests, academy ratings, probationary period ratings, personality inventories, interest inventories, psychiatric evaluations, veterans preference, cut-off scores and ranking procedures.

Serious Physical (bodily) Injury:

A bodily injury creating a substantial risk of death; causing serious, permanent disfigurement; or results in long-term loss or impairment of the functioning of any bodily member or organ.

Service:

The delivery of any item of civil process complete with the act of delivery and does not require physical or legal seizure of a person or thing.
Notice.

Service Community:

Those persons living within this agency's jurisdiction.

Sexual Harassment:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, constitute sexual harassment when 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, 2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Shall:

When the term "shall" is used, it limits the discretion of the agency or person, meaning the personnel are compelled; denotes an obligation or command to comply.

Sheriff:

The High Sheriff of Durham County.

Significant Speed Change:

Any speed change of a vehicle, increase or decrease; or any constant speed of a vehicle where the speed zone changes such as traveling 55 MPH on an interstate and then to a school zone at 35 MPH, considering time of day and other traffic conditions.

Solicit:

Selling; advertising; recommending; negotiating; availability of products, or ordering of products or services.

Span of Control:

The number of persons reporting to any one supervisor.

Special Event:

An activity, such as a parade, athletic contest, or public demonstration, that results in the need for control of traffic, crowds, or crimes.



Special Purpose Vehicle:

A vehicle used because of considerations of weather terrain, or the need for inconspicuous appearance, quietness, storage requirements, special operational needs, etc. This includes the SERT van, SAR van, bomb truck and trailer, mobile command post, boats, motorcycles, prisoner transport vehicles, and bicycles.

Specialized Assignment:

An assignment often characterized by increased levels of responsibility and specialized training, but within a given position classification; a specialized assignment may involve higher pay or additional benefits.

Staff:

Usually refers to the Sheriff's positions of rank which are appointed and do not require by general order to be selected from an assessment center or exercise.

May refer to a specific group of Office personnel (such as "Administrative Staff" or "Detention Staff").

Staff Inspection:

Check-over, survey, review, scan, or overview of physical facilities or procedures conducted by personnel who do not have control of the persons, facilities, or procedures being inspected.

Status Offense:

An act or conduct declared by statute to be an offense only when committed or engaged in by a juvenile, and adjudicated only by a juvenile court.

Superior Officer:

Any officer having supervisory responsibilities, either temporary or permanently, over employees of lower rank.

Supervisor:

Any person with authority or responsibility over another person or work function; to include any person designated temporarily, "acting".

Suspension:

Action taken by temporarily denying an employee the privilege of performing his duties as a consequence of an alleged violation of regulations.

Sustained:

Usually refers to the determination of an internal investigation or inquiry where the allegation is supported by sufficient evidence to indicate that the allegation is true.

Sworn Personnel:

Members of the Office of the Sheriff who take an oath of office, as in sworn law enforcement personnel and detention services personnel

In G.O. 4.04, Vehicles/Pursuit refers to only law enforcement personnel with police powers.

TTT

Tactical Team:

Refers to a group of officers who are specially selected, trained, and equipped to handle high risk incidents, such as those involving snipers, barricaded persons, and other situations or activities, as deemed necessary by command leadership.



Task:

A unit of work performed by an individual to accomplish the goal of a job.

Task Analysis:

A systematic, structured process for dissecting a job into its basic parts. A task analysis identifies the important or essential elements of a job, the key work behaviors, and the knowledge, skills and abilities required.

Transport Officer:

A sworn law enforcement officer or a detention officer permanently or temporarily assigned to transport suspects, prisoners, arrestees, mental patients, or other; or performing the function of transporting pursuant to normal course of duty.

UUU

Unfounded:

Usually refers to the determination of an internal investigation or inquiry where the allegation is false or there is insufficient evidence to support the allegation.

Uniformed Personnel:

Any sworn or non-sworn civilian personnel who wear a standard of clothing issued by the Office of the Sheriff.

Unity of Command:

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

Unsatisfactory Performance:

Employee behavior or work performance that is substandard and may lead to disciplinary action.

VVV

Validity:

Proof through statistical data that a given component of the selection process is job related either by predicting a candidate's job performance or by detecting important aspects of the work behavior related to the position.

Victim:

A person who suffers physical, financial, or emotional harm as the direct result of a specified crime committed upon his or her person or property. A victim may be a spouse, child, parent, or legal guardian of a minor victim; and a spouse, child, sibling, parent or legal guardian of a homicide victim. The definition excludes any person involved in a crime as a perpetrator or accomplice.

VIP:

A "very important person," as a dignitary, famous personality, notorious person, or any other person in need of special security.

Volunteers:

Unpaid citizens performing services associated with the Office of the Sheriff of Durham County.



WWW

Witness:

A person who – as determined by the law enforcement agency - has information or evidence relevant to the investigation of a specified crime. Any of the following constitute “a specified crime”; all felonies, all misdemeanor crimes against persons, and, upon the recommendation of the responding officer, other crimes. When the witness is a minor, the term “witness” includes an appropriate family member. Witness includes neither defense witnesses nor anyone involved in the crime as a perpetrator or accomplice. All victims are witnesses.

Written Directive:

Any written document used to guide or affect the performance or conduct of agency employees. The term includes policies, procedures, rules and regulations, general orders, special orders, memoranda and instructional material.

