

**PINEVILLE POLICE DEPARTMENT
GENERAL ORDER
SECTION 1: DEPARTMENT POLICY MANUAL
SUBJECT: 103 DEFINITIONS
EFFECTIVE: 01/01/2015**

DEFINITIONS

Administrative Leave - That leave which covers those instances where an officer has been involved in an incident whereby the loss of life or serious bodily injury has occurred and/or those instances where an officer's conduct is in question, or to attend meetings of occupational or professional societies.

Administrative Division - The three divisions of the police department being, Patrol, Investigations, and Support Services.

Allocation - The determination of the calls to which a position or unit within the police department is assigned.

Annual Leave - See Vacation Leave

Appointing Authority - Any officer, board, commission, council, or person having the power to make appointments, demotions and termination within the Municipal Fire and Police Civil Service.

Appointment - The designation of a person by due authority to become an officer or employee in a position and his induction in to employment in the position as outlined in LRS 33:2437 paragraph 3.

Assignment - Unit and personnel placement made by indirect or direct order of the Chief of Police or his designee.

Assistant Chief - Highest promotional rank within the Police Department.

Authority - Legal or rightful power.

Board - The Municipal Fire and Police Civil Service Board.

Booking - The processing of arrested persons.

Bureau - A major organizational component of the department comprised of units and divisions. One of the two major operations of the Department.

Captain - A rank within the structure of the police department.

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Certification - A period of time between six to twelve months in which and individual is given permanent status in the position he/she holds by the Chief of Police, appointing authority and Municipal Fire and Police Civil Service Board.

Chain of Command - The unbroken flow and line of communication and authority from the Chief of Police down to the lowest ranking position and vice versa. The chain of command principle is necessary in order that the Departmental mission may be carried out effectively. High justification is required if a deviation from the orderly flow should occur. The Chief of Police retains the right to at anytime direct an officer to report directly to his office.

Chief of Police - Chief executive officer of the Pineville Police Department charged with the administration of the entire Department and personnel.

City Limits - Geographical boundaries of the City of Pineville.

Civil Service Employee - Those employees covered under the local Fire and Police Civil Service.

Civilian Employee - A person in the unclassified service usually defined as elected officials, secretarial, stenographers, and those enumerated in LRS 33:2481B.

Classification Plan - All the classes of positions established for the classified service.

Classified Service - Every appointed office and position of trust or employment within the Department that is overseen and controlled by the municipal Fire and Police Civil Service Board.

Command Authority - Legal or rightful power to command; generally is inherent in the various levels of rank.

Command staff - Management groups consisting of employees set forth by the Chief of Police.

Commander - A person assigned to exercise command and be responsible for operations of a bureau.

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Complaint - A request for police service or action. Also an allegation that a member of the Department has allegedly violated the law, rules, regulations, or procedures.

Controlled substances - See illegal drugs.

Conduct Unbecoming an Officer - any breach of peace, neglect of duty, violation of law, misconduct or conduct on the part of any member of the Department, either inside or outside of the city limits which tends to reflect discredit upon the Department or any member thereof which is contrary to the Code of Ethics, provisions of LRS 33:2500, rules and regulations of the Department, even though the offense may not be specifically enumerated, shall be considered conduct unbecoming an officer.

Crash Report - Detailed written account of an automobile or traffic crash.

Day Off - A designated period of time when an individual is not scheduled for duty.

Demotion - Means a change of an officer or employee in the classified service from position of one class to a position of a lower class which generally affords less responsibility and pay.

Department - Pineville Police Department

Departmental Service - Employment in the police service of the City of Pineville and as defined in LRS 33:2473 paragraph nine.

Detective - A professional term that is applied to an officer of the Department whose duty assignment consists of the in depth investigation of crimes and incidents.

District - A specific geographical region within which an officer when assigned shall be held responsible for the execution of all law enforcement activities within his/her jurisdiction and scope of authority.

Division - One of the three major operations of the Department. The descending levels of operations within the Department are: Patrol, Investigative, and Support Services.

Employee - Any person, civilian, civil service, or sworn police officer, employed by the Pineville Police Department.

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Executive Authority - That authority which is conferred upon and is accepted by any member upon promotion of their new rank. May also be authority conferred upon an individual by the Chief of Police to perform a certain function.

Extra Duty - Functions performed by Police Officers when off duty. Compensation is paid by an employer of the off duty officers.

Functional Authority - Is that which is conferred or delegated to an officer or supervisor to enable him to perform or supervise the performance of an explicit task by an assigned group of personnel. For instance, a Pfc. May be allocated to be a firearms instructor for the Department.

Gender - Use of the masculine gender herein shall also include, where applicable, the female gender.

General Order - Is a permanent written order issued by the Chief to govern a particular situation and affecting the entire Department.

Illegal Drug or Controlled Substance - Shall include all illegal drugs or controlled substances that could result in criminal prosecution of possession or use.

Incompetent - Incapable of satisfactorily performing allocated duties.

Injury in the Line of Duty - Injury received in the course of an officer's performance of duty whether on or off duty.

Insubordination - Disobedience of an order by a superior either in writing or verbal, or the violation of an order, rule, regulation or procedure.

Internal Affairs - Section of the police department that is responsible for the investigation of internal matters. The officer or officers report directly to the Chief of Police.

Intoxication Beverages - Shall refer to all liquors, beer, and wine.

Juvenile - any person under the age of 17.

Leave of Absence - an extended period of time during which an officer is officially excused from duty. Outlined in LRS 33:2497 and the Local Municipal Fire and Police Civil Service Board Rules.

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Lieutenant - A rank directly below Captain.

May - Is permissive.

Member - Any person, civilian, civil service, or sworn police officer, employed by the Pineville Police Department.

Military Leave - That period of time during which a member is granted leave when called to perform military service.

Neglect of Duty - Failure to perform assigned duties or respond to a situation, when on duty, requiring police action.

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

Officer - Sworn police officer who has the power of arrest.

Offense/Incident report - Detailed written account of an offense, incident or situation.

On Duty - That period of time when officially scheduled to perform duties

Operational Authority - See functional Authority.

Order - Is any written or oral directive issued by a superior or person with authority to any subordinate(s) in the course of duty and which is not in violation of any law or ordinance.

Patrol Bureau - One of the two major divisions of the police department that encompasses the uniform patrol, shifts, traffic, selective enforcement, and special operations.

Personnel - Any person, civilian, civil service, or sworn police officer, employed by the Pineville Police Department. Also called a member.

Police Officer - See Officer.

Post - Fixed point or location which is allocated as duty such as, intersection for traffic duty, guarding a prisoner at a hospital, booking desk, complaint desk, surveillance, etc.

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Prescription and nonprescription medication - Shall include any medication given under the direction of a physician or any over the counter medication that could hinder an employee's ability to safely complete all assigned job requirements.

Probationary employee - A full time classified employee or unclassified employee who has not yet completed the working test period.

Probationary Period - That period of time commencing immediately upon appointment to a position within the classified service and continuing until the appointee is certified in the position.

Probationary Police Officer - A recruit officer who has taken the oath of office, is authorized to execute police power, is receiving or has received training at the police academy, but remains on training status under the supervision and guidance of a training officer.

Procedure - A traditional or established method of accomplishing an objective. Most procedures are written but some very basic procedures are not. Example: giving an individual Miranda rights after an arrest may not be a written policy, but every police officer knows this is a basic procedure after an arrest is affected.

Promotion - A change in the employment status of a member of the Department to a position of greater responsibility or higher classification with the corresponding increase in monetary compensation.

Promotional List - List of eligible officers or classified employees certified by the Municipal Fire and Police Civil Service Board as having qualified for promotion.

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

Report - Written communications, unless otherwise specified, relating to police work.

Resignation - voluntary termination prior to retirement.

Seniority - Means the total employment computed for an officer or employee beginning with the last date on which he was regularly and permanently appointed and has worked continuously to and including the date of computation as defined in LRS 33:2474 paragraph 20.

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Sergeant - A rank directly below Lieutenant.

Supervisor - Any person having control of a body of employees. Example: A shift Lieutenant.

Time - All references will be to the 24-hour clock system. Example: 12:30 A.M. is 0030 hours/ 4:00 P.M. is 1600.

Zone - See District.