

## DEFINITIONS

Terms contained herein are organizational definitions applied throughout the Department. Definitions applicable to specific general orders can be found in the affected order and are not repeated in this section.

### Administrative Staff

Majors and above, including civilian bureau directors.

### Appointing Authority

The Chief of Police.

### Appointment

The offer to and acceptance by a person of a position within the Fairfax County Police Department.

### Assignment/Transfer

Any personnel placement made by competent authority.

### Authority

Power to require and receive submission; the right to expect obedience. Superiority derived from a status that carries with it the right to command and give final decisions.

### BLUENet

The FCPD intranet and primary source for documents, news, information and resources.

### Bias-Based Policing

Stopping, detaining, searching, or attempting to search, or using force against a person based on his or her race, sex, sexual orientation, gender, national origin, ethnicity, age, or religion in violation of constitutional safeguards.

### Chain of Command

The line of authority and responsibility along which orders or requests of superiors and/or subordinates are passed.

### Civilian Personnel

Non-sworn employees of the Police Department.

### Command

To direct authoritatively; to govern.

### Command Staff

First Lieutenants and above, including civilian division commanders.

Command Post

A designated location where the primary command functions of an incident are performed.

Commanding Officer

Any police employee of supervisory rank.

Competent Authority

Authority rightfully belonging to or exercised by a person or group.

Confidential

Not publicly disseminated; not to be divulged to unauthorized persons.

County

County of Fairfax.

Criminal Profiling

A concise biographical description of a person or set of circumstances involved in committing or wanted for criminal acts.

Department

The Fairfax County Police Department.

Detective

A police officer assigned to conduct investigations.

Dismissal

Separation from County employment with cause.

Duty

Assigned participation in activity; obligatory tasks, conduct, service, or functions. Applies not only to tasks required by occupation, but also those tasks which are imposed by rank or status.

Duty Officer (DO)

A command level officer who is delegated operational command of the Department. Incident command authority shall remain with the DO until assumed by an Administrative Staff Command Officer, Deputy Chief of Police, Chief of Police or when relinquished to another commander most appropriate for the effective management of any incident or situation.

Emergency Equipment

Warning lights and siren installed on police vehicles.

Employee

An individual who is legally employed by the County and is compensated through the County payroll.

Employee Identification Number

A unique departmental identification number assigned to each Department member.

Finance Section (ICS related)

The section of the incident command system responsible for all issues related to compensation, cost, procurement and time/attendance.

First Line Supervisor

A police sergeant, second lieutenant or civilian in charge of a group of departmental members.

Function

Professional or official position; the acts of operation expected to be performed by a person as a result of his position or assignment.

I/LEADS

The FCPD Integrated Law Enforcement Automated Data System.

Incident Action Plan (IAP) (ICS related)

A written plan of action that provides responders management through a set of common incident objectives and procedures during an operational period.

Immediately

Denotes as soon as possible and without delay; occurring without loss of time.

Incident Commander

The person in charge of the overall management of all activities at an incident.

Incident Command System (ICS)

A standardized, on-scene, all-hazards incident management approach that:

- Allows for the integration of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure.
- Enables a coordinated response among various jurisdictions and functional agencies, both public and private.
- Establishes common processes for planning and managing resources.

Incompetence

Lack of physical, intellectual, or moral ability; lack of legal qualifications or fitness.

Insubordination

Defiance of authority; disobedience of orders; or infraction of rules.

### Logistic Section (ICS related)

The section of the incident command system responsible for all service support requirements needed to facilitate an operation.

### Malfeasance

An act by a public employee under color of authority of their office, that is unwarranted, that the employee has contracted not to do, and that is legally unjustified.

### May

The word “may” as used herein shall denote that the action indicated is permitted.

### Member

The term “member” within the context of police policies and procedures, or rules and regulations, include all sworn personnel, civilian personnel, animal control officers, auxiliary police officers, volunteers in police service (VIPS) and police chaplains.

### Misconduct

An act or omission by an employee which, if proven true, would normally result in some form of discipline or sanction. This includes:

- Commission of an unlawful act,
- Neglect of duty,
- Violation of any Department policy, procedure, rule, regulation, or training procedure, or
- Conduct which may reflect unfavorably upon the employee or agency.

### Misfeasance

The performance by a public employee of a lawful action in a wrongful or improper manner; the improper performance of an act which might have been lawfully done.

### National Incident Management System (NIMS)

A comprehensive, national approach to incident management that is applicable at all jurisdictional levels and across functional disciplines. It is intended to:

- Be applicable across a full spectrum of potential incidents, hazards, and impacts, regardless of size, location or complexity.
- Improve coordination and cooperation between public and private entities in a variety of incident management activities.
- Provide a common standard for overall incident management.

### Neglect of Duty

Failure to attend to duty sufficiently or properly.

Nonfeasance

The substantial failure of a public employee to perform a distinct duty; the neglect or refusal, without sufficient excuse, to do that which is the employee's legal duty to do.

Off-Duty

The period of time during which members or employees would not normally be required to be actively engaged in the performance of their duties and functions.

Officer

Any employee of the Fairfax County Police Department serving in a sworn capacity.

Officer in Charge

Ranking member of the Department on-duty.

Operations Section (ICS related)

The section of the incident command system responsible for all incident-related operation activities.

Order

A rule or regulation made by competent authority; an authoritative mandate usually from a superior to a subordinate; a written or oral directive.

Patrol Officer

Uniformed, sworn employee, assigned to the Patrol Bureau.

Planning Section (ICS related)

The section of the incident command system responsible for planning, documenting and disseminating incident information.

Police Liaison Commander (PLC)

Assigned to the Department of Public Safety Communications (DPSC), and works in coordination with the supervisory and management structure at DPSC to provide operational oversight, direction, and technical expertise regarding the dispatching of emergency and non-emergency incidents to police personnel.

The PLC reports directly to and serves under the direction of the Duty Officer. In conjunction with the Duty Officer, the PLC will have operational command authority over police personnel and other Department resources at the DPSC and in the field.

Police Vehicle

Any motor vehicle, marked or unmarked, owned, leased, or rented by the County of Fairfax and assigned to the Police Department.

### Privilege

A condition which is not a basic right but is granted at the convenience of the Department.

### Probable Cause

Facts and circumstances which, taken together with rational inferences therefrom, would lead a prudent person to believe:

- to arrest- that a crime is being, has been or is about to be committed and that a particular person committed it; or
- to search- that evidence of a crime or contraband is in the place to be searched.

### Promotion

Assignment of a member or employee, by the appointing authority, from one class to another which has a higher maximum rate of pay.

### Racial Profiling

The unlawful detention, interdiction, or other disparate treatment of any person on the basis of their racial or ethnic status or characteristics.

### Ranking Officer

The officer having the highest rank or grade. Officers of the same grade shall rank according to date of appointment (seniority) to that grade unless otherwise ordered by the Chief of Police.

### Reasonable Suspicion

Facts and circumstances which, taken together with rational inferences therefrom, would cause an officer to reasonably suspect that a person:

- to "stop"- is, has been, or is about to be, involved in criminal activity;
- to "frisk"- may be armed and constitute a danger to the officer or other person; and
- to "frisk" or "search" other areas- the area within immediate control and access of a person which may contain weapons and that the person may use those weapons against the officer.

### Regulations

Prescribed, suggested, or self-imposed guide for conduct or action; usually official directives by which the Department is governed. Regulations characteristically enjoy the full force and effect of a direct order from the Chief of Police and stand until cancelled or superseded by a written order from the Chief of Police.

### Relief from Duty

An administrative action by a supervisor, whereby an employee's official authority is suspended, and the employee is temporarily relieved from performing the duties of their position.

Report

A communication which provides information, either in written or electronic format.

Report Writing Manual

Manual used to complete reports that provide an accurate and thorough account of any policy action. Provides standardization of documents and instructional guidance regarding departmental forms and reports.

Right

A power, condition of existence, or possession to which one is entitled by nature, legal or moral law, or prerogative. In reference to conditions of employment, it shall designate those conditions specifically outlined by law and administrative directives.

Safety Officer

Monitors and assesses safety hazards and unsafe working environments, both in training and in operations, and advises the incident commander on all matters related to safety.

Senior Officer

A sworn employee in any given rank with the longer service in that rank.

Serious or Fatal Injuries

Life-threatening injuries or injuries resulting in death.

Shall

The action prescribed is mandatory.

Shift

Scheduled period of work or duty.

Should

The action indicated is recommended or preferred.

Span of Control

The number of subordinates under the immediate control of a supervisor; to achieve effective direction, span of control should generally not exceed 12 employees.

Staging Area

The location where personnel and equipment are kept while awaiting tactical assignment.

Standby

Off-duty status, during which officers, supervisory and command personnel are held in reserve, ready for assignment, and may be required to report to duty in accordance with the standards imposed by the Chief of Police.

Standard Operating Procedures (SOP)

A comprehensive directive coordinated with Administrative Staff and issued under the signature of the Chief of Police, which specifically defines departmental procedure on certain administration and communication activities.

Superior Officer

All officers holding a higher supervisory or command position.

Supervisor

Any officer of the rank of sergeant or above, or any civilian appointed by the Chief of Police to command any section of the Department.

Suspension of Duty

Action ordered by the Chief of Police, whereby an employee is temporarily withdrawn from office and simultaneously barred from any privileges or functions inherent in that office.

Sworn Personnel

A member of the Department that has taken an oath of office, and who's authorized police powers are derived from the Code of Virginia.

Tele-Staff

An automated management system for staffing, time, and attendance.

Training Period

The period of time during which an employee is attending the Fairfax County Criminal Justice Academy for basic law enforcement training or is working under the direct supervision of a field training instructor/squad training instructor.

Warning Shot

Discharging a firearm with the intent of apprehension, but no intent to hit the target, and not necessarily in the direction of the target.