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| <br><i>University of Pittsburgh<br/>Police Department</i><br>Rules & Regulations Manual | <b>Reference Number:</b><br>(Chapter / Section) 1 – 1   |
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| Title: <b>Glossary of Terms</b>  | <br>By Order of James K. Loftus, Chief of Police |

## **1.0 Policy / Procedure**

To establish definitions for the special terminology used in written and oral communications within the University of Pittsburgh Police Department.

## **2.0 Definitions**

### **ACCOUNTABILITY**

In the context of the standards of conduct policy, accountability means the duty of all members of the University of Pittsburgh Police Department to truthfully acknowledge and explain their actions and decisions when requested to do so by an authorized member of the University without deception or subterfuge.

### **ACTIVE SHOOTER SITUATION**

A situation involving an armed person or persons who has/have used deadly physical force on other persons and continues to do so while having access to additional victims. This may include a Sniper situation.

### **ASYLUM**

An alien or foreign national in the United States who is unable or unwilling to return to his or her country of nationality because of persecution or a well-founded fear of persecution based on race, religion, nationality, membership in a particular social group, or political opinion.

### **AUTHORITY**

In the context of the standards of conduct policy, one who is in a position of "authority" shall include, but is not limited to, any supervisor, instructor, ranking officer, officer in charge, officer conducting an investigation, etc.

### **AUTHORITATIVE POSITION**

All police officers have a position of authority which is afforded to him or her by law. This authority allows police officers to perform many functions including making arrests or even to the extent of using deadly force in the performance of their duty. Because of this authority, police officers are in a

position to influence the citizens within a community.

**BACK-UP EVIDENCE CUSTODIAN**

For the purposes of this Department, the commander shall serve as back-up to the evidence custodian when he/she is not available due to sickness, time off, etc. Three (3) keys shall be maintained. One key for the commander, one for the custodian and a spare maintained through the chief's office.

**BARRICADE SITUATIONS**

The stand-off created by an armed or potentially armed suspect in any location, whether fortified or not, who is refusing to comply with the police demands for surrender.

**BEAT**

A geographical area assigned to a patrol officer. This term applies to the area patrolled either on foot or by vehicle.

**BIAS BASED POLICING**

Also known as "racial profiling or bias based profiling," is any traffic stop, field contact, vehicle search, asset seizure/forfeiture, or enforcement action based solely on a common trait of a group. Common traits include, but are not limited to, race, ethnic background, gender, sexual orientation, religion, economic status, age, cultural group or any other identifiable groups.

**BID ASSIGNMENT**

An assignment of a specified shift, specified pass days, and specified geographical area of responsibility, per the Collective Bargaining Agreement.

**BODY CAVITY SEARCH**

Any search involving not only visual inspection of skin surfaces but the internal physical examination of body cavities and, in some instances, organs such as the stomach cavity.

**CAMPUS**

Any building or property owned by or controlled by the University within the same reasonable contiguous areas and used by it for or in support of its educational purposes.

**CAMPUS POLICE**

All law enforcement personnel employed by a state-aided or state-related college or university who have successfully completed training under the Municipal Police Officers Education and Training Commission. (MPOETC)

**CANDIDATES**

Persons seeking employment who have completed a formal application.

**CHAIN OF COMMAND**

The unbroken line of authority extending from the Chief of Police down through the subordinates.

**CHAIN OF EVIDENCE**

The continuity of the custody of physical evidence-from time of original collection to final disposal-that may be introduced in a judicial proceeding.

**CHARGES**

A charge is the designation given of a specific offense allegedly committed by an accused.

**CHEMICAL FORCE**

Any use of OC spray or other chemical suppressant.

**CHRONIC ABSENTEEISM**

Repeated and excessive use of non-scheduled sick time, which may be in single use days. Chronic absenteeism will be addressed as a disciplinary measure.

**CHRONIC TARDINESS**

Repeated and excessive instances of reporting to work late. Chronic tardiness will be addressed as a disciplinary measure.

**CIVIL DISTURBANCE**

An unlawful assembly that constitutes a breach of the peace or any assembly of persons where there is imminent danger of collective violence, destruction of property or other unlawful acts.

**CLASS 1**

A suspicious package has been located

**CLASS 2**

A bomb threat has been communicated

**CONFLICT OF INTEREST**

An individual involving oneself in a situation for which the individual will have a specific self interest in the outcome.

**COLLEGE/UNIVERSITY**

All state-aided or state-related colleges and universities.

**COMMAND POST**

A temporary headquarters established at or near the scene of an emergency.

**COMMUNICATION SPECIALIST**

A non-commissioned department member who operates NCIC, computers, monitors radio, fire and alarm and video equipment.

**COMPLAINT**

An allegation of an improper or unlawful act or omission which relates to the business of the University of Pittsburgh Police Department, or to any member, or to an improper or unlawful condition which exists by such act or omission.

**CRIME ALERT**

A special crime bulletin issued to all affected administrative officers, campus presidents, deans, directors, and department heads, posted on campus bulletin boards, and announced in campus media to alert faculty, staff, and students when a serious unresolved crime is committed on campus, creates a threat to the campus community, and the likelihood of repetition is such that a bulletin is needed to help prevent similar crimes from occurring.

**CRIME NOTICE**

A special crime bulletin posted on relevant campus bulletin boards and announced in campus media when a serious or repeat crime is committed near campus which suggests that there is a risk of repetition involving members of the campus community.

**CRIME SCENE**

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

**DEADLY FORCE**

Force that, under the circumstances in which it is used, is readily capable of causing death or serious bodily injury.

**DEATH LEAVE / DEATH IN FAMILY**

The period of time in which a member or an employee is excused from duty by reason of death in the immediate family.

**DEMOTION**

Action in which a member or an employee is reduced to a lower rank.

**DEPARTMENT**

The University of Pittsburgh Police Department (UPPD).

**DETAIL**

A temporary work or duty assignment of members or employees of the University of Pittsburgh Police Department for a specific purpose.

**DIPLOMATIC IMMUNITY**

A principle of international law by which certain foreign government officials are not subject to the jurisdiction of local courts and other authorities for both their official and, to a large extent, their personal activities.

**DISPATCHER**

Civilian employee who answers the emergency and non emergency phones in order to assist the community by providing detailed, quick and accurate police assistance. Other duties assigned.

**EMERGENCY**

An unforeseen combination of circumstances or an unusual state of affairs which requires an immediate response.

**EMPLOYEE**

Civilian employee assigned to the University of Pittsburgh Police Department.

**EVIDENCE**

Any physical thing/item/object which may provide proof of a crime, could be used in a criminal proceeding as support for testimony, or which may implicate or clear a person of a criminal charge(s), or disprove a question under inquiry.

**EVIDENCE COLLECTOR**

Member of the search team responsible for the possession, packaging, sealing, and marking of all items seized.

**EVIDENCE CUSTODIAN**

A sworn UPPD police officer authorized to possess and use the key to the evidence room and who is the only person authorized to remove property or evidence from the temporary evidence locker, or to enter the evidence room to deposit or remove evidence and other property stored therein.

**EVIDENCE ROOM**

Facilities used by the department to store evidence. For the purposes of this Department, Room 211 in the UPPD station is designated as a "restricted to authorized UPPD personnel only" area for the long term storage of evidence; requiring that any UPPD sworn officer, other employee, or other authorized law enforcement personnel entering must be accompanied by an evidence custodian, and must sign the log when entering and exiting the room.

**EXIGENT CIRCUMSTANCES**

Information obtained in such a way that it was unforeseen and which requires immediate action. Exigent circumstances, coupled with probable cause, will support a warrantless search.

**EXTRA-DUTY EMPLOYMENT**

Employment where a sworn department employee receives compensation for providing services, where the actual or potential use of Pitt police powers is possible or expected, with payment to the employee by ways other than through the officer's agency payroll.

**FIELD ACTIVITIES**

Duty assignments and/or tasks that place or could reasonably be expected to place officers in situations where they would be required to act in enforcement rather than administrative or support capacities.

**FIELD TRAINING**

A structured and closely supervised program provided to recruit officers.

**FIELD TRAINING OFFICER (FTO)**

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

**FIREARMS QUALIFICATIONS**

Compliance to standards established by the Municipal Police Officers Education and Training Commission (MPOETC).

**FOREIGN NATIONAL**

Any person who is not a United States citizen; whether tourist, visitor, migrant worker with a temporary work permit, alien resident, illegal alien, asylum-seeker, or person-in-transit.

**FOUND PROPERTY**

Any item or object whose owner is not known or cannot be determined or located at the time of discovery or submission which is found by a UPPD employee, another employee of or visitor to the University of Pittsburgh, which is given or otherwise turned in/over to a UPPD employee.

**GROUNDS**

All lands and buildings owned, controlled, leased, or managed by a college or university.

**HIGH RISK/FELONY STOPS**

Where the officer has reason to believe there is a potential for danger.

**HOSTAGE SITUATIONS**

The holding of any person(s) against their will by an armed or potentially armed suspect, held to force fulfillment of demands.

**ILLEGAL PROFILING**

Unequal treatment of any person including stopping, questioning, detaining, or arresting solely on the basis of racial or ethnic characteristics, religion, gender or sexual orientation.

**IMPACT WEAPON**

Use of any object as a less-lethal weapon to compel compliance. Such term shall include, but is not limited to: any police baton, flashlight, or similar hard object.

**IMPOUNDING OFFICER**

The officer of this department who initially receives the evidence and initiates the chain of custody.

**INCIDENT**

An event that requires law enforcement action or the dispatching of officers in response to citizen requests for law enforcement services.

**INCOMPETENCE**

The state of being incapable of the satisfactory performance of police duties. This includes the lack of courage, honesty, emotional stability, sound judgment, alertness, power to observe, initiative, intelligence and the ability to get along with people.

**IN SERVICE**

Available for service and/or the assignment of details.

**INSTRUCTIONS**

An order calling for compliance. It can be written or verbal, from the Chief of Police or any authorized individual or authority.

**INSUBORDINATION**

The willful disobedience of any order, lawfully issued by a superior or one in authority. The disrespectful, mutinous, insolent or abusive language directed toward any superior officer or person in authority, or the act of being unwilling to submit to authority.

**INTERROGATION**

In accusatory procedure designed to elicit from the subject a confession, or an acknowledgment that s/he did not tell the truth during an initial statement, whether that person is a suspect who originally denied involvement in an incident, or a victim who fabricated the nature of the alleged offense.

**INTERVIEW**

A non-accusatory conversation in which through questions and answers, the police interviewer tries to develop investigative and behavioral information that will test the veracity of statements made by a suspect, victim or witness.

**LEAVE OF ABSENCE**

Any extended period of time during which a member is excused from active duty.

**LENGTH OF SERVICE**

The length of continuous service from the date of hire. This is also referred to as seniority.

**LESS-LETHAL FORCE**

Those devices employed for the purposes of encouraging compliance, overcoming resistance or preventing serious injury without posing a significant potential of causing death.

**MEMBER**

One serving in the UPPD as his or her primary place of employment.

**MOTOR VEHICLE PURSUIT**

An active attempt by a police officer, operating a motor vehicle, to apprehend one or more occupants of a motor vehicle when the driver of the vehicle is resisting the apprehension by maintaining or increasing his speed or by ignoring the police officer's audible or visual signal to stop.

**NON-DEADLY FORCE**

Any use of force other than that which is considered deadly force.

**NON-REPORTABLE CRASHES**

Any crash not meeting the definition of reportable is considered to be non-reportable in nature.

**NON-UNIFORMED CIVILIAN PERSONNEL**

Any member in a non-sworn position, including administrative, clerical and secretarial.

**NON-UNIFORMED POLICE PERSONNEL**

Any member in a detective, temporary plainclothes or transitional (light, modified or alternate) duty assignment.

**OFFICER**

A generic term applied to every commissioned member of the University of Pittsburgh Police Department regardless of rank or duty.

**OFFICER-INVOLVED SHOOTING INCIDENT**

An on-duty incident where shooting causes death or serious bodily injury to an officer or other person.

**OFF DUTY**

That period during which a member or employee is free of responsibility of performing his paid duties.

**ON DUTY**

That period during which a member or employee is engaged in the performance of his paid duties.

**ORDER**

Oral or written instructions given by a ranking officer to a subordinate.

**OUT OF SERVICE**

Not available for service or assignment of details.

**OVERTIME COMPENSATION**

When an employee is scheduled and/or required by a supervisor to work more than 40 hours (40) in any calendar week, he(she) is compensated for work in excess of forty (40) hours at one and one-half times his/her base rate of pay. All authorized overtime shall be reported on the member's timecard.

**OVERTIME HOURS**

Overtime hours consist of any hours that are scheduled by the department in addition to the normal 40 hour workweek and/or hours worked in addition to one's normal 40 hour work week, i.e. court, late calls, etc.

**OVERTIME STANDING LIST**

For each classification, an Overtime Standing List shall be prepared and posted next to the roll call room as soon as possible following each biweekly payroll period. The overtime Standing List shall reflect all extra duty hours worked by each employee during the previous two- week period, and contains a total amount of overtime hours worked from the beginning of the calendar year. Exceptions to standing list hours are overtime hours for late calls/reports, arrests, court time and holidays. Each January, the members' position on the standing list will remain the same as the last posting in December, but the number of hours will return to zero, beginning a new year. Probationary employees have no assurance of overtime. Probationary employees will be placed at the bottom of the standing list, and upon satisfactorily completing the probationary period, will be merged into the standing list according to number of overtime hours worked.

**PATTERNEDE ABSENTEEISM OR TARDINESS**

A pattern of absence that demonstrates a routine. An example of patterned absenteeism is calling in sick in conjunction with pass days, holidays, vacation, and personal holidays, or repeated single day usage for a given day of the week. Patterned absenteeism or patterned tardiness will be addressed as a disciplinary measure.

**PATROL**

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

**PERSONALLY INVOLVED**

An officer is deemed personally involved where the off-duty officer, a family member, or a friend becomes engaged in a dispute or incident involving a personal matter with the person to be arrested or any other person connected with the incident. This does not apply to situations where the police officer is a victim of crime.

**PHYSICAL EVIDENCE**

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

**PHYSICAL FORCE**

The use of any part of an officer's body, the use of a vehicle, or the use of police canines or mounted patrol to compel compliance.

**POLICE OFFICER**

The classification of employees who possess and exercise the law enforcement powers of a police officer as commissioned under the laws of the Commonwealth of Pennsylvania.

**POST-TRAUMATIC STRESS DISORDER**

An anxiety disorder that can result from exposure to short-term severe stress, or the long-term buildup of repetitive and prolonged milder stress

**PRIMARY UNIT**

The police vehicle which initiates a pursuit or any unit which assumes control of the pursuit.

**PROBATIONARY POLICE OFFICER**

The official probationary officer status shall be deemed to exist for twelve (12) months.

**PROMOTION**

A change in the employment status of a member to a greater responsibility as indicated in the order of rank.

**PROPERTY**

Any item coming into the possession of the department which is not classified as evidence. Property may generally be classified as follows:

- Impounded
- Found
- Turned Over to Police for Destruction
- Safekeeping
- Personal Belongings
- Held for Forfeiture

**PROPERTY HELD FOR SAFEKEEPING**

For the purposes of this Department, any item or object which is obtained by or given to any UPPD employee which because of the nature or value of the object, or the circumstances under which it is obtained, including to prevent injury to the owner or another; must be safeguarded.

**RANK**

Each class of members in the University of Pittsburgh Police Department as indicated in the order of rank.

**REPORT**

A written communication, unless otherwise specified. It may be verbal exchange followed by a written communication which must be completed before a member goes off duty, unless otherwise authorized by the appropriate supervisor.

**REPORTABLE CRASHES**

Those crashes that occur on a highway or trafficway that is open to the public by right or custom and involve at least one motor vehicle in transport and involve death or injury to any person or damage to any vehicle involved to the extent that it cannot be driven under its own power in its customary manner without further damage or hazard to the vehicle, other traffic elements, or the roadway, and therefore requires towing.

**REPORTED CRIME**

A crime is "reported" when a campus security/police officer investigating an incident determines that a crime may have occurred, when a victim or witness makes a report of a crime to campus police, or designated campus security official other than a counselor as defined by the Clery Act, or a local police agency notifies the University that it has documented a report of a criminal offense which has occurred "on campus".

**RULES AND REGULATIONS**

A set of specific guidelines to which all employees must adhere.

**SEARCH PERSONNEL**

Law enforcement officers and supporting personnel taking part in the executing of a search warrant.

**SEARCH SITE**

The premises or person to be searched, as explicitly stated in the search warrant.

**SEARCH WARRANT**

A written order, in the name of the people, signed by a magistrate or other judicial authority, directing a peace officer to search for specified personal property and bring it before the magistrate.

**SECONDARY UNIT**

Any police unit which becomes involved as a backup to the primary unit.

**SECURITY GUARD**

The classification of public safety employees who do not possess and exercise the powers of a commissioned police officer as commissioned under the laws of the Commonwealth of Pennsylvania.

**SEXUAL HARASSMENT**

Title VII of the Civil Rights Act of 1964 defines sexual harassment as the deliberate repeated behavior of a sexual nature by one employee to another that is unwelcome, unasked for or rebuked by the other employee. The behavior can be verbal or physical. The harassment may occur between co-workers or between a superior employee and a subordinate one.

**SHIFT**

The period during which a member is on-duty. The precise hours for each shift shall be established by the current contract.

**SICK LEAVE**

The period of time during which the member is excused from active duty by reason of illness or injury. Sick Leave may be used only for health reasons and for family care obligations that have a bearing on physical and mental welfare. Family members are defined as those for whom leave may be taken under the Family and Medical Leave Act. (FMLA).

**SPECIAL CRIME BULLETIN**

A "Crime Alert" or "Crime Notice" made in a timely manner describing the alleged actor and the nature, time and location of the crime that occurred and the type of precautions that individuals should take to aid in the prevention of similar occurrences. The manner and timing of Special Crime Reports will relate to the different crimes and situations involved.

**STRIP SEARCH**

Any search of an individual requiring the removal or rearrangement of some or all clothing to permit the visual inspection of areas of the body covered by clothing to include: genital areas, buttocks, anus, chest and back.

**SUPERVISORY OFFICER**

Search team member most knowledgeable about the case and/or responsible for the investigation.

**SUPERVISOR**

A generic term applied to every member having supervisory responsibility, either temporary or permanent, over other employees.

**SUSPENSION**

The act or temporarily denying a member or employee the privileges of performing his/her duties as a consequence of having violated policy, procedure, or orders of the University of Pittsburgh Police Department.

**TARDINESS**

Tardiness is failure to report to work at the employee's assigned time, and/or failure to report for roll call.

**TEMPORARY EVIDENCE LOCKERS**

For the purposes of this Department, the lockers on the second floor of the UPPD station numbered 1 through 23 are designated as a temporary storage locker for evidence seized by a UPPD officer and are individually equipped with key locked compartments.

**TEMPORARY HOLDING AREA**

Any location controlled by this department that is to be used for a brief period of time as allowed by agency/judicial guidelines to process, question, arraign, or treat a person in the custody, control or care of the law enforcement agency. The temporary holding area shall only be used until the processing or questioning is completed prior to the person's release or until the person appears before a member of the judiciary.

**TERRORIST INCIDENT**

An incident where the motivation of the subject(s) is to cause high impact public atrocities with little or no regard for their own safety or escape; the subjects are fanatically motivated to cause death and destruction.

**TOUR OF DUTY**

The shift during which an individual member or employee is on duty.

**TRANSPORTING OFFICER**

A sworn law enforcement officer who is responsible for the transporting of a prisoner, victim, or other person from one point or place to another.

**UNKNOWN RISK STOP**

All other motor vehicle stops.

**UNIFORM OF THE DAY**

The authorized attire and equipment to be worn by a member of the University of Pittsburgh Police Department during the course of the officer's duties.

**USE OF FORCE**

The amount of effort required by police to compel compliance from a person.