

ADMINISTRATIVE ACTION: any non-disciplinary action that the Department imposes as full or partial resolution of a resolution of a sustained violation of the Department general orders.

ADMINISTRATIVELY CLOSED: The Department has deemed it inappropriate to proceed further with the investigation or disciplinary proceedings. This disposition would apply in cases where, for instance, an employee voluntarily resigns from Town employment prior to the completion of a pending investigation, or in cases where prosecution of the matter would likely be unsuccessful, such as when the complainant/witness is unwilling to testify or is unavailable for a hearing. This classification also may be used if a complainant refuses to participate further in an investigation after a Complaint is filed.

AGENCY: a division of government with a specific function, or a nongovernmental organization (e.g. private contractor, business, etc.) that offers a particular kind of assistance. In ICS, agencies are defined as jurisdictional (having statutory responsibility for incident mitigation) or assisting and/or cooperating (providing resources and/or assistance).

AGENCY REPRESENTATIVE: individual assigned to an incident from an assisting or cooperating agency who has been delegated authority to make decisions on matters affecting the agency's participation at the incident.

AFFIANT: An officer who swears under oath that the information contained in an affidavit (statement of probable cause) is true.

ALLOCATED RESOURCES: resources dispatched to an incident.

APPLICATION AND AFFIDAVIT: A document stating facts and information that constitutes probable cause to believe that certain evidence is contained within a certain location, that is sworn to before a Judge.

APPROPRIATE FORCE: the amount of force which a reasonable, trained law enforcement officer would apply or determine to be permissible to apply in a given situation in order to obtain compliance from a resistant individual, using established departmental and/or judicially accepted standards. Appropriate force must be commensurate with the actual or potential threat posed, based upon the articulable facts of a given situation, in keeping with the policies and procedures of the Department, and recognized by the courts as reasonable.

AREA COMMAND: an organization established to: 1) oversee the management of multiple incidents that are each being handled by an Incident Command System organization; or 2) to oversee the management of a very large incident that has multiple Incident Management Teams assigned to it. Area Command has the responsibility to get overall strategy and priorities, allocate critical resources based on priorities, ensure that

incidents are properly managed, and ensure that objectives are met and strategies followed.

ARREST: The taking into custody of a person, pursuant to the laws of arrest, for whom a police officer has probable cause to believe has committed a crime.

ASSIGNED RESOURCES: resources checked in and assigned work tasks at an incident.

ASSIGNMENTS: tasks given to resources to perform within a given operational period, based upon tactical objectives in the Incident Action Plan.

B.A.C: Blood Alcohol Content

ASSISTANT: title for subordinates of the Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be used to supervise unit activities at camps.

ASSISTING AGENCY: an agency directly contributing tactical or service resources to another agency.

AVAILABLE RESOURCES: incident-based resources which are ready for deployment.

B.A.C: Blood Alcohol Content

BASE: the location at which primary logistics functions for an incident are coordinated and administered. There is only one Base per incident. (Incident name or other designator will be added to the term Base.) The Incident Command Post may be co-located with the Base.

BIASED BASED PROFILING: The arrest, detention, interdiction, or other disparate treatment of an individual on the basis of the race, ethnic background, age, gender, sexual orientation, religion, economic status, cultural group, or other identifiable group of such individual.

BLOOD BORNE PATHOGENS: pathogenic microorganisms that are present in human blood and can cause disease in humans.

B.P.O.: Bicycle Patrol Officer(s)

B.P.O.: Bicycle Patrol Officer(s)

BRANCH: The organizational level having functional or geographic responsibility for major parts of incident operations. The Branch level is organizationally between Section and Division/Group in the Operations Sections, and between Section and Units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional name (e.g., medical, security, etc.).

CACHE: a predetermined complement of tools, equipment, and/or supplies stored in a designated location, available for incident use.

CAMP: a geographic site, within the general incident area, separate from the Incident Base, equipped and staffed to provide food, water, and sleeping and sanitary facilities to incident personnel.

CARAVANNING: The practice of more than two police vehicles pursuing directly behind a fleeing vehicle

CASUALTY COLLECTION POINT: a Casualty Collection Point (CCP) serves as a location near the incident site which provides areas to triage, treat, and transport victims in a multi-casualty incident. CCPs are not an official facility in the National Incident Management System ICS.

CHAIN OF COMMAND: (1)a series of management positions in order of authority (2)refers to the hierarchy of supervision between the Chief of Police and every individual within the organization. It is a series of positions, each of which is directly commanded by the one immediately above it. Each individual's chain of command is determined by his assignment within the Department. The chain of command includes both those individuals who are superior to and subordinate to any particular employee.

CHECK-IN: the process whereby resources first report to an incident. Check-in locations include: Incident Command Post (Resources Unit), Incident Base, Camps, Staging Areas, Helibases, Helispots, and Division Supervisors (for direct line assignments).

CHIEF: the ICS title for individuals responsible for command of functional sections: Operations, Planning, Logistics, and Finance/Administration.

CHILD: a person under eighteen (18) years old.

CINA: a child in need of assistance. A juvenile who, regardless of whether or not they have committed a prohibited act, may be in need of immediate assistance from a service provider for any number of emotional, medical, mental, or physical concerns that are not being appropriately attended to by the juvenile's parents and/or guardians.

CINS: a child in need of supervision. A juvenile who has committed a status offense.

CITIZEN: any person who is not sworn or civilian member of any law enforcement agency.

CIVILIAN PERSONNEL: designates any member of the Department who is not sworn.

CLEAR TEXT: the use of plain English in radio communications transmissions. No Ten Codes or agency-specific codes are used when utilizing Clear Text.

COMMAND: the act of directing and/or controlling resources by virtue of explicit legal, agency, or delegated authority. May also refer to the Incident Commander.

COMMAND OFFICER: (1)Any sworn police officer of the Thurmont Police Department of the rank of lieutenant or above, or a civilian employee of equivalent position. (Manager or Director.) (2)Designates any officer who has attained the rank of lieutenant or higher.

COMMAND POST: (See Incident Command Post.)

COMMAND STAFF: the Command Staff consists of the Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander. They may have an assistant or assistants, as needed.

COMMUNICATIONS UNIT: an organizational unit in the Logistics Section responsible for providing communication services at an incident. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to provide the major part of an Incident Communications Center.

COMPACTS: formal working agreements among agencies to obtain mutual aid.

COMPENSATION: the functional unit within the Finance/Administration Section.

COMPLAINT: Any report, allegation, accusation or statement in which an individual describes a problem or dissatisfaction with the behavior or performance of any department employee.

COMPLAINT FINDINGS (DISPOSITION): The official result of the Department's inquiry or investigation into a Complaint that will determine whether or not any administrative and/or disciplinary action will be considered.

CONFLICT OF INTEREST: Any secondary employment that is illegal, inconsistent, incompatible, or in opposition to the duties, functions, and/or responsibilities of the employment with the Department.

CONTAMINATION: the presence, or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

COMMUNITY/NEIGHBORHOOD WORKUP: the crime/calls for service data given to the public by the Department at community meetings or in response to perceptions/concerns/questions about criminal activity occurring in a specific geographical location.

COOPERATING AGENCY: an agency supplying assistance other than direct tactical or support functions or resources to the incident control effort (e.g., Red Cross, telephone company, etc.).

COORDINATION: the process of systematically analyzing a situation, developing relevant information, and informing appropriate command authority of viable alternatives for selection of the most effective combination of available resources to meet specific objectives. The coordination process (which can be either intra- or inter-agency) does not involve dispatch actions. However, personnel responsible for coordination may perform command or dispatch functions within the limits established by specific agency delegations, procedures, legal authority, etc.

COST UNIT: the functional unit within the Finance/Administration Section responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost-saving measures.

C.P.O.: Crime Prevention Officer

CRIME PATTERN: the occurrence of a similar or related criminal activity in a defined geographic area. It is a “cluster” of related activity.

CRIME SERIES: a crime pattern – perceived to be the responsibility of the same suspect(s).

C.T.A.U: Chemical Test for Alcohol Unit

DEADLY FORCE: physical force which, by application, causes death or has a high probability of causing death or serious physical injury.

DELEGATION OF AUTHORITY: a statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The Delegation of Authority can include objectives, priorities, expectations, constraints, and other considerations or guidelines as needed. Many agencies require a written Delegation of Authority to be given to Incident Commanders prior to their assuming command of larger incidents.

DELINQUENT ACT: a crime committed by a juvenile, that would be considered a crime if committed by an adult.

DEMOBILIZATION UNIT: the functional unit within the Planning Section responsible for assuring orderly, safe, and efficient demobilization of incident resources.

DEPARTMENT: when standing alone and capitalized, will be used to mean the Thurmont Police Department and includes all personnel and subdivisions under the command of the Chief of Police.

DEPUTY: a fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. In some cases, a Deputy could act as a relief for a superior and therefore must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

DETAIL: describes the “temporary” assignment of an individual(s) to staff a special event to perform other duties because of departmental need or an officer’s duty status. The use of the word “temporary” does not limit the length of time an individual(s) may be assigned to a detail based on the Department’s need or individual status.

DIRECTOR: the ICS title for individuals responsible for supervision of a Branch.

DISCIPLINE: any formal sanction or resolution to a sustained complaint against an employee, which may consist of any negative sanction, from documented counseling up to and including dismissal.

DISCRIMINATE: To treat unequally or make a distinction in favor of or against a person or thing on the basis of race, age, sex, religion, or national origin.

DISPATCH: the implementation of a command decision to move a resource or resources from one place to another.

DIVISION: Divisions are used to divide an incident into geographic areas of operation. A Division is located within the ICS organization between the Branch and the Task Force/Strike Team. (See Group.) Divisions are identified by alphabetic characters for horizontal applications and, often, by floor numbers when used in buildings.

D.M.E: Deputy Medical Examiner

DOCUMENTATION UNIT: the functional unit within the Planning Section responsible for collecting, recording, and safeguarding all documents relevant to the incident.

D.R.E: Drug Recognition Expert

DRUG/ALCOHOL TEST: a urinalysis examination administered under approved conditions and procedures to detect drugs or alcohol.

D.U.I: Driving Under the Influence of Alcohol and/or Drugs

EMERGENCY EQUIPMENT: Emergency lights for the purpose of this general order are a red and / or blue flashing, rotating or oscillating lights and a vehicle mounted siren.

EMERGENCY MANAGEMENT DIRECTOR: the individual within each political subdivision that has coordination responsibility for jurisdiction emergency management.

EMERGENCY MEDICAL TECHNICIAN: a health-care specialist with particular skills and knowledge in pre-hospital emergency medicine.

EMPTY-HAND CONTROL: any weaponless control or technique performed with empty or open hands, such as, control holds, joint locks and manipulation, pressure points, take downs and the intentional moving (pushing) of an uncooperative person, as well as, instinctive weaponless control techniques used to gain control of a resistant subject. Empty-hand control does not include any strikes or active use of personal weapons (feet, fists, elbows, knees, etc.).

EMERGENCY OPERATIONS CENTER (EOC): a pre-designated facility established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency.

EMERGENCY OPERATIONS PLAN: the plan that each jurisdiction has and maintains for responding to emergency incidents.

EMPLOYEE: all employees of the Thurmont Police Department, both sworn and civilian.

EMPLOYMENT: The provision of a service, whether or not in exchange for a fee or other service, including self-employment. This includes any employment in which another may financially benefit from the employees work, e.g. a family member or other person receiving compensation for the work of the employee. Employment does not include volunteer charity work.

EOE: Equal Opportunity Employment/Employer - the provision of equitable opportunities for employment and conditions of employment to all employees regardless of race, creed, color, age, gender, religion, sexual orientation, natural origin, ancestry, veteran status, or physical impairment.

ESSENTIAL FUNCTION - shall mean a function that the job exists to perform or a function only few employees are able to share, or a function that is central to a highly specialized position. The Chief of Police has the responsibility and authority to decide and define the essential functions of the positions within the Thurmont Police Department. The Chief of Police does this by drawing on his knowledge of the job, written job descriptions, knowing the time required to do the function, the criticality of doing the function or not doing the function properly, and the terms and conditions of any employment contracts that may exist.

Without creating an exclusive listing of all possible essential functions for each position in this organization, the following illustrate the essential functions inherent to all positions:

1. Have regular and predictable attendance.
2. Meet production standards established by management for the position.

3. Meet efficiency standards established for doing a function.
4. Perform a responsibility, duty, or task efficiently and safely.
5. Can subordinate personal preferences to the lawful directives of management.

EVENT: a planned, non-emergency activity. ICS can be used as the management system for a wide range of events (e.g., parades, concerts, or sporting events).

EVIDENCE INVENTORY FORM: A document which is used to record the seizure of specific items pursuant to the execution of a Search and Seizure Warrant.

EXCESSIVE FORCE: physical force that is grossly disproportionate to the actual or potential threat posed by an individual, and exceeds the amount of force that a reasonable, trained police officer would deem permissible to apply in a given situation. The application of excessive force either causes or may potentially cause injury to an individual.

EXIGENCE: Demand, want, need, imperativeness; emergency; something arising suddenly out of the current of events; any event or occasional combination of circumstances, calling for immediate action or remedy; a pressing necessity; a sudden and unexpected happening or an unforeseen occurrence or condition. Something arising suddenly out of circumstances calling for immediate action or remedy, or where something helpful needs to be done at once, yet not so pressing as an emergency.

EXONERATED: the alleged act occurred but was justified, legal and proper.

EXTRA-DETAIL EMPLOYMENT: Any employment for which an individual is hired for the express purpose of protecting interests of an employer or providing some other related **law enforcement service**. It is a part-time employment in which the employee's essential function is to protect life and property, keep the peace, or otherwise maintain order, or, should circumstances warrant, enforce state and/or local laws and ordinances.

FACILITIES UNIT: functional unit within the Support Branch of the Logistics Section that provides fixed facilities for the incident. These facilities may include the Incident Base, feeding areas, sleeping areas, sanitary facilities, etc.

FIELD OPERATIONS GUIDE: a pocket-size manual of instructions on the application of the Incident Command System.

FIELD SEARCH: A thorough search of an arrested person (conducted at the scene or at a safer location) which includes going into all pockets, articles of clothing, purses, knapsacks, etc. to locate weapons, evidence, or contraband. It does not include a strip search or a body cavity search.

FINANCE/ADMINISTRATION SECTION: the Section responsible for all incident costs and financial considerations. Includes the Time Unit, Procurement Unit, Compensation/Claims Unit, and Cost Unit.

FIRST LINE SUPERVISOR: is any member of the Department who has been designated as having the direct and immediate responsibility and authority to control, coordinate and evaluate the performance of subordinate personnel. “First Line Supervisor” includes the rank of sergeant as well as corporal.

FLEEING VEHICLE: A motor vehicle operated by a person who is attempting to avoid apprehension by police officers.

FOOD UNIT: functional unit within the Service Branch of the Logistics Section responsible for providing meals for incident personnel.

FORCE: the amount of effort used by a police officer to gain compliance from a subject while acting in his/her official capacity, whether on or off duty. This definition includes both physical and “constructive force” (presence, commands, pointing a firearm, etc.).

FRISK: The “patting down” of the outer garments of an individual for the purpose of locating a weapon.

FULL DUTY STATUS: an officer is medically fit (physically and mentally) to perform all of the duties and job responsibilities of a sworn police officer in the Thurmont Police Department.

FUNCTION: to the five major activities in the ICS, i.e., Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved (e.g., the planning function).

GENERAL ORDER: A term used by this agency to describe permanent directives concerned with policy and procedures affecting more than one organizational component.

GENERAL STAFF: the group of incident management personnel reporting to the Incident Commander. They may each have a deputy, as needed. The General Staff consists of: Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

GRIEVANCE: is a complaint/dispute by an employee alleging that the Department has taken action or made a decision in the administration of a rule, plan or policy affecting an employee’s terms or conditions of employment.

GROUND SUPPORT UNIT: functional unit within the Support Branch of the Logistics Section responsible for the fueling, maintaining, and repairing of vehicles, and the transportation of personnel and supplies.

GROUP: groups are established to divide the incident into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. (See Division.) Groups are located between Branches (when activated) and Resources in the Operations Section.

ILLEGAL DRUG: any controlled substance, including but not limited to opiates, heroin, hallucinogens, marijuana, mescaline, peyote, PCP, prescription drugs, amphetamines and barbiturates which are not obtained and used under a prescription lawfully issued to the employee possessing the same and any other substances including those listed in the Federal Controlled Substances Act or its regulations or unlawful under any other law.

GOAL: is a relatively broad statement of an end result that the Department intends to ultimately achieve. It usually requires an extended period of time to achieve and, whenever possible, is stated in such a way as to permit measurement of its achievement.

HARASS: To annoy, disturb, or irate persistently, which includes the terms, “badger, bait, bother, hound, pester, plague, torment, ridicule,” etc.

HEARING BOARD: means a board authorized by the Chief of Police to hear evidence of a complaint against an employee.

HOSTILE WORK ENVIRONMENT: is defined as/created when there is unwelcome conduct and/or a pattern of harassment that is so severe or pervasive as to alter or change the conditions of the individual’s employment and create an abusive, intimidating, hostile, or offensive work environment. **Any** discriminatory behavior or harassment can result in a hostile work environment.

IN ABSENTIA ARREST: referring charges to the Department of Juvenile Justice (DJJ) without a juvenile physically being taken into custody.

INAPPROPRIATE FORCE: a higher level of force than a reasonable, trained police officer would utilize or deem permissible to apply in a given situation using established departmental and/or judicially accepted standards.

INCIDENT: an occurrence, caused either by human action or natural phenomena, that requires action by emergency service personnel to prevent or minimize loss or life or damage to property and/or natural resources.

INCIDENT ACTION PLAN: contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. The Plan may be oral or written. When written, the Plan may have a number of forms as attachments (e.g., traffic plan, safety plan, communications plan, map, etc.).

INCIDENT COMMANDER: the individual responsible for the management of all incident operations at the incident site.

INCIDENT COMMAND POST (ICP): the location at which the primary command functions are executed. The ICP may be co-located with the Incident Base or other incident facilities.

INCIDENT COMMAND SYSTEM (ICS): a standardized on-scene emergency management concept specifically designed to allow its users(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries.

INCIDENT MANAGEMENT TEAM: the Incident Commander and appropriate Command and General Staff personnel assigned to an incident.

INCIDENT OBJECTIVES: statements of guidance and direction necessary for the selection of appropriate strategy/ies, and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.

INFORMATION OFFICER: a member of the Command Staff responsible for interfacing with the public and media or with other agencies requiring information directly from the incident. There is only one Information Officer per incident. The Information Officer may have assistants.

INFANCY: as defined by the Annotated Code of Maryland, a child under the age of seven (7) who is, by virtue of his/her age, conclusively presumed incapable of committing a crime.

INITIAL ACTION: the actions taken by resources which are the first to arrive at an incident.

INITIAL RESPONSE: resources initially committed to an incident.

INSTRUCTIONAL MATERIAL: Training guides, bulletins, and checklists.

INTERROGATION: the process by which an officer obtains information from a person who is a suspect in the incident under investigation or to obtain information from an otherwise uncooperative person who has knowledge of the incident in question.

INTERVIEW: the process by which an officer obtains information from a person who may have personal knowledge of interest to the department. Interviews are conducted in order to collect facts relating to an incident, to substantiate information obtained from other sources, or to obtain additional relevant information.

INVESTIGATIVE QUESTIONING: an officer may obtain routine information from a subject without advising him/her of his/her Miranda Rights. This information can include name, addresses, telephone numbers, occupation, and normal identifying data.

INVESTIGATOR: The employee, regardless of rank or position, who actually conducts an Internal Investigation.

IWIF: Injured Workers' Insurance Fund

JURISDICTION: the range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority for incident mitigation. Jurisdictional authority at an incident can be political/geographic (e.g., city, county, State, or Federal boundary lines) or functional (e.g., police, department, health department, etc.). (See Multi-jurisdiction.)

KIND: resources described by function (e.g., a patrol car or a bulldozer).

“KNOCK AND ANNOUNCE:” SEARCH AND SEIZURE WARRANT: A search and seizure warrant that requires that officers, prior to making entry, knock, identify themselves, and await a response before making entry into the premises.

LEADER: the ICS title for an individual responsible for a Task Force, Strike Team, or functional unit.

LEOBR (Law Enforcement Officer's Bill of Rights): Article 27, Sections 727-734D of the Annotated Code of Maryland, or its successors, as it is amended and revised.

LESS LETHAL WEAPON: any weapon, other than a firearm, used to control persons or defend an officer from harm. Handcuffs are not considered a weapon, but rather a restraining device.

LIAISON OFFICER: a member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

LIFE SAFETY: the joint consideration of both the life and physical well-being of individuals.

LIMITED DUTY STATUS: an officer is temporarily unable to perform some of his/her duties and job responsibilities as a sworn police officer in the Thurmont Police Department. This is because of a temporary medical condition/illness/injury that has been diagnosed by a medical professional. The medical condition/illness/injury must present no unreasonable risk to the officer, other employees, or the public during performance of limited duty assignments. Some examples may be a sprain or strain, recovering from minor surgery, etc.

LINE OF DUTY DEATH OR SERIOUS INJURY: Any action, felonious or accidental which claims the life or seriously injures, a law enforcement Officer who was performing police functions either while on or off duty. Survivors: Include immediate family members of the deceased Officer; Spouse, Children, Parents, Siblings.

LOCAL LAW ENFORCEMENT AGENCY: the law enforcement agency in a town that has been designated by resolution of the town governing body as the primary law enforcement unit in the town.

LOGISTICS SECTION: the Section responsible for providing facilities, services, and materials for the incident.

MANAGEMENT BY OBJECTIVES: a top-down management activity which involves a three-step process to achieve the incident goal. The steps are: establishing the incident objectives, selection of appropriate strategy(s) to achieve the objectives, and the tactical direction associated with the selected strategy. Tactical direction includes selection of tactics, selection of resources, resource assignments, and performance monitoring.

MAJOR INCIDENT: Situations involving homicides, officer-involved shootings, natural disasters, major fire or aircraft incidents, hostage situations, etc., which require police response.

MANAGERS: individuals within the ICS organizational units who are assigned specific managerial responsibilities (e.g., Staging Area Manager or Camp Manager).

MANUAL: A collection of policies, procedures, rules and regulations, general orders and/or other written directives.

MARKED POLICE VEHICLE: Any police vehicle that is identifiable by color scheme, department seal, and/or police lettering, has visible emergency lights permanently mounted on or within the vehicle and is equipped with a siren.

MEDICAL UNIT: functional unit within the Service Branch of the Logistics Section responsible for the development of the Medical Emergency Plan and for providing emergency medical treatment of incident personnel.

MEMORANDUM: An informal, written document generally used to clarify, inform, or inquire.

MOBILIZATION: the process and procedures used by all organizations – Federal, State, and local – for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

MOBILIZATION CENTER: an off-incident location at which emergency service personnel and equipment are temporarily located pending assignment, release, or reassignment.

M.P.C.T.C.: Maryland Police Correctional Training Commission

M.S.P: Maryland State Police

MULTI-AGENCY COORDINATION (MAC): a generalized term which describes the functions and activities of representatives of involved agencies and/or jurisdictions who come together to make decisions regarding the prioritizing of incidents and the sharing and use of critical resources. The MAC organization is not a part of the on-scene ICS and is not involved in the developing incident strategy or tactics.

MULTI-AGENCY INCIDENT: an incident where one or more agencies assists another jurisdictional agency.

MUTUAL AID AGREEMENT: written agreement between agencies and/or jurisdictions in which they agree to assist one another upon request by furnishing personnel and equipment.

NATIONAL INCIDENT MANAGEMENT SYSTEM: a system mandated by Homeland Security Presidential Directive – 5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private sector, and non-governmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of size and complexity.

NATIONAL RESPONSE PLAN: a plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans in one all-discipline, all-hazards plan.

NEWS MEDIA: Legitimate news gathering and disseminating agencies with recognized credentials to include press, radio, television, magazine, wire services, and photographers/cameramen.

N.H.T.S.A: National Highway Traffic Safety Administration

“NO-KNOCK” SEARCH AND SEIZURE WARRANT: A search and seizure warrant that authorizes officer to enter the premises without giving prior notice to the occupants of the premises.

NON-DEADLY FORCE: physical force which, by its application, is not intended to cause and/or has a low probability of causing death or serious physical injury.

NOT SUSTAINED: The investigation failed to produce sufficient evidence to prove clearly or to disprove the allegation.

OBJECTIVE: is a lesser result that the Department needs to achieve in order to attain a stated goal. The achievement of numerous objectives or a series of objectives is often required to attain a single goal.

OCCUPATIONAL EXPOSURE: reasonably anticipated skin, eye, mucous membrane, or parenteral (piercing the skin, e.g., needle pricks) contact with blood or other potentially infectious materials that may result from the performance of an employee’s duties.

OFFICE OF THE CHIEF: The Chief of Police and/or the Department's Commanders, to include the Executive Administrative Specialist.

OFFICER: (1) means any sworn employee of the Thurmont Police Department who, in official capacity, is authorized to initiate arrests (2) the ICS title for the personnel responsible for the Command Staff positions of Safety, Liaison, and Information (3) is any member of the department below the rank of corporal who has taken an oath of office and possesses police powers.

OPERATIONAL ORDER: Usually short-term directive to address a specific need for a specific task. Self canceling upon completion of the task or as otherwise stated.

OPERATIONAL PERIOD: the period of time scheduled for execution of a given set of operation actions as specified in the Incident Action Plan. Operational Periods can be of various lengths, although usually not over 24 hours.

OPERATIONS SECTION: the Section responsible for all tactical operations at the incident. Includes Branches, Divisions and/or Groups, Task Forces, Strike Teams, Single Resources, and Staging Areas.

OUT-OF-SERVICE RESOURCES: resources assigned to an incident but unable to respond for mechanical, rest, or personnel reasons.

OUTSIDE EMPLOYMENT: Any additional off-duty occupational activity that a Department employee may pursue while employed by the Department. It includes self-employment and contractual employment as well as employment by others. Outside employment is employment that is **NOT** related to the law enforcement profession, for which vested police powers are not a condition of employment, and which provides no real or implied law enforcement services to the employer.

P.B.T: Preliminary Breath Test

PERSONNEL ORDER: An announcement of changes in the status of personnel, to include reassignment or promotion.

P.I.O.: Public Information Officer

PLANNING MEETING: a meeting held as needed throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. In larger incidents, the planning meeting is a major element in the development of the Incident Action Plan.

PLANNING SECTION: responsible for the collection, evaluation, and dissemination of tactical information related to the incident, and for the preparation and documentation of Incident Action Plans. The Planning Section also maintains information on the current

and forecasted situation and on the status of resources assigned to the incident. Includes the Situation, Resource, Documentation, and Demobilization Units, as well as, Technical Specialists.

POLICE OFFICER: A peace officer as defined by Maryland Statutes currently employed by the municipality.

POLICY: A written directive that is a broad statement of agency principles.

PRIMARY UNIT: The police vehicle that initiates a pursuit or any vehicle that assumes control of the pursuit as the first police vehicle immediately behind the fleeing vehicle.

PROBABLE CAUSE (REASONABLE GROUNDS): Facts and circumstances, of which there is reasonably trustworthy information, sufficient in themselves to lead a police officer of reasonable caution to believe that a person in question is committing or has committed a crime.

PROBATIONARY EMPLOYEE: means an employee of the Thurmont Police Department who is in the initial probationary stage of employment. Normally, this period of time is for two (2) years from date of hire.

PROCEDURE: Is a guideline for carrying out written directives.

PROCUREMENT UNIT: functional unit within the Finance/Administration Section responsible for financial matters involving vendor contracts.

PROGRESSIVE FORCE: the escalation of force used by an officer in order to control a situation or the actions of persons from minimal to maximum (i.e., verbal force, physical force, immediate force, deadly force).

PURSUIT: An event involving one or more on-duty police officers operating a police vehicle utilizing the vehicles emergency equipment in an attempt to apprehend a suspect in a fleeing vehicle who having been given a visual or audible signal by a police officer directing the driver to bring his vehicle to a stop, willingly fails or refuses to obey such direction, increases his speed, extinguishes his lights, or otherwise flees or attempts to elude the officer.

QUID PRO QUO HARASSMENT: means “something for something.” This type of harassment occurs when an employee is required to choose between submitting to inappropriate behavior, demands, remarks, sexual advances, etc., or lose a tangible job benefit. Generally occurring between a supervisor and a subordinate, a claim must meet the following criteria:

1. The harassment was based on sex;
2. The individual was subjected to unwelcome sexual advances (express or implied), and

3. A tangible economic benefit of the job was conditioned on the individual's submission to the unwelcome sexual advances. (i.e., "You must go out to dinner with me if you want to keep your job.")

RANDOM TESTING: a system of drug testing imposed without individualized suspicion that a particular individual is using illegal drugs.

REASONABLE CAUSE - means those facts that would lead an ordinary member concerned about this organization's mission, public image, and public or member safety to question another member's fitness for duty. Reasonable cause does not mean that members concerned about another member's fitness for duty have proof beyond a doubt or even a preponderance of evidence to support action. However, it does require more than personal opinion or mere suspicion, or suspicion based on hearsay. Reasonable cause is based on substantial evidence. Reasonable cause is a subjective standard based on objective facts. Personal opinions that are unsupported by facts will not establish reasonable cause. Reasonable cause does not coexist with malice.

REASONABLE SUSPICION: is a belief based on objective and articulable facts sufficient to lead a prudent person to believe that the person is under the influence or impaired by drugs or alcohol.

RECORDER: An officer who is designated to document and handle all items seized pursuant to a Search and Seizure Warrant. The Recorder will also file the Report and Return of Search and Seizure Warrant with the issuing Court.

RECORDERS: individuals within ICS organizational units who are responsible for recording information. Recorders may be found in Planning, Logistics, and Finance/Administration Sections.

REPORT AND RETURN OF SEARCH AND SEIZURE WARRANT: A document that lists all items seized by the Recorder pursuant to a Search and Seizure Warrant. This document must be filed with the issuing court within ten (10) business days of service and must be sworn to before the judge to whom the document is presented.

REPORTING LOCATIONS: locations or facilities where incoming resources can check in at the incident. (See Check-in.)

REASONABLE BELIEF: believing that a given fact or combination of facts exist, and that the circumstances which are known, or should be known, are such as to cause a reasonable person to believe so.

REPORTABLE BELIEF: believing that a given fact or combination of facts exist, and that the circumstances which are known, or should be known, are such as to cause a reasonable person to believe so.

RESOURCES: personnel and equipment available, or potentially available, for assignment to incidents. Resources are described by kind and type (e.g., ground, water, air, etc.) and may be used in tactical support or overhead capabilities at an incident.

RESOURCES UNIT: functional unit within the Planning Section responsible for recording the status of resources committed to the incident. The Resources Unit also evaluates resources currently committed to the incident, the impact that additional responding resources will have on the incident, and anticipated resource needs.

RESTRICTED DUTY STATUS: an officer is temporarily unable to perform all or most of his/her duties and job responsibilities as a sworn police officer in the Thurmont Police Department. This is as a result of a temporary medical condition/illness/injury, which has been diagnosed by a medical professional, and which may also present an unreasonable risk to the officer, other employees, and the public, should the officer be allowed to perform in a Full or Limited Duty Capacity. Examples may be a casted limb, recovery from major surgery, etc.

RULES AND REGULATIONS: A set of specific guidelines to which all employees must adhere.

SAFETY OFFICER: a member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety. The Safety Officer may have assistants.

SEARCH AND SEIZURE WARRANT: An order in writing from a court of record, issued by a judge, which permits a peace officer to search a particular place (or person) for crime-related evidence and seize evidence. It must be based upon probable cause.

SECONDARY EMPLOYMENT: **Any** work, service, occupation, labor, or profession that is performed for any individual, business, corporation, or entity **other than the Town of Thurmont**, for which pay or any other type of compensation or benefits is received. For the purpose of this order, “Secondary Employment” refers to both Outside and Extra-Detail Employment.

SECONDARY UNIT: Any police vehicle that becomes involved as a back up to the primary unit.

SEGMENT: a geographic area in which a Task Force/Strike Team Leader or Supervisor of a single resource is assigned authority and responsibility for the coordination of resources and implementation of planned tactics. A segment may be a portion of a Division or an area inside or outside the perimeter of an incident. Segments are identified with Arabic numbers.

SEMI-MARKED POLICE VEHICLE: Any police vehicle that is not identifiably marked by distinctive color scheme but has emergency lights permanently mounted within the vehicle and is equipped with a siren.

SERIOUS PHYSICAL INJURY: an injury that causes major disfigurement, severe tissue damage, broken bones, internal organ injury, permanent paralysis, or partial paralysis.

SERVICE BRANCH: a Branch within the Logistics Section responsible for service activities at the incident. Includes the Communications, Medical, and Food Units.

SHALL: Indicates mandatory compliance with the statement, order or other document.

SHOULD: Indicates discretionary compliance with the statement order, however, it is expected that under ordinary circumstances, the statement or order be complied with.

SITUATION UNIT: functional unit within the Planning Section responsible for the collection, organization, and analysis of incident status information, and for analysis of the situation as it progresses. Reports to the Planning Section Chief.

SPAN OF CONTROL: the supervisory ratio of from three to seven individuals, with five-to-one being optimum.

SPECIALIZED ASSIGNMENT: an assignment other than the position to which an employee is originally assigned after completion of entry-level training and which is often characterized by increased levels of responsibility and training, but within a given position classification. For example, sworn personnel are hired and assigned as patrol officers upon graduation from the police academy. Once they are reassigned to an area other than patrol, they become specialized. Changes in assignment due to promotion are not considered specialized assignments. In addition, allocation of additional duties without a transfer in assignment does not constitute a specialized assignment. Temporary assignments are not considered specialized assignments.

STAGING AREA: Staging Areas are locations set up at an incident where resources can be placed while awaiting a tactical assignment. Staging Areas are managed by the Operations Section.

STATUS OFFENSE: an act, or conduct, declared by statute to be an offense but only when committed or engaged in by a juvenile, and that can only be adjudicated by a juvenile court.

STRATEGIC ANALYSIS: refers to a comprehensive, detailed overview of a problem that may require long-term commitment to resolve. Strategic Analysis may include demographic, geographical, economic, and/or social data as well as crime/incident data.

STRATEGY: (1)the general plan or direction selected to accomplish incident objectives (2) is a careful plan or method used to achieve an objective, and ultimately a goal.

STRIKE TEAM: specified combinations of the same kind and type of resources with common communications and a leader.

STRIP SEARCH: Having an arrested person remove or arrange some or all of their clothing so as to permit a visual inspection of the genitals, buttocks, anus, female breasts, or undergarments of such person.

SUFFICIENTLY FIT - shall mean members are physically, mentally, and psychologically prepared and can perform the essential functions of their positions.

SUMMARY PUNISHMENT: Punishment which, according to the LEOBR is, "...imposed by the highest ranking member of a unit or a member acting in that capacity, which may be imposed when the facts constituting the offense are not in dispute. Summary Punishment may not exceed three days suspension without pay or a fine of \$150.00."

SUPERVISOR: A police officer who by virtue of rank or assignment is responsible for direction or supervision of the activities of other police officers, i.e. sergeant, officer-in-charge, individuals responsible for command of a Division or Group.

SUPPLY UNIT: functional unit within the Support Branch of the Logistics Section responsible for ordering equipment and supplies required for incident operations.

SUSTAINED: The accused employee committed all or part of the alleged acts of misconduct.

SWORN PERSONNEL: designates all personnel of the Department who have taken an oath of office and who possesses police powers.

TACTICAL ANALYSIS: identifies specific, on-going criminal or related problems to promote a quick, effective response – either to apprehend the suspect(s) or to stop – criminal activity. Tactical Analysis results in a tactical action plan that is an organized, directed, timely response to a specific, identified problem.

TACTICAL DIRECTION: direction given by the Operations Section Chief which includes the tactics appropriate for the selected strategy, the selection and assignment of resources, tactics implementation, and performance monitoring for each operational period.

TASK FORCE: a combination of single resources assembled for a particular tactical need with common communications and a leader.

TECHNICAL SPECIALISTS: personnel with special skills that can be used anywhere within the ICS organization.

TEMPORARY FLIGHT RESTRICTION (TFR): temporary airspace restrictions for non-emergency aircraft in the incident area. TFRs are established by the FAA to ensure aircraft safety and are normally limited to a five-nautical-mile radius and 2000 feet in altitude.

THIRD PARTY HARASSMENT: occurs when: 1. An employee witnesses sexual conduct in their workplace and finds the conduct to be offensive, even if the conduct was not directed toward the employee, or 2. A person outside of the Department, such as a vendor, service person, etc. harasses an employee or engages in unwelcome, inappropriate behavior that is unwanted and unwelcome. The Department can be held liable for harassing conduct of a third party employee(s) if the department has knowledge and some ability to address the improper behavior.

TIME UNIT: the functional unit within the Finance/Administration Section responsible for recording time for incident personnel and hired equipment.

TOWN PREMISES: all land, property, building, structures and installations, vehicles and equipment owned or leased to the Town of Thurmont.

TYPE: refers to resource capability. A Type 1 resource provides a greater overall capability because of power, size, capacity, etc., than would be found in a Type 2 resource. Resource typing provides managers with additional information in selecting the best resource for the task.

UNFOUNDED: The alleged act did not occur.

UNIFIED AREA COMMAND: a Unified Area Command is established when incidents under an Area Command are multi-jurisdictional. (See Area Command and Unified Command.)

UNIFIED COMMAND: in ICS, Unified Command is a unified team effort which allows all agencies with responsibility for the incident, either geographic or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility, or accountability.

UNIT: the organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

UNITS/CLAIMS UNIT: responsible for financial concerns resulting from property damage, injuries, or fatalities at the incident.

UNITY OF COMMAND: the concept by which each person within an organization reports to only one designated person.

UNMARKED POLICE VEHICLE: Any police vehicle that has no distinctive identifiable marking and may have portable emergency light(s) and siren.

UNWELCOME SEXUAL CONDUCT: is considered harassment if the employee did not solicit or invite it, and the employee regarded the conduct as undesirable or offensive. (I.e., Sexual comments, overtures, or gestures of a provocative or suggestive nature; jokes or innuendoes intended for or directed to another employee; suggestive, offensive, or demeaning looks or sexually offensive “art” or written material in the work place, etc.)

WITHDRAWN: The allegation was withdrawn by the complainant.

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, memorandums, and instructional material.