



DEPARTMENTAL REGULATIONS
CONCORD POLICE DEPARTMENT

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Chief of Police

DEFINITIONS

PR 106 DEFINITION OF TERMS USED IN POLICE REGULATIONS

"Action Plan" means a written document that establishes an approach to a situation.

"Administrative Instruction" means a written order issued by a command level officer establishing a principle, policy, or procedure concerning a given subject not covered by a general or special order and directed to employees under the command of, or within the responsibility of, the issuing officer.

"Administrative Regulation" means an administrative order issued by the City Manager or appropriate department head to establish an administrative change or principle in the administrative organization of the City.

"Authority" means power to direct the actions of others.

"Bureau" means the major division of assignments charged with the primary responsibility for the accomplishment of a specific portion of the purpose of the department, under the command of a ranking officer of the Chief's general staff, who is held accountable for its operations and accomplishments.

"Bureau Commander" means a bureau supervisor.

"Chief of Police" means the chief executive officer of the department, as appointed by the City Manager.

"City Limits" means the corporate boundaries of the City of Concord.

"Commanding Officer" means an officer appointed to the rank of lieutenant or higher, or an officer designated to be in command of a bureau established for the purpose of accomplishing a specific police objective.

"Concord Policing" means a model of Community Policing that has been tailored to fit the philosophy and commitment of the Concord Police Department.

"Department" means the Concord Police Department.

"Departmental Order" means an inclusive term embracing police regulations, General Orders, special order, administrative instructions, and manuals.

"Detail" means an assignment or duty.

"Direct Supervision" means the exercise of command authority delegated by the Chief of Police to his immediate subordinates, and by them to their respective subordinates, down the lines of command to employees at all levels of authority, who are charged with the direct accountability for the performance of duties and accomplishments of others.

“District Commander” means a Lieutenant or Sergeant who is assigned the responsibility of directing the operations in a specified geographical area in order to further the department’s efforts in Concord Policing.

“District Staff” means the District Commanders, the Field Operations Division Commander and the Chief of Police for purposes of review and decision making on Concord policing issues.

“Division” means the major functional segregation of kindred phases of activities within the department. Each division is under the direction of a member of the Chief’s command staff, who is designated as the common head of various correlated bureaus.

“Division Commander” means the Captains of the Field Operations Division,, and the Investigations and Administrative Division.

“Division Staff” means the Commander, the managers and the bureau supervisors within a specific division.

“Employee” means all paid department personnel, collectively and individually, officers and civilian personnel alike.

“Executive Staff” means a sworn employee above the rank of Sergeant.

“Field Operations Division” means the units of the department that are responsible for delivery of services in the field; they include Patrol, Traffic, SET, Jail Operations, Communications, K-9 and Field Offices.

“Function” means the course of action or tasks performed by an organizational unit. It includes the objectives or purposes of the unit and those major aspects which distinguish one organizational unit from another.

“Functional Supervision” means, as contrasted to direct supervision, this is the supervision of a task through the medium of others who have direct line or command authority. Functional supervision is exercised by one who has staff responsibility for a specific function not carried out by his direct subordinates.

“Gender” means the masculine gender includes the feminine.

“General Order” means a written order published by the Chief of Police, applicable to the department as a whole or a division or bureau thereof, which establishes a principle, policy, or procedure concerning a given subject and which is effective until abrogated or superseded.

“General Staff” means all officers at the rank of Sergeant or above.

“Immediate Staff” means the Lieutenants, Captains, Chief of Police and other members of the department designated by the Chief of Police.

“Investigations and Administrative Services Division” means the administrative bureaus of the department that are responsible for supporting internal operations and personnel; they include Training, Recruiting and Hiring, Background Investigations, Community Action and Awareness, as well as the investigative bureaus that are responsible for supplementing the services provided to the public by the Field Operations Division; they include Investigations, Crime Scene Investigations, Records and the Evidence Control Unit..

“Jurisdiction” means that sphere of authority exercised by an organizational unit within the department. It includes those limits (functional or legal) within which an organizational unit may exercise any or all of its powers.

“Juvenile” means any person under the age of 18 years.

“Management Staff” means all department managers, as designated by City personnel rules, sworn and non-sworn.

“Manual” means a written series of administrative instructions authorized by a General Order, and issued in pamphlet form, detailing operational procedures concerning a specific subject.

“Minor” means any person under the age of 18 years.

“Officer” means sworn peace officer personnel in all ranks and duty assignments. The term shall have no reference to civilian employees.

“Order” means an instruction, either written or oral, issued by a superior officer.

“Organization” means the structure of the department resulting from a division of authority and responsibility placed upon the Chief of Police. Such division is made on the basis of related functions to assure coordination and the most efficient and effective accomplishment of department objectives.

“Planning Staff” means the combined general staff and the immediate staff for the purpose of review and decision making on issues of policy, organization and other matters related to the operations of the department.

“Plurality of Words” means the singular includes the plural and the plural includes the singular.

“Policy” means a custom, practice, plan or principle (written or unwritten) intended to influence, guide or set precedence in determining action, decisions and procedures.

“Procedure” means a way of performing; a series of steps taken to accomplish something including the implementation of policy.

“Program Manager” means the department budget managers who have responsibility over a budget and program, which consist of the Captains of the Field Operations Division and Investigations and Administrative Services Division. .

“Rank” means the official title applied to a class, and to each position allocated to the class, and to the legally-appointed incumbent of each such position.

“Reserve” means an active member of the Concord Police Reserve.

“Responsibility” means the accountability for duties and actions of others and the accomplishment of department objectives.

“Shall and May” means “shall” is mandatory and “may” is permissive.

“Special Order” means a written order issued by the Chief of Police applicable to the department as a whole. A division or bureau thereof, or an individual therein, which establishes a temporary principle, policy, or procedure on a given subject, usually for a specific length of time. When the effective period of a special order is not specified, it automatically becomes inoperative with the passing of the incident or situation which caused its issuance.

“Staff Responsibility” means the responsibility given to a staff officer for the development and recommendation of policies and procedures, having effect upon those functions coming within his jurisdiction and for keeping the Chief of Police advised as to the conformance or nonconformance to such policies and procedures throughout the department.

“Superior Officer” means an officer of higher rank. The ranks of the Concord Police Department, in descending order, are: Chief of Police, Captain of Police, Lieutenant of Police, Sergeant of Police, Police Corporal, and Police Officer. In situations where two officers of the same rank are concerned, the superior officer shall be the one with greatest seniority in rank, unless the other has been assigned as in charge.

“Supervisory Officer” means an officer appointed to the rank of Sergeant, or higher, or assigned by the Chief of Police to act in a supervisory capacity.

“Tense of Words” means the words used in the present tense shall include the past and the future. The past and future shall include the present.

“Volunteer” means a recognized member of the Police Department who has been accepted as a worker, performs without compensation and serves at the pleasure of the Chief of Police.

“Watch Commander” means the on-duty Lieutenant responsible for the deployment and tactical command in the Field Operations Division.