



# MARYLAND CAPITOL POLICE

## ADMINISTRATIVE DIRECTIVE



### Definitions and Acronyms

<b>Distribution:</b>	All Employees	<b>Index:</b>	<b>ADM 01.02</b>
<b>Responsible Unit:</b>	Headquarters	<b>Rescinds:</b>	1-102
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#### .1 Purpose

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The purpose of this Directive is to establish and maintain a standard system of acronyms, abbreviations, and definitions.

#### .2 Policy

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MCP employees will use the definitions, acronyms, rules and unit codes below when drafting written directives; they will be applicable in all written directives unless specified otherwise in a particular written directive.

#### .3 Definitions

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AGENCY: refers to the Maryland Capitol Police as an agency under the Department of General Services.

AREA: territory assigned to a unit.

BUREAU: an administrative or functional sub-unit of MCP.

CHAIN OF COMMAND: the line of authority that begins at the Chief of Police and extends through a single employee at each level of supervision to the level of execution.

CHIEF OF POLICE: Person designated as the head executive officer for MCP.

CIVILIAN EMPLOYEE: a permanent MCP employee who is not a police officer; the term does not include contractual or temporary employees.

CLASSIFICATION: the position held by a civilian employee.

COMMANDER: a police officer who has been designated by the Chief of Police as the senior executive officer of a division, unit or other recognized part of the MCP.

COMMISSIONED OFFICER: a police officer who holds the rank of lieutenant, captain, major or lieutenant colonel.

CONTRACTUAL EMPLOYEE: a person who is hired for a limited period of time and not entitled to benefits from the State such as sick leave, paid holidays or State health insurance.

CUT OFF ANNUALLY: retain in file for the remainder of the calendar year in which a record was generated or last updated, plus another designated number of years.

DEPARTMENT: generally the Department of General Services; may refer to the Maryland Capitol Police if used in the appropriate context.

DIRECTOR: a civilian employee of the MCP designated by the Chief of Police as the person accountable for the operation of a unit or other recognized part of the MCP.

DIVISION: an administrative or functional sub-unit of MCP. Can refer to a unit of the MCP responsible

for patrol and security activities in an area.

EMPLOYEE: any employee, sworn or civilian, of the MCP.

GRADE: a range of pay within specified steps.

LAWFUL ORDER: any written or verbal order issued by, or on the authority of, an employee of superior rank, that is not in violation of any statute, regulation or policy.

NON-COMMISSIONED OFFICER: a police officer who holds any rank below lieutenant.

POLICY: a broad statement of Departmental principles. Policy statements provide a framework for development of procedures, rules and regulations.

PROCEDURE: a written directive that establishes what is to be done and defines the way it should be done.

RANK: a relative position in the chain of command established by rule.

STATE: refers to the State of Maryland when capitalized and used in appropriate context.

STATE PERSONNEL MANAGEMENT SYSTEM: the principal personnel system in State government; established and administered pursuant to the MD. CODE ANN. STATE PERS. & PENS.

SUPERVISOR: a civilian employee designated as such by his position description or a sworn employee holding the rank of sergeant or above. If a supervisor is unavailable, the senior non-supervisory trooper may be designated as an acting supervisor.

SWORN EMPLOYEE: a sworn law enforcement employee with the powers described in the [MD. CODE ANN., PUB. SAFETY, § 2-301](#).

THROUGH OFFICIAL CHANNELS: reviewed by a single supervisor at each level of the chain of command until the appropriate level is reached.

UNIT: when written in lower case and used in the appropriate context, includes a bureau, command, office, installation, division, section, unit, team or other defined entity within the MCP.

#### **.4 Acronyms**

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ACRS: Automated Crash Reporting System

CAD: Computer-Aided Dispatch

CDS: Controlled Dangerous Substance

COOP: Continuity of Operations Plan

COMAR: Code of Maryland Regulations

CJIS: Criminal Justice Information Services

DGS: Department of General Services

DPSCS: Department of Public Safety & Correctional Services DUI: Driving Under the Influence DWI:

Driving While Impaired E-TIX: Electronic Traffic Information Exchange

FEMA: Federal Emergency Management Agency

FLSA: Fair Labor Standards Act

FMIS: Financial Management Information System

FY: Fiscal Year

ADM 01.02  
**Definitions and Acronyms**

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IACP: International Association of Chiefs of Police  
IMS: Information Management System  
LAW: Leave of Absence Without (Pay)  
LEOSA: Law Enforcement Officers Safety Act (of 2004)  
MDL: Maryland Department of Labor  
LINX: Law Enforcement Information Exchange  
MAFIS: Maryland Automated Fingerprint Identification System  
MAGLOCLIN: Mid-Atlantic Great Lakes Organized Crime Law Enforcement Network MCAC: Maryland Coordination and Analysis Center  
MCP: Maryland Capitol Police  
MDOT: Maryland Department of Transportation  
MDTA: Maryland Transportation Authority  
MEMA: Maryland Emergency Management Agency  
METERS: Maryland Electronic Telecommunications & Enforcement Resource System  
MFF: Mobile Field Force  
MPTSC: Maryland Police Training and Standards Commission  
MSP: Maryland State Police  
MTA: Mass Transit Administration  
MVA: Motor Vehicle Administration NCIC: National Crime Information Center NHTSA: National Highway Traffic Safety Administration  
NLETS: National Law Enforcement Telecommunications Systems  
OSFM: Office of the State Fire Marshal  
PCO: Police Communications Operator  
RAPID: Regional Automated Property Information Database  
RMS: Report Management System  
SERO: Safety Equipment Repair Order  
SHA: State Highway Administration  
SLEOLA: State Law Enforcement Officers Labor Alliance  
UCR: Uniform Crime Reporting  
VIN: Vehicle Identification Number

Approved:



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Colonel Michael S. Wilson  
Chief of Police 10/23/23