

MERIDIAN TOWNSHIP POLICE DEPARTMENT
Glossary for Operating Procedure Manuals

ACTIVE VIOLENCE:	Any incident when a person is in the act of attempting to cause great bodily harm or kill another person. (804)
AIR CARTRIDGE:	A single use item that contains compressed nitrogen, A.F.I.D. tags, two darts and the insulated wires. It is identified with a tamper resistant serial number.
ALARMED PREMISES:	Any building, property, or premises equipped with an alarm system. (921)
ALARM SYSTEM:	An assembly of equipment and devices arranged to signal the presence of a hazard requiring urgent attention by the Police Department or Fire Department. (921)
ANTI-FELONY IDENTIFICATION DEVICE (A.F.I.D):	A.F.I.D.s are confetti like identification tags. Each cartridge contains up to forty (40) identification tags that are ejected when the TASER is discharged. The tags contain the serial number of the cartridge used which allows for the identification of the officer assigned to that cartridge. (802)
ARMED CRITICAL INCIDENT:	An emergency incident where life is at risk involving an armed suspect. (804)
AVATAR:	A computer user's representation of himself/herself, or an alter ego.
BLOG:	A series of entries, written by either one person or a group of people, in an online journal, usually posted in chronological order, like a diary. Blogs can allow comments on entries or not.
BLOGGING:	To read, write, or edit a shared online journal (Princeton University). Blogging can also encompass the act of commenting and engaging with other commenter's on any blog, including one operated by a third party.
BLOOD BORNE PATHOGENS:	Pathogenic microorganisms that are present in human blood and can cause disease in humans. (1242)
BRIEFING:	In short, a few words. (Webster's Dictionary) (305)
COMMENTING:	The act of creating and posting a response to a blog post, news article, social media entry, or other social networking post. Commenting can also entail the act of posting an original composition to an unrelated post or article.

COMMENTS:	Responses to a blog post, news article, social article, social media entry, or other social networking post.
CLOSING:	An attempt to catch up to a violator who may or may not be aware of the officer's presence but who is not making an obvious attempt to flee or escape. (703)
CONTACT:	This is a face-to-face communication between an officer and a private person under circumstances where the person is free to leave. (803)
CONTAMINATED SHARPS:	Any contaminated object that can penetrate the skin including, but not limited to: needles, scalpels, broken glass, and exposed ends of dental wires. (1242)
CONTROL:	The method(s) an officer uses to neutralize the unlawful actions of a subject or to protect the subject from injuring themselves or others. (804)
CRIMINAL INVESTIGATION:	The collection of facts and information intended to identify an offender and to organize facts and information in a way that presents evidence sufficient for criminal charges. (906)
CUSTODIAL DETENTION	An individual's being in a place of detention because a law enforcement official has told the individual that he or she is under arrest or because the individual, under the totality of the circumstances, reasonably could believe that he or she is under a law enforcement official's control and is not free to leave.
CUSTODY	A custodial situation exists when an officer tells a person they are under arrest or when a reasonable person would feel they are not free to leave.
CUSTODY PROFILE FORM:	The form that is used to question persons held in detention cells about their physical and mental well-being. This form is to be used for all persons locked in a detention cell at the police facility. (805)
DATA PORT:	The TASER is designed with a data port located on the back of the unit. The data port allows for the downloading of the usage record of that weapon. (802)
DEADLY FORCE:	Any use of force that is likely to cause death or serious physical harm. (804)
DEPARTMENT:	The Charter Township of Meridian Police Department. (Rules and Regulations)

DETENTION CELL:	A room, with or without bars, which is designated and designed for the temporary detention of Persons in Custody. (805)
DETENTION CELL LOG:	The form used to record the physical checks of the well being of Persons in Custody. It will also be used to record any unusual events or change in status of Persons in Custody. (805)
DETENTION RAIL:	A bar, designed to restrain a Person in Custody to a secured location. (805)
DIRECTIVES:	Refers to all policies and procedures established by the Chief of Police and the administrative staff designed to provide for the efficient and accountable operation of the Police Department on a daily basis. They include, but are not limited to, general orders, special orders, rules of conduct, technical/procedural manuals, training bulletins and interoffice memorandums and electronic mail.
EMERGENCY:	As a method of motor vehicle operation means an immediate response, usually utilizing emergency warning lights and a siren. Emergency responses are necessitated by events, which, if allowed to continue unchecked, will likely result in death, injury, or serious property damages. An emergency response may also be appropriate during, or following, the commission of a serious felony. (703)
EMERGENCY CIRCUMSTANCES:	Emergency circumstances are those that demand immediate action. Emergency circumstances have generally justified entry into a dwelling or building without a warrant. (See F-960 Appendix A for additional description of circumstances.) (803/960)
EMERGENCY EVACUATION PLAN:	Outlines the procedure to evacuate Persons in Custody in case of fire, weather, Haz-mat, or other emergency. (805)
EMERGENCY SERVICE PROVIDER:	A uniformed or otherwise identified employee or contractor of a fire department, hospital, or police station when such an individual is inside the premises and on duty. (913)
EMPLOYEE:	Any person, whether civilian or officer, in the service of the Police Department. (Rules and Regulations)
EXIGENT CIRCUMSTANCES:	Emergency circumstances that justify a warrantless entry. (803)
EXPOSURE INCIDENT:	A specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties. (1242)

EXPOSURE INCIDENT PACKET:	A package of forms and information given to an employee involved in an exposure incident. (1242)
FALSE ALARM:	A bell, mechanical, electrical, or telephone apparatus, or combination thereof, which is activated for the purpose of summoning the Police Department or Fire Department to respond to a hold-up, break-in, burglary, unauthorized entry, destruction of property, fire alarm, smoke alarm, or flow alarm, or other event requiring Police Department or Fire Department response, when in fact the service called for is not needed. (921)
FELONY:	An offense for which the offender, on conviction, may be punished by death, or by imprisonment in a state prison. (803)
FORCE:	The attempt to establish control through physical means in the presence of resistance. (804)
FORUM:	An online discussion site.
FRISK:	This is a limited protective search for concealed weapons or dangerous instruments. (803)
FORUM:	An online discussion site.
GUARD MOUNT:	To assemble troops, give verbal orders for the day. (Brokaw) (305)
HANDLE:	The name of one's online identity that is used most frequently. It can also be the name of one's Twitter identity.
HBV:	Hepatitis B Virus (1242)
HIV:	Human Immunodeficiency Virus (1242)
HOLDING AREAS:	Any area, that is not a cell, used to secure Persons in Custody for temporary holding prior to booking or release on bond or to other agencies. (805)
IDENTITY:	An online identity, Internet identity, or Internet persona that a social networking user establishes. This can be a real name, an alias, a pseudonym, or a creative description.
IMMINENT THREAT:	Pending suspect actions that place an officer or other person in fear of death or serious physical injury.
IMMUNIZATION WAIVER FORM:	A Department form signed by an employee indicating the employee has declined the Hepatitis B Vaccine. (1242)

INCIDENT COMMANDER (IC):	Responsible for the overall incident activity and retains all vested authority in the incident. The IC is normally located at a command post. (804)
INTENTIONAL COLLISION:	A pursuit tactic that means intentionally causing contact between a police vehicle and a fleeing vehicle in an attempt to cause the fleeing vehicle's operator to stop. (703)
INTERNET:	A computer network consisting of a worldwide network of computer networks that use the TCP/IP network protocols to facilitate data transmission and exchange (Princeton University).
INTERROGATION	Questioning in a criminal investigation that may elicit a self-incriminating response from an individual and includes a law enforcement official's words or actions that the law enforcement official should know are reasonably likely to elicit a self-incriminating response from the individual.
INTERVIEW	Any consensual contact, in the absence of reasonable suspicion or probable cause, for gathering information about a matter under investigation and the person is free to leave at any time and is not required to produce identification or answer any questions.
JUVENILE HOLDING:	That area designated for the detention and temporary lock-up of juvenile offenders. (805)
LAST RESORT:	Situations are those wherein certain immediate and drastic measures must be undertaken by an officer in order to protect human life. Force used in these situations may involve the use of techniques or weapons not covered by policy; however, they remain to be measured by "reasonable" and "necessary" use of force standards. (703/804)
MASTER FILE:	Original documents and other records created as required by law or Department policy to document and record complaints, incidents, arrests, etc. (611)
MAJOR FELONY	A felony punishable by imprisonment for life, for life or any term of years, or for a statutory maximum of 20 years or more, or a violation of section 520d of the Michigan Penal Code, 1931 PA 328, MCL 750.520d (see appendix).
MEMORANDUM:	An informal, written document that may or may not convey an order. It is generally used to clarify, inform, or inquire. (301)

MISDEMEANOR: (MCLA 750.8)	When any act or omission not a felony is punishable according to law, by a fine, penalty or forfeiture, and imprisonment, in the discretion of the court, such act or omission shall be deemed a misdemeanor. (803)
MISDEMEANOR: (MCLA 750.9)	When the performance of any act is prohibited by this or any other statute, and no penalty for the violation of such statute is imposed, either in the same section containing such prohibition or in any other section or statute, the doing of such act shall be deemed a misdemeanor. (803)
MISSING CHILD:	A person who is (a) younger than seventeen years of age and (b) whose whereabouts is unknown to his or her parents, guardian or responsible party under circumstances that are uncustomary for the child or that would cause reasonable concern. (910)
MISSING PERSON:	A person who is (a) older than sixteen years of age and (b) whose whereabouts is unknown to his/her parents, guardian or responsible party. (910)
MOBILE SOCIAL NETWORKING:	Social networking using a mobile phone or other cellular based device.
NEWBORN:	A child who a physician reasonably believes to be not more than 72 hours old. (913)
NON-EMERGENCY:	As a method of motor vehicle operation means routine driving. Non-emergency operation is that which is generally used while on routine patrol or when responding to calls for service of a non-emergency nature. (703)
OFFICER:	A person duly appointed by the Township Board and sworn as a police officer. (Rules and Regulations)
ON DUTY AND TOUR OF DUTY:	The duty status whenever the officer is working during hours assigned by the Police Chief or his designee; or, when emergency conditions, his responsibilities as a police officer, or the law require him to act or to respond. When not so engaged, employees shall be considered OFF DUTY. (Rules and Regulations)
OPERATING PROCEDURES:	Refers to written directives, established by the Chief of Police and the administrative staff, to provide for the efficient and accountable operation of the Police Department on a daily basis. (Rules and Regulations)
OPERATIONS COMMANDER (OC):	The first officer on the scene and is responsible for the management of the incident operations. (804)
PACING:	The positioning of a police vehicle at a stable, fixed distance behind a speeding vehicle in order to determine the speed of the violator. (703)

PARENTERAL:	Piercing mucous membranes or the skin barrier through such events a needle sticks, human bites, cuts and abrasions. (1242)
PERSONAL PROTECTIVE EQUIPMENT (PPE):	Specialized clothing or equipment worn or used by an employee for protection against a hazard. (1242)
PERSON IN CUSTODY:	A person who is in the control or protection of the Department and is at any time held secured and/or unattended. (805)
PERSON IN CUSTODY QUESTIONNAIRE:	The form used to determine basic medical needs or risks of persons temporarily held in custody by Meridian Township Police Officers. (For example: Retail Fraud arrest and transport for processing, warrant arrests and transfers, etc.) (805)
PERSON IN CUSTODY WITH SPECIAL NEEDS:	A Person in Custody that notification has been received or they have demonstrated through action that they are mentally disturbed, suicidal, have a medical problem, or demonstrate bizarre behavior. (805)
PLACE OF DETENTION	A police station, correctional facility, or prisoner holding facility or another governmental facility where an individual may be held in connection with a criminal charge that has been or may be filed against the individual.
POLICE VEHICLE:	<p>A vehicle used for police operations. There are two types:</p> <ol style="list-style-type: none"> 1. <i>“Marked”</i> – An authorized emergency vehicle of a law enforcement agency that is equipped with both audible and visual emergency warning devices as required by the Motor Vehicle Code for the purpose of being exempted from certain traffic regulations during emergencies or pursuits. <ol style="list-style-type: none"> a. Audible Signal - is a bell, siren, air horn or exhaust whistle... <u>capable of emitting sound audible under normal conditions from a distance of not less than 500 feet...MCLA 257.603 and 257.706)</u> b. Visual Signs - at least one flashing, oscillating, or rotating red or blue light visible under normal atmospheric conditions from a distance of 500 feet to the front of the vehicle. (MCLA 257.603, 257.6322 and 257.653) 2. <i>“Unmarked”</i> – Any vehicle that does not meet the definition of a marked vehicle. (703)

POLICY:	A broad statement of agency principles or goals. A policy statement may contain a rule, outline or procedure, or establish a framework for development of procedures and rules and regulations. (301)
POST:	An item inserted to a blog or an entry to any type of computerized bulletin board or forum.
POSTING:	The act of creating, uploading, editing, or adding to any social media outlet. This includes text, photographs, audio, video, or any other multimedia file.
PRELIMINARY INVESTIGATION:	The preliminary crime scene investigation and recording of information. It is generally the responsibility of the first responding uniformed patrol officers; although, in some instances, investigative personnel may be assigned to or included in this function. (906)
PRIMARY INVESTIGATOR:	The officer assigned primary responsibility and accountability for an investigation. (906)
PROBABLE CAUSE:	Probable Cause to arrest exists when a police officer, in light of experience and training, is aware of articulable facts or circumstances which could lead a reasonably prudent person to conclude that a suspect has committed, or is in the process of committing, a criminal act. (803)
PROCEDURE:	A written directive that is a guideline for carrying out agency activities. A procedure may be made mandatory in tone through the use of "shall" rather than "should" or "must" rather than "may." Procedures may allow latitude or discretion in carrying out an activity. (301)
PURSUIT:	An attempt by a police officer in an authorized emergency vehicle to apprehend one or more occupants of another moving vehicle when the driver of the fleeing vehicle is attempting to avoid apprehension by maintaining or increasing speed, maneuvering in an evasive manner, or by ignoring the police officer's attempt to stop the vehicle. (703)
QUICK ACTION DEPLOYMENT (QUAD) TEAM:	Comprised of the first officers who arrive at an incident where active violence is occurring and whose mission is to make rapid entry to locate and confront the suspect. (804)
REASONABLE BELIEF:	A conclusion based upon the officer's training experience and available information about the incident at hand. (See also Reasonable Officer). (803)
REASONABLE OFFICER:	A "reasonable officer" can be defined as one who acts as other similarly trained and experienced officers could be expected to act, under similar circumstances. The "reasonableness" of an officer's actions will be reviewed

based on the facts and circumstances known to him at the time of the action. (803)

REASONABLE SUSPICION: A police officer has reasonable suspicion to detain a citizen briefly for purposes of investigation when the officer, in light of experience and training, is aware of articulable facts or circumstances which could lead a reasonably prudent person to believe that a crime has occurred, criminal activity is going to occur, or someone is otherwise in need of police assistance. (803)

REASONABLE SUSPICION TO FRISK: A police officer has reasonable suspicion to frisk a citizen during an investigative detention when the officer, in light of experience and training, is aware of articulable facts or circumstances, which could lead a reasonably prudent person to believe that the citizen may be armed with a weapon. (803)

RECORD: A "writing" prepared, owned, used, in the possession of, or retained by this Department in the performance of an official function from the time it is created or received. (611)

RESISTANCE: The subject's attempt to evade an officer's attempts to establish control. (804)

ROADBLOCK: A pursuit tactic means the establishment of a barrier across a part of the traveled portion of a roadway. This barrier may be moving (as in the case of vehicles placed in front of a fleeing vehicle) or stationary. Roadblocks are sometimes established using police vehicles as blocking devices. (703)

ROLL CALL: Passing on information verbally to a group of police officers. (Amthor) (305)

RULES OF CONDUCT: A set of specific guidelines to which all employees must adhere.

SERIOUS PHYSICAL INJURY: Bodily damage that creates a substantial risk of death; causes significant permanent disfigurement; or results in long term loss or impairment of the functioning of any bodily member or organ. (801)

SOCIAL MEDIA: A variety of online sources that allow people to communicate, share information, share photos, share videos, share audio and exchange text and other multimedia files with others via some form of online or cellular network platform.

SOCIAL NETWORKING:	Using such Internet or mobile formats including, but not limited to, Facebook, Twitter, MySpace, LinkedIn, Foursquare, Gowalla Police Pulse, The Squad Room, Usenet groups, online forums, message boards or bulletin boards, blogs and other similarly developed formats, to communicate with others using the same groups while networking with others based upon similar interests, geographical location, skills, occupation, ideology, beliefs, etc.
STOP:	This is a temporary detention of a person for investigation. A stop occurs when officers use their authority either to compel a person to halt, to remain in a certain place, or to perform some act (such as walking to a nearby location where the officer can use a radio, telephone, etc.). If a person reasonably believes that he is not free to leave the presence of the officer, a "stop" has occurred. (803)
SUPERVISOR:	Any officer with rank and/or any officer charged with the authority for supervision of another officer. (Rules and Regulations)
SURRENDER:	To leave a newborn with an emergency service provider without expressing an intent to return for the newborn. (913)
TASER:	An Elector-Muscular Disruption (E.M.D.) device that utilizes an electrical discharge that disrupts the body's ability to communicate messages from the brain to the muscles causing motor skill dysfunction. Upon deployment, an air cartridge uses compressed nitrogen to project two probes into the targeted offender. The probes are attached to the power source by insulated wire leads. (802)
TECHNICAL/PROCEDURAL MANUAL:	Instructional material designed to depict the proper way to perform a task, e.g., step-by-step instructions on how to fill out a report form. This may also be a condensed version of information that appears in other written directives for quick reference. (301)
TERMINATION:	A technique of pursuit management means the prompt discontinuance of active pursuit by police vehicles. (703)
TOUR OF DUTY (ON DUTY):	See on duty definition.
UNATTENDED:	For the purposes of this policy, unattended shall mean any time a Person in Custody is left without an officer or appropriately designated employee being physically present for continuous personal observation. (805)

UNIVERSAL PRECAUTIONS:	An approach to infection control where all human blood and human body fluids are treated as if known to be infectious for HIV, HBV, or other blood borne pathogens. (1242)
UNUSUAL CIRCUMSTANCES:	For purposes of this policy, the term “unusual circumstances” refers to a missing child who is younger than 17 years of age, or whose disappearance involves circumstances that would cause a reasonable person to conclude that the child would be considered at risk. (910)
USER NAME:	The name provided by the participant during the registration process associated with a Web site that will be displayed publicly on the site.
WEAPONS:	Any type of firearm, chemical weapon, baton, or any other weapon carried or issued by this or other agency or person. (805)
WEAPONS LOCKER:	Those lockers provided for the storage of weapons before entering the detention area. (805)
WORK FILE:	Copies of Master File original records retained by officers, investigators, or administrators to facilitate follow-up investigations or other administrative or investigative processes. (611)
WORLD WIDE WEB:	A computer network consisting of a collection of Internet sites that offer text, graphics, sound and animation resources through the hypertext transfer protocol. (Princeton University)
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, memorandums, and instructional material or any other document that is binding upon employees.
WRITING:	Handwriting, typewriting, printing, photographing, photocopying, and every other means of recording; and includes letters, words, pictures, sounds, or symbols, or combinations thereof, and papers, maps, magnetic or paper tapes, photographic films or prints, microfilm, microfiche, magnetic or punched cards, disks, drums, or other means of recording or retaining meaningful content. This would include computer and electronic data of all types. (611)
ZONE OF SAFETY:	The distance a child could travel from the location where last seen before he or she would most likely be at risk of injury or exploitation based on the child’s age, developmental stage, and related matters.