

	DEFINITIONS	Operations Order 1.2.00
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1. **ADMINISTRATIVE REGULATION (AR)** - An administrative order issued by the City Manager to establish an administrative policy for the City.
2. **ADMINISTRATOR** - Non-sworn employee equivalent to the sworn rank of commander who is responsible for the operations of a bureau.
3. **BEAT** - Area; the boundaries of which are definitely established; assigned to a police officer.
4. **CHILD** - Any person under 18 years of age (same as juvenile).
5. **CITY** - Area within the corporate limits of the City of Phoenix.
6. **CRIMINAL JUSTICE SYSTEM** - All agencies related to the administration of the criminal and traffic laws of the city, state, and federal government, such as police, courts, prosecutors, and corrections.
7. **DELINQUENT** - Any child adjudicated to have committed an act that would be considered a criminal act if committed by an adult.
8. **DEMOTION** - Reduction of an employee from a position in a higher class to a position in a lower class for which the maximum rate of pay is lower.
9. **DETAIL** - Any specialty function within the Department in which the personnel assigned are supervised by a sergeant or civilian equivalent.
10. **DIRECTOR** - Non-sworn employee equivalent to the sworn rank of assistant chief.
11. **DISCRIMINATION** - Any act taken because of race, color, religion/creed, sex/gender, national origin, age, genetic information, marital status, sexual orientation, gender identity or expression, disability, or pregnancy by an employee that unfairly and harmfully affects another person or employee.
12. **DISMISSAL** - Involuntary separation of an employee from City employment.
13. **DUTY COMMANDER** - On duty command officer who is responsible for all operations of the Department when the Police Chief or an assistant chief or director is not on duty.
14. **EMPLOYEE** - Both sworn police officers and non-sworn personnel of the Department.
15. **FIELD BASED REPORTING (FBR)** - Form-based, one-time data entry application designed to simplify the data entry and approval processes while improving the Departmental, state, and federal reporting compliance.
16. **GENDER OF WORDS** - Used anywhere in masculine, feminine, or neuter; shall be construed as though they were also used in another gender in all cases where they would so apply.
17. **IMMEDIATE FAMILY** - Members of an employee's immediate family; means mother, father, husband, wife, son, daughter, brother, sister or stepchild of the employee. A relative who, because of family circumstances, has been a parent substitute to the employee, may be considered as a substitute for the mother or father in this definition.
18. **IN-CUSTODY DEATH** - When the death occurred while the individual's freedom to leave was restricted by the responding officer/s either in the field or in a temporary holding facility.
19. **JUVENILE** - Any person under 18 years of age (same as child).
20. **LEAVE OF ABSENCE** - Period of time during which an employee is excused from active duty.
21. **LINE FUNCTION** - Those activities and functions which deal with the initial response or contact with the public in performing the mission of the Department.

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22. **MANUAL** - Operations Orders, bureau manuals, and records management system (RMS) and FBR user manuals that explain the current day-to-day operations and procedures for the Department as a whole or select work units.
23. **MUST** - Indicates that a requirement has to be completed to validate a particular procedure or to comply with a particular legal requirement.
24. **NORMAL BUSINESS HOURS** - 8 a.m. to 5 p.m., Monday through Friday, except holidays.
25. **OFF DUTY** - Any time an employee is not on duty as defined in this order.
26. **OFFICER** - Any sworn police officer of the Department, to include persons of all ranks and to have no reference to civilian employees.
27. **ON DUTY** - Any time an employee is actively engaged in the performance of regularly assigned duties, when in the performance of a special mission for the Department, or when involved in any incident that requires the employee to act in the capacity of a police officer.
28. **ORDER** - A written or verbal instruction by a supervisor.
29. **POLICE COMMANDER** - A sworn officer with the responsibility of commanding a bureau, precinct, or division.
30. **POLICE INCIDENT** - An occurrence or incident suggesting or requiring police action or service.
31. **POLICE LIEUTENANT** - A sworn officer with responsibilities that may include supervising or commanding a unit, patrol shift or the Employment Services Bureau.
32. **PRECINCT** - A geographical area consisting of a number of squad areas under the supervision of a commander.
33. **PROMOTION** - Advancement from a lower class to a higher class involving an increase in responsibility and salary.
34. **RECORDS MANAGEMENT SYSTEM (RMS)** - Main computer application used to manage Departmental records and submit reports while supporting solvability efforts in criminal investigations.
35. **RESERVE OFFICER** - A full authority peace officer who is not paid a salary.
36. **SENIOR OFFICER** - A sworn officer in any given rank with longer service in that rank.
37. **SEXUAL HARASSMENT** - Any unwanted and unsolicited verbal comment, physical contact, gesture, invitation, proposition, or related action of a sexual nature; it is also any demand for sexual favors, submission, or rejection of which is used as a basis for employment decisions affecting the complainant.
38. **SHALL, WILL, AND MAY** - "Shall" and "will" are mandatory; "may" is permissive.
39. **SHIFT** - A designated tour of duty.
40. **SHOULD** - Indicates a certain procedure or policy is preferred to obtain a desired result.
41. **SOLO RESERVE OFFICER** - Reserve officer who has completed and maintains the requirements outlined in [Operations Order 6.4.00, Police Reserve Program](#), which allows the reserve officer to work in a solo capacity.

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42. **SQUAD AREA** - Geographical area consisting of a number of beats under the supervision of a sergeant.
43. **SUPERIOR OFFICER** - Officer of higher rank than the affected employee.
44. **SUPERVISOR** - Officer or non-sworn employee who has obtained supervisory classification, or an employee assigned by the Police Chief to supervise the work of others.
45. **SUSPENSION** - Temporary separation of employees from their position who remain Department employees and are, therefore, subject to disciplinary action for conduct during the period of suspension.
46. **UNIT** - Any specialty function within the Department in which the personnel assigned are commanded by a lieutenant or civilian equivalent.
47. **WORK UNIT** - A bureau, precinct, and/or unit within a division that is considered a separate entity for the purpose of transfer.

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