

	<b>KENOSHA POLICE DEPARTMENT</b>			
	<b>POLICY AND PROCEDURE</b>			
	<b>4.2 Glossary</b>			
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**ABSENCE WITH LEAVE**

A period during which an officer is authorized by the Chief of Police to be absent from his or her regular duties with pay.

**BEAT**

A district, the boundaries of which are definitely established, assigned to a Police Officer for supervision during their tour of duty.

**COMMANDING OFFICER**

A superior officer having the rank, either temporarily or permanently of Captain or higher.

**SHIFT COMMANDER**

A superior officer having the rank, either temporarily or permanently of Lieutenant or higher.

**GENERAL ORDER**

A permanent order issued by the Chief of Police, not relating to a specific circumstance or situation.

**LEAVE OF ABSENCE**

An extended period during which an officer is excused from active duty as authorized by the Chief of Police during which time the officer receives no pay.

**LENGTH OF SERVICE**

Shall be from date on which the oath of office was last administered or the latest date of appointment to the department.

**MEMBERS OF THE DEPARTMENT**

Members of the department include all personnel on the Police Department roster, including law enforcement officers and civilians.

**OFF DUTY**

That rest period during which an officer is free from specific duties.

**OFFICER**

A generic term applied to every law enforcement officer on the department regardless of sex, rank, division, or duty.

**On DUTY**

That period when an officer is actively engaged in the performance of their duties.

**ORDER**

Instructions given by sergeant or higher officer to an officer of lower rank or less seniority.

**RANKING OFFICER**

Officer having highest rank or grade, Officers of the same grade shall rank according to date of appointment to that grade unless otherwise ordered by the Chief of Police. When two or more officers are appointed to the same grade on the same date, they shall rank in the order of position on the panel established by the Police and Fire Commission. When two or more officers are on duty together, the officer of the highest rank is in command and will be held responsible. When two or more Police Officers are at a scene, the senior officer will be responsible. For a special detail and for a specific period, an officer may be designated by the commanding officer to take command without regard for rank.

**REASONABLE**

The standard of “reasonable” behavior called for by these policies looks to examine the individual officer’s action in terms of how a rational and prudent officer would conduct themselves in any given situation. When questions of what is “reasonable” arise, the officer should ask themselves, “What would a rational and prudent officer do after considering and weighing all the circumstances in this situation”. In making such judgments the officer should balance considerations of their own personal safety, the safety of the public, the protection of the rights of individuals, and law enforcement needs of the community.

**REPORTS**

A written communication unless otherwise specified. It may be a verbal report, but must be confirmed by a written communication upon request of a supervisor, shift commander, Inspector of Police, Deputy Chief of Police or the Chief of Police.

**SICK LEAVE**

That period during which an officer is excused from duty because of illness; bodily injury; or exposure to contagious disease.

**SPECIAL DUTY**

Police service which by its nature requires that an officer be excused from the performance of their regular duties.

**SPECIAL ORDER**

An order issued by the Chief of Police to cover some specific circumstance or situation.

**SUPERVISING OFFICER**

A generic term applied to every officer having supervision, either temporarily or permanently over officers of lower rank.

**THROUGH OFFICIAL CHANNELS**

Through the hands of the commanding officers, or chain of command. Sergeants, Lieutenants, Captains, Inspector of Police, Deputy Chief of Police are all charged with the responsibility of supervising, directing and controlling the work of the Kenosha Police Department. Each is fully responsible for all actions of subordinates under their command as prescribed by the Chief of Police and appropriate ordinances and laws and will be held strictly accountable for their own actions or lack of action, both with regard to their own work, and the work of the personnel they supervise.

All communications upward or downward will strictly follow the chain of command. That is to say Officers will transact their business through their immediate supervisor, who will handle the situation or refer it to their immediate supervisor, and so on until the situation is resolved. Downward communications are to be handled in the reverse order.