



# TYLER POLICE DEPARTMENT

## GENERAL ORDER: 01.200

	<h3>DEFINITIONS</h3>	
	<b>EFFECTIVE DATE: 08-15-1990</b>	
	<b>REVISED DATE: 08-15-2016</b>	
<b>CALEA STANDARDS:</b>		

### 01.201 DEFINITIONS

The following definitions shall apply, for the purposes of interpreting orders contained within this manual.


1. **ADMINISTRATIVE REGULATION:** An administrative order issued by the City Manager to establish an administrative policy for the City.
2. **BEAT:** A geographical area of responsibility assigned to a police officer.
3. **COMMAND STAFF:** Consist of all Assistant Chiefs and Lieutenants. Also included will be those personnel designated by the Chief of Police that may be able to provide information unique to their area of responsibility.
4. **CRIMINAL JUSTICE SYSTEM:** All agencies related to the administration of the criminal and traffic law of the City, State and Federal Government, e.g., police, courts, prosecutors, corrections, etc.
5. **CITY:** The areas designated as being within the corporate limits of the City of Tyler.
6. **DEMOTION:** The transfer of an employee from a position in a higher classification to a position in a lower classification for which maximum pay rate is lower.
7. **DISMISSAL:** The involuntary separation of an employee from City employment.
8. **DIVISION COMMANDER:** An employee of Assistant Chief Rank assigned to command a Division.
9. **SHIFT/UNIT COMMANDER:** An employee of Lieutenant Rank assigned to command a shift/unit or a Sergeant serving in an acting capacity as a Lieutenant for a shift.

10. **EMPLOYEE:** Sworn police officers and civilian personnel of the Department.
11. **GENERAL ORDER:** A written order issued by the Police Chief to the Department, which establishes a principle or a policy. A General Order shall be effective permanently unless amended or rescinded.
12. **LEAVE OF ABSENCE:** A period of time during which an employee is excused from active duty.
13. **LINE FUNCTION:** Those activities and functions, which deal with the initial response or contact with the public in performing the mission of the Department.
14. **MANUAL:** A series of General or Operations Orders issued in a notebook form, or any other series of related information so issued.
15. **MUST:** Indicates that a requirement has to be completed to validate a particular procedure or to comply with a particular legal requirement.
16. **NORMAL BUSINESS HOURS:** Indicates hours from 8 AM to 5 PM, Monday through Friday, except holidays.
17. **OFF DUTY:** Any time an employee is not on duty as defined in item "19".
18. **OFFICER:** Any sworn police officer of the Department, to include persons of all ranks.
19. **ON DUTY:** Any time an employee is actively engaged in the performance of regularly assigned duties, when in performance of a special mission for the Police Department, or when involved in an incident that requires the employee to act in the assigned capacity.
20. **OPERATIONS ORDER:** A written order to define policy and to direct procedures for police situations or events; this is a permanent order unless amended or rescinded.
21. **ORDER:** A written or verbal instruction by a supervisor.
22. **POLICE INCIDENT:** An occurrence or incident involving or requiring police action or service.
23. **PROMOTION:** Advancement from a lower classification to a higher classification involving an increase in responsibility and an increase in salary.
24. **SENIOR OFFICER:** A sworn officer of a given rank with the longer service in rank.
25. **SHALL, WILL, AND MAY:** "*Shall*" and "*will*" are mandatory; "*may*" is discretionary.
26. **SHIFT:** A designated tour of duty.
27. **SHOULD:** Indicates that a certain procedure or policy is preferred to obtain a desirable result.
28. **SPECIAL ORDER:** A written or verbal order by supervising officer to define policy and to

direct procedures for situations or events; this is a temporary order and may be canceled in the order specifically or is self canceling after ninety (90) days.

- 29. **SUPERIOR OFFICER:** An officer of a higher rank than the affected employee.
- 30. **SUPERVISOR:** Any employee who has obtained supervisory classification, or an employee assigned by the Police Chief to supervise the work of others.
- 31. **SUSPENSION:** The temporary separation of an employee from the employee's position with or without compensation.

Approved:

  
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Jimmy Toler  
Chief of Police