

Glossary of Terms

223.1 TERMS

The following are definitions of terms used in this manual.

1. **Accountability:** The state of being held answerable for the proper performance of a duty or function.
2. **Assistant Sheriff:** The ranking officer of a Command and as such, a major executive of the Department.
3. **Bureau:** A subordinate unit of a Command that is assigned the responsibility for the performance of particular tasks.
4. **Captain:** A Police Services Chief or the ranking officer of a Bureau.
5. **Commander:** The ranking officer of a Division.
6. **Commissioned Personnel:** The deputized employees of the Department (Deputy Sheriffs, Deputy Coroners, and Reserve Deputies) and Public Officers (Sheriff's Special Officers).
7. **Construction of Genders:** The use of masculine gender includes the feminine whenever applicable.
8. **Construction of Singular and Plural:** The singular number includes the plural and the plural, the singular.
9. **Construction of Tenses:** The present tense includes the past and future tenses; and the future, the present.
10. **County:** The County of Orange.
11. **Department or Departmental:** The Orange County Sheriff-Coroner Department.
12. **Department Manuals:** Reference guides specifying the rules and regulations governing the conduct of Members and the operation of the Department as well as specifying Departmental policies and procedures.
13. **Deputy:** Commissioned personnel who are peace officers as defined in the Penal Code regardless of rank or sex, whether permanently or temporarily employed (this includes Reserve and Extra Help Deputies where applicable).
14. **Detail:** A subordinate unit of a Bureau that is delegated the responsibility for the performance of particular tasks, usually specialized in nature.
15. **Division:** A major administrative unit of the Department established to insure the performance of tasks within a particular area of Departmental responsibility.
16. **Employee:** Any person employed and paid by the Department, whether on a regular or part-time basis.
17. **General Orders:** Written directives issued by the Sheriff-Coroner, Undersheriff or Assistant Sheriff(s) which are applicable to the Department as a whole, or a subdivision thereof, which establish a policy, regulation or procedure concerning a given subject, which are effective until revoked by a subsequent order.

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18. **Member:** An employee of the Department or a Reserve Deputy.
19. **Misconduct:** Any action or conduct on the part of a Member of the Department, which, if true, could be grounds for disciplinary action.
20. **Order:** An instruction, written or verbal, issued by a superior officer.
21. **Procedures:** Written directives detailing the method by which the work of the Department is to be accomplished; covering the operations of Details, Bureau, Commands, and the Department as a whole, effective permanently or until revoked by subsequent procedure. Procedures shall not conflict with any provision of the Manual of Rules and Regulations, or a General Order.
22. **Professional Staff:** Any employee of the Department not commissioned or deputized.
23. **Rank:** Is defined in terms of supervisory responsibility and commences with the first level of supervision.
24. **Reserve Deputy:** A citizen who is an active volunteer member of the Sheriff's Department Reserve Force.
25. **Seniority:** A status in the Department defined in the member's Memorandum of Understanding (MOU).
26. **Sheriff:** Sheriff Coroner.
27. **Special Deputy:** A citizen who is not an employee of the Department or a member of the Reserve Force, but whose private employment, or other status, requires his being commissioned.
28. **Special Officer:** A officer employed by the Sheriff to exercise duties as delegated by the Sheriff-Coroner in accordance with Departmental policies and regulations.
29. **Superior Officer:** A deputy of the Department of higher rank.
30. **Supervisor:** A member of the Department assigned to a position requiring the exercise of direction and control over subordinates, and includes those performing in an acting or temporary capacity.
31. **Uniform:** Clothing of distinctive design and color required by the Department to be worn for identification purposes. The term shall include articles of equipment specified to be worn or carried in conjunction with the uniform.
32. **Unlawful Orders:** An instruction, either written or verbal, issued by a superior officer or supervisor which is in violation of a Federal, State, or local law. An unlawful order is also an order that is in conflict with Departmental policy, regulation, or procedure unless emergency conditions justify such order.
33. **Verbs, Mandatory and Permissive:** "Shall" and "Will" are mandatory, "May" and "Can" are permissive.
34. **Watch Commander:** The designated Lieutenant on duty at each correctional facility.