



ACRONYMS, ABBREVIATIONS & DEFINITIONS

Directive: 1 – 102

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Amends/Cancel: Chapter 1 Sec 3

I. PURPOSE

The purpose of this Directive is to establish and maintain a standard system of acronyms, abbreviations, and definitions.

II. POLICY

The following acronyms, abbreviations, and definitions will retain their meanings in all written Directives unless specified otherwise in a particular Directive.

III. ACRONYMS, ABBREVIATIONS

ADA: Americans with Disabilities Act

AED: Automated External Defibrillator

AFSCME: American Federation of State, County Municipal Employees

AWOL: Absent Without Leave

CAD: Computer Aided Dispatch

CC: Complaint Control

CDS: Controlled Dangerous Substance

COMAR: Code of Maryland Regulations

DUI: Driving Under the Influence

DWI: Driving While Impaired

E-TIX: Electronic Traffic Information Exchange

FEMA: Federal Emergency Management Agency

FIR: Field Interview Report

FY: Fiscal Year

LAW: Leave of Absence Without (Pay)

LPR: License Plate Recognition

LEOBR: Law Enforcement Officers' Bill of Rights

LInX: Law Enforcement Information Exchange

MAFIS: Maryland Automated Fingerprint Identification System

MAGLOCLN: Mid-Atlantic Great Lakes Organized Crime Law Enforcement Network

MCAC: Maryland Coordination and Analysis Center

METERS: Maryland Electronic Telecommunications & Enforcement Resource System

MILES: Maryland Interagency Law Enforcement System (defunct; see METERS)

MPEC: Maryland Professional Employees Council

MVA: Motor Vehicle Administration

MVAR: Motor Vehicle Accident Report

NCIC: National Crime Information Center

NHTSA: National Highway Traffic Safety Administration

NLETS: National Law Enforcement Telecommunications Systems

RMS: Record Management System

SECU: State Employees Credit Union

SERO: Safety Equipment Repair Order

SHA: State Highway Administration

SLEOLA: State Law Enforcement Officers Labor Alliance

UCR: Uniform Crime Reporting

VIN: Vehicle Identification Number

WMD: Weapons of Mass Destruction

IV. STATE AGENCY ACRONYMS

ARCH: State Archives

BPW: Board of Public Works

CHR: Commission on Human Relations

COMP: Office of the Comptroller

DBED: Department of Economic & Business Development

DBM: Department of Budget & Management

DGS: Department of General Services

DGS-MCP: Department of General Services Maryland Capitol Police

DHCD: Department of Housing & Community Development

DHMH: Department of Health & Mental Hygiene

DHR: Department of Human Resources

DJS: Department of Juvenile Services

DLLR: Department of Labor, Licensing & Regulation

DMIL: Maryland Military Department

DNR: Department of Natural Resources

DOIT: Department of Information Technology

DPSCS: Department of Public Safety & Correctional Services

DVA: Department of Veteran Affairs

EXEC: Executive Department (Governor, ODHH, MDOD, MEA, SOS, GOC)

IWIF: Injured Workers Insurance Fund

MCP: Maryland Capitol Police

MDE: Maryland Department of the Environment

MDOA: Maryland Department on Aging

MDOD: Maryland Department of Disabilities

MDOT: Maryland Department of Transportation

MDP: Maryland Department of Planning

MDSP: Maryland Department of State Police

MdTAP: Maryland Transportation Authority Police

MEMA: Maryland Emergency Management Agency

MHCC: Maryland Health Care Commission

MHEC: Maryland Higher Education Commission

MIA: Maryland Insurance Administration

MIEMSS: Maryland Institute for Emergency Medical Services Systems

MPT: Maryland Public Broadcasting Commission

MSA: Maryland Stadium Authority

MSD: Maryland School for the Deaf

MSDE: Maryland State Department of Education

MSP: Maryland State Police

MSRP: Teachers and Employees Supplemental Retirement Plans

MTA Police: Maryland Transit Administration Police

MTC: Maryland Tax Court

NRP: Natural Resources Police

OAG: Office of the Attorney General

OAH: Office of Administrative Hearings

OPC: Office of People's Counsel

OPD: Office of the Public Defender

OSP: Office of the State Prosecutor

PSC: Public Service Commission

SBE: State Board of Elections

SDAT: State Department of Assessments and Taxation

SLA: State Lottery Agency

SRA: State Retirement and Pension Systems

STO: State Treasurer's Office

WCC: Workers' Compensation Commission

V. DEFINITIONS

Appointing Authority: The Chief of Police has been conferred full appointing authority privileges by the Secretary of General Services. These privileges include but are not limited to appoint, discipline, and with prior approval from the Secretary, terminate employees within DGS – Maryland Capitol Police. This appointing authority shall include the authority to hear first and second step hearings emanating from the subordinates within the unit. The Chief of Police may confer any or all of those same appointing privileges to others as determined necessary for the operational efficiency.

AFSCME: American Federation of State, County, and Municipal Employees collective bargaining unit for security officers and police communication operators.

Area: Territory statutorily assigned to a detachment.

Chain Of Command: The line of authority that begins at the Chief of Police and extends through a single employee at each level of supervision to the level of execution.

Chief: Person designated as the head executive officer for DGS-MCP.

Civilian: Permanent employee who is not an officer, the term does not include contractual employees or temporary employees.

Commander: An officer who has been designated by the Chief of Police as the senior executive officer of a detachment, section, unit, or other recognized part of DGS-MCP.

Department of General Services Maryland Capitol Police: The term includes all Police Officers, Security Officers, Police Communication Operators, and clerical staff.

Detachment Commander: The officer assigned responsibility to control, direct, and coordinate the activities of a detachment.

Detailed Reports: The detailed report will be used by all personnel to transmit an official report within the Department.

DGS: Department of General Services.

Employee: Any employee of the DGS-MCP.

Form: All references to form numbers within the Directive Manual are for DGS-MCP Forms, unless otherwise noted.

Form 13: May be issued to disseminate information, instructions, or direct the action of subordinates in specific situations or circumstances which do not warrant a General or Special Order.

Form 42: Form used to acknowledge receipt of various departmental communications by employees.

Gender: Use of the masculine gender herein includes, where applicable, the female gender.

General Orders: General Orders are issued to announce adoption or revision of policies affecting the entire Department and to direct procedures for the indefinite future.

Grade: A range of pay within specified steps.

Headquarters: Offices from which all police operations are directed.

Law Enforcement Agency: Any law enforcement agency of any department, county, or municipality of the State, including sheriffs, and unless otherwise limited, also includes similar agencies of other states and the United States of America.

Law Enforcement Personnel: Employee, who in an official capacity, is authorized by law to make arrests.

Lawful Order: Any written or verbal order issued by, or on the authority of, an employee of superior rank, that is not in violation of any statute, State policy, DGS policy, or DGS-MCP policy.

LEOBR: Law Enforcement Officers Bill of Rights.

LEOPS: Law Enforcement Officers Pension System.

May/Should: The action to be taken is permissive or discretionary.

Motor Vehicle: As defined in the Transportation Article, Annotated Code of Maryland.

MPEC: Maryland Professional Employees Council. The collective bargaining unit for non-law enforcement members of the security card processing center.

Personnel Orders: Are issued to announce any personnel action, attendance at specialized training, or other miscellaneous personnel issues.

Police Communication Operator (PCO): Provides responsible communications and clerical work in a Detachment Communications Center.

Police Officer: Sworn Law Enforcement Personnel. Authorized by law to make arrests.

Policy: A broad statement of Departmental principals. Policy statements provide a framework for development of procedures, rules and regulations.

Procedure: A written Directive that establishes what is to be done and that defines the way it should be done.

Property: Means State public buildings, improvements, grounds, and multi purpose centers, under the jurisdiction of the Department of General Services.

Rank: A relative position in the chain of command established by rule.

Rule: Any rule, procedure, order, or other Directive adopted by the Department of General Services.

Security Officer: The classification responsible for protecting the safety and security of persons, equipment, and facilities on State grounds.

Shall/Will: The action is mandatory.

SLEOLA: State Law Enforcement Labor Alliance. The collective bargaining unit for law enforcement.

Special Orders: Special Orders are issued to announce policies or procedures related to a specific circumstance or event, or a policy or procedure which is of a temporary or self-canceling nature.

State: Refers to the state of Maryland when capitalized and used in appropriate context.

Tense of Words: Words used in the present tense include the future.

Uniformed Employee/Uniformed Personnel: Any employee in uniform, i.e., Police Officer, Security Officer, Police Communications Operator.

Written Directive: Any written document used to guide or affect the performance or conduct of DGS-MCP personnel. The term includes items such as policy, procedure, general order, special order and memorandum.