

**WINONA POLICE DEPARTMENT**

**NUMBER: 100-01 PAGES: 7**

**EFFECTIVE DATE: July 27, 2004**

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**SUBJECT: DEFINITIONS**

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**1.0 PURPOSE:**

It is the purpose of this general order to clearly define terms used throughout the General Duty Manual when referring to specific aspects or functions within the Winona Police Department.

**2.0 CITY:**

The City of Winona.

**3.0 DEPARTMENT:**

The Winona Police Department.

**4.0 HEADQUARTERS:**

The police building that houses the headquarters staff and the members of this department.

**5.0 BUREAU:**

A primary functional unit of the department.

**6.0 UNIT:**

A subdivision of a bureau.

**7.0 BEAT OR SECTOR:**

A geographical area of variable size within the city to which one or more officers are specifically assigned for patrol purposes.

**8.0 DETAIL:**

Member(s) of the department, sometimes from more than one unit, group together for the accomplishment of a specific mission.

**9.0 SHIFT:**

Tour of duty.

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**10.0 CHIEF OF POLICE:**

Head of the Police Department.

**11.0 MEMBERS:**

All persons of the department both sworn and non-sworn personnel.

**12.0 OFFICERS:**

Every member duly appointed to the Police Department as a regularly salaried peace officer and who has taken the oath as such.

**13.0 BUREAU COMMANDER (DEPUTY CHIEF):**

The Bureau Commander is the highest ranking officer in a bureau. A Bureau Commander reports directly to the Chief of Police.

**14.0 COMMANDING OFFICER:**

The officer on duty having the highest rank or grade shall be in command and shall be held responsible for the operation of the department, unless otherwise designated by the Chief of Police.

**15.0 OFFICER -IN-CHARGE:**

A member of any rank appointed by a superior officer for any detail.

**16.0 SHIFT COMMANDER / SENIOR SERGEANT:**

The Shift Commander is the highest ranking officer assigned to a Patrol Bureau shift and reports directly to the Bureau Commander.

**17.0 SHIFT SUPERVISOR:**

The Shift Supervisor is the ranking uniformed officer on duty during a particular shift and reports directly to the Shift Commander.

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**18.0 RANKING OFFICER:**

An officer with the rank of Sergeant or above.

**19.0 SUPERIOR OFFICER:**

A member holding a high supervisory rank or a designated officer-in-charge.

**20.0 CHAIN OF COMMAND:**

The unbroken line of authority extending from the Chief of Police through a single subordinate at each level of command down to the level of execution.

**21.0 LENGTH OF SERVICE:**

The length of time that an officer has been engaged in the actual performance of police duty with this department. It includes the time served in the Armed Forces, while employed by the department, that is required by law to be recognized as active duty, sick leave, and other authorized leaves, except leaves of absences.

**22.0 SENIORITY:**

Seniority within the department is established by a member's length of service. Seniority in rank is determined by length of service at that rank.

**23.0 INSUBORDINATION:**

Refusal of any member to obey a lawful order given by a superior officer.

**24.0 NEGLECT OF DUTY:**

Failure to give required attention to the performance of duty.

**25.0 INCOMPETENCE:**

Incapable of satisfactory performance of police duties.

**26.0 CONDUCT UNBECOMING AN OFFICER:**

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Conduct conflicting with the established rules, regulations, and policies of the department.

**27.0 TOUR OF DUTY:**

The hours during which an individual member is on duty.

**28.0 ON DUTY:**

The state of a member during the period of the day when actively engaged in the performance of duties.

**29.0 OFF DUTY:**

The state of a member during the period when free from the performance of duties.

**30.0 SPECIAL DUTY:**

Police service, the nature of which requires that the member be excused from the performance of regular duties.

**31.0 DAYS OFF:**

Those days when a member is not scheduled to be in an on-duty status.

**32.0 ANNUAL LEAVE:**

Vacation period granted annually to all members.

**33.0 SICK LEAVE:**

The period of time during which a member is excused from active duty by reason of illness or injury or family death, other than immediate family.

**34.0 LEAVE OF ABSENCE:**

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The period of time during which a member is excused from active duty and during which time receives no pay or benefits.

**35.0 MILITARY LEAVE:**

The period of time during which a member is excused from duty by reason of serving in the Armed Forces of the United States in an active capacity as provided by law.

**36.0 RULES AND REGULATIONS:**

General orders issued by the Chief of Police to define the police purpose and the duties and conduct of all members.

**37.0 LAWFUL ORDER:**

Any written or oral directive issued by a superior officer to any subordinate or group of subordinates in the course of police duty which is not in violation of any law, ordinance, or any departmental rule or regulation.

**38.0 GENERAL DUTY MANUAL:**

A manual of rules, regulations, policies and procedures of the department.

**39.0 IMMEDIATE FAMILY:**

Refer to union contract or departmental policy.

**40.0 DAILY BULLETIN:**

The Daily Bulletin is an accumulation of current information.

**41.0 ORDERS:**

Commands or instructions, oral or written.

**42.0 POLICE INCIDENT:**

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An occurrence or incident suggesting or requiring police action or service by members.

**43.0 RULE**

A specific conduct or action to be followed in a given situation.

**44.0 REGULATION:**

A rule or law by which conduct is regulated.

**45.0 POLICY:**

An over-all plan of action or intent.

**46.0 PROCEDURE:**

A series of steps or a checklist to be followed in a definite order so as to complete a task.

**47.0 DEPARTMENT VEHICLE:**

Any vehicle owned by the city and assigned to the Police Department for police use.

**48.0 CIVILIAN EMPLOYEE:**

Any member of the department not a sworn police officer.

**49.0 DISCIPLINE:**

Action taken against any officer, for cause only, consisting of one or more of the following forms: oral reprimand, written reprimand, suspension, demotion, or discharge, as outlined in the Union Contract and/or the Administrative Manual of the City of Winona.

**50.0 PROBATIONARY PERIOD:**

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**50.1** A period of time that a new employee serves before he is granted permanent status.

**50.2** A period of time that a current member, upon promotion, serves prior to obtaining permanent appointment.