

GLOSSARY OF TERMS

CATEGORY HEADINGS

Internal Affairs' primary responsibility is the processing of all complaints and maintaining staff control over the process on behalf of the Chief of Police. They conduct investigations into complaints of excessive force as well as other criminal and administrative violations. Complaints such as rudeness, harassment and other minor code of conduct violations are assigned back to the precinct or Division to be investigated.

Regarding the use of force by an officer, there is a distinction between excessive force and use of force in how it is investigated. Excessive force complaints are investigated by Internal Affairs where general uses of force are reviewed by the Use of Force Review Board. Another distinction between the two is that excessive force complaints are only generated by an actual complaint by a citizen or a Departmental employee, whereas general uses of force involve a mandated self-reporting process, which is outlined in the Department's General Orders.

- A. **DATE**- Date incident was first reported.
- B. **DESCRIPTION**- Type of complaint received and to which branch of the department to be investigated.
- C. **COMPLAINT TYPE**- The complaint was generated by a Citizen or through the Department.
- D. **STATUS**- Findings and status of complaint.
- E. **TYPE**- Complainant or RPD Member
- F. **RACE**- Race
- G. **SEX**- Sex
- H. **ETHNICITY**- White or Non-White
- I. **SECTOR**- Sector complaint originated.
- J. **NEIGHBORHOOD**- Neighborhood the complaint originated.

DEFINITIONS

- A. **COMPLIANCE WITH RULES** – Members of the Department are required to comply with any rule that corresponds with their level of authority and responsibility.
- B. **CORRECTIVE ACTIONS** – Oral admonishments, counsels, training, close supervision, special performance evaluations, action plans or transfer recommendations to Commander, Captain or civilian supervisor.
- C. **DISCIPLINARY AUTHORITY** – A supervisor in the Department who is authorized to administer a certain action within the Chain of Command.
- D. **DISCIPLINARY ACTIONS** – May include a written reprimand, suspension, reduction in pay, forfeiture, demotion or dismissal/termination.
- E. **HARASSMENT** – A course of action or conduct composed of a series of aggravated acts, over a period of time, however short, which indicates a continuity of purpose directed at a specific person or group of persons which serves no legitimate purpose.
- F. **MEMBERS OF THE DEPARTMENT** – The term "Member of the Department" is inclusive of both sworn and non-sworn personnel whether full-time, part-time, grant funded or contractual.
- G. **DRO- DISCIPLINARY REVIEW OFFICER**- Disciplinary review office
- G. **MORAL TURPITUDE** – An intentional act or behavior displayed in words or actions that violates public morals or the common sense of the community, including but not limited to, intent to defraud, intentional dishonesty for personal gain, lying, perjury, subornation of perjury, cheating, bribery, unlawful possession of controlled substances, sexual harassment, unlawful sexual conduct, or intentional or reckless infliction of harm to person or property.
- H. **PERSONNEL ACTIONS** – May include probation, counseling, training, close supervision, a special performance evaluation, transfer, demotion or termination.
- I. **RULES OF CONDUCT** – The governing rules of conduct for the ethical, legal, and moral conduct of all members of the Richmond Police Department.
- J. **SWORN OFFICERS** – The term “Sworn Officer” is inclusive of "Law-enforcement officers" defined in VA CODE 46.2-100 as “any officer authorized to direct or regulate traffic or to make arrests for violations of [that] title or local ordinances authorized by law.”
- K. **(EXON) - EXONERATED**- The incident occurred, but the employee acted lawfully and properly.
- L. **(EXOT) - EXONERATED-OTHER VIOLATION NOTED**- Substantiated violation not alleged in the complaint, but disclosed during the investigative process.
- M. **(IMPA)-IMPROPER ACTION**- The allegation is true as it pertains to fact finding investigation.

- N. **(NOIA) - NO IMPROPER ACTION**- The allegation is false as it pertains to a fact finding investigation.
- O. **(NOOV) NO IMPROPER ACTION-OTHER VIOLATIONS NOTED**- Substantiated violation not alleged in the complaint, but disclosed during the investigative process.
- P. **(NSOT) NOT SUBSTATANTIATED- OTHER VIOLATIONS NOTED**- Substantiated violation not alleged in the complaint, but disclosed during the investigative process.
- Q. **(NSUB) NOT SUBSTANTIATED**- The evidence is not sufficient to prove or disprove the allegation.
- R. **(OPEN) OPEN**- Open in Business and Support Services
- S. **(OPIA) OPEN**-Open in Internal Affairs
- T. **(OPSV) OPEN SERVICES**- Open in Field Services
- U. **(SUBS) SUBSTANTIATED**- The allegation is true.
- V. **(UFND) UNFOUNDED**- The allegation is false.
- W. **(UNOT) UNFOUNDED-OTHER VIOLATIONS NOTED**- The primary violation is false, but substantiated violation disclosed during the investigative process.
- X. **(WDRN) WITHDRAWN**- The complainant withdrew the alleged violation.

DEFINITIONS FOR USES OF FORCE

- A. **DEADLY FORCE** – Any use of force that is likely to cause death or serious physical injury; including but not limited to the use of a firearm or a strike to the head with a hard object.
- B. **EXCESSIVE FORCE** – Force is excessive when its application is more than is necessary under the circumstances.
- C. **NON-DEADLY FORCE** – Any use of force that is neither likely nor intended to cause death or serious physical injury.
- D. **REASONABLE BELIEF** – When facts or circumstances the officer knows, or should know, are such as to cause a reasonable or prudent officer to act or think in a similar way under similar circumstances.
- E. **REASONABLY NECESSARY** – Those actions, based upon the known facts or circumstances, which would normally be taken by a reasonable or prudent officer under similar circumstances.
- F. **MINOR PHYSICAL INJURY** – Any injury minor in nature that can be treated on scene by trained Emergency Medical Personnel. Example: Minor scrapes or abrasions.

G. **SERIOUS PHYSICAL INJURY** – Any injury that could result in disfigurement, disability, serious bodily harm or death.

H. **USE OF FORCE CONTINUUM** – A training model/philosophy that supports the progressive and reasonable escalation and de-escalation of member-applied force in proportional response to the actions and level of resistance offered by a subject. The level of response is based upon the situation encountered at the scene and the actions of the subject in response to the member's command. Such response may progress from the member's actual physical presence at the scene to the application of deadly force.

I. **FORCE INVESTIGATION TEAM (FIT)** – An investigative body under the direction of the commanding officer of the Major Crimes Division of the Richmond Police Department whose objective is to provide a standard, comprehensive and neutral investigative response to use of deadly force incidents. The FIT is comprised of a detective sergeant and detectives from the Cold Case Unit of the Major Crimes Division, and/or others as directed by the Chief of Police.

PENALTIES

A. **COUNSEL** – A verbal statement, followed in written form (PD-40, Counsel and Assistance) and acknowledged by the employee, made to the employee intending to improve job performance or job related behavior.

B. **REPRIMAND** – A written disciplinary statement (PD-2I) by the DRO made to an employee concerning his/her job performance or job related behavior.

C. **SUSPENSION** – The temporary removal of an employee from duty and pay status for cause. All disciplinary suspensions are without pay and are for a specified period of time. Suspensions are subject to the grievance process.

D. **DEMOTION** – The placement of an employee in a position in a lower class for which a lower maximum rate of pay is authorized.

E. **TERMINATION/DISMISSAL** – The removal of an employee from city service. Once it has been determined that an employee's conduct/behavior warrants separation, the Chief of Police shall recommend to the Chief Administrative Officer that the employee be terminated/dismissed.

F. **REDUCTION IN PAY** – The reduction of an employee's pay within the employee's assigned pay range.

G. **FORFEITURE** – The involuntary separation of employment due to a conviction by final judgment of any court from which no appeal has been taken or which has been affirmed by a court of last resort on a charge involving moral turpitude or any felony or any misdemeanor involving possession of marijuana or any controlled substance