

	Winchester City Sheriff's Office Manual of General Orders PREFACE 001	Effective Date: May 1, 2014 Accreditation Standards:
		Original Policy: May 1, 2014 Last Review Date: October 31, 2023 Next Review Date: October 31, 2024
		By Authority of: <hr/> William E Sales, Sheriff
Subject: Definitions		

Effective/ Review Date	Section Changed	Changes	Reviewed by	Approved by
01/03/2023	I	Removed "annual leave" replaced with Paid Time Off (PTO)	BWD	WES
01/03/2023	I	Removed "Sick Leave. That period during which an appointee or employee is excused from duty due to illness or injury under the applicable provisions of office policy."	BWD	WES

Acting: Serving temporarily in a position to which the employee is not ordinarily assigned, usually in a position of higher rank. All the authorities, responsibilities and duties of the deputy in the higher position are granted to the acting employee.

Paid time off (PTO): That period of time, identified by Sheriff's Office/Winchester City Policy, as an entitlement or right of employment which relieves a employee or appointee of assigned duties for a specified number of days.

Appointment: The designation of a person by the appointing of authority to any position with the Sheriff's Office. The Sheriff is the appointing authority.

Appointee: The word "Appointee" as used herein shall include every person assigned to the Sheriff's Office in any permanent or temporary position. This includes sworn and non-sworn classifications.

Transfer: Any personnel placement made by direct order of the Sheriff.

Authority: Legal or rightful power, the right to command or act.

Auxiliary: Conferring help or aid; assistant; supporting.

Business: A corporation, partnership, sole proprietorship, firm, enterprise, franchise, association, trust or foundation, or any other individual or entity carrying on a business or profession, whether or not for profit. **Chain of Command:** The unbroken line of authority from the Sheriff down through a single subordinate at each level of execution. The Chain of Command should be preserved in order to insure that basic accepted principles of good administration are maintained. However, any person of this Office may talk to the Sheriff, Chief Deputy, or supervisors at any time of their choosing.

Command:

- 1) To have at command or command over, expectation of obedience, to govern.
- 2) An order, verbal or written, directing someone to perform, act, or execute.

Death Leave: That period of time, consistent with the Sheriff's Office/City of Winchester policy during which an employee or appointee is excused from duty by reason of death in his/her immediate family.

Dependent: A son, daughter, father, mother, brother, sister or other person, whether or not related by blood or marriage, if such person receives from the deputy or employee more than one-half of his/her support.

Demotion: The assigning of work with less responsibility to an appointee whose work has not been satisfactory but who does not deserve dismissal.

Deputy: The term "Deputy" shall be synonymous with the term "employee" but refers specifically to a sworn employee of the Winchester City Sheriff's Office possessing law enforcement powers.

Discharge: (1.) Dismissal; the act of dispensing with, or the termination of the services of an employee or appointee. (2.) To fire or shoot a firearm.

Duty: Applies not only to tasks required by one's assignment, but also to those tasks that are imposed by one's rank or status.

Employee: The word "Employee" as used herein shall include any person duly appointed to the Sheriff's Office by the Sheriff.

Function: The acts or operation expected to be performed by a person because of his or her position or assignment.

General Orders: Written orders issued by the Sheriff, or his designee outlining policy or procedure on matters which affect the entire Office and may be used to amend, supersede, or cancel any other rule, regulation, or order. General Orders are Permanent Office Policy and remain in full force and effect until amended, superseded, or canceled by the Sheriff.

Immediate Family: An employee and spouse's, parent, grandparent, son, daughter, brother, sister, grandchild, stepchildren, stepparent, guardian, aunt, uncle, niece, nephew, and any persons, residing in the same household as the employee.

Insubordination: The willful disobedience of any lawful order issued by a ranking deputy, or disrespectful, mutinous, insolent attitude, abusive language, or action towards a ranking deputy.

Lawful Order: Any written or oral directive issued by a ranking deputy to any subordinate or group of subordinates in the course of duty and which is not a violation of any law or ordinance or any Sheriff's Office rule, procedure, or instruction.

Leave of Absence: An extended period of time during which an employee or appointee is excused from assigned duties, with or without pay, upon the approval of the Sheriff.

Malfeasance: The doing of an unlawful act in office.

May: The word "May" as used herein shall mean that the action indicated is permissive, but not mandated.

Neglect of Duty: Failure to give suitable attention to the performance of duty. Failure to take appropriate action on the occasion of a crime, disorder, or other act or condition deserving law enforcement attention. Failure to perform the duties required for the position held.

Nonfeasance: The omission of an act that should have been done while in office.

Off Duty: "Off Duty Time" is that part of the 24 hour day, which excludes the regularly assigned work period. That period of time during which the employee or appointee would not normally be required to actively engage in the performance of regularly assigned duties. Off duty time is considered personal time of the employee.

Officer: Any person appointed or elected to any governmental or advisory agency, whether or not he receives compensation or other emolument of office.

On Duty: That period when a deputy is actively engaged in the performance of assigned duties. This time may include appearance in court, attendance of schools, in-service or other paid time assigned.

Order: An order is a command or directive given by one in authority and directed to a subordinate.

- General Order a written directive describing policy, program and procedure of broad application throughout the Office.

- Special Order usually temporary and self-canceling, applies to a foreseeable event, serves to provide direction on it, and has no future usefulness. Special orders may be either written or verbal.

Personal Interest: A personal and financial benefit or liability accruing to an officer or employee or to a member of his/her immediate family.

Promotion: A change from a position in one rank to a position in a higher rank having a greater responsibility and a higher rate of pay.

Policy: Any governing principal, broad plan, or course of action designed to accomplish this organization's goals.

Procedure: The official method of dealing with any given situation as prescribed by general orders, procedure manual or training bulletins.

Ranking Deputy: The deputy having the highest rank or grade. Deputies of the same grade shall rank according to date of appointment to that grade, unless otherwise ordered by the Sheriff.

Report: Always a written communication unless otherwise specified. It may be a verbal report but must be confirmed by a written communication before the deputy rendering same goes off duty.

Shall/Will/Must: The words "Shall", "Will", or "Must" as used herein shall indicate that the action required is mandatory.

Special Assignment: Law enforcement duty which requires that the employee be relieved from the performance of his regularly assigned duties and by Special Order shall perform a specified function or activity

FMLA: The Family Medical Leave Act will be adhered to as stated in the City of Winchester Employee Manual. The Family Medical Leave Act does not allow employees to disregard summonses or subpoenas issued by any court of law.

FLSA: The Fair Labor Standards Act will be adhered to as stated in the City of Winchester Employee Manual.