

## **1-01/050.00 - Grammatical Construction**

The content of the manual shall be interpreted in accordance with the grammatical rules outlined as follows:

- The present tense shall also include the past and future;
  - The masculine gender, if used, shall also include the feminine;
  - The singular shall also include the plural;
  - "Shall" is mandatory; "may" is permissive;
  - References to "employees," "members" and "personnel" include all personnel of this Department, both sworn and civilian;
  - Any reference to Division shall also include region;
  - Any reference to Unit Commanders shall also include Directors, where applicable.
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