

# IT'S ALL PART OF THE JOB

Englisch  
für die Polizei

**Lehr- und Arbeitsbuch**

von  
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unter Mitarbeit von  
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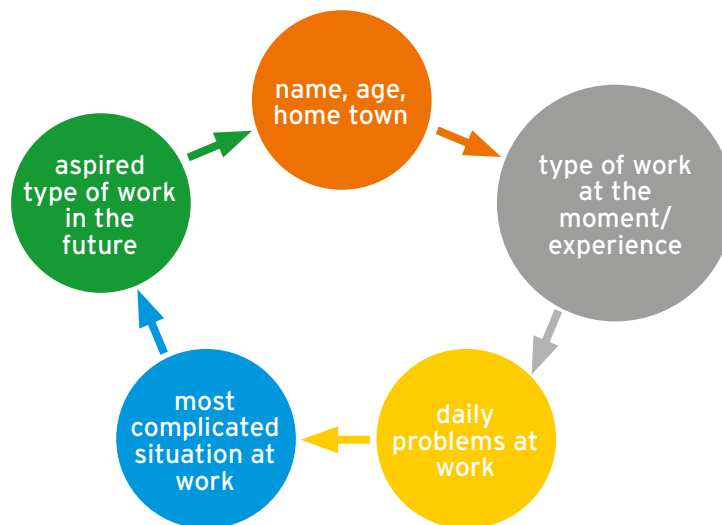
**VERLAG DEUTSCHE POLIZEILITERATUR GMBH**  
Buchvertrieb

## 1. Nuts and Bolts of Law Enforcement

*Law enforcement agencies all over the world often advertise jobs with following statement:  
 "After qualifying as a police officer, some choose to specialize in a specific branch such as a drug squad or the Criminal Investigation Department (CID). Some pass selection criteria for specialized units, for instance, Special Weapons And Tactics Team (SWAT)."*

**Task 1:** Is this statement true in Germany as well?

**Task 2:** Tell your partner about yourself and write down the most important aspects of your partner's profession or experience in police work.



**Task 3:** Introduce your partner to two other classmates! Afterwards your partner should introduce you. What do you think of your partner's plans for the future?

**Task 4:** Read the following text about the structure of German law enforcement and complete the tasks below.

Law enforcement in Germany is primarily the responsibility of the individual states but, of course, there are also federal police forces. There are sixteen state police forces plus at least two federal police forces in Germany, not including the special police force for the premises of the German parliament in Berlin. Currently around 225,000 police officers work for state police forces and around 45,000 for federal police forces. According to German constitution the state police forces are only allowed to operate in their own states. However, there are exceptions concerning emergency measures and special types of investigations based on agreements between the states and the federal government. State police forces deal with all types of police work: traffic-related matters, petty crimes, organized crime at a state-level and other forms of serious crime. All state police forces distinguish according to their tasks between uniformed police forces and plain clothes officers.

The German Federal Police, which was formerly known as Bundesgrenzschutz, have their headquarters in Potsdam and do a variety of police work: border and aviation security, riot police, protection of federal buildings and support of international police missions. The Federal Criminal Police, as federal investigative police agency of Germany, is headquartered in Wiesbaden and focuses on international organized crime, terrorism and the protection of members of the constitutional institutions.

Police training for most recruits lasts two-and-a-half years in the regular police academy training (intermediate service). If recruits want to begin at a higher rank, they must attend police college and finish a bachelor's degree (higher intermediate service). Only a very small percentage of police officers start their career in the highest level of service (senior service). Generally, police officers can advance to the next higher level of service if they meet the requirements and are willing to enroll into university again.

1. Explain when German state police forces can operate in different states within Germany and not solely in their own. Give one example.

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2. Name the three different levels of police service and explain why you chose the level you are training for.

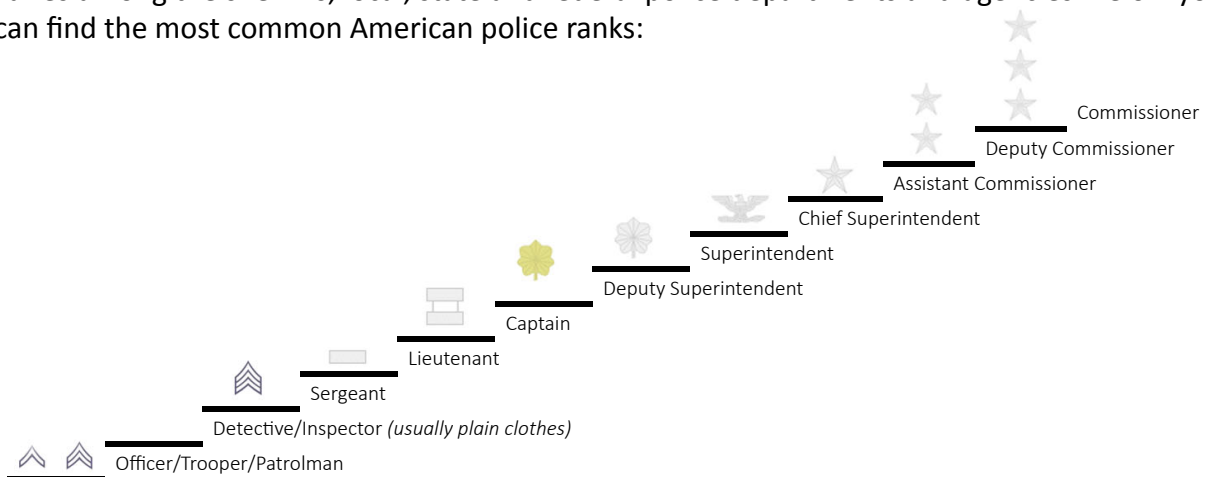
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**Task 5:** Look at the different police ranks in the United States, read the text and match the ranks below to the descriptions below.

The American police system is different from the German police system. There are various types of agencies, such as federal law enforcement agencies, state police departments, sheriff's departments and smaller police forces like school police. The most famous American federal agency is the Federal Bureau of Investigation (FBI), but there are several more: Drug Enforcement Administration (DEA), The U.S Marshals Service or Bureau of Alcohol, Tobacco and Firearms (ATF). The American police hierarchy (order of ranks) is similar to the American military hierarchy, but varies among the sheriff's, local, state and federal police departments and agencies. Below you can find the most common American police ranks:



OFFICIAL RANK	DESCRIPTION OF DUTIES
	...highest representative in the chain of command of a police department.
	...a police officer who is responsible of supervising a shift of detectives or officers.
	...a police officer who supervises sergeants, other police officers and an entire section of a police station.
	...the lowest police rank in the United States. The officers are in charge of maintaining public order and enforcing the law.

**Task 6:** Study the following picture in detail. It shows the equipment of a German police officer on the floor. Match the words below with the numbers in the picture. Which type of this equipment is only used in special occasions, like riots?

equipment belt	
bullet-proof vest	
uniform	
badge	
handcuffs	
holster	
handgun	
baton	
radio	
pepper spray	
gloves	
(spare) magazine	
helmet	
shin-pad/elbow pads	
body camera	
shield	



Abbildung 1: Polizist mit Ausrüstung

**Task 7:** The text below describes a typical day of a German police officer in uniform. Read the text and explain the following words:

intermediate service	patrolman	shift
domestic violence	traffic accidents	alerted
self-defense skills	arresting techniques	first responder
(to) deal with people	handgun	equipment

Working as a German police officer in uniform usually means working different shifts in a single week. This applies to the majority of police officers because the tasks simply require a certain flexibility and commitment to your profession.

Let us have a look at police officer David Schneider, who works in the intermediate service of the Bavarian police as patrolman. He works in a three-shift system with a two day off time period in between the shift blocks. This means officer Schneider starts with a late shift the first day (1200 – 1900) and works a morning and night shift the following day (0600 – 1200; 1800 – 0600). So, after those three shifts he can spend two full days at home before the shift combination starts all over again. This line of work can be very stressful. Especially if you have major brawls, domestic violence cases, or traffic accidents at the end of a shift. Frequently the officer alerted must stay at the scene until all the problems are handled. Once officer Schneider returns to the police station, he still has to write reports, fill out forms and make sure all his equipment is stored properly after taking it off. He cannot take the handgun home with him but has to lock it away at the beginning and at the end of every shift.

Additionally, police officers in Bavaria have special training days which allow them to exercise their self-defense skills, arresting techniques and first-responder medical abilities. But officer Schneider also explains that apart from all these capabilities police officers in uniform really

need social skills: “We have to be able to read people and know how to react in different situations when we are dealing with people. That’s the key to being a good and successful police officer”.

**Task 8:** Read the text above again. Describe the line of work of a German police officer on the basis of David Schneider’s schedule. Name the advantages and disadvantages of this kind of work.

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**Task 9:** Are the following statements from the text true or false? Correct them if necessary.

- A. As a police officer in uniform, you can leave from work immediately when your shift ends.
- B. Most police officers in uniform take their gun home with them.
- C. The key to being a good and successful police officer is to never back down and always punish every single petty crime you notice.
- D. In Bavaria training days for police officers in uniform include arresting techniques and fire-fighting skills.

**Task 10:** Read the following text about an American police officer. Highlight words you are not familiar with.

### Rick Smith (Police Officer from Los Angeles) - a Daily Routine

I really don’t like to work on the weekends, but we work a rotating system. Three 10-hour shifts in a row, two days off; then we restart. This changes monthly depending on if it’s night or day shift.

**Suit Up:** I have a brother who was in the U.S. Army, and we have discussed at length and figured out that being a beat cop in LA is way more dangerous than being an Army grunt, even in a combat zone. The stuff I do, compared to the stuff he did, presents daily situations that could at any time warrant pulling a gun. And my brother “pulled a gun.” Your gun is always out and on the ready as a soldier, and he never returned fire on an enemy. Whereas, if I pull my gun, it’s because a situation may warrant me pulling the trigger.

I carry a Beretta 92FS 9-millimeter pistol, and yes, I take some flak on the force for carrying such a small caliber weapon. But it’s a regular Army issue pistol, and my brother and I both own one. Before I became a cop, it was the one I was most accurate with on the range.

My brother and I hunted small game a bit in northern Cali with an AR-15 while growing up, so I carry a Smith & Wesson M & P 15T rifle (fully automatic) in the trunk of my squad car.

I leave the house in civilian clothes, although my neighbors know I’m a policeman – and don’t take my uniform items with me in the police station. Flak vest, utility belt items, handcuffs, and so forth are maintained and kept locked up at the station at all times.

Weapons checks, roll call, and then my partner and I are on patrol. We have a route that takes us through areas with gang activity, so the second we leave the station we go on alert.

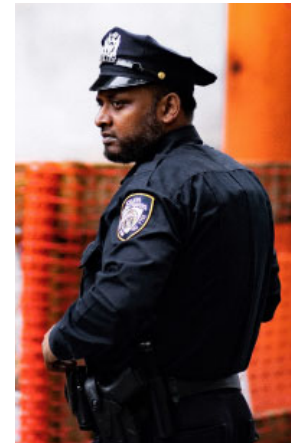


Abbildung 2: Amerikanischer Polizist im Einsatz

**Roll Call:** I start my day at roll call, which is just a short meeting where supervisors ensure everyone is present for duty. This might sound like a duh, but people catch colds in LA just like the rest of the planet, and then we have to figure out who is rolling with who to fill in for missing personnel. There is always a short training session during a roll call, a current events update, and a general safety brief.

**Patrol Car:** Everyone wants to drive the Dodge Chargers, but I almost always end up with one of the older model Ford sedans. I check my engine oil, other fluids, and tire pressure – although everyone else on the force usually allows our maintenance section to do their job.

**Location Device:** We use a standard emergency vehicle navigation system, which is tricky to use, but absolutely necessary in many scenarios.

**On Patrol:** My official daily duties consist mostly of gathering information on gang activity to insert into the big picture computers at the police station. On the ground, we use printouts with crime lists on one side (specific crimes, modus operandi, etc.), and crime maps on the other side (our police division locations, crime locations, times, etc.). Specific crimes we are aware of include grand theft auto, attempted murders, robberies, home invasions, and so forth.

While on patrol gathering information, we look for new gang graffiti and rival gang interactions that may potentially evolve into violence. We watch everyone, and, of course – everyone watches us.

If we're on an evening shift, everything changes and becomes more dangerous as it turns dark.

**Lunch:** We pull security for each other during lunch breaks. Flip a coin, and Squad Car 101 watches out for loonies for Squad Car 202, so 202 can take a break and enjoy lunch.

**Lunch:** We pull security for each other during lunch breaks. Flip a coin, and Squad Car 101 watches out for loonies for Squad Car 202, so 202 can take a break and enjoy lunch.

**End of Shift:** The end of every day is the worst part of the job, mostly because of the amount of paperwork required.

**Task 11:** Match the following definitions to the words below.

<b>beat cop</b>	A vehicle used by police, equipped with a radio telephone for communication.
<b>Army grunt</b>	A protective, bullet-proof vest.
<b>(to) warrant</b>	The department of the police which takes care of vehicles.
<b>squad car</b>	A police officer who works in uniform (typically in the busy streets of a large city).
<b>flak vest</b>	Usually a soldier in the Army infantry.
<b>utility belt items</b>	To give reason or sanction for doing something.
<b>sedan</b>	A variety of useful devices that can be attached to a belt.
<b>maintenance section</b>	Short for lunatics.
<b>loonies</b>	A special type of car with two or four seats usually with a notchback.

**Task 12:** Read the text again. Compare the equipment of the American officer in the text to the German officer in uniform mentioned above. What are the major differences and similarities?

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**Task 13:** Describe what the official daily duties consist of. Then explain which crimes the police officers are aware of. Answer the task using your own words as far as it is appropriate.

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**Task 14:** Read the text again and phrase questions for the answers below:

– “Flip a coin”      – “Roll call”      – “Suit up”

**Example:** “Location device”

→ **What** do you call a standard emergency vehicle navigation system?

1.

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2.

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3.

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**Task 15:** Listen to the following description of how to become a police officer in the United States. Take notes on the following aspects:



1. main responsibilities of a police officer:

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2. tasks of a police officer:

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3. minimum qualifications of a police officer:

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4. aspects of training at the police academy:

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**Task 16:** Communication on the radio and knowing the spelling alphabet is essential for becoming a police officer. Fill in the grid below. Do you know what all the letters stand for?

alphabetic character	German	NATO	alphabetic character	German	NATO
A			O		
Ä			Ö		
B			P		
C			Q		
D			R		
E			S		
F			T		
G			U		
H			Ü		
I			V		
J			W		
K			X		
L			Y		
M			Z		
N					



**Task 17:** Spell out ten words below either using the German or NATO spelling alphabet. Work with a partner you usually do not work with.

victim	offender	criminal investigation	pilferage
shift supervisor	secure traces	BA-NI 652	fake firearm
preliminary arrest	custody	investigative custody	bodily harm
withdrawal symptoms	customs	counter	eyewitness
legal guardian	limit	driving ban	expired
charge sheet	intoxication	damage	interrogation
rival groups	violence-prone fan	clash	spectator
blackjack	prosecutor	syringe	penal code
age of consent	disorderly conduct	armed robbery	refugee
adultery	manslaughter	rapist	injury
deportation	felony	misdemeanor/offense	racial appearance

**Task 18:** Pick three words and explain the meaning of the words as clearly as possible.

**Task 19:** Listen to an officer of the Los Angeles Police Department (LAPD) explaining how to contact him and his department. Take notes on the following aspects:



a. Officer Brown's first name and the name of his partner:

b. Phone number to contact him:

c. Personal email address of Officer Brown:

d. Phone number of anonymous tip-hotline:

e. Phone number of suicide hotline:

f. Email address of "Battered Women Hotline" and name of Officer you will reach by calling hotline:

**Task 20:** Look at the digital displays and read the times aloud. Do you know at least two different ways of expressing the time?

1200	0600	1330	1515	1610	1740	2045
11:30	0905	08:18	23:42	1606	0345	00:00

**Extra question:** What do "a.m." and "p.m." stand for?

**Task 21:** Read the following numbers out loud. Work with a partner and alternate. Correct him/her if necessary.

3,567	642	88,745	220,005	8,000
44,230	773,120	11,043	1,000,000	6,240,200
3,500	48	3,587,090	27,000	138,000,031

**Task 22:** Two police officers are having a short conversation about a colleague in a patrol car. Fill in the gaps using the given verbs. Use the following three tenses: **Simple Present, Simple Past, Present Progressive**.

**GRAMMAR HELP:**  
SEE CHAPTER ONE -  
GRAMMAR BASICS

### A short conversation in a patrol car

1. It doesn't matter how much coffee he drinks, he always \_\_\_\_\_ (get) tired during the night shifts.
2. That's right. But right now, he is on day shift and it's ten o'clock in the morning. Look at him! He \_\_\_\_\_ (yawn)!
3. Come on, Mike. Give him a break. He always \_\_\_\_\_ you \_\_\_\_\_ (help out) whenever you ask him.
4. That's not right, Cindy. I asked him several times to take my shift and he always \_\_\_\_\_ (say) no to me. I think that he doesn't like me.
5. Well, that would be understandable after you \_\_\_\_\_ (play) that dirty trick on him last week.
6. Every day I \_\_\_\_\_ (apologize) for it. Sometimes I apologize several times in one shift. He \_\_\_\_\_ (be) still mad and won't talk to me.
7. Okay, I understand. But, do know this: He \_\_\_\_\_ even \_\_\_\_\_ (not talk) to me right now because I \_\_\_\_\_ (drive) in a patrol car together with you. Maybe we should talk to him later one more time and try to \_\_\_\_\_ (solve) this issue.
8. I \_\_\_\_\_ (try) a final attempt last week and it \_\_\_\_\_ (do not work). I think I will just wait until he \_\_\_\_\_ (come around).

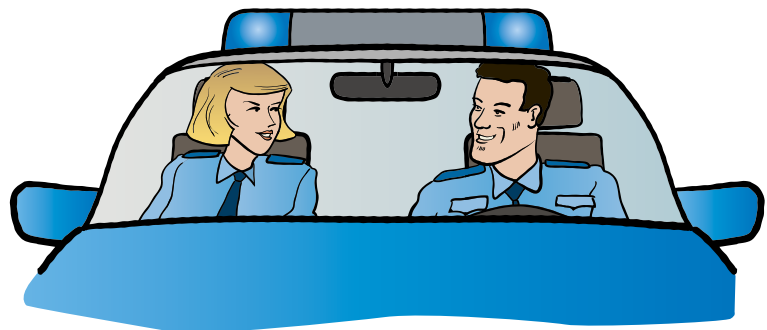


Abbildung 3: Konversation im Streifenwagen

**Task 23:** Translate the following sentences into correct English. Use the auxiliaries **“must”**, **“have to”**, **“should”** and **“(to) be allowed to”** for the German translation. The English words below should help you.

Bedauerlicherweise muss ich dieses Wochenende arbeiten, weil mein Name im Schichtplan steht.

Du musst uns unbedingt bald im Polizeihauptrevier besuchen kommen. Ich bitte dich!

Es ist Ihnen nicht erlaubt hier vorbei zu gehen, da hier aktuell polizeiliche Maßnahmen stattfinden.

Sie sollten sich beruhigen und nicht weiter herumschreien. Ansonsten muss ich Ihnen Handfesseln anlegen.

In einer großen Stadt wie Los Angeles sollte man nicht so viel Bargeld mit sich führen.

Sie verhalten sich sehr ungewöhnlich. Ich muss Sie nun bitten aus dem Fahrzeug auszusteigen. Sie dürfen nicht weiterfahren.

strangely

cash

police measures

shift schedule

police headquarters

(to) handcuff

**Task 24:** Read the sentence and ask a question. Write down the question and let your partner answer it.

Example: We barely made it for "roll call" because Anthony was late again.

A: Why **did** you barely **make** it for "roll call"?

B: We barely made it because Anthony was late again.

Mike couldn't fire his gun because the firing pin was broken.

A: Why **couldn't** Mike fire his gun?

B: He couldn't fire his gun because the firing pin was broken.

I almost shot a young man yesterday because he was carrying a knife in his pocket.

*Why...*

Cindy cleans her gun and all other important equipment every day.

*How often...*

An empty magazine was found in the backpack of an adult male.

*What...*

Susan couldn't arrest the felon because he was 6'4" tall and weighed 250 pounds.

*Why...*

Drug related crimes are often committed during the night.

*When...*

He wishes he had more officers to patrol this area, especially the south of Los Angeles.

*Which...*

The Human Resources office is constantly looking for more personnel in the field.

*Who...*

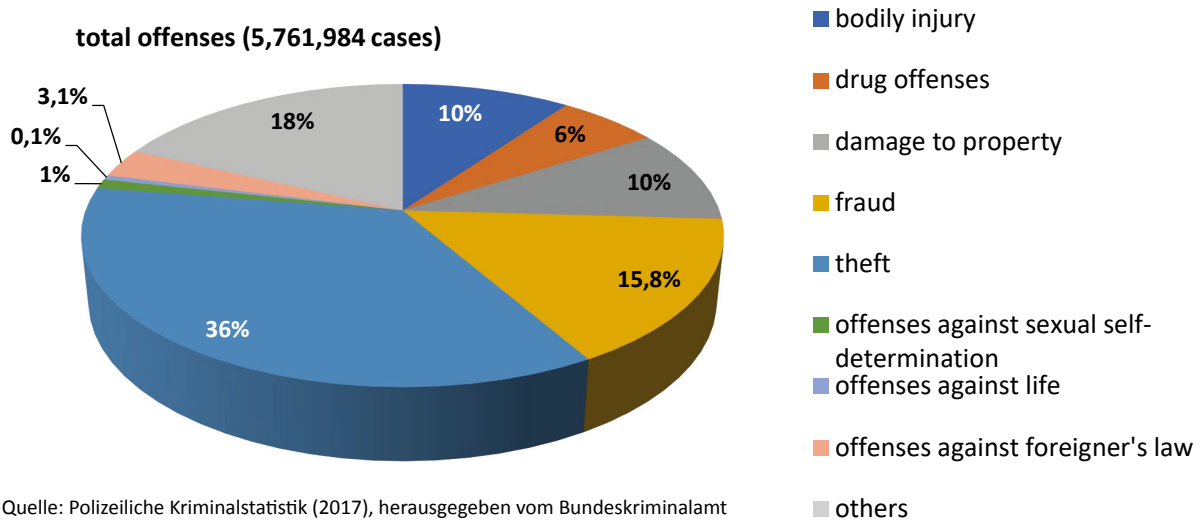
LAPD used to recruit ex-military personnel in the late nineties.

*When...*

## 2. General Information on Police Crime Statistics (PCS 2017)

**Task 25:** General Information on Police Crime Statistics (PCS): Look at the chart below and translate the different criminal offenses into German. Then comment on the numbers.

## PCS 2017 - General Information on Police Crime Statistics



1.	2.	3.
4.	5.	6.
7.	8.	9.

[illegible]

**Task 26:** Listen and complete the following tasks below.



1. Briefly explain the aim of the “General Information on Police Crime Statistics (PCS)”.

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2. True or false? Tick the correct answer.

	true	false
The information is mainly gathered for law enforcement purposes and to make sure the right decisions are made.		
The police crime statistics are so-called "ingoing statistics".		
The total clear-up rate is around 85.1% (2016: 56.2%).		

3. Fill in the gaps.

The PCS also do not include \_\_\_\_\_ which do not fall within the competency of the police (e.g. financial and tax offenses) or which are reported directly to the public prosecutor's office and are \_\_\_\_\_ exclusively by the public prosecutor's office (e.g. perjury).

The PCS contain, in particular, information about:

- the type and number of recorded \_\_\_\_\_,
- the date and place of the offense,
- the \_\_\_\_\_ and criminal damage,
- the clear-up rate,
- the \_\_\_\_\_ age, gender, nationality and other characteristics.

Crime trends in 2017 have developed quite differently:

In general, the total number of recorded criminal offenses \_\_\_\_\_ by 9.6% compared to the previous year (2017: 5.763 million cases, 2016: 6.373 million cases). The total number of recorded \_\_\_\_\_ excluding offenses against foreigner's law decreased by 5.1 % compared to the previous year (2017: 5.582 million cases, 2016: 5.885 million cases).

4. Tick the two correct options.

- ☐ Significant changes compared to the previous year include a slight raise of drug offenses.
- ☐ Significant changes compared to the previous year include a slight decrease of drug offenses.
- ☐ Additionally, a further raise of economic crime.
- ☐ Additionally, a further reduction of economic crime.

### 3. Drug Squad: An Incident on a Drug Bust

**Task 27:** Listen to the text “A Regular Drug Bust” and answer the questions below. Before you start look at the title. What do you expect the story to be about?




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1. Describe the relationship between the district attorney and the police.

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2. Clarify the term “arrest warrant” according to the text.

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3. Explain what the officers were looking for and how they knew about it.

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4. List the synonyms used for cocaine.

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5. Fill in the gap with the suitable term and explain it in your own words.

A: *Can't promise you that. But we won't arrest you for \_\_\_\_\_*  
 C: *Oh, for Christ's sake. She is in the back. In the room behind the bar. I never go in there.*  
 A: *Wow, was that really that hard, honey?*

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**extra question:** What is your opinion about the arrest warrant?

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## KEY WORDS CHAPTER -1-

baton	Schlagstock
bodily injury/assault (and battery)	Körperverletzung
bullet-proof/flak vest	Schutzweste
Criminal Investigation Department (CID)	Kriminalpolizei
damage to property	Sachbeschädigung
disorderly conduct	Ruhestörung
drug offenses	Rauschgiftdelikte
equipment/utility belt	Einsatzgürtel
firearms training	Ausbildung an der Waffe
fraud	Betrug
German Federal Criminal Police Office	Bundeskriminalamt
German Federal Police	Bundespolizei
higher intermediate service	gehobener Dienst
intermediate service	mittlerer Dienst
senior service	höherer Dienst
legal force	unmittelbarer Zwang
offenses against foreigner's law	ausländerrechtliche Verstöße
offenses against sexual self-determination	Verstöße gegen die sexuelle Selbstbestimmung
police headquarters	Polizeihauptrevier
police station	Polizeirevier
theft	Diebstahl
three-shift system	Dreischichtsystem
violence	Gewalt



## CHAPTER ONE – GRAMMAR BASICS

## TENSES

## PRESENT

## SIMPLE PRESENT

regularly, normally, every year, often

Wiederholte oder einmalige Handlung in der Gegenwart  
Gesetzmäßigkeiten und Tatsachen“He often **goes** to the gym.  
Sound **travels** faster than the bullet.”

## SIMPLE PRESENT PROGRESSIVE

now, at the moment, this week

Betonung der Zeitdauer  
Handlung dauert länger an und ist noch nicht abgeschlossen“They **are running** away from the police”

## PAST

## SIMPLE PAST

yesterday, last year, in 2018 ago

Einmalige/wiederholte Handlung  
in der Vergangenheit (abgeschlossen)  
Aufeinander folgende Handlungskette in der Vergangenheit.“Five Years ago he **became** a police officer.”

## SIMPLE PAST PROGRESSIVE

Betonung der Zeitdauer  
(oft in Kombination mit dem Simple Past)“The victim **was watching** television  
when he was murdered.”

	<p style="text-align: center;"><b>Must vs. have to</b></p> <p style="text-align: center;">Both <b>must</b> and <b>have to</b> express obligation or requirement, but there are some small differences:</p>
	<ul style="list-style-type: none"><li>• <b>must</b> expresses the speaker's feelings, whereas <b>have to</b> normally expresses an objective idea:</li></ul> <p><i><u>Must</u> I wear this uniform? Am I obliged to wear this uniform? (What do you think?)</i></p> <p><i>Do I <u>have to</u> wear this uniform? Am I obliged to wear this uniform?</i> (Is there a rule about uniforms at the police?)</p>
	<ul style="list-style-type: none"><li>• <b>have to</b> mainly expresses general duties or requirements, while <b>must</b> is used for specific obligations:</li></ul> <p>I <u>have to</u> take a shower once a day.</p> <p>I <u>must</u> tell her about you.</p>
	<p style="text-align: center;"><b><u>negative forms:</u> mustn't and don't have to</b></p> <ul style="list-style-type: none"><li>• <b>mustn't</b> expresses prohibition: You <u>mustn't</u> enter. You are not allowed to enter.</li><li>• <b>don't have to</b> expresses the absence of obligation or necessity:  You <u>don't have to</u> come inside. You are not obliged to come inside (but you can if you want to).</li></ul>

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Henricks "IT'S ALL PART OF THE JOB", 12. Auflage 2021  
ISBN 978-3-8011-0810-6