

涉外行业英语系列教材

实用 警务英语

Practical English for Police

■ 岳洪锦 主编



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出版说明

在经济全球化不断加速的今天，中国与世界各国的交流变得越来越紧密，相应地，社会对涉外行业人员的英语能力要求也越来越高。为了能使学生用英语完成涉外行业工作岗位的任务，培养他们用英语解决实际问题的工作能力，对外经济贸易大学出版社拟出版一套突出应用型院校教学特点的“涉外行业英语系列教材”。

本套“涉外行业英语教材”涉及商务、酒店、文秘、旅游、工程、护理、教学、法律、空乘、警务等行业。各教材按主题情境安排结构，根据具体涉外行业岗位的要求，以该行业从业者所从事的典型工作过程为主线来编写，先易后难，循序渐进。每个主题情境下设子情境，分为“语言能力”、“行业专业能力”和“综合能力”等模块，其中“语言能力模块”培养学生运用所学专业英语进行沟通交流的能力；“行业专业能力模块”培养学生运用所学英语开展业务活动，提供行业服务，进行有效沟通的能力；“综合能力模块”培养学生处理本行业领域内突发事件等职业素养的能力。本套教材融技能培养、知识传授、职业素养养成三位于一体，力求有效地帮助学生将课堂知识与未来的工作联系起来，提高他们的实战技能。

本套教材编者队伍呈“双师”结构，他们不仅具有丰富的语言教学经验，而且具备本行业的实践经验，这是本套“涉外行业英语系列教材”编撰质量的有力保证。

本套“涉外行业英语教材”主要供应用型院校学生学习使用，也可作为短期培训教材。

2014年5月

使用说明

《实用警务英语》是一本适用于各级警察院校及广大公安民警课堂教学、培训、自学的专业英语教材。

一、主要内容

《实用警务英语》由10个单元组成，每单元包括三个模块：

模块一（专业语言能力）包括基本句型和情景对话，其中，基本句型采用了可部分替换的形式，既高度概括，又便于学习与记忆；

模块二（拓展与提高）包括课文、词汇表及警务小知识；

模块三（综合应用能力）包括各类练习，如：句型、对话、词汇、听力练习，英译汉、汉译英练习，课堂讨论及课外调查与研究等。

部分单元后附有课后阅读——法律条文节选。

二、教学建议

《实用警务英语》内容丰富，实用性强，在使用本教材时，可根据分类要求和因材施教的原则，适当选择教学内容。根据教学安排，选择某些教学内容作为课内精练，某些内容由学生课外使用辅导用书辅助学习；根据学生水平，确定某些练习为必做，某些练习由学生课外使用辅导用书辅助练习。选择此书自学的公安民警，可使用辅导用书及配套光盘辅助学习及练习。

1. 建议将模块一中的基本句型与情景对话作为必学内容，在课堂上精讲多练、强化训练，使学生熟练掌握各种场合的句型与对话。

2. 建议模块二的内容，由学生课外使用辅导用书辅助学习，掌握本领域基本概念和短语的英文表述，教师可在课堂上让学生来归纳和总结，同时，为模块三中所提出的问题做进一步的思考和讨论打下基础。

3. 建议模块三的内容，根据教学课时的安排选择使用。建议本、专科的学生尽量做英译汉和汉译英的练习及“调查与研究”，尤其是“调查与研究”部分，教师可要求学生分成小组，课下对此部分问题收集相关材料，准备口头报告。教师上课时组织学生课堂讨论，安排学生做口头报告。此部分没有标准答案，鼓励学生积极思考、合作学习，促进学生之间、师生之间的相互交流，促进师生教学相长。

4. 部分单元后附有法律条文节选，应要求学生尽量阅读，掌握法律条文的英文表述及相关英语词汇。教师可在课堂上检查学生掌握的情况，可以检查词汇，也可让学生翻译句子。考试中也可加入法律条文翻译。

前 言

《实用警务英语》是一本与公安工作紧密结合的专业英语教材，由教材、光盘、PPT 课件构成。《实用警务英语》以学习者的需求为依据，把语言技能的训练和专业知识的学习有机结合起来，体现了新的公安类专业英语教学理念与教学模式，旨在培养学习者在具体工作场合的英语综合应用能力，使学习者能更好地满足公安实际工作的需要。

《实用警务英语》重内容，重交际，突出真实性和时效性、实用性和适用性、系统性和多样化的特点。

一、编写原则

1. 思想准备与需求分析

随着中国国际化进程的不断推进，国际间的警务交流与合作日趋频繁。为适应新形势下涉外警务工作的需要，培养外向型复合人才，满足新时期国家和社会对人才培养的需要，编写一本科学有效、操作性强，适合不同层次的学习者使用的警务英语教材就显得尤为重要。

本教材编写组在编写教材之初，首先进行了需求分析，不但对公安院校的学生进行问卷调查，而且深入公安基层开展调研活动，与基层涉外民警举行座谈会，并对普通民警进行了问卷调查。充分了解公安院校学生及基层民警的需求，掌握公安工作中相关场合及活动的特点，从而对教材的编写打下良好的基础。

2. 交际性与实用性

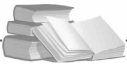
本教材在特定场合交际语言的训练、课文内容的取向、练习的内容和方式方面，结合实用性，考虑交际性，兼顾趣味性。语言材料真实、自然，有较强的课堂可操作性。第一模块的基本句型与情景对话，反映了公安工作中涉外警务活动的 10 个主题，能充分满足学习者当前学习或工作的实际需要；第二模块的课文、词汇与警务小知识，能使学习者在拓展专业语言能力的同时，了解中外警务在执法理念与执法活动方面的异同；第三模块的综合练习，则更加注重交际能力与实战能力的培养，内容丰富，形式多样，贴近公安实际工作，能充分调动学习者的学习积极性，鼓励学习者深入思考，提高解决实际问题的能力，有利于教材总目标的实现。

3. 时效性与系统性

本教材在内容选择、体系编排、教学方法、练习设计等方面都努力体现警务工作的新发展与专业语言教学的新成果。语言材料规范，通用，具有典型性和逻辑性，注重语言、词汇、语篇和体裁与特定活动的适应性。本教材选择的十大主题，涵盖主要警务工作的内容，通过挑选具有时代特色的警务英语素材，精心设计富有实践性与开放性的练习，为学习者提供系统的专业英语学习内容和充分的表现空间，使学生的语言运用能力尽可能地 toward 实战过渡，培养更加宽广的国际视野，更大限度地满足时代发展变化的需要。

二、教材特色

本教材在突出交际能力与实践能力的培养的同时，注重展现中外警务文化的异同。不仅



培养学习者的涉外警务交际能力，而且培养学习者跨文化交际的意识，提升学习者在跨文化交际的具体情景中处理文化差异的能力，处理好中外警务文化之间的关系，开阔思路，提高解决问题的能力，

个别练习，如“调查与研究”，突出创新精神和实践能力的培养——通过各种开放性的实践活动，扩大学生对国内外警务活动的视野和意识，鼓励学生通过查阅资料、研究、讨论、交际与合作，学习或运用语言完成各项任务。让学生感受知识的价值、进行理性思考；在解决实际问题中，培养学生的创新精神，提高学生主动学习和发展的能力。

本教材的编写，就是努力在兼顾基础训练与综合应用，涵盖主要警种专业内容，贴近涉外警务工作程序，符合国际惯例与体现警察文化等方面做一些有益的尝试。

三、编写队伍

本教材编写队伍不仅具有丰富的语言教学经验，在教学的同时，还担任学院外国警察培训的翻译工作，这不仅为他们了解与掌握公安专业知识提供了便利条件，也使本教材的编撰质量得到有力保证。

主编岳洪锦负责教材主题的选定、每一单元的结构与设计、1~10单元的基本句型以及部分课文、警务小知识、练习的编写；李大鹏负责第二、第六单元；杨家敏负责第一、第八单元；徐玉萍负责第七、第十单元；张玉芬负责第五、第九单元；刘震宇负责第三、第四单元；邹咏梅负责1~10单元的课文翻译；张成栋负责1~10单元的词汇。主编岳洪锦、副主编张玉芬、徐玉萍负责教材的修改与校对。

四、使用建议

本书涉及面广，内容丰富，可作为公安院校学生必修课或选修课教材，也可作为涉外警务人员以及广大公安民警进修培训或自学之用。

本书在编写过程中承蒙许多单位与专业人士的帮助：济南市公安局出入境管理局、青岛市公安局出入境管理处、青岛市公安局警官培训中心，以及山东警察学院教务处、干部培训部、侦查系、治安系、专业基础部、公共基础部、刑事科学技术系、法律部、组织宣传处等，在此表示衷心的感谢。

感谢对外经济贸易大学出版社编辑刘丹女士所付出的努力与指导。

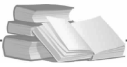
由于水平有限，时间仓促，难免出现错误与遗憾之处，恳切期望读者惠予批评指正，不胜感激。

编者

2014年2月

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5. Nice to meet you. How was the flight?

Have you had a pleasant journey?

Hope you enjoy your stay here.

B. Directions 问路与指路

1. Excuse me, officer. Could you show me the way to the Bank of China?

Could you tell me how to get to the post office

How can I get to the nearest supermarket

Exit and Entry Administration Division

2. Go straight ahead. Turn right at the traffic lights and then you'll see it on your left.

Turn left at the second crossing a few meters ahead

Take the third turn on the right on the opposite of the street

3. You can take bus No.16 and get off at the fifth stop.

the trolley bus No. 103

the subway Line 2

the shuttle bus to go there. It departs every 2 hours at the gate

4. Let me show you the way. There is a 24-hour convenience store over there, just around the corner.

gas station

police station

5. It's about 50 meters ahead.

only a 15-minute walk

about an hour bus ride



Part II Situational Conversations 情景对话

A. Introductions and Greetings 介绍与问候

1. **At the Airport** 在机场

Officer 1: Excuse me. Are you Mr. Williams from Britain?

Foreigner: Yes, I am.

Officer 1: My name is Liu Dong, police officer from Shandong Provincial Public Security Department. And this is Mr. Zhao, Deputy Director of the Department.

Foreigner: Nice to meet you, Mr. Zhao.

Officer 2: Nice to meet you, too. Welcome to Shandong. How was the journey?

Foreigner: Oh, it was OK.

Officer 2: Hope you enjoy your stay here.

Foreigner: Thank you.

B. Directions 问路与指路

1. Going to a Supermarket 去超市

Foreigner: Excuse me, officer. Could you please tell me how to get to the nearest supermarket?

Officer: It's not very far from here. You can walk there. It is only a 15-minute walk.

Foreigner: Can I take a bus?

Officer: Yes, of course. You can take the bus No. 18 and get off at the third stop. The supermarket is on the opposite of the street.

Foreigner: Thank you very much.

Officer: My pleasure.

2. Going to a Police Station 去派出所

Foreigner: Excuse me, sir. How can I get to Zhenxing Police Station?

Officer: Well, you can take bus No.9 over there, and get off at Zhenxing Road. The police station is just a few steps ahead on your right. There is a signboard at the gate.

Foreigner: Thanks a lot, sir.

Officer: Not at all.

3. Getting Lost 迷路

Officer: Hello, I'm a policeman. What can I do for you?

Foreigner: Hello, officer. It seems that I've got lost. Is this the right way to Huadong University?

Officer: No, I'm afraid you're going in the opposite direction.

Foreigner: Is it very far from here?

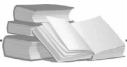
Officer: Yes, it will take you 30 minutes to go there by bus. Well, I can write it down on a piece of paper in Chinese so that you can show it to the bus driver.

Foreigner: That's a good idea.

Officer: Here you are.

Foreigner: It's very kind of you. I really appreciate your help.

Officer: It's my pleasure and duty.



模块二 拓展与提高

Part III Text

Police Career Challenges

A police career is a challenging and sometimes dangerous choice. It is not just **writing out tickets** or making traffic stops. The main responsibility for police is to keep order. A police officer must **maintain** the law and order by **enforcing** the laws of society.

When attending school for a police career, there are many courses that must be taken. Proper training is essential in order to survive. For example, **training sessions** on the weapons range is included. A police **trainee** must pass the test on the **shooting range** and a yearly test after **being sworn in** as an officer.

Choosing a police career involves hours of classroom time, role-playing different **scenarios**. A police officer must be able to respond to any type of crisis call whether **on duty** or off. A **required course** in a police career is **psychology**. It is also preferred that the **candidate** that chooses a police career have some kind of higher education. The course that is preferred is **criminal justice**.

A police career will also train personnel in disaster situations. They will be taught what to do in case of natural disasters or **terrorist** attacks. They are taught **protocol** for every situation.

Not everyone will be accepted to a police career. There are a number of factors that are used to determine if the person is both mentally and physically capable of becoming a police officer. There are extensive psychological tests that are given, as well as physically **endurance** tests. Officials feel that if their officers are carrying weapons, they have to be completely in control.

Often, retired military will seek a police career. They have the discipline and training that is necessary for **law enforcement**. They are able to pass the **rigorous physical fitness courses** that **police academies** require. As **police agencies** are operated by a chain of command that is similar to the military, there is very little adjustment time.

A police career may involve the officer walking the streets of his or her district, keeping the peace and **arresting lawbreakers**. A police officer responds to calls for help and aids those in need of medical attention. They **investigate** crime, **interrogate potential criminals**, and are required to keep detailed notes that will assist in the **prosecution** of criminals that have been arrested. Keeping detailed reports are very **time-consuming**.

In past decades, the police have had to deal with **unpredictable** situations. If they were at

the scene of an accident, they would assist and comfort the injured. Today, they are **hesitant** to even hold the hand of a **victim** for fear of **contracting** diseases. When **apprehending** a criminal, they need to exercise extreme caution, not only so they do not **violate** the rights of the criminal, but also because of the dangers of **communicable** diseases.

The dangers that are associated with a police career can cause stress on the job. In the United States alone, over eighteen thousand officers have died in the line of duty. Some departments require that the street officers wear protective **vests** to protect them from being injured. Some protocol of police departments requires that an officer seek help from the department psychologist. This can be helpful in determining if there is a problem with the officer.

In today's police career, an officer is allowed to search, **seize** and arrest a criminal. They are not allowed to search or seize without probable cause. If this occurs, the **defense** will argue that their rights have been violated. If this can be proven, then the criminal is **set free**. Special care is taken not to violate the rights of the **accused**.

With a police career, a police officer is allowed to interrogate a criminal, but cannot **abuse** or use **excessive** force in any way. Reading the arrest person their Miranda rights is also a part of the police career.

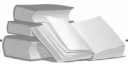
When choosing a police career, it must be taken into consideration that there can be dangerous situations. A police officer is often faced with situations that are unpredictable. A simple traffic stop can have a disastrous outcome. They never know just what will happen at any given time.

(690 words)

(From: <http://www.realpolice.net/articles/training/police-career-challenges.html>)

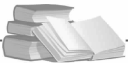
Part IV New Words

<p>ticket / 'tikit / n.</p>	<p>a printed note ordering you to pay money because you have done something illegal while driving or parking your car (驾车或停车时因违章而收到的) 罚款通知, 罚单 e.g. The driver got a ticket for speeding. 司机因超速行驶, 收到违章罚单。</p>
<p>maintain / mein'tein / vt.</p>	<p>to make something continue in the same way or at the same standard as before 保持, 维持 e.g. Britain wants to maintain its position as a world power. 英国想保持其世界强国的地位。</p>
<p>enforce / in'fɔ:s / vt.</p>	<p>to make people obey a rule or law 执行, 实施 (法律) e.g. Governments make laws and the police enforce them. 政府制定法律, 警察负责执行。</p>



session / 'seʃən / <i>n.</i>	a period of time used for a particular activity, especially by a group of people (一批人参加某项活动的) 一段时间 e.g. He proposed to arrange a training session on the issue. 他提议就这一议题安排一周的培训。
trainee / treɪ'niː / <i>n.</i>	someone who is being trained for a job 接受工作培训的人, 实习生 e.g. Few of the trainee footballers make it to the top. 足球受训人员中能达到顶级水平的寥寥无几。
scenario / si'nɑːriəu / <i>n.</i>	a situation that could possibly happen 可能发生的事, 可能出现的情况 e.g. Under a likely scenario, world population will double by 2050. 很有可能, 世界人口到 2050 年将翻一番。
required / ri'kwaɪəd / <i>adj.</i>	that must be done because of a law or a rule 必需的, 必修的 e.g. Some courses in college are required while others are optional. 大学里有些课程是必修的, 有些是选修的。
psychology / sai'kɒlədʒi / <i>n.</i>	the study of the mind and how it influences people's behavior 心理学 e.g. The professor is a specialist of studying a criminal's psychology. 这位教授是位研究罪犯心理的专家。
candidate / 'kændidit / <i>n.</i>	someone who is being considered for a job or is competing in an election 候选人, 申请者 e.g. There are only three candidates for the job. 只有三个人申请这份工作。
terrorist / 'terərɪst / <i>n.</i>	someone who uses violence such as bombing, shooting, etc. to obtain political demands 恐怖分子 e.g. Twenty people were killed in the latest terrorist attack. 有二十人死于最近这次恐怖主义袭击。
protocol / 'prəʊtə, kɔ:l / <i>n.</i>	the accepted or established code of procedure or behavior in any group, organization, or situation (团体、机构或一定情况中的) 惯例, 习惯做法 e.g. Once in a while, emergency justified a break with protocol. 偶尔遇到紧急情况, 就得破例了。

endurance / in'djuərəns / <i>n.</i>	the ability to continue doing something difficult or painful over a long period of time (忍) 耐力 e.g. She was pushed beyond her powers of endurance. 她被逼得忍无可忍。
enforcement / in'fɔ:smənt / <i>n.</i>	the act of enforcing; insuring observance of or obedience to (强制) 执行, 实施 e.g. The court is ineffective because it lacks the necessary enforcement machinery. 法院效率低是因为缺乏必要的执行机制。
rigorous / 'rigərəs / <i>adj.</i>	demanding that particular rules, processes, etc. are strictly followed 严格的, 严厉的 e.g. The work failed to meet their rigorous standards. 工作没有达到他们严格的标准。
academy / ə'kædəmi / <i>n.</i>	a college where students are taught a particular subject or skill 专科学院 e.g. He passed into the Military Academy with no difficulty. 他轻而易举地被军事学院录取了。
agency / 'eidʒənsi / <i>n.</i>	an organization or department, especially within a government, that does a specific job 机构,(尤指政府内的)局,部,处 e.g. The government instituted a consumer protection agency. 政府设立了一个消费者保护机构。
arrest / ə'rest / <i>vt.</i>	if the police arrest someone, the person is taken to a police station because the police think they have done something illegal 逮捕, 拘捕 e.g. He was arrested and charged with murder. 他遭到逮捕并被指控谋杀。
lawbreaker / 'lɔ:breikə / <i>n.</i>	a person who does not obey the law 不守法者, 违法者, 不法分子 e.g. The lawbreaker was overpowered before he could reach for his knife. 那个犯罪分子没来得及伸手拿刀就已经被制服。
investigate / in'vestigeit / <i>vt.</i>	to try to find out the truth about or the cause of something such as a crime, accident, or scientific problem 查明, 调查, 侦查(犯罪、事故或科学问题等的真相) e.g. The state police are investigating the incident. 州警察正在调查此事。

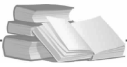


interrogate / in'terəgeit / <i>vt.</i>	to ask someone a lot of questions for a long time in order to get information, sometimes using threats (长时间地) 讯问, 审问, 盘问 e.g. The police interrogated the suspect for several hours. 警察讯问了这名嫌疑犯好几个小时。
potential / pə'tenʃəl / <i>adj.</i>	likely to develop into a particular type of person or thing in the future 潜在的, 可能的 e.g. It's important to draw out a child's potential capacities. 发掘孩子的潜在能力是很重要的。
prosecution / prəsi'kju:ʃən / <i>n.</i>	when a charge is made against someone for a crime, or when someone is judged for a crime in a court of law 刑事起诉 e.g. The evidence is not sufficient to bring a prosecution against him. 现有的证据不足以对他提出起诉。
time-consuming / 'taimkən, su:miŋ / <i>adj.</i>	taking a long time to do 花费时间的 e.g. It's just very time-consuming to get such a large quantity of data. 获取如此大量的数据非常费时。
unpredictable / ʌnpri'diktəbəl / <i>adj.</i>	changing a lot so it is impossible to know what will happen (因改变太多而) 无法预测的 e.g. His actions since that morning have been eccentric and unpredictable. 自从那天早晨, 他的行动一直是反常而让人捉摸不透。
hesitant / 'hezitənt / <i>adj.</i>	uncertain about what to do or say because you are nervous or unwilling 犹豫的, 迟疑的, 有疑虑的 e.g. At his most hesitant he was also at his gravest. 他最吞吞吐吐的时候, 也就是最严肃认真的时候。
victim / 'viktɪm / <i>n.</i>	someone who has been attacked, robbed, or murdered 受害者, 牺牲者 e.g. The victim received head injuries from which she died a week later. 受害人头部受伤, 一周后死亡。
contract / kən'trækt / <i>vt.</i>	to get an illness 感染(疾病), 患(病) e.g. Two-thirds of the adult population there has contracted AIDS. 那里有三分之二的成年人染上了艾滋病。
apprehend / æpri'hend / <i>vt.</i>	arrest someone for a crime 逮捕 e.g. A warrant was issued but he has not been apprehended. 逮捕令已下达, 但他还没有被捕。

violate / 'vaiəleɪt / vt.	to disobey or do something against an official agreement, law, principle, etc. 违背, 违反, 侵犯 e.g. Those who violate traffic regulations should be punished. 那些违反交通规定的人应该受处罚。
communicable / kə'mju:nikəbəl / adj.	a communicable disease can be passed on to other people (疾病) 传染性的 e.g. Some communicable diseases are transmitted only through the agency of insects. 某些传染病只通过昆虫传播。
vest / vest / n.	a piece of special clothing without sleeves that you wear over your clothes to protect your body 防护用背心 e.g. The policeman survived because of his bulletproof vest. 警察因穿有防弹背心而幸免于难。
seize / si:z / vt.	to suddenly catch someone and make sure they cannot get away 逮捕, 抓获 e.g. The men were seized as they left the building. 这些人在离开那栋房子时被抓获。
abuse / ə'bjʊ:s / vt.	to treat someone in a cruel and violent way, often sexually 虐待 e.g. All the children had been physically and emotionally abused. 所有这些儿童的身心都受到了摧残。
excessive / ik'sesiv / adj.	much more than is reasonable or necessary 过度的, 过多的 e.g. Excessive dosage of this drug can result in injury to the liver. 这种药使用过量会损害肝脏。

Phrases and Expressions

write out	to put something in writing on a piece of paper 填写 (支票、表格等) e.g. Wouldn't it be easier if I just wrote out a cheque for the lot? 如果全部数额我只开一张发票, 不是更方便吗?
shooting range	an area provided with targets for the controlled practice of shooting 射击场, 打靶场
be sworn in	if someone with a new public job or position is sworn in, they make an official promise to do their duty well 使 (某人) 宣誓就职 e.g. The new governor will be sworn in next week. 新州长将于下周宣誓就职。



on duty	to be working at a particular time, especially when you are doing a job which people take turns to do, so that someone is always doing it 值班, 值勤 e.g. Mary goes on duty tonight at half past ten. 玛丽今晚十点半上班。
criminal justice	the system by which people are judged in courts of law and criminals are punished 刑事审判, 法律制裁 e.g. We no longer have any faith in the criminal justice system. 我们对刑事审判制度不再抱有任何信心。
physical fitness	good physical condition; being in shape or in condition 身体健康
the defense	all the lawyers who try to prove in a court of law that someone is not guilty of a crime 辩方, 辩护律师
set free	to allow a person or an animal to be free 放走某人(某动物) e.g. All the other hostages were finally set free. 其他所有的人质最后都被释放了。
the accused	the person or group of people who have been officially accused of a crime or offence in a court of law 被告

Part V Tips for the Unit 警务小知识

Miranda Rights 米兰达权利

The case that brought about the eventual Miranda rights ruling, involved Ernesto Miranda of Phoenix, Arizona. In 1963, Miranda was arrested for the armed robbery of a bank worker. While in custody of police, Miranda—who had a record for armed robbery, attempted rape, assault and burglary—signed a written confession to the armed robbery. He also confessed to kidnapping and raping an 18-year-old girl 11 days prior to the robbery.

Miranda was convicted of the armed robbery, but his attorneys appealed the case on the grounds that Miranda did not understand that he had the right against self-incrimination. When the Supreme Court made its landmark Miranda ruling in 1966, Ernesto Miranda's conviction was overturned. Prosecutors later retried the case, using evidence other than his confession, and he was convicted again. Miranda served 11 years in prison and was paroled in 1972.

The case changed the way police handle those arrested for crimes. Before questioning any suspect who has been arrested, police now give the suspect his Miranda rights, or read