

Berkeley Police Department

Law Enforcement Services Manual

CHIEF'S PREFACE

The men and women of the Berkeley Police Department aspire to provide exceptional community service to the citizens of Berkeley. The character and responsibilities surrounding the law enforcement field requires that all personnel be given specific and consistent instructions to execute their duties and obligations. This manual is designed to provide each member a working guide to follow to aid in the requirements of their duties. While sworn and non-sworn personnel are responsible for making discretionary decisions, we are all bound by law and standards to be fair, consistent, impartial and professional. The policies, procedures, and rules set forth in this manual are a guide to the exercise of discretion and execution of duty.

The system of policy and procedure outlined in this manual reflects basic departmental functions in the major operational and administrative areas. These systems are provided to establish a format for a methodical approach to achieving Department goals and objectives. Policies and procedures are designed to support a clear understanding of the constraints and limitations allowed under law and to convey the Department's expectations of work performance.

This manual is a tool to be used to supplement individual training and experience, and is not intended to discourage employee initiative. It will not encompass every situation encountered by a member, so judicious exercise of discretion may be required.

All personnel are required to be familiar with the directives in this manual and when necessary, seek guidance and clarification from a supervisor. Members are encouraged to submit recommendations for constructive changes to improve the Department's efficiency and effectiveness. This manual will be updated as necessary to reflect changes in the law, personnel responsibilities, and Department goals and objectives.

Disclaimer: The policies, procedures, and rules expressed in this manual are for Departmental use only and do not apply in any criminal or civil proceeding. Any policy, procedure and/or rule shall not be construed as a higher legal standard of care or safety in an evidentiary sense with respect to third party claims. When a conflict occurs in any directive in this manual with Federal laws, State Statutes, City Ordinances or City Personnel Policies, the existing Federal law, State Statute, City Ordinance or City Personnel Policy will supersede the directive in conflict.

Andrew Greenwood

Chief of Police