

BERKELEY POLICE DEPARTMENT

DATE ISSUED: August 31, 2005

GENERAL ORDER A-49

SUBJECT: IMPROPER CONDUCT OR ARREST OF CITY EMPLOYEES

PURPOSE

- 1 - The purpose of this Order is to define the proper procedure to follow in the event a City employee becomes the subject of an arrest or investigation alleging improper conduct.

POLICY

- 2 - When a City of Berkeley employee is arrested, the arresting officer shall forward a copy of the report to the Support Services Division Captain.

PROCEDURES

- 3 - The report shall be clearly marked "CITY EMPLOYEE" in capital letters across the top of the first page.
- 4 - This Order shall apply to criminal cases, as well as reports of improper conduct, whether or not an arrest is made.
- 5 - The Captain of Support Services **Division shall notify the Chief of Police and forward a copy of the report to the Office of the Chief as soon as possible. The Chief of Police will determine if it is necessary to contact the City Manager and forward a copy of the report to the City Manager. Should a Department Head be the subject of the report, the City Manager shall be notified as soon as possible.**