

BERKELEY POLICE DEPARTMENT

DATE ISSUED: September 1, 1988

GENERAL ORDER C-17

SUBJECT: REPORTS INVOLVING DAMAGE TO CITY PROPERTY

DEFINITION

- 1 - City property includes, but is not limited to: shrubs, trees, parking meters, traffic signs, street signs, traffic signals, electroliers, fire alarm boxes, fire hydrants, and vehicles.

REPORTS

- 2 - It shall be the responsibility of the Report Transcribing Bureau to place copies of reports involving damage to City property in the mail box of the Chief of Police for forwarding to the proper City departments.
- 3 - All reports in these cases shall be limited to facts; officers' opinions **shall be** omitted.

NOTIFICATION

- 4 - All cases involving damage to City property require the following notifications:
 - (a) Tax and License sections of the Finance Department, by copies of initial investigative reports and of follow-up reports which contain pertinent information.
 - (b) Electrical Division of the Public Works Department, immediately, if the report concerns traffic signals or fire alarm boxes which have been rendered inoperable. Notification during non-duty hours should be made via Secrephone, 644-6620.
 - (c) Fire **Communications**, immediately, if the report concerns fire hydrants.
 - (d) City department concerned, by telephone as soon as possible, if the report is received during business hours, and via a copy of the police report if received during non-duty hours.

References: General Orders C-16, E-3, E-7, and O-9