

BERKELEY POLICE DEPARTMENT

DATE ISSUED: January 18, 2005

GENERAL ORDER D-2

SUBJECT: DETECTIVE BUREAU

PURPOSE

- 1 - The purpose of this General Order is to establish the investigative responsibilities of the Detective Bureau.

POLICY

- 2 - It is the policy of the Berkeley Police Department that the Detective Bureau is responsible for follow-up investigations, with the exception of cases that are the responsibility of the Patrol Division (see paragraph 3 (b) below).

PROCEDURES

- 3 - The Detective Bureau, administered by a Lieutenant who is directly responsible to the Captain of the Support Services Division, is composed of **five** investigative details.

- (a) The procedures of this General Order do not pertain to the Youth Services Detail of the Detective Bureau. The duties and responsibilities of the Youth Services Detail are described in General Order J-16 and Police Regulation 408.
- (b) The Detective Bureau is divided into **five** investigative Details: Homicide, Robbery, Sex Crimes/**Domestic Violence Prevention Unit, Youth Services, and Property Crimes**. The Detective Sergeant in charge of each Detail is a working investigator. The respective Details have responsibility for follow-up investigations of all reported crimes listed below except for the following types of cases handled by Patrol Division:
 - (1) Auto burglary, theft from auto cases, and malicious damage to vehicles,
 - (2) Misdemeanor assault/battery cases (not sex related),
 - (3) Misdemeanor weapon brandishing cases,
 - (4) Felony and misdemeanor hit and run cases,
 - (5) Initial and second follow-up on adult missing person cases,
 - (6) Initial follow-up on juvenile missing/runaway cases,
 - (7) Abandoned auto follow-ups, when assigned,
 - (8) Re-contact for cases where the officer was unable to initially contact the victim/reporting party, or otherwise finish a "complete

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preliminary investigation" as delineated in General Order C-2,

(9) Disturbing the Peace.

4 - The responsibilities of each Detective Bureau Detail are as follows:

(a) Homicide Detail

- (1) Homicide
- (2) Adult missing persons (after second follow-up by assigned officer)
- (3) Dead body found, suicide and attempted suicide
- (4) Escapes and jail breaking
- (5) Felony assaults and brandishings
- (6) Disturbing the peace (except those involving domestic disputes)
- (7) Disturbing phone calls (involving threat of injury or death).

(8) Elder physical abuse

(9) Hate Crimes/Incidents

(b) Robbery Detail

- (1) Robbery
- (2) Bank robbery
- (3) Bribery
- (4) Extortion
- (5) Gun sales
- (6) Hijacking
- (7) Kidnapping (no sexual involvement)
- (8) Grand theft person/gun
- (9) Till tap
- (10) Weapons (concealed, illegal or suspicious).

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(c) **Sex Crimes Detail/Domestic Violence Prevention Unit**

- (1) Sex Crimes felony and misdemeanor (Exception: Reports of molest or sexual exploitation of children under the age of 14 is the responsibility of the Youth Services Detail)
- (2) Kidnapping (with sexual involvement)
- (3) Rape (forcible and unlawful sexual intercourse)
- (4) Sex Battery
- (5) Sex registrants
- (6) Indecent exposure
- (7) Prowler/peeper (with sexual involvement)
- (8) Disturbing phone calls (except those involving bomb threats or threats of physical injury)
- (9) Domestic Violence (for specifics refer to G.O. D-5)**
- (10) Meagan's Law Notification (for specifics refer to G.O. M-6)**

(d) **Property Crimes Detail**

- (1) Vehicle theft and recovery (including joyriding).
- (2) Permits for used car and wrecking businesses, and inspection of these premises pursuant to Vehicle Code section 2805.
- (3) Malicious damage to a vehicle (coordination of series only).
- (4) Auto burglaries (coordination of series only).
- (5) Thefts from auto (coordination of series only).
- (6) Counterfeiting (liaison only).
- (7) Credit card violation **with viable leads.**
- (8) Embezzlement **with viable leads**
- (9) **Forgery with viable leads**
- (10) **Counterfeit checks with viable leads**

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- (11) **Purse/Wallet thefts (follow-up on in custody cases or where loss exceeds \$400.00)**
 - (12) **Confidence schemes i.e., Jamaican Switch, etc.**
 - (13) Computer Crimes
 - (14) **Financial Elder abuse**
 - (15) Burglary
 - (16) Stolen property (follow-up on **in**-custody cases)
 - (17) Thefts (follow-up on **in**-custody cases or loss exceeds \$400)
 - (18) Arson (follow-up on **in**-custody cases and damage exceeding \$1,000)
 - (19) Buy/sell operations (meet State requirement to license establishments)
 - (20) Bombings, **bomb threats** and explosions
- 5 - In addition to the **five** primary Details, the following services shall be provided: Coordinator for Services for Victims of Violent Crimes and Domestic Violence: The Coordinator is not normally responsible for the investigation of any criminal case. The primary function is one of referral and coordination, not investigation. The Coordinator is responsible for:
- (a) Liaison with governmental and community agencies which provide support services to victims of domestic violence and other forms of crime.
 - (b) Assisting victims in making use of available support services.
 - (c) Assisting in the development and implementation of in- service training programs in the general area of victim sensitivity, family crisis intervention, and domestic violence.
- 6 - In addition to the regularly assigned Detective Sergeants, Patrol Officers **can be** assigned to the Detective Bureau to assist in investigations.
- 7 - Requests from outside agencies for the investigations of local residents in connection with a felony shall be assigned to the Detail who would be assigned to such an offense if committed in Berkeley.
- 8 - The Detective Bureau may be notified of any reports involving the offenses listed in paragraph four received during the on-duty hours of that Bureau.

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- 9 - When the Detective Bureau is off-duty, the regularly assigned Detective Sergeant **should** be notified immediately of all reports involving the following offenses. **If the Detective Sergeant is unavailable, the Support Services Commander should be notified.** (A list of home phone numbers is maintained in the Communications Center).
- (a) Bombings and explosions
 - (b) Escapes and jail breaking
 - (c) Homicide
 - (d) Officer Involved Shootings (The **Sergeant** in Homicide will be notified of any Officer Involved Shootings in Berkeley and any such shootings in other jurisdictions where Berkeley Police Personnel are involved.)
 - (e) **Fire Investigations, whenever a dead body is found at the fire scene**
 - (f) Kidnapping
 - (g) Residential stranger rape
 - (h) Bank robbery
- 10 - At the discretion of the Watch Commander, such notification may be made in the event of the following offenses:
- (a) Arson
 - (b) Rape, other than residential stranger rape
 - (c) Hijacking.
- 11 - In all other offenses, if a report is received when the Bureau is off-duty, the Commanding Officer on-duty or the ranking officer acting in his/her absence shall decide whether the circumstances warrant calling **a Detective Sergeant.**
- 12 - The following offenses are solely Detective Bureau assignments. Other officers shall respond whenever prompt action is necessary and, if needed, conduct the preliminary investigation.
- (a) Homicide
 - (b) Bank robbery.

Any subsequent investigation will be the responsibility of the regularly assigned **Detail.**

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- 13 - In homicide offenses, under most circumstances, the initial investigation at the scene and the preparation of the crime report shall be solely a Detective Bureau assignment. Once responding officers determine a homicide has occurred (or the victim is likely to expire) and no medical aid is needed for others, the scene should be "FROZEN" and on-call Homicide personnel shall be notified. The "Homicide Guide for Supervisors," which is located in the General Information Handbook, shall also be followed. The on-call list for Homicide Detail personnel is maintained in the Communications Center.
- 14 - In bank robbery offenses, the initial investigation at the scene and the preparation of the crime report shall be solely a Detective Bureau assignment. However, this shall not relieve the first officer arriving on the scene of responsibility for obtaining immediately and transmitting to the Communications Center information essential to **promptly apprehend** the offender. During non-business hours, attempts should be made to contact Robbery Detail personnel at home. If Robbery Detail personnel are unable to respond, the Patrol Division will complete the investigation.
- 15 - Case Management: Copies of investigation reports shall be routed to the Detective Bureau and, upon receipt, will be distributed to the appropriate Detail. The Detective Sergeant in charge of each Detail shall be responsible for the assignment of follow-up investigations.
- (a) All cases involving serious crimes against persons (i.e., Homicide, Sex Crimes, and Robbery Details) should be assigned for follow-up contact and investigation.
 - (b) Cases involving crimes against property that have no evident productive leads (usually assigned a "suspend" status by the Patrol Division) will remain in the "suspended status" following review and be filed. Cases that have potentially productive leads should be assigned for investigation.
 - (c) **Cases that involve the arrest of persons who are "Career Criminals", as defined by California Penal Code, Section 13583, shall be carefully reviewed. Detective Bureau Sergeants shall act as liaison with the Alameda County District Attorney's Office, Career Criminal Prosecution Unit, and render whatever assistance is necessary to further Career Criminal Prosecution.**

References: CALEA Standards
General Orders C-2, D-1, D-4, **D-6**, J-16, O-1, O-3, O-6, O-7, O-8, P-29, P-31, P-61, R-18, R-19, R-20, R-21, and T-16
Penal Code Section 11114
Police Regulation 408
Report Writing Manual

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Special Order 88-75273

Special Order 91-26, issued May 12, 1991