

BERKELEY POLICE DEPARTMENT

DATE ISSUED: September 1, 1988

GENERAL ORDER O-9

SUBJECT: NON-CRIMINAL INFORMATION AND PROPERTY REPORT CLASSIFICATION

- 1 - The classification of Non-Criminal Information and Property Report (**hereinafter NCIR**) may be used in the recording of non-criminal complaints and investigations which involve little work or explanation, **and all lost or found property investigations.**
- 2 - The purpose of the NCIR is to insure that adequate information is recorded in non-criminal matters **not appropriate for the Miscellaneous Service Complaint (MSC) classification.**
- 3 - The NCIR classification shall be used for:
 - (a) Domestic complaints.
 - (b) Suspicious circumstances (persons/autos/noise/open doors, etc.) **which "do not prove OK" upon investigation by the assigned officer.**
 - (c) Towed vehicles.
 - (d) When a known complainant reports an incident or crime and the assigned officer is unable to contact the complainant, a follow-up date will be set by the assigned officer.
 - (e) **When property is REPORTED found or lost.**
- 4 - The NCIR classification **will** not be used:
 - (a) When criminal acts have occurred.
 - (b) When an arrest has been made.
 - (c) When a criminal investigation is contemplated or conducted.
 - (d) When persons are reported missing, unless their whereabouts are determined either prior to **or upon** the arrival of the **assigned** officer.
 - (e) In casualty cases resulting from motor vehicle or traffic accidents, fall of persons on City property, suicides or attempted suicides, or dead bodies.
 - (f) In cases involving transportation to a mental health facility or psychiatric ward.
- 5 - Care and judgment **by the assigned officer** shall be used in evaluating a complaint at the time of receipt and in assigning a classification upon completion of the initial investigation.

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- (a) A ranking officer shall have the authority to order a change in the classification if he/she deems the original classification to be inappropriate. The decision of the commander of the Service Division shall be final in determining the appropriate classification of reports.
- 6 - The report shall be accurate, clear, complete, concise, **and legible** and answer the standard police questions of who, what, where, when, why and how.

 - (a) Full names, addresses of all participants shall be recorded.
- 7 - On completion of the NCIR, the assigned officer shall route the NCIR to the Report Review tray located in the Patrol Sergeants' office.
- 8 - A **Patrol** Sergeant shall review for completeness and accuracy each NCIR. All NCIR's found acceptable shall be initialed by the reviewing Sergeant and sent to the Service Division for processing.

 - (a) If a report is found to be unacceptable for filing under the classification of NCIR because the information is incomplete, the classification assigned is deemed inappropriate, or other discrepancy is found to exist, the reviewing Sergeant shall, without delay, take appropriate action to correct the discrepancy.
 - (b) If the reviewing Sergeant determines a copy of the NCIR should immediately be sent to another division or bureau, he/she shall **immediately** make the required copies and route them to the appropriate detail.
- 9 - All reports assigned the NCIR classification shall be processed and filed according to applicable Service Division rules.

Reference: General Orders A-50, C-16, C-17, D-2, J-1, O-4, R-20, R-24, **R-31**, T-16, and V-2