

BERKELEY POLICE DEPARTMENT

DATE ISSUED: December 9, 2005

GENERAL ORDER P-14

SUBJECT: SUPERVISOR AND WATCH COMMANDER DAILY REPORTS

PURPOSE

- 1 - The purpose of this General Order is to set forth Departmental guidelines for the submission of supervisor and Watch Commander Daily Reports. The Daily Report process insures on-going notification and review, via the designated chain-of-command, of various management and administrative issues pertaining to specific work units.

POLICY

- 2 - It is the policy of the Berkeley Police Department that each Patrol Team Supervisor, Watch Commander, **Drug Task Force Sergeant, Supervising Public Safety Dispatcher, and Supervising Community Service Officer** assigned to the Jail submit Supervisor and Watch Commander Daily Reports at the end of their shifts.

ROUTING PROCEDURES

- 3 - The Supervisor's Daily Report and the Watch Commander's Daily Report shall be routed as follows:
 - (a) The Watch Commander's Daily Report shall be routed to the Chief of Police via the Patrol Captain.
 - (b) The Patrol Team Sergeant's Daily Reports shall be routed to the Chief of Police via the designated Watch Commander and Patrol Division Captain.
 - (c) Drug Task Force Sergeant's Daily Reports shall be routed to the Chief of Police via the Special Enforcement Unit (SEU) Lieutenant and the **Field Support** Division Captain.
 - (d) The **Supervising** Public Safety Dispatcher's Daily Report shall be routed to the **Support Services Division Captain** via the **Support Services Division** Lieutenant **assigned to the Communication Center**.
 - (e) The **Supervising Community Service Officer** assigned to the Jail shall route the Daily Report to the **Support Services Division Captain** via the **Support Services Division Lieutenant assigned to the Detective Division and the** Jail Operations Sergeant.
- 4 - Incidents and information of a highly sensitive or confidential nature shall be separately routed directly to the Chief of Police in a sealed envelope marked "confidential."

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PATROL SERGEANT'S DAILY REPORTS

- 5 - A Patrol Sergeant's Daily Report shall be thoroughly completed by each Sergeant on the standardized form.
 - (a) Identifying data at the top are self-explanatory.
- 6 - The "**Log of Significant Activities**" section on the form is usually a chronological listing of events.
- 7 - Reported events should be concise and to the point.
 - (a) Reports **shall be typed**.
 - (b) Time of event shall be reported.
- 8 - Events that should be reported on the form include:
 - (a) One-on-one interviews such as Performance Evaluation reports, disciplinary or personnel complaint counseling and other pertinent information received or communicated during the shift.
 - (b) Calls being handled by Patrol Officers: The Supervisor should note the adequacy of the service provided, the officers' demeanor, neighborhood impact or other unique implications of the call, officer training needs, attitude of reporting party, and any other information deemed important.
 - (c) Projects and assignments worked on during the shift.
 - (1) Any meetings attended should be listed.
 - (d) Observations and information of significant nature acquired during the shift.
 - (e) Action taken to resolve beat problems and crime series.

WATCH COMMANDER DAILY REPORTS

- 9 - A Watch Commander's Daily Report shall be thoroughly completed by a Patrol Lieutenant at the conclusion of each shift work. These reports are to be typed.
- 10 - Deployment Section
 - (a) The number of personnel and Sergeants/Supervisors shall be reported for each unit under the functional and staff command of the Patrol Lieutenant.

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- (b) Each Watch Commander shall report those units working that shift even though that unit may submit Supervisor Daily Reports to a subsequent Watch Commander.

11 - Roll Call Training Section

- (a) The Watch Commander should be present and report significant information and training items disseminated at Patrol Team meetings.
- (b) Whether or not a Team inspection was held and comments concerning that shall be reported.

12 - Station Inspections

- (a) Watch Commanders should try to tour the Hall of Justice at least twice during each shift.
- (b) Building security, employees' work demeanor in other units, i.e., Services Bureau, Communications, and Jail shall be noted as appropriate.

13 - Log of Significant Activities

- (a) Report significant/unusual events, including matters that may receive attention from the media.
- (b) Report all contacts with City officials or other VIP's.
- (c) Report work on projects requiring duty time.
- (d) Any meetings attended should be listed.
- (e) Attach any applicable documentation to the report.
- (f) **Action taken** relative to any of the above listed significant activities.

DRUG TASK FORCE SERGEANT'S DAILY REPORT

- 14 - A Drug Task Force (DTF) Sergeant's Daily Report shall be completed on the DTF Supervisor's form or the standardized Departmental form. Provisions of paragraph 7 shall be adhered to. The following type of information, if applicable, shall be included:

- (a) Number and type of significant arrests.
 - (1) The arrest locations shall be listed.
- (b) The types of contraband and/or evidence seized.
- (c) Outside agency participation.

*Highlighted text is new

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- (d) Observations and information of significant nature acquired during the shift.
 - (1) Drug trends shall be listed.
- (e) Projects and assignments worked on during the shift.
 - (1) Any meetings attended should be listed.
- (f) **Action taken** to resolve narcotic problems/crime series.

SUPERVISING PUBLIC SAFETY DISPATCHER'S DAILY REPORTS

- 15 - A **Supervising** Public Safety Dispatcher's Daily Report shall be thoroughly completed at the conclusion of each work shift on the standardized form. Provisions of paragraph 7 shall be adhered to. The following type of information, if applicable, shall be included:
- (a) Identifying data at the top of the form (self-explanatory).
 - (b) Significant/unusual events.
 - (c) Contacts with city officials or other VIP's.
 - (d) Projects and assignments worked on during the shift.
 - (e) One-on-one interviews such as Performance Appraisal Reports, disciplinary or personnel complaint counseling, and other pertinent information received or communicated during the shift.
 - (f) Observations and information of significant nature acquired during the shift.
 - (g) Equipment issues, supply shortages, and associated problems.
 - (h) **Action taken** to resolve Communications Center issues and related problems.

SUPERVISING COMMUNITY SERVICE OFFICERS

- 16 - The **Supervising Community Service Officers** assigned to the Jail shall thoroughly complete the Daily Report on the standardized form. Provisions of paragraph 7 shall be adhered to. The following type of information, if applicable, shall be included:
- (a) Identifying data at the top of the form (self-explanatory).
 - (b) The section regarding the jail population shall be thoroughly completed.

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- (c) Inspections of the jail shall be recorded with information listed in the appropriate section.
- (d) Contacts with city officials or other VIP's.
- (e) Projects and assignments worked on during the shift.
- (f) One-on-one interviews such as Performance Appraisal Reports, disciplinary or personnel complaint counseling, and other pertinent information received or communicated during the shift.
- (g) Equipment issues, supply shortages, and associated problems shall be addressed.
 - (1) Situations such as other agency contacts; prisoner transport due to overcrowding, medical or psychiatric reasons; employee or prisoner injury; prisoner assignments to Detox and Safety Cells; and maintenance emergencies.
- (h) Observations and information of significant nature acquired during the shift.
- (i) Action taken to resolve Jail Operation issues and related problems.