

BERKELEY POLICE DEPARTMENT

DATE ISSUED: September 25, 2007

GENERAL ORDER P-16

SUBJECT: PUBLIC APPEARANCES

PURPOSE

- 1 - The purpose of this General Order is to establish guidelines and procedures for employees involved in public events and appearances.

POLICY

- 2 - Employees will represent the City of Berkeley and the Police Department at public events and appearances, when requested or required, and shall conduct themselves in a courteous, respectful and professional manner.
- 3 - Employees attending and participating in public events and appearances shall comply with the procedures set forth in this Order.

PROCEDURES

- 4 - With regard to the department's commitment to Community Involved Policing (CIP) and value of community participation in problem solving and crime prevention, employees will make reasonable efforts to participate in public events in a manner that will promote community engagement, problem solving and crime prevention.
- 5 - A community request made to an employee for their appearance at a planned public event shall be submitted in writing to the employee's Division commander for approval.
- 6 - Should the request be received on short notice, and the procedure described in paragraph 5 be impractical, approval shall be requested from the employee's supervisor prior to committing to appear at the community event.
 - (a) A supervisor authorizing an employee's appearance at a public event shall communicate the approval in writing to the Division Commander via Daily Log, email or memorandum.
- 7 - As soon as practical after the conclusion of the public event, the employee in attendance shall complete a "Public Appearance" form, available in the Community Services Bureau and forward it to the Bureau's Community Services Officer (CSO.)
- 8 - A request for an employee appearance at recurrent public events of organized community groups, such as Neighborhood Watch groups, shall be made to the Community Services Bureau and coordinated by the Bureau's CSO.
- 9 - The CSB CSO shall complete a Neighborhood Watch Meeting/Event Notice form, identify the appropriate on-duty Patrol team, and route the form to that team's Watch Commander.

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- 10 - The Patrol supervisor of the assigned Patrol team shall ensure a patrol officer attends the public event scheduled on the Notice form.
- (a) If, due to an emergency or unforeseen conflict, the assigned officer cannot attend the scheduled event, that officer's supervisor shall assign another patrol officer to the event, or make a reasonable effort to attend the event on behalf of the initially assigned officer.
 - (b) Should police personnel be unable to attend a scheduled public event, the assigned officer shall, at his/her soonest opportunity, make a courtesy call to the contact person listed on the Notice form and explain the circumstances resulting in the inability to satisfy the appearance request.
 - (1) The assigned officer's supervisor shall ensure the event's contact person is called when police personnel are unable to attend a scheduled public event.
- 11 - The employee who attended a scheduled public event shall include meeting related details on the Notice form and return the form to the Community Services Bureau prior to the end of his/her duty shift.

Reference: General Order P-14