

## BERKELEY POLICE DEPARTMENT

DATE ISSUED: September 1, 1988

GENERAL ORDER R-17

SUBJECT: SERVICES DIVISION RULES

### CASH REGISTERS

- 1 - Two cash registers are assigned to the Service Division, one exclusively for bail and warrant transactions and the other for general transactions.
- 2 - Only Service Division personnel shall operate the cash registers.
- 3 - Payroll or personal checks shall not be cashed from register funds. No change shall be made for other than business transactions.
- 4 - Registers shall be locked at all times and keys kept in a secure location by Service Division personnel.
- 5 - Register funds shall be checked and balanced within the first 30 minutes of a change of watch, supported by a signed receipt headed "Transfer of Funds." Funds shall be transferred by Service Division personnel assigned by the Supervisor or Senior **Police Service Assistant** of the on-duty and relieving platoons.
- 6 - A transfer of funds receipt shall **also** be completed whenever total register funds are increased or decreased by **Public Safety Accounting** or for security purposes.
- 7 - It is recommended that **\$80** in cash be the maximum kept in **the bail and warrant register and \$30 in the general transactions** register.
  - (a) Funds in excess of this balance shall be reduced by **Public Safety Accounting**.
  - (b) In the absence of **Public Safety Accounting personnel**, excess funds shall be placed in lock box **below the bail register** by the person named in paragraph 5.
- 8 - If the cash does not balance, an immediate investigation shall be made to determine the cause. A written report shall be left for a Service Division Commanding Officer and, if one is on-duty, he/**she** shall be notified without delay.
- 9 - Any person handling a check transaction shall note on the check the register receipt number and his/**her** initials.
- 10 - Loading the registers shall be done in such a manner as to eliminate voiding the first receipt. This requires extreme care to insure that the triplicate copy starts into the receiving bin and that all copies are properly aligned.

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- 11 - If a receipt is voided, the word "void," date, time, reason and name of voiding employee shall appear on all three copies. All must be preserved for audit; therefore, the original, duplicate and triplicate shall be stapled together and placed in the register drawer.

### LOCK BOXES

- 12 - Lock boxes shall be used for the purposes designated on the doors.
- (a) The key to lock box #101 shall be kept in the bail register.
- 13 - Lock boxes shall be locked at all times and the keys shall be kept by the Captain of the Service Division.

### REMOVAL OF REPORTS, RECORDS, AND INDEX CARDS

- 14 - Departmental personnel shall not remove microfilm jackets from the Microfilm Center to their offices, typing room, the Squad Room, or Interview Rooms.
- (a) When copies of reports or record sheets are necessary, copies will be furnished by **Record Bureau** personnel.
- 15 - Criminal record documents, other than microfilm jackets, may be taken to the Office of the District Attorney. These will be charged out in writing to the officer or employee who is responsible for their return and to **insure** that the charge against him/**her** is cancelled.
- 16 - When necessary to show police photo albums or trays, they may be removed from the Hall of Justice when approved by a Commanding Officer of the Service Division **or the appropriate Detective Division Inspector**.
- 17 - All material shall be returned by the end of the employee's tour of duty unless approved by **the authorizing person described in paragraph 16**.
- 18 - Index cards, record jackets, or microfilm case jackets shall not be removed from any file, unless misfiled, except by Service Division personnel. Misfiles of index cards should be removed and handed, with an explanation, to a member of the Service Division.

### PROCESSING AND REFILEING OF REPORTS AND RECORDS

- 19 - Filing of reports and records shall be by Service Division personnel only.
- 20 - Master files should be kept as complete and current as possible. Statements, reports, or documents pertaining to, or part of a numbered case, should be forwarded to the Record Bureau without delay.

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- 21 - Evidence, other than documentary, shall not be attached to reports, but handled in conformity with **General Orders P-65, P-66, P-67, (governing evidence)**.
- 22 - Reports removed from the master file, and to which there is no current addition, shall be placed in numerical order in the re-file drawer in the Microfilm Center.
- 23 - All material not bearing the initials of the Report Review Sergeant or Officer shall be filed in the attachment drawer.

### USE OF FILES

- 24 - Non-employees of the Department shall not use any file except with prior permission of a Commanding Officer of the Service Division.
- 25 - Possession of a **media** pass does not in itself entitle the carrier to extra privileges. Such persons are not allowed in the Record Bureau or access to files or material unavailable to the general public. They shall be referred to the Departmental **Public Information** Officer, Detective Division.

### REFERRALS

- 26 - Inquiries or requests for service received at the Public Counter or by telephone should be processed to the extent that they may be answered or responded to with the least number of referrals.
  - (a) Improper referrals place unnecessary burdens on personnel of other divisions, as well as **providing a great disservice to the citizen requesting service**.

### CARE OF FURNITURE

- 27 - Each employee assigned a desk is responsible for placing it and the files associated with his/her work in a neat and orderly manner before signing off-duty. If a desk is to be occupied by a member of a succeeding **watch**, it shall be relinquished immediately at the change of **shift**.
- 28 - When not in use, file and desk drawers shall be closed completely. Forceful closing shall be avoided.
- 29 - Materials and supplies shall not be stored on tops of files and desks.

### BACKGROUND MUSIC

- 30 - The enjoyment of background music that does not disturb other personnel nor interfere with work output is permitted. Listening to sports events, news broadcasts, or programs which require concentration away from assigned tasks is prohibited.

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Reference: General Orders P-65, **P-66, and P-67**