

BERKELEY POLICE DEPARTMENT

DATE ISSUED: June 18, 2007

GENERAL ORDER R-20

SUBJECT: DAILY POLICE AND INFORMATIONAL BULLETINS

PURPOSE

- 1 - The purpose of this Order is to guide the creation and dissemination of regularly published bulletins designed to serve as a summary archive of incidents reported to the department, and communicate informational items of importance to agency employees.

POLICY

- 2 - It is the policy of this department to maintain and utilize summary bulletins and associated computer-based archives to facilitate effective management and dissemination of law enforcement-related information to employees and the public, as authorized by law.

DEFINITIONS

- 3 - Daily Police Bulletin: a chronological summary document of incidents reported to and investigated by employees of this department.
- 4 - Informational Bulletin: a publication, generated from a computer-based database archive, designed to communicate information of interest or significance to, or solicit specific investigative information from, employees of this department.

DAILY POLICE BULLETIN

- 5 - The Daily Police Bulletin (hereafter referred to as "Bulletin") shall be prepared each weekday by the Community Services Bureau Crime Analyst.
 - (a) Monday publication shall include all events reported between the preceding Friday (0000 hours) and Sunday (2359 hours.)
 - (b) Tuesday, Wednesdays, Thursday and Friday publications shall include all events reported on the preceding day (0000 – 2359 hours.)
- 6 - The Bulletin should be published and available for general use by 0730 hours each weekday.
- 7 - Document formatting shall incorporate the following content attributes:
 - (a) Page header will include the name of the department and document, and may include the department shield logo as a graphic element.

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EXAMPLE:

Berkeley Police Department
Daily Bulletin



- (b) The date of the bulletin will be presented on page one of the document.
- (c) All pages of the document will be exhibited within the footer of each page.
- (d) Report numbers will precede each event summary, and may be displayed in a format commensurate with output options available in current record management systems employed by the department.

EXAMPLE: "99-00002" or "00002-99"

- (e) Event summaries will include, but not be limited to, the following general incident information: report number; date and time of report; nature of the incident; date(s), time(s) or time period(s) of incident occurrence; incident location; involved vehicle and/or property description; victim information; and, responsible information.
- 8 - A version of the Bulletin without redaction shall be disseminated and made available for internal use via the department's secure computer network.
 - 9 - A public version of the Bulletin shall be prepared for dissemination by the department's Public Information Officer (PIO), or his/her designee, each weekday.
 - (a) The public version of the Bulletin shall reflect all information available for public release pursuant to Government Code 6254, et seq., except for content specifically exempted by law, which shall be redacted (refer to General Order R-23.)
 - 10 - The public version of the Bulletin shall be made available for examination as follows:
 - (a) One copy delivered to the Public Safety Building public counter arch file; and,
 - (b) One copy posted electronically to the department's Internet website.
 - 11 - The public version of the Bulletin posted to the PSB public counter arch file shall be maintained for at least one month, after which it may be discarded at the discretion of the Support Services Division Captain.

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INFORMATIONAL BULLETIN

- 12 - The department shall maintain a secure computer network-based informational bulletin archive (e.g., "Bullwinkle" Microsoft Access database) designed to store and disseminate general and specific police-related information to department employees.
- 13 - Employees are authorized to enter only appropriate police-related information into the database archive, to include, but not be limited to: serious crime summaries; crime series updates; investigative assistance solicitations; officer/personnel safety bulletins, and wanted person announcements.
- 14 - Patrol team supervisors should use the informational bulletin to supplement daily shift briefings.
 - (a) Supervisors from every Patrol team should ensure an updated copy of the informational bulletin is posted to the Patrol Division briefing room arch file as soon as practical following the conclusion of their team's briefing.
- 15 - Public access to the content of department's informational bulletin archive will be allowed upon the authorization of the Chief of Police and under the direction of the Support Services Division Captain, with due regard to public release of information procedures described in General Order R-23 and relevant law.

References: Government Code §6254 et al
General Orders C-4, P-29 and R-23