

## BERKELEY POLICE DEPARTMENT

DATE ISSUED: February 1, 1994

GENERAL ORDER R-24

SUBJECT: REPORTS - RECEIVING AND THE RECORDING THEREOF

### PURPOSE

- 1 - The purpose of this General Order is to outline the necessary procedures to receive reports.

### POLICY

- 2 - In receiving reports in person, by telephone or by an officer on the street through visual evidence or complaint, the employee shall obtain full and correct names and sufficient data to permit preparation of the **computer aided dispatch event format** and classification of the report.

### PROCEDURES

- 3 - More than one offense may be recorded on a single **event format** providing they fall within the rules of multiple case reporting established in General Order R-23. When several offenses are committed by one person at the same time, a single report carrying the classification of the most serious offense is sufficient. For example: One robbery report would be made if both aggravated assault and robbery have been committed - robbery being the more serious offense.
- 4 - Dispatchers receiving a report shall fill out the **event format** completely, indicating how many offenses are included, and assign it the next consecutive report number.
- 5 - Numbered reports shall be made in all instances where this Department takes some action. This shall not be interpreted to include circulars, certain correspondence and other routine requests for information or assistance where some specific investigative action or service is not requested of this Department.
- 6 - **Within the event format, dispatchers** insert the full name of the person, firm or corporation actually suffering the loss or injury. If the **victim** is a business, school, office building, apartment house, hotel, or other building having a distinct name, this shall be shown in the **event format's notes and entered** into the Records Management System (RMS).
- 7 - Where several offenses are committed simultaneously against more than one person, and it is permissible under the Uniform Crime Reporting Rules to group such offenses under one report, the name of the building such as a fraternity, sorority, rooming house or hotel shall be inserted on the line titled "Victim," and repeated on the line titled "Location of Occurrence." The names of all actual victims shall be included in the crime report or report narrative.

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References: General Orders O-7, R-20, R-25, R-31 and W-4  
Uniform Crime Reporting Handbook  
CALEA Standards