

BERKELEY POLICE DEPARTMENT

DATE ISSUED: September 5, 1995

GENERAL ORDER R-25

SUBJECT: ASSIGNMENT OF REPORTS

PURPOSE

- 1 - The purpose of this General Order is to define responsibilities for the assignment of reports and to clarify command protocol at crime scenes.

POLICY

- 2 - It is the policy of the Department that members of the Department will follow the guidelines set forth in this Order concerning the assignment of reports and command protocol at crime scenes.

PROCEDURES

- 3 - Members of the Patrol Division shall be responsible for the investigation of all offenses except for those which are designated as Detective **Bureau*** assignments in General Order D-2 (homicides, checks, credit card forgery, embezzlement, and bank robbery). Patrol Officers shall respond to all assigned offenses. In the absence of an Inspector or Detective Division personnel, Patrol Division personnel shall take immediate action, as necessary.
- 4 - The officer assigned to handle a reported offense will assume command of the scene immediately upon arrival and will retain command until relieved by a higher ranking officer; or until the investigation is completed. Under normal circumstances, Patrol Division is in charge of the investigative crime scene. Officers assigned to the crime scene will attempt to assist the primary investigator and/or Detective Division personnel in whatever manner is practical.

ASSIGNMENT OF REPORTS FOR INVESTIGATION

- 5 - These conditions shall govern the Public Safety Dispatchers assignment of investigating officers:
 - (a) The time the report is received.
 - (b) The nature of the report or offense.
 - (c) The geographic location of the offense, offender, and complainant.
- 6 - All reports received shall be given prompt attention.
- 7 - No report shall be assigned to any member of the **Support*** Service Division for investigation except by approval of the Captain or Lieutenant of the **Support*** Service Division.

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- 8 - Reports requiring only correspondence may be assigned to the Report Review Sergeant provided such requests are not Detective Division assignments. If Detective Division assignments, they shall be assigned to the Captain of Detectives.
- 9 - Reports requesting only Record Bureau or Identification Bureau assistance shall be assigned to the Lieutenant of the **Support*** Service Division, as applicable. If such reports require outside investigation, an investigating officer shall be assigned.
- 10 - Regardless of the nature of the report, with the above exceptions, one or more investigating officers shall be assigned.
- 11 - Regardless of when the offense occurred (except as provided in paragraph 9), reports shall be assigned as follows:

	Time Received:		Assign To:
SUN	2045 (Sat)	to 0145	4th or 5th Team
	0145	to 0630	5th Team
	0630	to 1100	2nd Team
	1100	to 1615	2nd or 3rd Team
	1615	to 2045	3rd or 4th Team
MON	2045 (Sun)	to 0145	4th or 5th Team
	0145	to 0630	5th Team
	0630	to 1100	1st Team
	1100	to 1615	1st or 2nd Team
	1615	to 2045	2nd or 4th Team
TUE	2045 (Mon)	to 0145	4th or 5th Team
	0145	to 0630	5th Team
	0630	to 1100	1st Team
	1100	to 1615	1st or 7th Team
	1615	to 2045	4th or 7th Team
WED	2045 (Tue)	to 0145	4th or 5th Team
	0145	to 0630	5th Team
	0630	to 1100	1st Team
	1100	to 1615	1st or 6th Team
	1615	to 2045	4th or 6th Team
THUR	2045 (Wed)	to 0145	6th or 7th Team
	0145	to 0630	7th Team
	0630	to 1100	1st Team
	1100	to 1615	1st or 3rd Team
	1615	to 2045	3rd or 6th Team

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FRI	2045 (Thu)	to 0145	6th or 7th Team
	0145	to 0630	7th Team
	0630	to 1100	2nd Team
	1100	to 1615	2nd or 3rd Team
	1615	to 2045	3rd or 6th Team
SAT	2045 (Fri)	to 0145	6th or 7th Team
	0145	to 0630	7th Team
	0630	to 1100	2nd Team
	1100	to 1615	2nd or 3rd Team
	1615	to 2045	3rd or 6th Team

- 12 - When a potentially lengthy report is received during the last 30 minutes of a team duty period, it should be assigned for preliminary investigation to a member of succeeding platoon or another on-duty team whose duty period would accommodate a thorough investigation. This procedure shall only apply when the operation of the Patrol Division may be facilitated by making the assignment in this manner. The procedure shall be the same as that followed on an "assist" basis, and the responsibility for the investigation shall remain with the officer to whom the assignment normally would have been made.
- 13 - If circumstances warrant, the officer originally assigned may request assistance from another team by making written application to his/her Patrol Sergeant, stating the reasons why assistance is required. If the request is approved by a Sergeant of the team to which the request is made, the assistance shall be provided. Entries shall be made on the original dispatch card concerning the assistance which is to be rendered. The responsibility for the investigation shall remain with the originally assigned officer.
- 14 - In all cases, with the exception of Miscellaneous Service Complaints (MSC), the victim shall be provided a properly completed Report Receipt by the handling officer. The receipt shall contain the name of the assigned officer, if other than the officer handling the original call. The same information shall be provided when the call is handled over the telephone.
- 15 - Once an officer is assigned to a report, his/her responsibility for the report remains fixed. No change in assignment shall be made except through commanding or supervisory officers as heretofore prescribed.
- 16 - The dispatcher is responsible for making all original assignments and shall make such assignments in accordance with established priority procedures after receipt of the report, and shall promptly notify the officer or officers involved in the assignment.

References: CALEA Standards
General Orders D-2, D-4, O-7, R-20, R-26, R-31, U-1, W-3, and W-4