

# BERKELEY POLICE DEPARTMENT

DATE ISSUED: May 1, 1998

POLICE REGULATIONS – CHAPTER 4

## DUTIES AND RESPONSIBILITIES OF THE RANKS AND DEPARTMENT ORGANIZATION

PR 400 General Responsibilities of Officers and Employees: It shall be the duty and responsibility of each officer and employee to fulfill to the greatest extent possible the functions of the Police Department and the bureau, division or unit to which one is assigned and to perform any duty assigned by a superior officer. **An officer's and employee's work performance shall be in keeping with the focus of the Department's Mission Statement and the concept of Community Involved Policing. The main goals of the Quality Service, Community Engagement and Problem Solving shall be the foundation upon which all action is based.\***

PR 401 Individual Responsibilities of Officers and Employees: Each officer and employee of the Department is individually responsible for:

- a. The proper execution of assigned duties.
- b. The prevention of crime.
- c. The suppression of crime.
- d. The enforcement of laws.
- e. The arrest of offenders, depending upon the nature of his/her specific assignment.
- f. Maintenance of proper public relations.
- g. Maintenance of discipline.
- h. Adherence to rules, regulations, orders and Departmental procedures.
- i. Enforcement of rules, regulations, orders and procedures among subordinates, depending upon the nature of his/her specific assignment.
- j. Promptly reporting through channels developments that may adversely affect public or official relations.
- k. Initiating police action when necessary.
- l. The proper care and use of Departmental equipment, supplies and facilities.

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PR 402 Responsibilities of Supervisory Officers and Supervisors: Each supervisory officer and supervisor, in addition to the general and individual responsibilities of each officer and employee, shall be responsible for:

- a. The detailed inspection of all activities of the employees under one's supervision.
- b. An intimate knowledge of the duties and responsibilities of one's subordinates.
- c. Proper performance of duties and adherence to policies and procedures by each member of one's unit.
- d. The enforcement of rules and regulations among members of one's unit.
- e. Working as closely with one's subordinates as time and area permit.
- f. Providing leadership in carrying out police activities.
- g. Coordination of effort when more than one employee is involved and the proper assignment of duties to each person.
- h. Functional supervision of employees not directly supervised.
- i. Detailed training on the job as necessary to insure efficient operations by one's subordinates.
- j. The effective operation of one's unit.
- k. Providing command to members of one's division as necessary in the absence of divisional command or a ranking officer.

PR 403 Responsibilities of Commanding Officers: Each Commanding Officer, in addition to the general and individual responsibilities of each officer, employee, supervisory officer and supervisor, shall be held responsible for:

- a. The proper direction and control of personnel under one's command.
- b. The maintenance of discipline among members of one's command.
- c. Proper performance of duties and adherence to policies and procedures by each member of one's command.

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- d. The enforcement of rules and regulations among members of one's command.
- e. Providing supervision and command to members of other divisions as necessary.
- f. The proper discharge of detailed divisional responsibilities.
- g. The proper condition and maintenance of quarters assigned to one's command.
- h. The proper maintenance, use and operation of equipment, supplies and materials assigned for divisional use.
- i. The prompt initiation of employee, supervisory, or administrative action when necessary to fulfill a functional responsibility of the Department when such action is not otherwise being taken.
- j. The effective operation of one's division or unit.
- k. Providing for continuation of command and/or supervision in one's absence.
- l. Preparation of correspondence pertaining to activities of the division.
- m. Complete Duty Command assignments as scheduled.

PR 404 Functional Responsibilities of the Police Department: The functions of the Police Department are the maintenance of law and order in the City; the enforcement in the City of all laws of the United States and the State of California, and all Ordinances of the City, except when such enforcement is by such law, Ordinance, or the Charter of the City made the responsibility of a state or federal agency or officer; the administration of the City jail and the care, custody and control of prisoners; the performance of such other functions as may be assigned by the City Manager or prescribed by Ordinance of the Council or by applicable State law.

Section 2.64.020 of the Berkeley Municipal Code provides that "...The Chief of Police, subject to the approval of the City Manager, shall organize and maintain such divisions in said department as the operations may in his judgment require."

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In conformity with this legislation, the Department is divided into five major units, with sub-units as indicated below, all of which are responsible to the Chief of Police.

1. Office of the Chief
  - a. Chief of Police
  - b. Internal Affairs Bureau
2. Administrative Division
  - a. Accreditation Program
  - b. Bureau of Inspection and Control
  - c. Personnel and Training
    - Underwater Search & Recovery Team (US & R)
3. Patrol Division
  - a. Barricaded Subject/Hostage Negotiation Team
  - b. Community Services Bureau  
(transferred to Patrol Division 6/21/92)
  - c. Crime Analysis/Violence Suppression Unit
  - d. Crowd Management Team
  - e. Field Training Program
  - f. Foot Patrol
  - g. Patrol Teams
  - h. Police Reserves
  - i. Special Enforcement Unit
  - j. Telephone Report Team
4. Support Services Division
  - a. Detective Bureau
    1. Homicide

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2. Property Crimes
  - a. Auto Theft
  - b. Forgery/Fraud
3. Robbery
4. Sex Crimes
5. Youth Services
- b. Service Bureau
  1. Identification Unit
  2. Information Management
  3. Jail Operations
  4. Property Unit
  5. Public Safety Communications Center
  6. Records Unit
  7. Report Review
    - Data Entry Operations
    - Report Transcribing
  8. Warrant Detail
  9. Telecommunications Center
5. Traffic Division (established 7/1/90)
  - a. Traffic Bureau
    - Traffic Enforcement Unit
    - Traffic Analyst
    - Commercial Enforcement/Tow Officer
    - Berkeley Junior Traffic Police/Adult Crossing Guards

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- b. Parking Bureau
  - Parking Enforcement
  - Meter Repair & Maintenance
  - City Garages
  - Center Street Garage
  - Berkeley Way Lot
  - Oxford/Fulton Lot
  - Sather Gate Garage
  - Elmwood Lot

PR 405 OFFICE OF THE CHIEF

Administered by the Chief of Police

a. Chief of Police

Function: To set objectives for the Department; make plans; develop procedures; organize and reorganize; provide for staffing and equipping the Department; adopt rules and regulations for the administration, discipline, equipment and uniforms of the members and officers of the Department, fixing powers and duties, and prescribing the penalties for violations of any such rules and regulations, and providing for their enforcement; inspect, assign and promote personnel; coordinate efforts and relationships, establish policies, report on Department accomplishments; maintain good public, employee and official relations; develop the Departmental budget; provide general direction for the Department; and keep the City Manager informed of incidents or developments that may adversely affect public or official relations.

b. Internal Affairs Bureau

Administered by two Sergeants who are directly responsible to the Chief of Police.

Function: To investigate citizen complaints alleging misconduct by Police Department personnel and to investigate internally originated personnel complaints as assigned by the Chief of Police; coordinate the Department's Board of Review process; assist the City Attorney's Office in the investigation of civil claims against the

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Department and/or its employees; assist the City Attorney's Office in the preparation and presentation of Pitchess Motions; act as liaison with the Office of the City Attorney, the Police Review Commission and legal defense attorneys; prepare correspondence relating to personnel complaints and disciplinary actions; and advise the Chief of Police on matters relating to discipline and issues of liability and training as they relate to the disciplinary process.

#### PR 406 ADMINISTRATIVE DIVISION

Administered by a Captain who is directly responsible to the Chief of Police.

##### a. Administrative Bureau

Administered by a Captain who is directly responsible to the Chief of Police.

Function: Cooperate with City Personnel Department in the preparation and conduct of recruit and promotional examinations; process leaves of absence, terminations and retirements; process service rating reports on all probationary employees and Performance Evaluation reports on all non-probationary employees; provide administrative processing of disciplinary sanctions taken against members of the Department; participate as member(s) of Departmental Boards of Review dealing with personnel complaints; develop and control employee incentive programs; develop, compile and disseminate information pertaining to the promotion of health, welfare and morale of police personnel; schedule examinations with contractor administering fitness program; maintain Departmental personnel files and develop personnel data as requested by the Chief of Police; compile Department strength and assignment reports on a monthly basis from data received from other units.

##### a. Accreditation Program

Administered by a Lieutenant who reports directly to the Administrative Division Captain.

Function: To coordinate the Department's accreditation effort; to maintain Departmental orders, regulations and manuals; to administer the Career Development Program; to maintain Departmental Affirmative Action statistics; to compile the Departmental Monthly Management Report for the Chief of police (to the City Manager); to investigate and prepare reports of claims

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for damage to uniforms; to maintain the Special and Temporary assignment rotation file; to coordinate the Department's involvement in the City of Berkeley Project Management System; to coordinate and track the Department's participation in the City of Berkeley quarterly Performance Measures program; handle other staff assignments and special projects as assigned by the Administrative Division Captain; to assist the Administrative Division Captain as assigned.

b. Bureau of Inspections and Control

Administered by a Lieutenant who is directly responsible to the Administrative Captain.

Function: To plan and conduct research; prepare surveys, studies and projects; schedule visits of outside and foreign officials who are studying local police procedures; originate and respond to correspondence; draft replies to questionnaires, and other outside inquiries; coordinate the preparation of the annual budget; monitor budget expenditures; develop and assist in the administration of grant programs; audit medical expenses incurred by the Department in its investigative and custodial activities; perform staff inspections/audits of all functional areas of the Department; plan, coordinate, prepare and write the Special Order for the bi-annual inspection of the Department; act as Adjutant for the Departmental Annual Inspection; handle other staff assignments and special projects as assigned by the Administrative Captain.

c. Personnel and Training

Administered by a Sergeant who is directly responsible to the Administrative Captain.

Function: To administer reimbursement monies from California Peace Officer Standards and Training (POST) Commission, maintaining close liaison with City Auditor in this accounting responsibility; process expense accounts for Police personnel; to assist City Personnel Department in the preparation and conduct of recruit examinations; conduct pre-employment personnel investigations; to develop and direct Departmental training programs, including scheduling mandated and job-specific training, both in-house and outside; maintain liaison with other police agencies on matters of personnel and training, and arrange for the interchange of teaching materials and instructors; collect pertinent information for police training files; prepare and issue Departmental Orders concerned with personnel, training and administrative matters; assist in the preparation and issuance of Departmental



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Training Bulletins; assist in the processing of personnel commendations, both internally prepared and those received from citizens; develop specifications for uniforms and other equipment and determine that the equipment used by members of the Department complies with specifications; requisition, inventory, maintain and issue safety equipment; develop and supervise effective health and safety programs including the investigation preparation of proper reports of injuries to personnel received in the line of duty, and preparing reports to contractor administering Worker's Compensation Insurance, City Personnel Department and City Risk Manager; process all correspondence of persons and recruit and process applicants for the Police Aide positions in cooperation with City Personnel Department; develop and direct a training program, make duty assignments, maintain individual school and work records, and evaluate, counsel and direct the development of the Aides in their career objectives; to assist in compiling Department strength and assignment reports on a monthly basis from data received from other units; to assist the Administrative Division Captain and other Division/Department personnel as assigned.

1. Underwater Search and Recovery Team (US & R)

Administered by the Personnel & Training staff who are responsible to the Administrative Division Captain.

Function: To perform underwater searches in the Aquatic Park lagoon and in San Francisco Bay waters within Berkeley City limits to locate vehicles, weapons, human remains, or other items of investigative interest or evidentiary value. Team members are also available to assist outside agencies with water searches when requested under Mutual Aid. Under certain circumstances, the Team may assist in actual rescue attempts at the scene of boating accidents or similar incidents. The US & R is comprised of full-time members of both the Police and Fire Departments. All Team members must be certified Self-Contained Underwater Breathing Apparatus (SCUBA) divers and must obtain additional training and certification in the "Search and Recovery" specialty prior to actual deployment.

PR 407 PATROL DIVISION

Administered by a Captain who is directly responsible to the Deputy Chief of Police. Assistance to the Captain is provided by the Patrol Lieutenants and the Special Enforcement Bureau Lieutenant.

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a. Barricaded Subject/Hostage Negotiation Team (BSHNT)

Administered by designated employees who are directly responsible to the Captain of the Patrol Division.

Function: The primary purpose of the BSHNT is to handle barricaded subject situations, with or without hostages using specially trained employees. It is also used for protection of individuals and the service of high-risk felony warrants.

b. Community Services Bureau

Administered by a Sergeant who is directly responsible to a designated Patrol Lieutenant.

Function: To develop, direct, and maintain a broad based crime prevention program sensitive to the overall prevention needs of the community; meet with concerned citizen groups, neighborhood associations, and merchant groups to assist in the development of crime prevention programs; coordinate crime prevention efforts within the Berkeley Police Department, other City Departments, police departments, governmental agencies and community organizations which are engaged in related programs; maintain a community relations program by meeting with various community groups, in both formal and informal settings, and respond to their needs; respond to requests for officers to speak before community groups, organizations, and schools as well as schedule the appearances; utilize available crime analyst data within the Department as an information source to address specific locations by crime type, and to assist in the application of specific programs dealing with both Department and community needs; work closely with the Partnership Against Crime coordinator to better provide services to members of the community and organized business and residential neighborhoods; manage the "Are You OK" program; administer the Police Activities League program; coordinate and supervise the activities of the Berkeley Police Explorer Scout Post and the volunteer program (Transferred to Patrol Division 6/21/92)

c. Crowd Management Team (CMT)

Administered by a designated Lieutenant(s) who is directly responsible to the Captain of the Patrol Division.

Function: The primary purpose of the CMT is to serve as first and/or primary responders to those designated situations warranting crowd management (i.e., unusual occurrences, civil

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disturbances, etc.).

d. Field Training Officer Program (FTO)

Administered by a Sergeant(s) who is directly responsible to the designated FTO Lieutenant assigned to Patrol.

Function: The purpose of the FTO program is to train entry level and lateral officers to operate within Department guidelines, policies and procedures.

e. Foot Patrol

Supervision of a functional nature is provided by a Sergeant assigned to a day shift, who is directly responsible to the day watch Lieutenant.

Function: To provide visible foot and/or bicycle patrol in business districts, high crime areas and as otherwise directed; discourage those types of crimes generally associated with congested pedestrian conditions; assist at crowd control scenes; and perform other specialized police functions in times of emergency need.

f. Patrol Teams

Administered by Lieutenants who are directly responsible to the Captain of the Patrol Division.

Function: To provide 24-hour uniformed patrol coverage to all areas of the City with each Patrol Team working 10 hour shifts; receive, process and investigate complaints by citizens; observe and investigate circumstances which require attention; prevent crime; preserve the peace; arrest offenders; protect life and property; provide traffic enforcement; administer the Departmental motor pool and portable radios, and issue and maintain special equipment; attend Neighborhood Watch and other community meetings as directed; control public gatherings; provide traffic direction and control; perform miscellaneous services relative to public health and safety; prepare reports and testify in court.

g. Police Reserves

Administered by a Sergeant who is directly responsible to the day shift Lieutenant.

Function: To recruit, train, equip and supervise a volunteer police reserve; assist regular police personnel when the need for police services exceeds that available from the normal complement of the

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Patrol Division; maintain adequate personnel and equipment records; assign police reserve officers to provide regular support activity in the field; coordinate, plan, and staff special events; provide supervisory personnel from within the Reserve ranks; perform other specialized police functions in times of emergency need.

h. Special Enforcement Unit

Administered by a Lieutenant who is directly responsible to the Captain of the Patrol Division.

Function of Administrative Narcotics Unit: Responsible for gathering, analyzing, and disseminating information regarding narcotics-related criminal activity; acting as a liaison with the court and District Attorney; maintaining records of SEU cases charged/not charged and providing feedback to handling officers about those cases; developing an alpha file of local drug offenders and providing that information to DTF and SIB personnel; identifying, tracking, and prosecuting those involved in organized narcotic-related crime; providing drug abatement training for Patrol officers; coordinating asset forfeitures with State and Federal agencies.

Function of Drug Task Force (DTF): To provide drug enforcement directed against street level dealers; take assertive action against street drug dealers; implement "buy/bust" operations using undercover buyers; respond to "hot spot" complaints when available; monitor police channel 1 for current activities and specialized assignments when required; operate jointly with other agencies to suppress drug dealing; respond tactically to other crime problems as assigned.

Function of Special Investigations Bureau (SIB): To prevent drug trafficking, prostitution, illegal sale or use of narcotics and alcoholic beverages, and gambling; prevent other forms of commercialized vice; give particular attention to places where commercialized vice may be conducted and take every legal means to arrest those persons who may be engaged in such commerce; inspect and enforce regulations concerning the operation of on and off sale alcoholic beverage establishments; investigate applicants for adult dance permits, skating rink permits, entertainment permits, and inspect such locations; and to work closely with other City departments, law enforcement agencies, and other agencies on matters of mutual concern.

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i. Telephone Response Team (TRT)

Functional supervision is provided by Sergeants of a day or evening Patrol Team, depending on hours of assignment of TRT officers.

Function: To handle those calls for service which do not require the presence/assignment of an officer at the scene. The officers also provide assistance to citizens at the Front Counter at the Hall of Justice and to the Jailer, when assigned. Officers may occasionally be assigned to work in a mobile sub-station.

PR 408 SUPPORT SERVICES DIVISION

Administered by a Captain who is directly responsible to the Chief of Police.

a. Detective Bureau

Administered by a Captain who is directly responsible to the Chief of Police.

Function: To handle follow-up investigations of all reported crime involving adults and juveniles (with the exception of crimes involving auto burglary, thefts from autos and traffic-related matters); coordinate pawn shop and secondhand store transactions; investigate applications for used car dealers and wrecking permits; assist in felony and misdemeanor investigations by other jurisdictions; maintain investigative liaison with other law enforcement agencies; investigate crimes involving child abuse (physical and sexual) and child neglect; develop police programs dealing with juvenile control, delinquency prevention and drug awareness education; dispose of all cases involving juveniles as prescribed in Departmental Orders; maintain cooperative relationships with other agencies concerned with juvenile matters; provide individual treatment in the disposition of juvenile offenders; develop crime analysis information to assist in effective Patrol Division operations and to better inform the community of crime matters, and coordinate media requests.

b. Service Bureau

Administered by a Lieutenant who is directly responsible to the Captain of the Support Services Division.

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### 1. Identification Unit

Administered by an Identification Expert who is responsible to the Lieutenant of the Service Bureau.

Function: To provide identification services, including fingerprinting, photography and the maintenance of fingerprint identification and photograph files; examine crime scenes for identification evidence; conduct latent finger prints and handwriting comparison examinations; provide other technical services as appropriate.

### 2. Information Management

Administered by the Service Bureau Lieutenant who is directly responsible to the Captain of the Support Services Division.

Function: Development, implementation and maintenance of all computer related information management systems applicable throughout the Department.

### 3. Jail Operations

Administered by the Service Bureau Lieutenant and the Jail Operations Sergeant, who are directly responsible to the Captain of the Support Services Division.

Function: To insure the safe and efficient operation of the City Jail; provide for the short term detention of persons pending arraignment in court; insure that there is adequate staffing to provide for the physical needs and safety of all inmates; and provide for the safekeeping of prisoners' property during their detention in the City Jail.

### 4. Property Unit

Administered by a Supervisor who is directly responsible to the Lieutenant of the Service Bureau.

Function: To safeguard, inventory and process property and evidence related to investigations conducted by Department personnel; maintenance and monitoring of supplies for the police facility.

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5. Public Safety Communications Center

Administered by a Lead Sergeant who is directly responsible to the Lieutenant of the Service Bureau.

Function: To maintain the Public Safety Department's computer aided dispatch (CAD), radio and telephone communications systems; receive all incoming calls for emergency and routine Public Safety services; dispatch and assign Public Safety units; maintain radio discipline and control; provide information to the public; prepare the police CAD Daily Bulletin; and maintain related Public Safety files.

6. Records Unit

Managed by a Supervisor who reports directly to the Service Bureau Lieutenant.

Function: To maintain report and record files of the Department; furnish information and answer inquiries as outlined in Departmental Orders; handle Departmental correspondence not otherwise assigned by order or practice; process applications and issue permits; issue reports and provide information from these data as the Department may require; receive bail or arrange court appearances during the hours the Municipal Court Office is closed; maintain liaison with units of other City departments in securing and maintaining adequate communications and services needed in police operations and quarters; inventory and have custody of all property in the possession of or received by the Department, except evidence in the custody of the Detective Bureau; supervise the maintenance and use of police buildings; assist other Divisions in emergencies as necessary.

7. Report Review

Administered by a Supervising OAI who reports directly to the Service Bureau Lieutenant.

Function: Report Review is responsible for ensuring that police reports are transcribed and processed in a timely manner, meeting quality control guidelines, coding properly for entry into the Records Management System, distributed appropriately, and report liaison for the District Attorney's office.

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8. Warrant Detail

Administered by a Sergeant who is directly responsible to the Lieutenant of the Service Bureau.

Function: To serve all felony and misdemeanor warrants; serve certain criminal subpoenas on persons living outside the City.

PR 409 TRAFFIC DIVISION (established 7/1/90)

Administered by a Captain who is directly responsible to the Deputy Chief of Police.

a. Traffic Bureau

Administered by a Sergeant who is directly responsible to the Captain of the Traffic Division.

Function: To enforce traffic regulations; investigate traffic hazards and initiate remedial measures; prepare and maintain charts and summarize for use by Patrol and Traffic Divisions in maintaining selective enforcement programs; cooperate with public schools, other agencies and organizations to provide traffic safety education and information; prepare reports for the Chief of Police, City Manager, City Council, or others as directed; cooperate with City Traffic Engineer in developing engineering plans for the solution of traffic problems; initiate and assist in the preparation and review of traffic control legislation; oversee the police tow contract with private contractors and conduct post storage tow hearings; conduct the report review process on all collision reports; administer the tow program for the identification, locate and tow vehicles with accumulated parking citations; enforce California Vehicle Code sections relating to commercial vehicles; administer the Traffic Division motor pool, and issue and maintain special equipment. In conjunction with the Berkeley School District, train and supervise the Berkeley Junior Traffic Police and Adult Crossing Guards, and perform other duties as appropriate.

b. Parking Bureau

Administered by a Lieutenant who is directly responsible to the Captain of the Traffic Division.

Function: To enforce local parking regulations; oversee operation of parking garages; maintain and regulate parking in off street lots; enforces preferential parking regulations; make routine collections from meters; keeps records and account for all parking revenues;



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prepares related reports and correspondence for the Chief of Police, and maintains fleet and special equipment.