

# BERKELEY POLICE DEPARTMENT

DATE ISSUED: March 1, 2000

GENERAL ORDER D-6

SUBJECT: DUTY COMMAND OFFICER PROGRAM

## PURPOSE

The purpose of the Duty Command Officer (DCO) is to provide **staff level supervision\*** to those persons charged with the operation of the Department **during those times when no Staff Officer is on duty.\***

## POLICY

All staff officers, with the exception of the Chief of Police **and Deputy Chief of Police\*** shall serve as Duty Command Officer.

## PROCEDURES

- 1 - Service as Duty Commander shall be for a one-week period, commencing at 0800 hours on Monday through 0800 hours on the following Monday.
- 2 - Selection of on-call weeks shall be based on seniority in rank.
- 3 - The Patrol Division Captain shall coordinate the selection of on-call weeks, prepare a written schedule, and distribute the schedule, when completed, to:
  - (a) The Chief of Police, each Commanding Officer, the Patrol Lieutenants' Office, the Patrol Sergeants' Office, and the Public Safety Communications Center.
- 4 - The Duty Command Officer shall be immediately available by telephone or pager unit **to provide staff level supervision either by instructions via telephone or by responding directly to the Police Department of field command post.\***
  - (a) Other responsibilities may include:
    - (1) Attendance at City Council meetings
    - (2) **Attend other City meetings as assigned.\***
- 5 - The Duty Command Officer shall be notified of all cases involving:
  - (a) homicide
  - (b) escape or jail break
  - (c) death or serious injury of a person in custody
  - (d) kidnapping

\* Highlighted text is new

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- (e) missing juveniles under the age of 12 years
  - (f) bombing
  - (g) serious injury to an officer or caused by an officer
  - (h) officer-involved shootings
  - (i) hazardous spills
  - (j) other events which, in the judgement of the ranking on-duty officer, require Duty Command Officer notification.
- 6 - Notification shall be made at the direction of the ranking on-duty officer.
- 7 - The Duty Command Officer shall serve as the representative of the Police Department at all Police Review Commission Boards of Inquiry **and regular PRC business meetings. This duty shall include the authority to remove officers from hearings if the hearing appears out of control.\***
- (a) He/she should be responsive to requests for information and/or assistance by the Police Review Commission, but should confine responses to:
    - (1) The scope of the Internal Affairs Bureau investigation.
    - (2) Department policies and procedures.
    - (3) Applicable local, state and federal laws.
    - (4) Procedures of allied agencies in the Criminal Justice System.
- 8 - A written report shall be prepared and forwarded to the Chief of Police on the day following the attended PRC Board of Inquiry. An attached exemplar shows the proper format for this report.
- 9 - Reports should be completed and delivered to the Office of the Chief on the day following the Board of Inquiry session attended.

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EXEMPLAR

On \_\_\_\_\_, the PRC Board of Inquiry

Commissioners: \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ met to make findings on PRC Case No(s) \_\_\_\_\_.

1. PRC Case No. \_\_\_\_\_ /IAB Case No. \_\_\_\_\_
2. Complainant: \_\_\_\_\_
3. Accused Officer(s)/Employee(s): \_\_\_\_\_
4. Allegations and dispositions: \_\_\_\_\_
5. Comments - (briefly describe the nature and substance of the Board of Inquiry. This should include discussion of policy or other points which may require a response by the Department, reasons for dispositions, areas of controversy (example: "PRC vs. BPD") and may include such other information as may reasonably be included for the Chief's information).
6. Time Spent - (list those Departmental employees attending on and off-duty) and actual time spent at the Board session.

\_\_\_\_\_  
Signature Block