

BERKELEY POLICE DEPARTMENT

DATE ISSUED: April 15, 1999

GENERAL ORDER E-10

SUBJECT: NOTIFICATION OF CATASTROPHIC EVENTS IN THE OF LIVES OF EMPLOYEES*

PURPOSE

- 1 - The purpose of this General Order is to establish a procedure for making notification of catastrophic events in the lives of Department employees to appropriate supervisory and command personnel.

POLICY

- 2 - There will be occasions in the lives of Department employees where an injury to the employee or death of a family member may occur. It is the policy of the Berkeley Police Department to ensure employees have a method of informing the Department of the catastrophic event.

PROCEDURES

- 3 - Upon the occasion of a catastrophic event, the employee may choose to complete, or have completed by another employee, a "Report of Catastrophic" form (*see exemplar*).
 - a - The completed form shall be routed to the Administrative Division Commander, with copies forwarded to the involved employee's supervisor and the Berkeley Police Association.
 - b - The Administrative Division Commander will ensure that the wishes of the involved employee, as outlined on the form are respected.

Reference: CALEA Standards